

**From:** [Conrad Crump](#)  
**To:** [Schwartz, Jeremy \(ADM\)](#)  
**Cc:** [Hillsman, Eugene \(ADM\)](#); [Rodriguez, Marisa \(ADM\)](#)  
**Subject:** City and County of San Francisco Cannabis Equity Grant Award  
**Date:** Friday, March 5, 2021 11:46:23 AM  
**Attachments:** [image003.png](#)  
[SF GO-Biz Budget Spreadsheet.xlsx](#)  
[2021-Sample-Resolution.pdf](#)

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Dear Jeremy,

Thank you for your grant application for the Cannabis Equity Grants Program for Local Jurisdictions. Based on our review of your application and according to the point-based scoring system and funding formula outlined in the Grant Solicitation, we are pleased to inform you that the City and County of San Francisco is eligible for a grant award of **\$2,055,841.43**. We intend to issue our press release announcing all of the jurisdictions receiving funding the week of **March 8** or soon thereafter. To proceed with providing you a grant agreement for signature, we will need the following:

1. Please review your enclosed budget spreadsheet and address the following as soon as possible. Please provide the final budget for inclusion in your grant agreement no later than close of business **Wednesday, March 10<sup>th</sup>**:
  - a. Please update your budget to reflect the amount of the grant award.
  - b. Ensure that all subcontracted costs in the budget include “(Subcontracted)” in the line item description.
2. All grant agreements must be signed via our electronic signature platform, DocuSign. Please reply as soon as possible, and no later than close of business on **March 12<sup>th</sup>**, with the name, title, and email address of the individual that will be signing the grant agreement.
3. Lastly, to receive grant funding a resolution is required from the City and County of San Francisco’s governing body authorizing the jurisdiction to enter into the grant agreement with GO-Biz and designating by title the individual who is authorized to sign the agreement on behalf of the jurisdiction. It is important to place a resolution request on the governing body’s agenda immediately to avoid funding delays. A sample resolution is attached. **Note:** The approved resolution **MUST** contain all of the components found in the sample resolution exactly as indicated and must match its format. Authorizing resolutions must be received by GO-Biz no later than **May 14, 2021**. All grant agreements must be signed by the jurisdictions using DocuSign no later than **May 17, 2021**.

Thank you again and I look forward to working with you on the next steps. Please let me know if you have any questions.

Conrad Crump

**Conrad W. Crump, MPA**

Grant Analyst

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[Cannabis Equity Grants Program for Local Jurisdictions](#)

[California Community Reinvestment Grants Program](#)

GO-Biz-Logo-Sml



# **SAMPLE RESOLUTION**

## **RESOLUTION OF [INSERT NAME OF LOCAL GOVERNING BODY] AUTHORIZING STATE OF CALIFORNIA CANNABIS EQUITY ACT GRANT FUNDING**

The [insert name of local governing body] finds:

WHEREAS, the members of the California Legislature have recognized the need for cannabis equity grant funding;

WHEREAS, funding has been provided to the Governor's Office of Business and Economic Development to provide grant funds to local governments pursuant to AB 97 (Stats. 2019, Ch. 40);

WHEREAS, [insert name of local government body] PICK ONE: [(1) supports the development of a local equity program] [(2) has adopted or operates a local equity program for commercial cannabis activity].

WHEREAS, [insert name of local government body] has determined that it will use grant funds from the Governor's Office of Business and Economic Development to PICK ONE: [(1) conduct a cannabis equity assessment and/or assist the development of a local equity program] [(2) assist local equity applicants and licensees through its local equity program for commercial cannabis activity] as described in its application for grant funds.

NOW, THEREFORE, BE IT RESOLVED that the [insert designated official by title only] of the [insert city or county name] is authorized to execute by electronic signature on behalf of [insert name of local government body] the grant agreement with the Governor's Office of Business and Economic Development, including any extensions or amendments thereof and any subsequent grant agreement with the Governor's Office of Business and Economic Development in relation thereto.

IT IS AGREED that any liability arising out of the performance of this grant agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The Governor's Office of Business and Economic Development and the State of California disclaim responsibility for any such liability.

I hereby certify that the foregoing is a true copy of the resolution adopted by the [insert name of governing body] in a meeting thereof held on [insert date] by the following:

Vote:

Ayes:

Nays:

Absent:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title:

ATTEST

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title:

**Cannabis Equity Grants Program for Local Jurisdictions  
 Assistance for Cannabis Equity Program Applicants & Licensees  
 Application Budget Detail - Funding Request Type 2**

<b>JURISDICTION NAME</b>	City and County of San Francisco
<b>Total Grant Amount Requested (may not exceed \$5,000,000)</b>	<b>\$ 4,999,500.00</b>

**A. Grants and Loans**

Assistance for Local Equity Applicants' and Licensees' Startup and Ongoing Costs		Grants	No-interest Loans	Low-interest Loans	Total
A1	Rent				\$ -
A2	Lease				\$ -
A3	Local and state application, licensing, and regulatory fees				\$ -
A4	Legal assistance				\$ -
A5	Regulatory compliance	\$ 4,049,550.00			\$ 4,049,550.00
A6	Testing of cannabis				\$ -
A7	Furniture				\$ -
A8	Fixtures and equipment				\$ -
A9	Capital improvements				\$ -
A10	Training and retention of a qualified and diverse workforce				\$ -
A11	Other (Please Specify)				\$ -
A12	Other (Please Specify)				\$ -
A13	Other (Please Specify)				\$ -
A14	Other (Please Specify)				\$ -
A15	Other (Please Specify)				\$ -
<b>Grants and Loans Subtotal</b>					<b>\$ 4,049,550.00</b>

**B. Direct Technical Assistance Costs**

*(May not exceed 10% of total amount requested)*

To Provide or Fund Direct Technical Assistance (TA) to Local Equity Applicants and Equity Licensees					Total
Personnel Classifications	Role in Project		Annual Salary and Benefits	Percentage of Time	
B1					\$ -
B2					\$ -
B3					\$ -
B4					\$ -
B5					\$ -
B6					\$ -
B7					\$ -
B8					\$ -
B9					\$ -
B10					\$ -
<b>Other Direct Technical Assistance Costs</b>					<b>Amount</b>
B11	Permit Assistance and Grant Assistance (Subcontractor)				\$ 200,000.00
B12	Workforce Development (Subcontractor)				\$ 150,000.00
B13	Business Development Support (Subcontractor)				\$ 100,000.00
B14					\$ -
B15					\$ -
B16					\$ -
B17					\$ -
B18					\$ -
B19					\$ -
B20					\$ -
<b>Direct Technical Assistance Costs Subtotal</b>					<b>\$ 450,000.00</b>

**C. Administrative Costs**

*(May not exceed 10% of total amount requested)*

Personnel Classifications	Role in Project		Annual Salary and Benefits	Percentage of Time	Total
C1	Grant Administrator	Grant Administrator	\$ 174,110.00	100.0%	\$ 174,110.00
C2	Permit analyst	Permit Assistance	\$ 122,014.00	100.0%	\$ 122,014.00
C3	Existing	Staff Positions - Equity Contribution	\$ 203,826.00	100.0%	\$ 203,826.00
C4					\$ -
C5					\$ -
C6					\$ -
C7					\$ -
C8					\$ -
C9					\$ -
C10					\$ -
<b>Other Administrative Costs</b>					<b>Amount</b>
C11					\$ -
C12					\$ -
C13					\$ -
C14					\$ -
C15					\$ -
C16					\$ -
C17					\$ -
C18					\$ -
C19					\$ -
C20					\$ -
<b>Administrative Costs Subtotal</b>					<b>\$ 499,950.00</b>
<b>Direct Technical Assistance Costs as Percentage of Total Amount Requested</b>					<b>9.00%</b>
<b>Administrative Costs as Percentage of Total Amount Requested</b>					<b>10.00%</b>
<b>GRAND TOTAL</b>					<b>\$ 4,999,500.00</b>