



To: Rorie Watt, CBJ Manager
CC: Jeff Rogers, CBJ Finance Director
Mila Cosgrove, CBJ Deputy Manager
From: Brian Holst, JEDC Executive Director
Date: Wednesday, July 29, 2020
Re: Update on COVID19 CBJ Sustainable Business Grant Program per CBJ Ordinance 2019-06 (AC)(b)(am)

Reporting Period: Wednesday, July 22 to Tuesday, July 28

1. INTRODUCTION AND OBJECTIVES

CBJ Assembly adopted Ordinance 2019-06 (AC)(b)(am) which provides for \$3.5 million in grants to Juneau businesses experience financial hardship due to COVID19. Per the Ordinance, businesses must demonstrate Financial Hardship by showing a decline in business of 20% or more from 2019 to 2020. Once the qualify, they can then submit actual and estimated expenses for the period of April through August 2020 in three categories of “fixed” expenses: 1) utilities, 2) long-term debt, and 3) rent/leases. Thirty-three percent of those expenses, up to \$33,000, can be granted to businesses, including non-profits. This program is Phase One of a three phase program. Phases Two and Three may be adjusted to better meet the needs of the business community. An additional \$8.5 million is currently earmarked for these future phases.

This report covers the initial period of the program through the fourth week of July.

2. PROGRAM SECTION

a. Summary of Main Activities

CBJ Assembly adopted Ordinance 2019-06 (AC)(b)(am) on Monday, June 8. On Wednesday, June 17, JEDC received and signed an agreement with CBJ to operate the program. Upon mutual agreement with CBJ Manager’s Office, JEDC opened up the application process on Monday, June 15. On Friday, June 19, JEDC received the first batch of twenty applications back from CBJ after the verification of CBJ reported revenues and tax compliance—a pre-requisite for the program. JEDC received funds for the program from CBJ on Monday, June 22. JEDC began issuing grants to qualified businesses that week.

b. Significant Events and Accomplishments

- JEDC has received 216 applications, ten more in the last week.
- Of that number, one application has been declined or set aside because of tax compliance issues, duplicate, incomplete, or withdrawn application.
- CBJ has reviewed tax compliance for 215 applications to date.

Covid-19 Business Sustainability Grant Weekly Report: 7/28/20	Applications	Dollars	Full-Time Jobs	Part-Time Jobs
Total	216		826	671
Post-Approval	147	\$ 1,604,799	515	441
Money Sent	98	\$ 1,188,375	338	358
Documents Sent	22	\$ 188,430	38	41
Eligibility Report Sent	21	\$ 179,478	135	38
Approved	6	\$ 48,515	4	4
Pre-Approval	68		311	230
Final Review	30	\$ 221,184	169	77
Initial Review	38		142	153
Not Active (Duplicate, Disqualified, Withdrawn)	1			

- The 147 businesses with approved grants have 441 part-time and 515 full-time positions during the period of April through August 2020, as reported/estimated by each applicant. This data is voluntary for the applicant.

c. Anticipated Challenges/Problems/Opportunities/Recommendations

- Grant size continues to average close to \$11,000 per award in Phase 1.
- With Phase 2/3 nearing approval, we will want to close the application period for Phase 1 grants very soon. If the application start date in the Phase 2/3 proposed ordinance remains “no later than August 10”, then we will need to close Phase 1 sometime early the week of August 3.

3. ADMINISTRATIVE SECTION

JEDC has not calculated its administrative costs in detail. Some costs include:

- JEDC personnel has invested 800+ hours of effort.
- JEDC acquired HelloWorks software to manage paperless processes for the emergency loan program. We are now using this software also for the grant program, at a relatively small marginal cost.



To: Rorie Watt, CBJ Manager
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Mila Cosgrove, CBJ Deputy Manager
From: Brian Holst, JEDC Executive Director
Date: Wednesday, July 22, 2020
Re: Update on COVID19 CBJ Sustainable Business Grant Program per CBJ Ordinance 2019-06 (AC)(b)(am)

Reporting Period: Wednesday, July 15 to Tuesday, July 21

1. INTRODUCTION AND OBJECTIVES

CBJ Assembly adopted Ordinance 2019-06 (AC)(b)(am) which provides for \$3.5 million in grants to Juneau businesses experience financial hardship due to COVID19. Per the Ordinance, businesses must demonstrate Financial Hardship by showing a decline in business of 20% or more from 2019 to 2020. Once the qualify, they can then submit actual and estimated expenses for the period of April through August 2020 in three categories of “fixed” expenses: 1) utilities, 2) long-term debt, and 3) rent/leases. Thirty-three percent of those expenses, up to \$33,000, can be granted to businesses, including non-profits. This program is Phase One of a three phase program. Phases Two and Three may be adjusted to better meet the needs of the business community. An additional \$8.5 million is currently earmarked for these future phases.

This report covers the initial period of the program through the third week of July.

2. PROGRAM SECTION

a. Summary of Main Activities

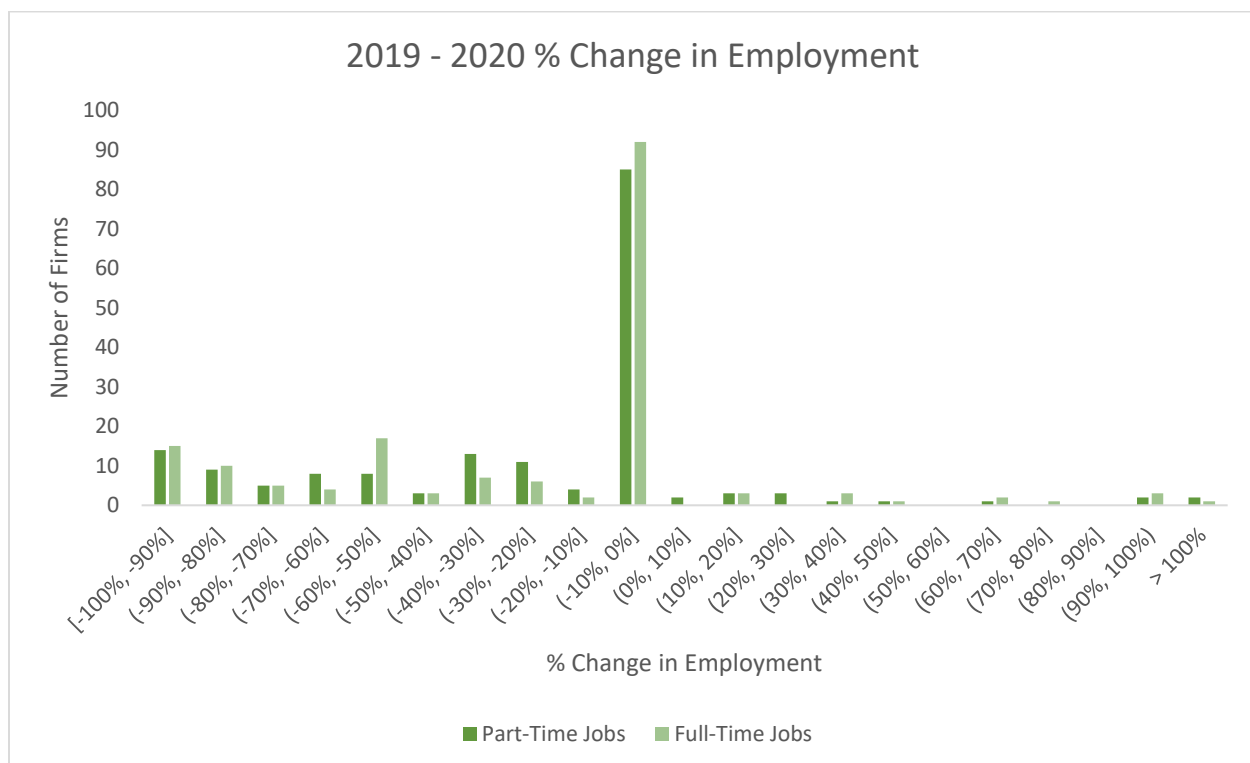
CBJ Assembly adopted Ordinance 2019-06 (AC)(b)(am) on Monday, June 8. On Wednesday, June 17, JEDC received and signed an agreement with CBJ to operate the program. Upon mutual agreement with CBJ Manager’s Office, JEDC opened up the application process on Monday, June 15. On Friday, June 19, JEDC received the first batch of twenty applications back from CBJ after the verification of CBJ reported revenues and tax compliance—a pre-requisite for the program. JEDC received funds for the program from CBJ on Monday, June 22. JEDC began issuing grants to qualified businesses that week.

b. Significant Events and Accomplishments

- JEDC has received 206 applications.
- Of that number, one application has been declined or set aside because of tax compliance issues, duplicate, incomplete, or withdrawn application.
- CBJ has reviewed tax compliance for 203 applications to date.

Covid-19 Business Sustainability Grant Weekly Report: 7/21/20	Applications	Dollars	Full-Time Jobs	Part-Time Jobs
Total	206		804	647
Post-Approval	125	\$ 1,407,226	467	402
Money Sent	81	\$ 948,591	296	332
Documents Sent	24	\$ 202,093	35	21
Eligibility Report Sent	18	\$ 254,928	135	48
Approved	2	\$ 1,613	1	1
Pre-Approval	80		337	245
Final Review	34	\$ 304,269	170	95
Initial Review	46		167	150
Not Active (Duplicate, Disqualified, Withdrawn)	1			

- The 125 businesses with approved grants have 402 part-time and 467 full-time positions during the period of April through August 2020, as reported/estimated by each applicant. This data is voluntary and 133 applicants provided employment information.



- Grant applicants provided information about the number of part-time and full-time employment in 2019 compared to 2020 (actual and projected). The above chart shows the percentage decline in positions from 2019 to 2020, self-reported from all applicants.

c. Anticipated Challenges/Problems/Opportunities/Recommendations

- Grant size continues to average close to \$11,000 per award in Phase 1, which will require 300+ grants to fully allocate the resources.

3. ADMINISTRATIVE SECTION

JEDC has not calculated its administrative costs in detail. Some costs include:

- JEDC personnel has invested 750 hours of effort.
- JEDC acquired HelloWorks software to manage paperless processes for the emergency loan program. We are now using this software also for the grant program, at a relatively small marginal cost.