



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY**

Cannabis Compliance Division

950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617
(530) 265-1222 <http://nevadacountyca.gov>

Trisha Tillotson
Community Development Agency Director

Matt Kelley
Code & Cannabis Compliance Director

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

MEETING DATE: August 22, 2023

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 \$816,360.00 to administer and distribute grant funds for the California Department of Cannabis Control 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 Department of Cannabis Control Local (DCC) Jurisdiction Assistance Grant. Revenues and expenses are budgeted in the 2023-24 Cannabis Compliance budget and no general fund is impacted.

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 February 22, 2022, the Board of Supervisors authorized acceptance of the California Department of Cannabis Control Local Jurisdiction Assistance Grant funds in the amount of \$1,221,188.00. 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 the California Department of Cannabis Control (DCC) guidelines and eligibility requirements. The contract includes applicant direct distributions to support the local cannabis equity program in the amount of \$775,600.

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

1. Create grant application process including development of criteria, application and agreement forms, and screening process based on DCC guidelines and eligibility requirements (See Exhibit D).
2. Create application open submittal window and subsequent windows if additional funding exists.
3. Work with key community stakeholders and County staff to coordinate outreach, promotion, and marketing throughout the grant term.
4. Provide technical assistance to applicants and manage all email and other communications from applicants and awardees.
5. Collect required information from applicants per DCC guidelines and eligibility requirements.
6. SBC will be responsible for determining whether individuals or entities meet County specified eligibility criteria and will transfer grant proceeds to all who meet those criteria upon the County's approval.
7. Distribute all grant funds to eligible awardees per DCC guidelines within 45 days.
8. Provide monthly reports to the County that includes the overall status of the program, number of applications received, number of approved applications, dollar amount awarded per application and fund balances. Initial report to be provided within 30 days of contract signature.
9. Submit required reporting and documentation to the Department of Cannabis Control. To meet reporting requirements, reports and documentation must be provided biannually for each year of grant expenditures in accordance with the chart below. Initial reporting due August 15, 2023. Final report is due August 15, 2025, or after all funds have been awarded.
10. Ensure funds are distributed in compliance with all applicable law, regulations, and funding entities requirements.
11. Notify the County when more funding is needed for awardees.
12. Return any funds not distributed, less awarded grant management fees identified in Exhibit B by August 15, 2025.
13. Handle all necessary tax reporting requirements for funds awarded to applicants.

Item Initiated By: Jessica Rist, Senior CDA Technician

Approved By: Matt Kelley, Code & Cannabis Compliance Director

Submitted: August 7, 2022