



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY**

Cannabis Compliance Division

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

MEETING DATE: July 22, 2025

TO: Board of Supervisors

FROM: Matt Kelley, Code & Cannabis Compliance Director

SUBJECT: Resolution approving a Professional Services Contract between the County of Nevada and Sierra Business Council (SBC) for grants management services in the amount of \$466,200 to administer and distribute grant funds for the California Governor's Office of Business and Economic Development (GOBIZ), Local Jurisdiction Assistance Grant and authorize the Chair of the Board to execute the agreement

RECOMMENDATION: Adopt the resolution approving a Professional Services Contract between the County of Nevada and Sierra Business Council for grant management services.

FUNDING: This contract will use funds from the California Governor's Office of Business and Economic Development (GOBIZ), Local Jurisdiction Assistance Grant and no general fund is impacted. The contract includes direct distributions to support qualified equity applicants in the amount of \$444,000.00 and contract services for \$22,200.00. Sufficient budget is available in the fiscal year 25/26 budget.

ATTACHMENTS:

- Resolution approving the Professional Services Contract between the County of Nevada and Sierra Business Council for grant management services
- Professional Services Contract

BACKGROUND: On August 22, 2023 the Board of Supervisors approved Resolution 23-452 approving the contract with Sierra Business Council in the amount of \$690,450.85 to administer and distribute GO-Biz funds which supported the Local Cannabis Equity Program and assisted qualified applicants. On February 25, 2025, the Board of Supervisors authorized acceptance of the California Governor's Office of Business and Economic Development (GOBIZ), Local Jurisdiction Assistance Grant funds in the amount of

\$500,000.00. Grant funds will support the Local Cannabis Equity Program and assist qualified applicants and licensees to successfully operate in the state and local cannabis market.

Under the proposed contract, Sierra Business Council will administer and manage grant funds on behalf of the County of Nevada and in accordance with GOBIZ guidelines and eligibility requirements. The contract includes direct distributions to support qualified equity applicants in the amount of \$444,000.00 and contract services for \$22,200.00.

Pursuant to Exhibit A, Schedule of Services, Sierra Business Council will:

1. Maintain and/or update the grant application process including application materials, agreement forms, and the screening process based on the County's eligibility criteria, grant guidelines, the solicitation for the 2024-2025 fiscal year, and Equity Program Manual.
2. Create an application open submittal window and subsequent windows if additional funding exists.
3. Work with key community stakeholders, Nevada County Cannabis Alliance, and County staff members to coordinate outreach, promotion, and marketing throughout the grant term.
4. Work with the Nevada County Cannabis Alliance as needed to support equity applicants, licensees and County staff members.
5. Provide technical assistance to applicants and manage all email and other communications from applicants and awardees.
6. Collect required information from applicants per Equity grant guidelines and eligibility requirements.
7. Determine whether individuals or entities meet County specified eligibility criteria and transfer grant proceeds to all who meet the criteria upon the County's approval.
8. Distribute all grant funds to eligible awardees per Equity grant guidelines within 30 days of receipt of grant proceeds from the County.
9. Document how the funds will be expended by each recipient.
10. Provide monthly reports to the County that includes the overall status of the program, number of applications received, number of approved applications, dollar amounts awarded per application, and fund balances. Initial reporting to be provided within 30 days of contract signature.
11. Ensure funds are distributed in compliance with all applicable law, regulations, and funding entities' requirements.
12. Notify the County when more funding is needed for awardees.
13. Return any funds not distributed from the Applicant Awards Budget identified in Exhibit B by November 1, 2026.
14. Handle all necessary tax reporting requirements for funds awarded to applicants.

Item Initiated and Approved By: Matt Kelley, Code & Cannabis Compliance Director

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Submitted: July 1, 2025