
Change in Service Proposal

Between

The City of San Marcos (COSM)

and

Greater San Marcos Partnership (GSMP)

This Proposal sets forth the terms and understanding between the City of San Marcos and Greater San Marcos Partnership (GSMP) to support businesses and economic development in the City of San Marcos through assistance in the solicitation of grant funding.

Section 1 Background

The City of San Marcos (COSM) has an opportunity to support business access to grant monies available at the local, state, and federal level.

- At this time, local organizations are not fully prepared to respond to all opportunities that are available.
- The duties of this project between GSMP and The City of San Marcos will provide essential resources to local organizations in order to prepare, apply, receive, and manage grant monies. This project will:
 - Help obtain needed funding for local businesses, and
 - Support local businesses and expand their economic reach in Central Texas.

Target Businesses – Minority/Disadvantaged



Start-ups

No sales yet
Business plan needs funding
May have some initial sales or sales booked



Entrepreneurs

Idea
Product/Service ideas
Prototypes
Missing Key Structures or Funding to Execute



Small Businesses

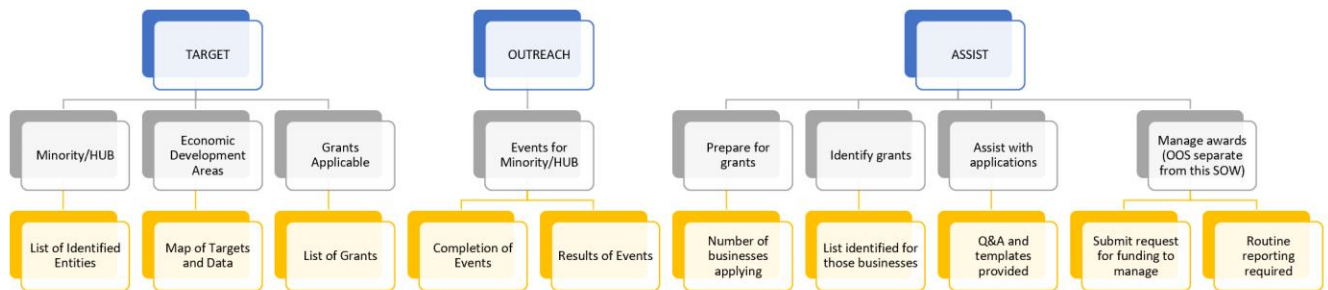
Physical or Digital Business
Need to grow/expand market share

Section 2

Scope of Work - General

This Proposal defines the roles, responsibilities, budget, and terms of this agreement to ensure effective delivery of this effort for COSM. The City has an existing contract with GSMP, and additional services are proposed to be provided through the Riparius Team - operating as R.I.P.P.L.E Project (Rio Innocente Partnership Project Leading Ethnicity), who would be operating as a subcontractor to GSMP.

SMALL BUSINESS ASSISTANCE

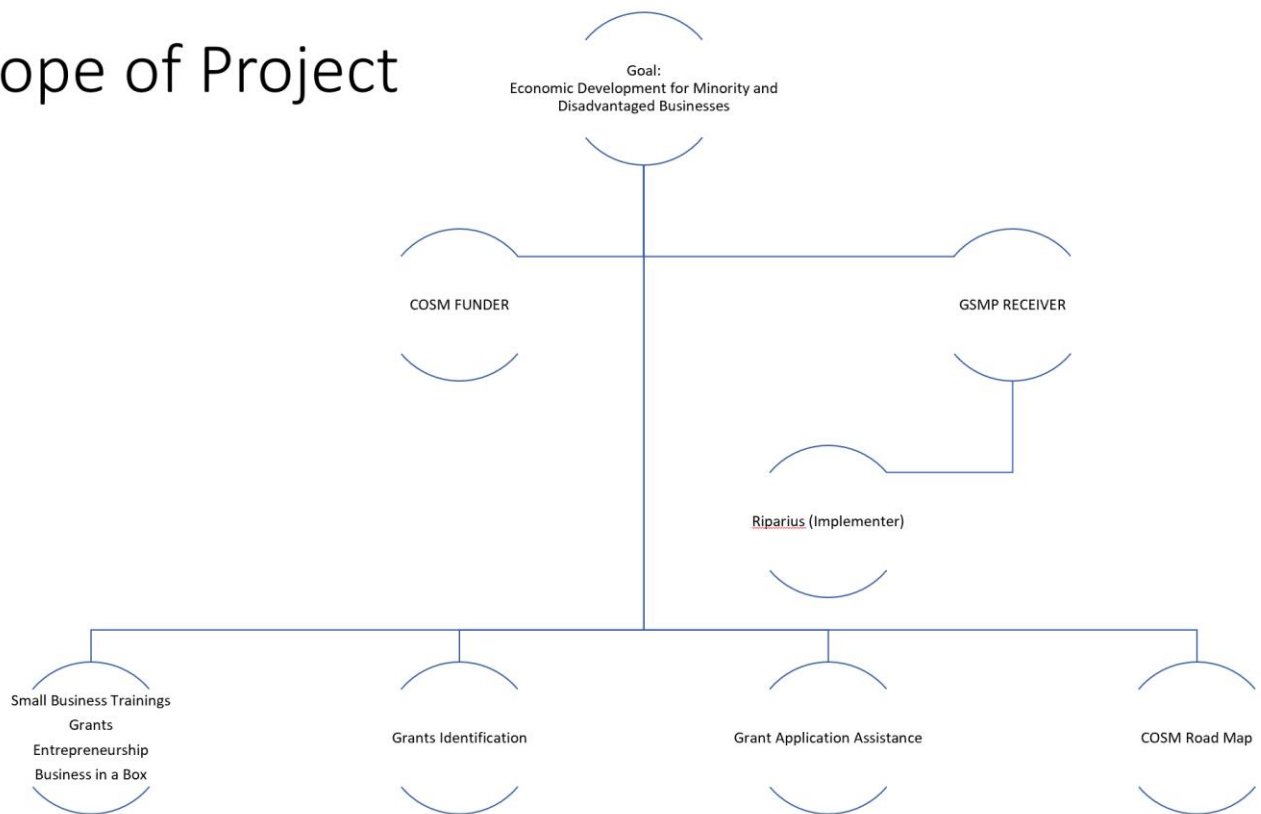


This project will involve:

- Grant Opportunity Identification
- Assembling Grant Team
- Grant Budget Support
- Grant Project Planning Support
- Grant Administration
- Grant Metric Tracking System Development
- Completion of Six Business Education Events
- Submittal of Metrics for the Business Education Events
- Providing Business Roadmap
- Monthly Progress Tracking
- Project Setup Support
- Required reports to COSM
- Coordination with COSM and GSMP

All of the activities listed above will be performed by GSMP in coordination with COSM.

Scope of Project



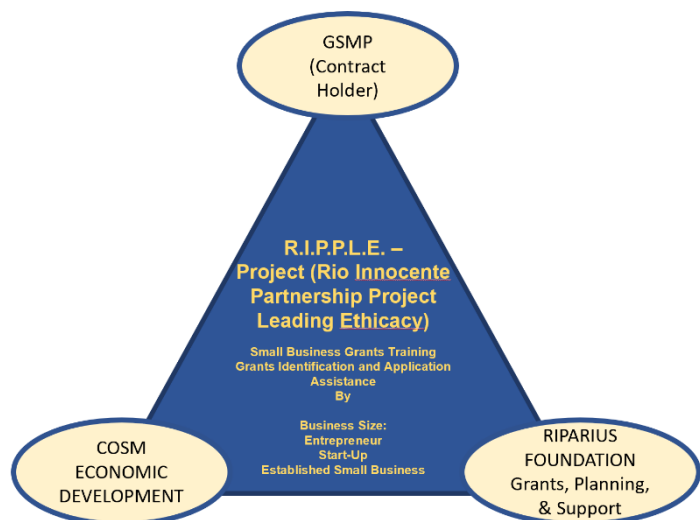
RIPPLE Program – Riparius is the sole subcontractor on this project and responsible for delivering the actions in the statement of work on behalf of GSMP.

Section 3 Responsibilities

COSM and GSMP will each have certain responsibilities in relation to the project or activity outlined in this CIS. These responsibilities are as follows:

COSM Responsibilities:

- COSM will be responsible for distributing funding according to the agreed payment schedule listed in the Payment Schedule Section 6.
- COSM is responsible for reviewing reports from GSMP and provide status feedback to GSMP. These include GSMP monthly reports and coordination meetings to ensure all parties are in coordination with the program's goals.
- COSM will be responsible for having key personnel available to coordinate as needed.
- COSM provides subject matter experts for events.



- COSM is responsible for sharing any critical data for the successful completion of funding opportunities and events.
- COSM will be responsible for reviewing and considering applications in instances where City is issuing funding .
- COSM, on a case-by-case basis, will be responsible for preparing and submitting applications in instances where the City is seeking funding.
- COSM will support GSMP with obtaining access to data, assistance for grants/ opportunities, and marketing of the events.

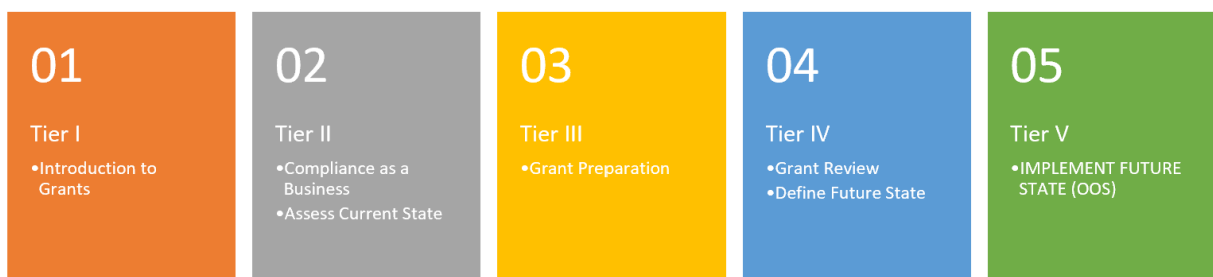
GSMP Responsibilities

- GSMP will ensure the completion of the scope of work and oversee and supervise the Riparius Team (RIPPLE project) and its goals.
- GSMP will complete all events within an 18-month period.
- GSMP will comply with the timely payment requirements with sub-contractors per the City regulations regarding payment of contractors.
- GSMP will be responsible for overseeing and carrying out programs in the three areas described in the SOW and reporting and preparing reports for COSM. These areas are:
 - Business grant outreach events
 - Grant support for businesses and as requested for COSM
 - Developing a roadmap for businesses

Business outreach events include:

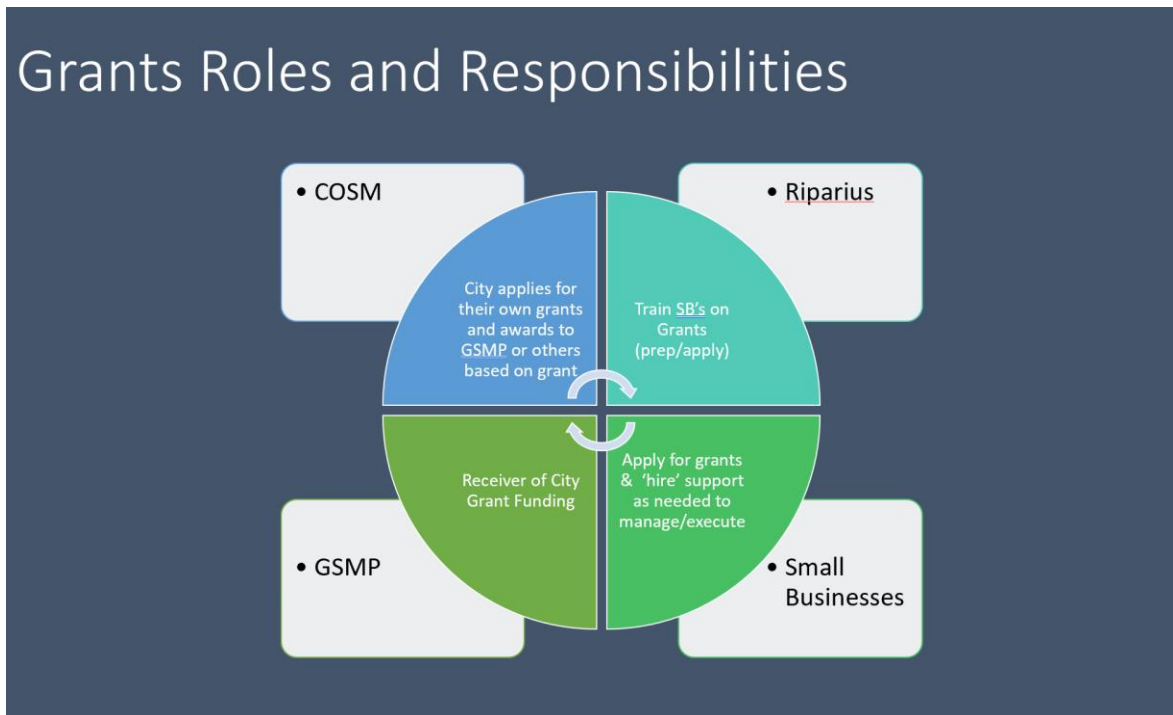
- Development of a program specifically designed for minority entrepreneurs, including the creation of curriculum and materials.
- Event planning and execution: Planning and execution of events and workshops related to the minority entrepreneurial program, including logistics, marketing, and coordinating with experts and attendees.
- Evaluation and measurement: Implementation of a system for evaluating the effectiveness of the program and events, and identification of areas for improvement.

Small Business Event Goals



Grant support:

- For businesses, includes development of grant budgets, project plans, and tracking systems.
- For COSM, includes identification of applicable grants.



Developing a roadmap for businesses:

- For businesses, develop a list of City departments and resources they will need to contact as they begin setting up and operating.

Position	Roles and Responsibilities
Program Director	A Special Projects manager will support the COSM SB community by developing a coalition. Serve as the intermediary organization for funding receipt.
Grant Director	Attend information sessions for available funding opportunities
Advisors	COSM and GSMP along with any other stakeholders as appropriate to support the SOW.
Finance Control	GSMP accepts reports from Riparius proving financial controls are in place and budget and deliverables are being submitted according to the performance metrics and SOW provided to GSMP and COSM.
Grant Manager	Responsible for overseeing up to three application processes for each identified and approved funding opportunity, which includes the following areas per identified opportunity: Grant Budget Grant Project Planning- project plan, writing, management structure, administrative support, schedule management and other duties related to grant project planning. Grant Organizational Chart Grant Metric Tracking System

Subject Experts	Members of the local community, including COSM, who provide reviews of goals. These are unique to each Grant activity.
Administrative Coordinator	Project Implementation and setup, monitoring that COSM is reporting back within required time-frames, preparation of reports and other tasks as assigned under the Program Director.
Events Coordinator	Markets, plans, executes, and reports performance measures on events, with the support of GSMP and COSM. Also supports development of application plans for organizations attending events.
Stakeholders	Various

Section 4

Reporting

1. Monthly reporting of metrics as detailed in the scope of work will be completed by GSMP and submitted to COSM.
2. GSMP will submit any required reports to demonstrate fiduciary responsibility on the budget and scope of work,
3. GSMP will submit budget payment reports and program status reports to COSM quarterly.

Section 5

Performance Measures

5-General Performance Measures

- Number of applications submitted on behalf of businesses
- Number of awards and dollar amounts
- Number of community/partner meetings

5.1 - Grants

- Grant Budgets Prepared
- Grant Project Plans Prepared
- Grant Metric Tracking System Implemented/Number tracked

5.2 - Business Education Events (6)

- Metrics per event:
 - 80% of meeting attendees will indicate from a post-attendee survey that meeting was beneficial to them or their practices
 - Number of small businesses served within San Marcos
 - Number of small businesses served within a Qualified Census Tract

5.3 - Roadmap

- Completion of meetings with city staff
- Use Case Scenario Build-out
- Business Roadmap
- Monthly Progress Tracking

Section 6

Budget and Payment Schedule

GSMP will request payments from City of San Marcos on the following quarterly schedule after the change in service takes effect:

1st Quarter	\$41,666
2nd Quarter	\$41,666
3rd Quarter	\$41,666
4th Quarter	\$41,666
5th Quarter	\$41,666
6th Quarter	\$41,670
TOTAL	\$250,000

Section 7

Duration

- This CIS shall become effective upon signature by the authorized officials from the list partners and will remain in effect for 18 months or until modified or terminated by any one of the partners by mutual consent.

- An additional CIS is necessary to renew and/or amend this CIS by mutual agreement and signed by both parties.
- In the absence of mutual agreement by the authorized officials from GSMP or COSM this CIS shall end 18 months from the date of execution.

Contact Information

Partner name
Partner representative
Position
Address
Telephone
E-mail

Partner name
Partner representative
Position
Address
Telephone
E-mail

IN WITNESS WHEREOF, the parties have executed this MOU as of the date first above written.

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

City of San Marcos

Greater San Marcos Partnership