

From: [Cannabis Equity Grants Program](#)
To: [Schwartz, Jeremy \(ADM\)](#)
Cc: [Cannabis Equity Grants Program](#)
Subject: Cannabis Equity Grant for Local Jurisdictions Award
Date: Friday, January 28, 2022 4:25:58 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[FY 21-22 San Francisco Award Budget Template.xlsx](#)
[Sample-Resolution \(1\).docx](#)

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Dear City and County of San Francisco,

Thank you for your grant application for the Cannabis Equity Grants Program for Local Jurisdictions. Based on our review of your application and pursuant 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 \$4,464,579.96. We intend to issue our press release announcing all of the jurisdictions receiving funding early to mid-February. In order to proceed with providing you a grant agreement for signature, we will need the following:

1. Please review your enclosed budget spreadsheet reflecting the total amount of the grant award. As soon as possible, and no later than **February 16th**, please make the following updates so that we can finalize your budget for inclusion in your grant agreement:

- Please review the “Instructions” tab in the enclosed budget spreadsheet for information about the allocations included in your grant award.
- Please provide an updated budget using the enclosed budget spreadsheet. This updated budget will reflect the total amount of the grant award and the uses of funds allocated from the jurisdiction’s Cannabis Tax Fund Allocation and General Fund Allocation.
- Please ensure that all subcontracted costs in the budget include “Subcontracted” in the line item description.
- Please ensure that any costs for consultants or subcontractors are under “Other Costs” rather than “Personnel Classifications.”
- Please review the definition of “Direct Technical Assistance” included in the budget instructions. Please ensure all line items in this section reflect this definition.
- Please move any costs related to administration of the program under “Administrative Costs.”

2. All grant agreements must be signed via our electronic signature platform, DocuSign. Please reply to this email as soon as possible, and no later than **February 16th**, with the name,

title, and email address for the individual that will be signing the grant agreement.

3. Lastly, to receive grant funding a resolution is required from your jurisdiction'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 attached sample resolution exactly as indicated and must match its format. Authorizing resolutions must be received by GO-Biz no later than **March 15, 2022.**
- All grant agreements must be signed by the jurisdictions using DocuSign no later than **March 15, 2022.**
- A sample resolution is provided on our website business.ca.gov/CEG and a copy is attached with this email.

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

Best regards,

Michael Guss

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