

## Attachment A

### COVID-19 – Scope of Work

#### Overview:

At its March 24, 2020 special meeting the Board of Commissioners voted to create the “One Buncombe” fund, a COVID-19 relief fund. The purpose of One Buncombe is to provide a donation portal to support relief efforts, and to provide relief to individuals and businesses impacted by COVID-19. Buncombe County is partnering with its community municipalities and organizations to create this centralized COVID-19 donation center. The Board proposes to provide certain economic development appropriations in the amount of Two Hundred Thousand (\$200,000) Dollars to Buncombe County Service Foundation, Inc., a non-profit corporation organized under the laws of the State of North Carolina (“BCSF”).

BCSF is a qualified 501(c)(3) organization that receives donations and grants on behalf of the County to improve access to health, safety, independence, wellness, recreation, and community services in alignment with County goals and priorities

BCSF will receive gifts and donations for uses associated with COVID-19 relief efforts. These uses will be limited to provide low-cost “bridge funding” to help businesses stay open and to provide general assistance funds for the benefit of individuals to limit job losses until businesses and individuals can qualify for longer term disaster funding from SBA or others. BCSF will partner with Buncombe County Health and Human Services (“BCHHS”) for General Assistance and Mountain Biz Works, Inc., a North Carolina non-profit corporation (“MBW”) for loans to small businesses.

BCSF may allocate funds appropriated and donated to the COVID-19 relief fund between the General Assistance program and the low cost bridge funding program in its discretion

**BCHHS will** screen individual applicants for assistance eligibility in accordance with BCHHS General Assistance guidelines.

#### **MBW will:**

- process applications, underwrite, and fund loans per standardized guidelines in a consistent and expeditious fashion.
- create necessary communications materials to share this resource within the local business community, and will proactively market the Fund via partners (Asheville Chamber, A-B Tech Small Business Center, SparkTank, Venture Asheville, etc.) and through MBW’s direct communications channels
- Report Fund progress (# loans made, total amount of loans made, loans per business size (1-5 employees, 6-10 employees, 11-20 employees, 21-30 employees, greater than 30 employees), # of minority/women-owned businesses, # of jobs retained) on a weekly basis

- support Spanish-language requests where needed using bi-lingual staff as well as comply with Title VI and/or utilizing other language resources to provide equal opportunity in other languages.
- Eligibility and compensation criteria will be developed tailored toward small businesses
- Once COVID-19 impacts and demand for the emergency disaster loans have sufficiently waned, the Foundation will instruct MBW to close the Fund to new loans, starting the “closed phase.” During this phase principal and interest payments will be returned to the Fund, and then on a monthly basis MBW will return such monies to the BCSF minus any administrative fees outlined herein.

**COVID-19 SMALL BUSINESS LOANS PROGRAM  
SCOPE OF WORK**