



**COUNTY OF NEVADA  
COUNTY EXECUTIVE OFFICE**

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**NEVADA COUNTY BOARD OF SUPERVISORS**

**Board Agenda Memo**

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**MEETING DATE:** July 13, 2021

**TO:** Board of Supervisors

**FROM:** Alison Lehman, CEO

**SUBJECT:** Resolution approving and authorizing execution of a Professional Services Agreement between the County of Nevada and Sierra Business Council for Grants Management Services to provide micro-grants to small businesses negatively impacted by the COVID-19 pandemic using American Rescue Plan Act (ARPA) monies in the maximum contract amount of \$250,000, authorizing the Chair of the Board to execute the Agreement, and directing the Auditor-Controller to amend the Fiscal Year 2021/22 Economic Development budget (4/5 affirmative vote required).

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**RECOMMENDATION:** Adopt the attached Resolution.

**FUNDING:** This item will use funds from the US Government allocation of American Rescue Plan Act State and Local Aid (ARPA) to Nevada County, as 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 \$250,000 to provide micro-grants for small, for-profit businesses only. 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, the Board of Supervisors authorized the first round of expenditures, including a \$250,000 micro-grants program.

The Sierra Business Council will administer these funds on behalf of the County of Nevada, in accordance with US Treasury Guidelines for ARPA, and provide micro-grants up to \$5,000 to eligible small businesses countywide through a competitive application process. Award notification will be made in July with payments made in August 2021. No further action is required from the Board.

Per Exhibit A, Scope of Services, the Sierra Business Council will:

1. Administer and manage the online grant application process including development of criteria and application form; score applications based on eligibility, with attention to sector diversity and geographic diversity; select eligible awardees; and have the option to present list of eligible awardees to key stakeholders (i.e. Community Advisory Committee) for review and input
2. Manage all email and other communications from applicants and awardees
3. Distribute grants to eligible awardees
4. Adhere to existing conflict of interest policy in recommending grants
5. Prepare reports per ARPA guidance and reporting requirements as provided by County.

The Sierra Business Council is a subrecipient for this subaward and is charging a 5% fee totaling \$12,500, which would cover costs for a single audit if required.

**Item Initiated by:** Caleb Dardick, Project Administrator

**Approved by:** Alison Lehman, County Executive Officer