



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE: JULY 7, 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: JULY 15, 2020**

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**SUMMARY RECOMMENDATION:**

Recommendation that Council receive and file 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, with \$500,000 being utilized for the first phase of the program.

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.

**Updated Anticipated Timeframes & Deadlines**

- I. Application Submission: June 15 – June 19
- II. Application Review: June 22 – July 2
- III. Final Approval & Notice of Grant Award: July 6 – July 17
- IV. Checks Mailed to Businesses: July 20 – July 31

**SIGNIFICANT ACTIVITY AND UPDATES:**

**Application Review: June 22 – July 2**

Sixty-five (65) applications were reviewed on a first come, first served basis, with first come defined as the date and time the online applications were received by the City of Calabasas. A review panel consisting of two City staff members reviewed each application to confirm that eligibility and completeness requirements were met, and screened businesses according to sales tax and transit occupancy (hotel bed) tax priority. Lastly, the panel provided a grant award amount recommendation for each eligible small business based on the reasonable costs associated with each request.

At this time, the panel has recommended that approximately two-thirds of the applications receive at least \$300,000 in grant awards. The final recommendation, and subsequent approved amount, will vary due to the panel having to clarify incomplete or ambiguous Grant Funds Use Description Statements.

**Final Approval & Notice of Grant Award: July 6 – July 17**

The panel recommendation will be forwarded to the City’s Chief Financial Officer for final review and approval. Applicants will then be notified via email as to the eligibility status of their application. Businesses that meet program eligibility requirements will be provided an approved grant dollar amount.

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

**Checks Mailed to Businesses: July 20 – July 31**

Small businesses will receive approved grant award checks via mail to the address listed on their applications.

**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 07/07/2020