



COUNTY OF NEVADA

COUNTY EXECUTIVE OFFICE

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NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: February 22, 2022

TO: Board of Supervisors

FROM: Alison Lehman, County Executive Officer

SUBJECT: Resolution approving and authorizing execution of a Professional Services Contract between the County of Nevada and Sierra Business Council for Grants Management Services in the amount of \$115,489.90 to administer the California Microbusiness COVID-19 Relief Grant Program and directing the Auditor-Controller to amend the Fiscal year 2021/22 Economic Development budget (4/5 affirmative vote required).

RECOMMENDATION:
Approve the Resolution.

FUNDING:
This item will use funds from the California Microbusiness COVID-19 Relief Grant program, as authorized in Resolution 22-070, and will impact the Economic Development budget unit. There are no General Fund dollars used for this agreement. A budget amendment is included in the resolution.

BACKGROUND:
On January 25th, the Board authorized acceptance of the California Microbusiness COVID-19 Relief Grant from the California Office of the Small Business Advocate (CalOSBA) in the amount of \$122,860.90 through Resolution 22-070. The objective of this Grant Program is to provide relief to the hardest to reach microbusinesses and entrepreneurs by awarding \$2,500 grants to eligible microbusinesses throughout the county.

As described in the grant proposal the County Executive Office will provide oversight for implementation and will contract with Sierra Business Council to administer the program. SBC will administer funds on behalf of the County in accordance with CalOSBA California Microbusiness COVID-19 Relief Grant guidelines.

Per exhibit A, Scope of Services, Sierra Business Council will:

1. Manage grant application process, create online grant application (develop form and process) and identify eligible applicants.
2. Provide outreach and promotion.
3. Coordinate with key community partners on targeted marketing.
4. Provide technical assistance to applicants and manage all email and other communications from applicants and awardees.
5. Collect required information from applicants per California Microbusiness Covid-19 Relief Grant Program guidelines and requirements.
6. Distribute microgrant funds to eligible awardees by November 30, 2022.
7. Provide detailed and timely reports to Nevada County per California Microbusiness COVID-19 Relief Grant Program requirements, including a first report within 75 days of funds being awarded and the second and subsequent reports every 50 days until all funds have been awarded. Reports shall identify the number of applications received, the number of grant awards made, the outreach and technical assistance provided, and in-language services. Reports shall, to the extent that the information is available, include the number of applications, grant awards, and dollar amounts awarded in the following categories: A) Race and ethnicity B) Women owned C) Veteran owned D) Located in a rural area. A final report of outcomes will be due within 10 days after program close and all final awards disbursement. Further guidelines may be required per updated CalOSBA guidance.
8. Ensure funds are distributed in compliance with all applicable law, regulation, and funding entities requirements, per California Microbusiness COVID-19 Relief Grant Program Grantmaking Entity Request for Proposals, Round 1, amended November 11, 2021.
9. Adhere to existing conflict of interest policy in recommending grants.
10. Return any funds not distributed, less the administrative fee identified in Exhibit B, by December 1, 2022.

The Sierra Business Council is charging a 6% administrative fee, totaling \$7,989.90, as proposed in the approved grant proposal.

Item Initiated by: Ariel Lovett, Interim Projects Administrator

Approved by: Alison Lehman, County Executive Officer