

Office of Economic Development Business Assistance Center/Development Lending Company Project Records, 1992-1997

Overview of the Collection

Creator	Seattle (Wash.). Office of Economic Development
Title	Office of Economic Development Business Assistance Center/Development Lending Company Project Records
Dates	1992-1997 (inclusive) 1992 1997
Quantity	1.2 cubic feet, (3 boxes)
Collection Number	2100-03
Summary	Records concerning the formation of a community economic development project.
Repository	Seattle Municipal Archives Seattle Municipal Archives Office of the City Clerk City of Seattle PO Box 94728 98124-4728 Seattle, WA Telephone: 206-233-7807 Fax: 206-386-9025 archives@seattle.gov
Access Restrictions	Records are open to the public.
Languages	English
Sponsor	Funding for processing this record series was provided through a grant from the National Historical Publications and Records Commission.

Historical Note

The Office of Economic Development (OED) was created in 1972 as part of the Department of Community Development to provide information to businesses expanding or relocating in Seattle. Its main efforts consisted of business development and capital investment, business assistance and advisory services, business liaison, special projects, and research.

In 1992 the City Council reorganized the functions of the Department of Community Development and established the Economic Development Transition Project. This project was assigned responsibility to contract for services to manage the City's business loan programs and to develop and recommend a strategy for the City's economic development programs.

OED was reorganized into the Executive Department in 1993. Its assigned functions included coordination of programs and policies related to the support of a diversified economy, livable wage

Office of Economic Development Business Assistance Center/Development Lending Company Project Records, 1992-1997

<http://archiveswest.orbiscascade.org/ark:/80444/xv72131>

jobs, access to education, job training and self-employment opportunities, and increased capacity for local neighborhood revitalization. OED administered the City's business loan programs, including loans funded by Urban Development Action Grants, the Neighborhood Business Development Loan Program, Washington State Development Loan Funds, the Seattle Small Business Lenders Association, and Community Development Block Grants.

The Office negotiated and administered contracts with organizations engaged in the provision of economic development services. Additional functions included the implementation of Community Development Block Grant contracts, as well as administration of federal, state, and local grants such as Central Seattle Neighborhood Special Purpose Grants, Economic Development Administration Planning Grants, the Southeast Opportunity Fund, and the Southeast Good Neighbor Fund. OED provided staff support to the City's Industrial Development Corporation, which issued industrial revenue bonds to provide low-interest financing for private business investment in Seattle. The Office also assumed responsibility for staffing the Mayor's Small Business Task Force and administering certain contracts. The director was appointed by the Mayor and confirmed by City Council.

Content Description

Records, including subject files, correspondence, and planning documents of the Director of OED, concerning the formation of two linked, not-for-profit, community business development ventures to increase economic opportunity in targeted markets. In 1997 the City transferred its small business lending program to the Seattle Economic Development Association. All three organizations currently operate under the umbrella of Community Capital Development. The Seattle Economic Development Fund and the Seattle Business Assistance Center make small business loans, provide technical assistance and promote business formation and job creation in the targeted communities.

Use of the Collection

Preferred Citation

[Item and date], Seattle Business Assistance Center/Development Lending Company Project Records , Record Series 2100-03. Box [number], Folder [number]. Seattle Municipal Archives.

Administrative Information

Detailed Description of the Collection

The following section contains a detailed listing of the materials in the collection.

2100-03: Business Assistance Center/Development Lending Company Project Records , 1992-1997

Container(s)	Description	Dates
Box/Folder		
1/1	Business Plan Instructions	undated
1/2	Small Business Lending Meeting Notices	1996
1/3	New Lending / Technical Assistance Council / Mayor Briefings	1996
1/4	New Loan and Technical Assistance General Correspondence	1996
1/5	New Loan and Technical Assistance Legislation	1996
1/6	New Lending / Technical Assistance Notes	1996
1/7	Lending / Technical Assistance Programs - Other Entities	1995-1996
1/8	New Loan and Technical Assistance Promotional Material	undated
1/9	New Business Assistance Center / Technical Assistance Press	1996
1/10	RFQ Law Department Discussions	1996
1/11	Law Department Correspondence	1997
1/12	New BAC / TA Center Budget	1996
1/13	Seattle Small Business Lenders Association One Stop Capital Shop	1995-1996
1/14	Workplan	1996
1/15	Wells Fargo Bank	1996
2/1	Fund-raising Efforts	1996
2/2	BAC / DLC Options, Papers, Budgets	1996
2/3	BAC / DLC Options, Papers, Budgets	1996
2/4	Portfolio Valuation	1997

Container(s)	Description	Dates
2/5	Draft Letter of Intent - Transfer of Loan Portfolio and City Funding	1997
2/6	Draft Performance Credit Plan	1997
2/7	Draft Ordinance	1997
2/8	BAC / DLC WMBE Information	1996
2/9	Procurement (Selection) Process	1996
2/10	HUD Project Description	undated
2/11	Project Concept / Budgets	undated
2/12	Review Team	1996
2/13	Review Process / Reviewers	1996
3/1	Business Plan Instructions	undated
3/2	Legal / Account Instructions	1996
3/3	Account / Contract Language	1996
3/4	Development Loan Fund Agreement	1994
3/5	Request For Qualifications	1992-1996
3/6	Small Business Association History - Minority Loans	1994-1996
3/7	Seattle Small Business Lenders Association Information	1995-1996
3/8	BAC / BLC Budget Information, Loan Numbers	1996
3/9	Jobs Report 1995 Loans	1996
3/10	Issues, Questions - Small Business Resource Center in Central Area	1996
3/11	Concept Development Interviews	undated

Container(s)	Description	Dates
3/12	Community Capital	1996-1997

Names and Subjects

Subject Terms :

Economic development--Washington (State)--Seattle

Government aid to small business--Washington (State)--Seattle

Minority business enterprises Finance

Personal Names :

Ryan, Mary Jean

Corporate Names :

Seattle (Wash.). Office of Economic Development

Geographical Names :

Seattle (Wash.)

Finding aid prepared by Janet Ness

2011