



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE: JUNE 15, 2020**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: RON AHLERS, CHIEF FINANCIAL OFFICER  
MICHAEL MCCONVILLE, MANAGEMENT ANALYST**

**SUBJECT: UPDATE ON CALABASAS OPEN SMALL BUSINESS GRANT PROGRAM**

**MEETING DATE: JUNE 24, 2020**

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**SUMMARY RECOMMENDATION:**

Recommendation that Council receive file and receive this status update on the Calabasas Open Small Business Grant Program.

**DISCUSSION:**

The Calabasas Open Small Business Grant Program provides a one-time emergency grant, up to \$10,000, to eligible Calabasas based small businesses to assist with COVID-19 reopening costs. The FY 2020-21 approved appropriation amount is \$1 million. \$500,000 is for the first phase of the program, or 50 grants if each small business receives the maximum amount.

The goal of the Program is to remove barriers to accessing capital for the City's small businesses that were required to close, or partially close, as a result of the pandemic. Providing these much needed funds to the City's small businesses allows stores to reopen as soon as possible, while also stimulating the local economy.

## Anticipated Timeframes & Deadlines

- I. Application Submission: June 15 – June 19
- II. Application Review: June 22 – June 26
- III. Notice of Grant Award: June 29 – July 2
- IV. Checks Mailed to Businesses: July 6 - 10

## **SIGNIFICANT ACTIVITY AND UPDATES:**

### Application Submission: June 15 – June 19

The Calabasas Open Program application was successfully posted on the City's website and started accepting online applications on June 15 at 10:00 AM. Applications will be accepted until Friday, June 19 at 5:00 PM.

As of mid-afternoon on June 15, there were 35 applications successfully submitted. To note, some of these applications may be deemed incomplete or ineligible once applications are reviewed.

### Application Review: June 22 – June 26

Applications will be reviewed starting the week of June 22 on a first come, first served basis, with first come defined as the date and time received by the City of Calabasas. The review panel consisting of two (2) City staff members will review each application for eligibility and completeness, in addition to screening businesses according to sales tax and transit occupancy (hotel bed) tax priority. The panel will recommend a grant award amount based on the reasonable costs associated with the request, with final grant approval by the City's Chief Financial Officer.

In the event that an applicant is denied funding, that determination is final and there is no appeals process.

## **FISCAL IMPACT/SOURCE OF FUNDING:**

The City Council has approved a \$500,000 allocation from the Disaster Recovery Fund (46) (Woolsey Fire Settlement) as the funding source for the first phase of the Calabasas Open Small Business Grant Program.

**REQUESTED ACTION:**

That Council receive and file this status update on the Calabasas Open Small Business Grant Program.

**ATTACHMENTS:**

1. Calabasas Open Grant Application List, updated 06/15/2020