



City of Colusa California

STAFF REPORT

DATE: August 18th, 2026
TO: Mayor and Members of the City Council
FROM: Jesse Cain, City Manager, and Ishrat Aziz-Khan

AGENDA ITEM:

Consideration of Resolution approving, the authority of the City Manager to close out the Colusa Bio innovation Center: Acquisition of Strategic Site for Business Incubator program grant.

Recommendation:

Approve the attached resolution, approving the city staff to close out the Colusa Bio innovation Center: Acquisition of Strategic Site for Business Incubator program grant.

BACKGROUND ANALYSIS:

The City of Colusa applied for 21-CDBGE-ED-10008 grant in May 2021 to purchase the facility known as the Pirelli Cable Facility for Business Incubator program. The City was awarded \$1.5 million from Community Development Block Grant(CDBG) funding for the CBIC program to support the eligible activities benefiting low-income moderate-income residents and addressing identified community development needs.

The City used \$1.5 million from the grant and borrowed \$1.708 million from the enterprise fund (water and Sewer) for forty years at 1.04% simple interest.

As the grant period has concluded, staff has undertaken the necessary administrative and financial review to ensure that grant-funded activities have been completed and that expenditures are properly documented and submitted for the reimbursement. The City received grant funds reimbursement in August 2023.

- Grant close-out generally requires the City to certify that approved activities have been completed, eligible costs have been documented, required reporting has been submitted, and any outstanding grant requirements have been addressed.
- Staff are completing the applicable close-out documentation, including final financial and programmatic reporting, records reconciliation, and any required certifications. Following acceptance of the close-out materials by the funding agency, the grant will be considered formally closed.

- The CDBG-CBIC grant has reached the end of its grant period, and staff is proceeding with the required close-out process. Completion of the close-out will allow the City to finalize its financial and programmatic obligations and formally conclude the grant.
- Staff recommend that the City Council receive and file this report and authorize staff to complete all remaining actions necessary to close out the CDBG-CBIC grant.
- The City will retain grant records in accordance with applicable federal, state, and local record-retention requirements.

BUDGET IMPACT:

- There is no anticipated additional General Fund impact associated with the close-out of the CDBG-CBIC grant except the annual payment to the enterprise funds. Grant expenditure was funded through the approved CDBG allocation.

STAFF RECOMMENDATION:

Approve resolution26-

ATTACHMENT:

Resolution 26-