



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: County Executive Office
Department No.: 012
For Agenda Of: November 29, 2022
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors

FROM: Department: Mona Miyasato, County Executive Officer
Director(s):
Contact Info: Nancy Anderson, Assistant County Executive Officer

DocuSigned by:
Mona Miyasato
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SUBJECT: Amendment to Fiscal Agent Agreement with the Santa Barbara Foundation

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

It is recommended that the Board of Supervisors:

- a) Approve and authorize the Chair to execute Amendment No. 1 to the California Microbusiness COVID-19 Relief Grant Program Fiscal Agent Agreement with the Santa Barbara Foundation to extend the term to June 30, 2023 for the administration of the Microbusiness COVID-19 Relief Grant Program and update the definition of a qualified microbusiness as directed by the State of California Office of the Small Business Advocate; and

- b) Determine that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA Guidelines, because they consist of administrative activities of government that will not result in direct or indirect physical changes in the environment.

Summary:

The California Microbusiness COVID-19 Relief Grant Program (MBCRG) was created in 2021 to assist qualified microbusinesses that have been significantly impacted by the COVID-19 pandemic in California by the Office of the Small Business Advocate of the Governor’s Office of Business and Economic Development. The grants assist qualifying small businesses negatively affected by the COVID-19 pandemic. This Amendment No. 1 extends the term of the fiscal agent agreement with the Santa Barbara Foundation for program administration to June 30, 2023 and updates one of the grant eligibility criteria.

Background:

On November 16, 2021, your Board authorized the County to contract with the Santa Barbara Foundation to administer the program and funds from the MBCRG program to microbusinesses within the County. To date, 53 microbusinesses have been awarded throughout the County, totaling \$135,000. The Foundation indicates that the volume of applications has increased over the past several weeks and expects all funds to be exhausted before the end of the calendar year. There is approximately \$309,000 remaining left to distribute. Attachment D lists businesses awarded through September 30, 2022.

On October 3, 2022, staff was notified by the California Office of the Small Business Advocate that the MBCRG program was extended through June 30, 2023. Because of this action, program activities were approved to continue through June 2023 or until all funds are disbursed. Any remaining funds will need to be returned to the State before June 29, 2023 if not expended. On October 6, 2022, CalOSBA and staff executed an amendment to the grant agreement, extending the program deadline (Attachment C).

The amendment also updates one of the criteria for eligible microbusinesses to correspond to an amendment of the County's grant agreement with CalOBSA. The amendment updated the definition of a "qualified microbusiness" to read: "The microbusiness was significantly impacted by the COVID-19 pandemic, as evidenced by at least a 10% reduction in revenue from the 2019 to 2020 taxable years, and/or a signed attestation and/or narrative describing significant impact from COVID-19."

Fiscal and Facilities Impacts:

There is no budgetary impact associated with this item.

Fiscal Analysis:

Santa Barbara County's allocated award based on population size as of January 1, 2021 is \$556,119.99. The County received the full allocation. The Santa Barbara Foundation's administration cost shall not exceed 20% of the maximum allocated amount or other amount set forth by CalOSBA. As detailed in the Fiscal Agent Agreement with the Foundation (Attachment B) costs to the Foundation are approximately \$111,224. This is an estimated dollar amount and actual amount will be based on actual administrative cost from SBF submitted to the County. The remaining balance of \$444,896 is allocated for \$2,500 microbusiness grants, resulting in approximately 176 grants awarded throughout the County. To date, approximately \$135,000 has been expended and roughly \$309,000 is left to distribute. There are no additional funds requested to fund the Foundation through this Amendment No. 1.

Key Contract Risks:

Staff views the contract as relatively low-risk. If there were to be noncompliance with certain State program requirements, that could affect future funding opportunities or reimbursement from CalOBSA.

Special Instructions:

Please return one copy of the executed Fiscal Agent Agreement Amendment to Jasmine McGinty at jmcginty@countyofsb.org, ext. 3108.

Attachments:

Attachment A – Amendment No. 1 to Fiscal Agent Agreement
Attachment B – Executed Fiscal Agent Agreement with the Santa Barbara Foundation
Attachment C – CalOSBA Grant Amendment

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Attachment D – MBCRG Final Awards through 9-30-2022

Authored by:

Jasmine McGinty, Principal Analyst, County Executive Office

cc: Jackie Carrera, Santa Barbara Foundation