



**COUNTY OF NEVADA**  
**COUNTY EXECUTIVE OFFICE**  
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**NEVADA COUNTY BOARD OF SUPERVISORS**  
**Board Agenda Memo**

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**MEETING DATE:** November 9, 2021

**TO:** Board of Supervisors

**FROM:** Alison Lehman, CEO

**SUBJECT:** Resolution approving and authorizing execution of a Professional Services Contract between the County of Nevada and Sierra Business Council for Grants Management Services to administer the “Community Resiliency Grants” program funded by the American Rescue Plan Act (ARPA) in the maximum contract amount of \$30,000, authorizing the Chair of the Board to execute the contract, and directing the Auditor-Controller to amend the Fiscal Year 2021/22 Fund 1111 budgets (4/5 affirmative vote required).

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**RECOMMENDATION:**

Adopt the attached Resolution.

**FUNDING:**

This item will use up to \$30,000 of funds from the U.S. Government allocation of American Rescue Plan Act State and Local Aid (ARPA) to Nevada County, in association with the Community Resiliency Grant program that was authorized in Resolution 21-284. There are no general funds required. A budget amendment is included in the resolution.

**BACKGROUND:**

On April 27, 2021, the Board of Supervisors provided direction to staff to allocate up to \$5.8 Million of the County’s American Rescue Plan Act (ARPA) monies to promote Community & Economic Resiliency. The Board reserved up to \$2 Million to support eligible entities with programs and projects that respond to the negative economic impacts of the COVID-19 pandemic and are designed to increase resiliency, support recovery, and provide relief.

This is consistent with ARPA guidelines to “respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.”

On June 22, 2021, the Nevada County Board of Supervisors passed and adopted Resolution 21-0488 authorizing various expenditures from the ARPA allocation including up to \$2 Million for the “Community Resiliency Grants” program.

On July 27, 2021, the Nevada County Board of Supervisors passed and adopted Resolution 21-0573 approving the Request for Applications (RFA) and award selection procedures for the “Community Resiliency Grant” program and authorizing the Purchasing Division to advertise for qualified applications.

The County received seventy-three (73) eligible applications totaling \$4,967,963 in requests. After careful evaluation and a recommendation from a 9-person evaluation panel, comprised of 6 community leaders and 3 staff members, the CEO identified thirty-two (32) applications for a total of \$1,991,884 for recommendation to the Board of Supervisors for final approval and award on the Board’s November 9, 2021 agenda.

The Sierra Business Council SBC will work closely with county staff, including a designated contract manager, to provide grants administration services for the Board approved list of 32 awardees. Per Exhibit A, Scope of Services, in the attached contract, these services include but are not limited to:

1. Complying with Federal guidance for ARPA funds reporting as described in the ARPA Compliance manual, SLFRF-Compliance-and-Reporting-Guidance (treasury.gov) and other federal documents.
2. Be the primary contact for grant awardees.
3. Develop 32 individual grant agreements with awardees using the County’s approved template for grants agreement and exhibits and readying them for signature by the Board chair.
4. Coordinate with awardees to complete new vendor forms as needed, and to coordinate with County staff to set up direct deposit accounts for payments.
5. Receive invoices and supporting documents from awardees, review to ensure that the invoices match the grant requirements and meet County and ARPA compliance requirements.
6. Request final review and payment by County and track multiple payments to awardees.
7. Receive, review and administer (including forwarding to County after review) reports from awardees per ARPA guidance and reporting requirements as identified in awardee agreements and other direction provided by County. (As the US Treasury may periodically update the guidance and reporting requirements, the County will stay up to date and will timely communicate with SBC with any additional requirements that may be instituted until project completion.)
8. Manage all email and other communications from awardees as needed.
9. Other Reporting:

- a. See awardee agreements for requirements for awardee reporting.
- b. Compile reports from awardees into summary format according to County and ARPA guidelines.
- c. To meet federal reporting requirements, reports are due from the awardees on the 15th of the month following each quarter end (if the 15th falls on a weekend, then reports would be due the first Monday following the 15th), and from SBC to the County one week after that date, by the 22nd of each month (if the 22nd falls on an a weekend, then reports would be due the first Monday following the 22nd). The first reporting period is January 2022, so awardee reports are due on January 17th to SBC and from SBC to the County by January 24th. Subsequent quarterly reports will cover one calendar quarter. Reports will be due quarterly until the program or respective project is completed.

The Sierra Business Council's contract will be based on time and materials with a not to exceed amount of \$30,000.

Item Initiated by: Caleb Dardick, Project Administrator

Approved by: Alison Lehman, County Executive Officer