

BRIEF HISTORY OF AGENCY & SERVICES

The San Diego County Black Chamber of Commerce was established over 18 months ago to provide a means of promoting economic assistance to African-American businesses and individuals. The organization seeks to meet these goals through promoting a better understanding of the private enterprize system with seminars, workssshops and hands on assistance for those in need of special help in reaching their business objectives.

The San Diego County Black Chamber of Commerce is necessary because of the business assistance for special help that many small and disadvantaged businesses continue to identify in their efforts to qualify for targeted contracts and business opportunities.

While the membership and program goals are geared toward African-Americans with business needs, the memb ership is open to all and in deed, a number of non African-Americans individuals and corporate entities continue to become members of the San Diego County Black Chamber of Commerce.

DETAILED DESCRIPTION OF ACTIVITIES CONSTITUTING PROJECT FOR WHICH CDBG FUNDS ARE REQUESTED

This project will provide hands on assistance to small and "disadvantaged" businesses who need assistance with certification by the City's Equal Opportunityd Program.

The program is not one of available assistance from the City's Equal Opportunity Program office. The level of need for technical assistance in many instances has been so great that the process itself discourages small minority and "disadvantged" potential vendors.

The Certification Assistance Program is designed to provide "hands-on" technical assistance to minority and disadvantaged businesses to achieve certification.

The program provides a readily accessible community based center where targeted small businesses can receive help in using city agencies and government funded resourcess.

The program is also designed to develop program literature and provide ourtreach to small businesses as a part of the process of helping them secure screening and certification.

It is anticipated that as a result of these activities, small business vendor's participation in the Certificate Assistance Program will gain assistance in securing contracts and vending opportunities that should lead to additional job creation.

STATEMENT OF NEED

The City of San Diego needs such assistance during these critical budget times. While the Equal Employment Opportunity Program does not seek to assist such small businesses in negotiating the certification process, that office also has additional responsibilities for the monitoring and oversight not only of certification, but also meet the affirmative action requirements of the City of San Diego in all contracting opportunities.

The City of San Diego has made a major policy commitment to Equal Employment Opportunity and the participation of Minority Business Enterprises (MBE) Small and Ethnic Business involvement in the contract and procurement opportunities generated by this city.

In expressed of the City's desire for more equitable participation by said businesses and individuals, the city council has adopted stated goals for the minimum amount of participation and has established a now successful Equal Employment Opportunity Program. But despite the efforts of the EEOP Program and the goals of the City Council for percentage of Minority Contract Participation, a number of eligible small businesses have failed to achieve certification and the full utilization of available resources to help them achieve this goal. Available resources have included the Equal Employment Opportunity Program itself; the Minority Business Development Center, formerly at SDSU; the Incubator Program and Small Business Resource Centers, and in La Jolla operated by the Greater San Diego Chamber of Commerce and the; Small Business Administration (SBA) Counseling and Support assistance to small businesses.

But, in spite of these commitments, African American small businesses and individuals engaged in doing business, have been found too often, slipping through the cracks of the targeted programs.

While the City and its' agencies do issue and publish request for proposals (RFP's) for bids on contracting opportunities, there is no one place that will walk a minority potential and small business enterprise through the actual examination of the request for proposal from the position of helping such a business (1) determine they should participate or (2) provide the kind of assistance that will tie in those supportive resources available in other small businesses assistance agencies to the specific need of each such business seeking assistance.

PROJECT SUMMARY

The San Diego County Black Chamber of Commerce would assist the City of San Diego by working one on one with small minority and disadvantaged businesses seeking certification by the City's Equal Opportunity Program.

Although businesses and individuals seeking to complete the certification process receive good and specific direction from the City's Equal Opportunity Program office, the level of need for technical assistance in many instances has been so great that the process itself discourages small minority and disadvantaged/WBE potential city vendors.

The SDCBCC proposed project would bring together those existing resources with small business entities and in effect cradle each such referred through the process.

The Certification Assistance Project (C.A.P.) would be of tremendous value to the City because it would reduce the work load and time by carrying each such referral through the process of identifying the needed help while assigning a Business Consultant/advisor to carry such a referral through the process of obtaining available help.

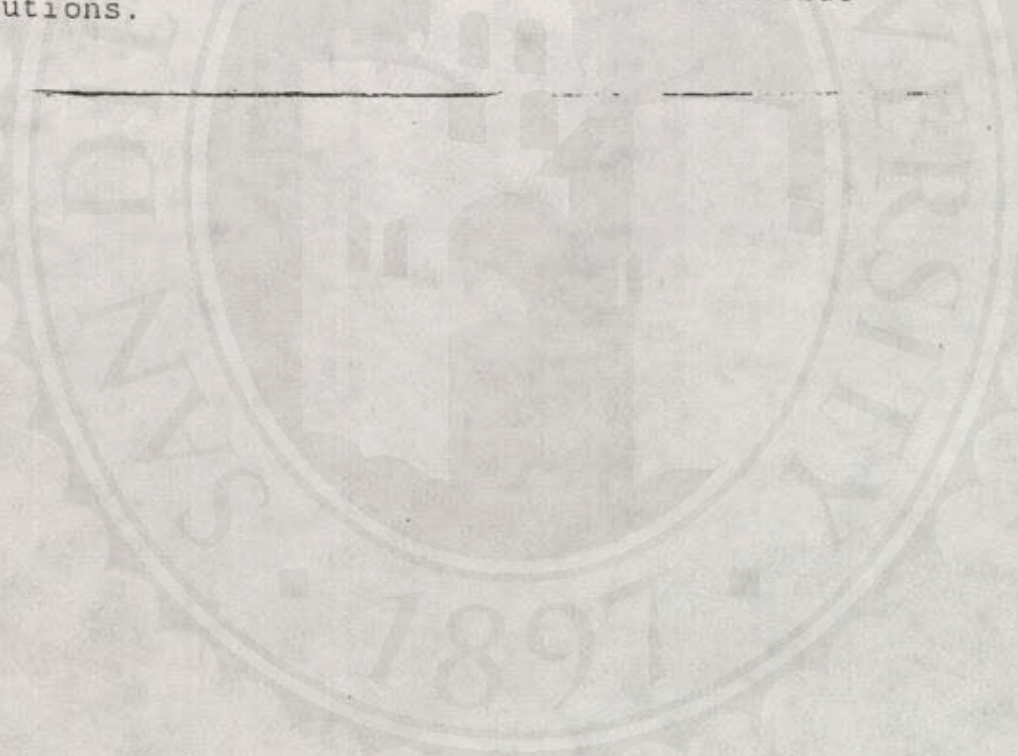
The consultants would "cradle" these business entities through such programs as the Small Business Resource Center, or determine when the Business Innovation Center might be the answer.

The CAP program operated by the San Diego County Black Chamber of Commerce would pre-certify such business referrals with the City's Equal Opportunity Program and thereby maximize the time spent with that office by the Small business and the actual point of certification.

THE NATIONAL OBJECTIVE

The Certification Assistance Project (C.A.P.) satisfies the CDBG national objective by benefiting low-moderate income persons - job creation. Each person or business entity assisted by this program will be required provide additional jobs for low - moderate income persons of the targeted areas of the City of San Diego under the CDBG guidelines.

The San Diego County Black Chamber of Commerce will conduct an active fundraising campaign to meet identified matching fund requirements including grants from the private and corporate members of the San Diego County Black Chamber of Commerce which includes a number of financial institutions.



CDBG PROJECT BUDGET SUMMARY

Personnel Expense

Salaries and Wages	\$ 135,000
Employee Pensions	
Disability and Health Insurance	18,000
SUBTOTAL \$	153,000

Non-Personnel

Architectural/Engineering	\$
Construction	
Property Acquisition	
Demolition	
Relocation	
Capital Equipment	
Consultant Services	
City Costs	
Other	47,000
SUBTOTAL \$	47,000
GRAND TOTAL \$	200,000

SAN DIEGO COUNTY BLACK CHAMBER OF COMMERCE
CERTIFICATION ASSISTANCE PROGRAM

BUDGET FOR FISCAL YEAR 1994 - 1995

Account Number	Description	Budget
Personnel		
1101	Salaries & Wages	135,000
2610	Employee Benefits	14,000
4813	Disab./Health Ins.	4,000
	Total Personnel	153,000
Non-Personnel		
3101	Office Supplies	1,500
3102	Postage/Printing	4,000
4211	Maintenance/Equipment	1,200
4311	Subscriptions/Fees	500
4682	Rent/Office Space	12,000
5201	Telephone	2,000
5101	Utilities	1,800
4812	Insurance/Bond	3,000
4141	Legal/Accounting	5,000
4687	Furniture/Office Equipment Rental	1,000
4352	Communications/Publicity	5,000
4450	Special Events	5,000
4432	Transportation Allowance	3,000
4686	Photocopy Equipment Rental	2,000
6010	Computers/Equipment Outlay	
	Total non-personnel	47,000
	TOTAL BUDGET	200,000

PERSONNEL SCHEDULE

OPERAT. AGENCY S.D.C.B.C.C.

PROJECT Certification Assistance Project

POSITION (1)	PERCENT CHARGED (2)	HOURLY RATE (3)	START DATE (4)	TERMINATION DATE (5)	NUMBER OF MONTHS/ PAY PERIODS (6)	SALARY PER MONTH/ PAY PERIOD (7)	TOTAL SALARY (8)
Executive Director	50%		7-1-94		12/26	2917/1458	35,000
Admin. Analyst (Sr.)	100%		7-1-94		12/26	2500/1250	30,000
Admin. Analyst (Jr.)	100%		7-1-94		12/26	2333/1167	28,000
Admin. Assistant	100%		7-1-94		12/94	2083/1042	25,000
Consultants							3,500
Consultant							3,500
Intern	100%						10,000

1. List all personnel charged against City funding source.
2. Percent of full-time position charged against City Funding source.
3. Hourly rate of pay of City paid position.
4. The date this position will start being claimed against City funding source.
5. The date this position will stop being claimed against City funding source.
6. No. of months/pay periods this position will be charged against City funding source.
7. The salary per month/pay period charged to City funding source.
8. The total salary charged against City funding source.

TOTAL 135,000

Pay Schedule (Check One)

☐ Monthly
☐ Biweekly
☒ Twice a Month

Date(s) Paid _____

FY'94

EXHIBIT A

CDBG BUDGET JUSTIFICATION*

OPERATING AGENCY S.D.C.B.C.C.

Project Certification Assistance Project

LINE ITEM EXECUTIVE DIRECTOR

AMOUNT

Detailed Explanation:

This person will give 50% of their time directing the program. They will be the primary liason with the city and resource agencies, and determine project direction.

TOTAL 35,000

LINE ITEM ADMINISTRATIVE ANALYST (Sr.)

AMOUNT

Detailed Explanation:

Will direct the operation of the CAP and supervise staff. Will coordinate the flow of the small businesses.

TOTAL 30,000

IE ITEM ADMINISTRATIVE ANALYST (Jr.)

AMOUNT

Detailed Explanation:

Will work hands on with the small businesses in assisting with certification. Will continue to meet with city buyers and necessary personnel to keep the small businesses informed.

TOTAL 28,000

LINE ITEM ADMINISTRATIVE ASSISTANT

AMOUNT

Detailed Explanation:

Will work with Executive Dir. and Adm. Analysts to provide assistance with clerical and maintaining a current list of qualified small businesses.

TOTAL 25,000

*All line items must be justified

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Exhibit B

CDBG BUDGET JUSTIFICATION*

OPERATING AGENCY S.D.C.B.C.C.

Project Certification Assistance Project

LINE ITEM	AMOUNT
Detailed Explanation:	
This item provides the required general commercial liability insurance.	
	TOTAL
LINE ITEM	AMOUNT
Detailed Explanation:	
Allows for basic janitorial service for the office where business will be conducted	
	TOTAL
IE ITEM	AMOUNT
Detailed Explanation:	
To insure that such things as financial reports, taxes, and legal assistance, if required, for clients in relationship to certification, is available.	
	TOTAL
LINE ITEM	AMOUNT
Detailed Explanation:	
This is a high volume activity are because of the calls involved in servicing clients both in-coming and out to resource areas.	
	TOTAL

*All line items must be justified

CDBG BUDGET JUSTIFICATION*

OPERATING AGENCY S.D.C.B.C.C.

Project Certification Assistance Prog.

LINE ITEM	AMOUNT
Detailed Explanation: This program will provide assistance to minority and WBE businesses requiring technical help with the identification and use of available resources. The result will mean more qualified minority vendors and increased jobs for affected areas.	
	TOTAL
LINE ITEM	AMOUNT
Detailed Explanation: Necessary space in which to house the program and its services.	
	TOTAL
LINE ITEM	AMOUNT
Detailed Explanation: This item allows for local advertising and notices to attract new potential business entities that will increase numbers for the city in minority contractors.	
	TOTAL
LINE ITEM	AMOUNT
Detailed Explanation: Will prepare project staff in better servicing the multiple needs of clients by bringing in specialized help.	
	TOTAL

*All line items must be justified

FY'94

Exhibit B