

File No. 220001

Committee Item No. 5

Board Item No. 6

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date March 2, 2022

Board of Supervisors Meeting Date March 15, 2022

#### Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input type="checkbox"/>	<input type="checkbox"/>	Resolution
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Legislative Digest
<input type="checkbox"/>	<input type="checkbox"/>	Budget and Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Information Form
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Form 126 – Ethics Commission
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Award Letter
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

#### OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>ADM Presentation 3/2/2022</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u> </u>
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Completed by: Brent Jalipa Date February 22, 2022

Completed by: Brent Jalipa Date March 4, 2022

[Accept and Expend Grant and Amend the Annual Salary Ordinance - Retroactive - Department of Cannabis Control - Local Jurisdiction Assistance Grant Program - \$3,075,769]

**Ordinance retroactively authorizing the Office of Cannabis to accept and expend a grant award in the amount of \$3,075,769 from the Department of Cannabis Control for the Local Jurisdiction Assistance Grant Program for a term of ~~on-or-around February 11~~ January 1, 2022, through ~~March 31~~ June 30, 2025; and amending Ordinance No. 109-21 (Annual Salary Ordinance File No. 210644 for Fiscal Years 2021-2022 and 2022-2023) to provide for the addition of one grant funded Class 1824 Principal Administrative Analyst position (FTE 0.20), one grant funded Class 1823 Senior Administrative Analyst position (FTE 1.0), and three grant funded class 1822 Administrative Analyst positions (FTE 3.0) at the Office of Cannabis for the period of ~~on-or-around February 11~~ January 1, 2022, through ~~March 31~~ June 30, 2025.**

NOTE: **Unchanged Code text and uncoded text** are in plain Arial font.  
**Additions to Codes** are in *single-underline italics Times New Roman font*.  
**Deletions to Codes** are in *strikethrough italics Times New Roman font*.  
**Board amendment additions** are in double-underlined Arial font.  
**Board amendment deletions** are in ~~strikethrough Arial font~~.  
**Asterisks (\* \* \* \*)** indicate the omission of unchanged Code subsections or parts of tables.

Be it ordained by the People of the City and County of San Francisco:

### **Section 1. Findings.**

(a) In November 2016, California voters approved Proposition 64, the Control, Regulate and Tax Adult Use of Marijuana Act ("Proposition 64"), which legalized adult use cannabis in California for individuals 21 years of age and older. SB 129 (Stats. 2021, Ch. 69) created the Local Jurisdiction Assistance Grant Program, administered by the Department of Cannabis Control ("Department"), to dedicate funding to local jurisdictions with the greatest

1 needs to transition provisional commercial cannabis licenses to annual commercial cannabis  
2 licenses.

3 (b) The San Francisco Office of Cannabis (“Office of Cannabis”) operates a local  
4 social equity program for commercial cannabis activity, created by Ordinance No. 230-17,  
5 approved December 6, 2017, effective January 5, 2018.

6 (c) In May 2021, the Department notified the Office of Cannabis of its intent to  
7 award a grant of \$3,075,769 to support the processing of commercial cannabis applications  
8 by the Office of Cannabis for a term of on or around February 11, 2022 through March 31,  
9 2025.

10 (d) In November 2021, the Office of Cannabis submitted an application to the  
11 Department for a grant from the Local Jurisdiction Assistance Grant Program to support the  
12 Office of Cannabis’ efforts to transition temporary local permits and provisional state licenses  
13 to permanent local permits and state licenses by funding additional staff and capacity in the  
14 Office of Cannabis for the referral and review of commercial cannabis applications. Staff  
15 duties may include researching, analyzing and making policy recommendations; directing  
16 complex financial and operational activities; responding to informational requests, and  
17 representing the office to the Mayor’s office, Board of Supervisors, Controller’s Office, other  
18 city officials, and outside agencies and the public, as well as providing administrative analysis  
19 to high-level city officials regarding the commercial cannabis application process.

20 ~~(d) — In May 2021, Department notified the Office of Cannabis of its intent to award a~~  
21 ~~grant of \$3,075,769 to the Office of Cannabis to support the processing of commercial~~  
22 ~~cannabis applications on or around February 11, 2022 through March 31, 2025.~~

## 23 **Section 2. Authorization to accept and expend grant funds.**

24 (a) The Board of Supervisors hereby retroactively authorizes the City Administrator  
25 and/or the Office of Cannabis to accept and expend, on behalf of the City and County of San

Francisco, a Local Jurisdiction Assistance grant from the Department, and ~~for~~ retroactively authorizes the Deputy City Administrator to sign the Department grant agreement included in BOS File No. 220001 (the “Grant Agreement”), including any amendments thereto.

(b) The Board of Supervisors agrees that the funds received under the Grant Program shall not be used to supplant expenditures controlled by this body.

(c) The Board of Supervisors, on behalf of the City and County of San Francisco, agrees to abide by the terms and conditions of the Grant Agreement.

(d) The Grant Agreement includes a provision for indirect costs of \$25,000 and the Board of Supervisors approves inclusion of indirect costs in the Office of Cannabis budget for expending the Grant Program.

**Section 3. Grant funded positions; Amendment to Fiscal Year 2021-2022 and Fiscal Year 2022-2023-Annual Salary Ordinance.**

The hereinafter designated sections and items of Ordinance No.- 109-21 (Annual Salary Ordinance File No. 210644 for FY 2021-2022 and FY 2022-2023) are hereby amended so that the same shall read as follows:

Department: OOC (210100) Office of Cannabis  
Program: OOC Department Grant Program  
Fund: 12550  
Project ID: TBD

Amendment	No. of Positions	Class	Compensation Schedule	Department
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Add in FY 2021-2022	0.2 FTE	1824 Principal Administrative Analyst	\$5,688 Biweekly	ADM
Add in FY 2021-2022	1.0 FTE	1823 Senior Administrative Analyst	\$4,913 Biweekly	ADM
Add in FY 2021-2022	3 FTE	1822 Administrative Analyst	\$4,216 Biweekly	ADM

1 APPROVED AS TO FORM:  
2 DAVID CHIU, City Attorney

APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES:

3 By: /S/ Jana Clark  
4 Jana Clark  
5 Deputy City Attorney

By: /s/  
Carol Isen  
Human Resources Director

6 APPROVED: /s/  
7 London N. Breed  
8 Mayor

9 APPROVED: /s/  
10 Ben Rosenfield  
11 Controller

12 RECOMMENDED:

13 /s/  
14 John Pierce  
15 Acting Director, Office of Cannabis

16  
17 n:\govern\as2021\1800252\01567779.docx  
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22  
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24  
25

**REVISED LEGISLATIVE DIGEST**

(3/8/2022, Amended in Board)

[Accept and Expend Grant and Amend the Annual Salary Ordinance - Retroactive - Department of Cannabis Control - Local Jurisdiction Assistance Grant Program - \$3,075,769]

**Ordinance retroactively authorizing the Office of Cannabis to accept and expend a grant award in the amount of \$3,075,769 from the Department of Cannabis Control for the Local Jurisdiction Assistance Grant Program for a term of ~~on-or-around February 11, 2022~~, through ~~March 31, 2025~~; and amending Ordinance No. 109-21 (Annual Salary Ordinance File No. 210644 for Fiscal Years 2021-2022 and 2022-2023) to provide for the addition of one grant funded Class 1824 Principal Administrative Analyst position (FTE 0.20), one grant funded Class 1823 Senior Administrative Analyst position (FTE 1.0), and three grant funded class 1822 Administrative Analyst positions (FTE 3.0) at the Office of Cannabis for the period of ~~on-or-around February 11, 2022~~, through ~~March 31, 2025~~.**

Existing Law

In November 2016, California voters approved Proposition 64, the Control, Regulate and Tax Adult Use of Marijuana Act ("Proposition 64"), which legalized adult use cannabis in California for individuals 21 years of age and older. Police Code Article 16 authorized the Office of Cannabis to administer and enforce a local permit scheme for cannabis businesses. SB 129 (Stats. 2021, Ch. 69) created the Local Jurisdiction Assistance Grant Program, administered by the Department of Cannabis Control ("Department"), to dedicate funding to local jurisdictions with the greatest needs to transition provisional commercial cannabis licenses to annual commercial cannabis licenses.

Amendments to Current Law

The proposed ordinance retroactively authorizes the Office of Cannabis to accept and expend a Local Jurisdiction Assistance grant from the Department to support the Office of Cannabis' efforts to transition temporary local permits and provisional state licenses to permanent local permits and state licenses by funding additional staff and capacity in the Office of Cannabis. The grant term is from February 11, 2022 through March 31, 2025. The grant includes a provision for indirect costs of \$57,514.50.

Pursuant to Administrative Code §10.170-1(b), the ordinance also amends the Annual Salary Ordinance for FY 2021-2022 and FY 2022-2023 to reflect the additional grant funded positions.

FILE NO. 220001

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File Number: 220001  
(Provided by Clerk of Board of Supervisors)



**Grant Ordinance Information Form**

(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors ordinances authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: California Department of Cannabis Control, Local Jurisdiction Assistance Grant Program
2. Department: City Administrator / Office of Cannabis
3. Contact Person: Ken Bukowski Telephone: 415-554-6172
4. Grant Approval Status (check one):  
☐ Approved by funding agency ☒ Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$3,075,769
6. a. Matching Funds Required: \$  
b. Source(s) of matching funds (if applicable):
7. a. Grant Source Agency: California Department of Cannabis Control  
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: To fund projects addressing the California Environmental Quality Act as it pertains to commercial cannabis permitting.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: TBD End-Date: March 31, 2025
10. Number of new positions created and funded: Five (5)
11. Explain the disposition of employees once the grant ends? Temporary exempt positions would end.
12. a. Amount budgeted for contractual services: \$75,000  
b. Will contractual services be put out to bid? To be determined  
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? Yes  
d. Is this likely to be a one-time or ongoing request for contracting out? One time
13. a. Does the budget include indirect costs? ☒ Yes ☐ No  
b. 1. If yes, how much? \$25,000  
b. 2. How was the amount calculated? Percentage of costs applied to facilities, IT, and admin.  
c. 1. If no, why are indirect costs not included?  
☐ Not allowed by granting agency ☐ To maximize use of grant funds on direct services  
☐ Other (please explain):  
c. 2. If no indirect costs are included, what would have been the indirect costs?
14. Any other significant grant requirements or comments:

**\*\*Disability Access Checklist\*\***

15. This Grant is intended for activities at (check all that apply):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Existing Site(s)      | <input type="checkbox"/> Existing Structure(s)      | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input checked="" type="checkbox"/> New Program(s) or Service(s)      |
| <input type="checkbox"/> New Site(s)           | <input type="checkbox"/> New Structure(s)           |   |

16. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

*Reviewed per item 16 - no additional comments. REV 1*



Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

*John Romaidis*

(Name)

*Acting Director - Mayor's Office on Disability*

(Title)

Date Reviewed: *11/24/2021*

*[Signature]*  
(Signature Required)

Overall Department Head or Designee Approval:

*John Pierce*

(Name)

*Acting Director, Office of Cannabis*

(Title)

Date Reviewed: *11/24/21*

*[Signature]*  
(Signature Required)

## Budget Worksheet Instructions

General Guidance	
<b>Step 1</b>	Enter the jurisdiction's name and Total Grant Amount Requested where indicated at the top of the spreadsheet. Complete each section as specified below.
<b>Step 2</b>	Make sure the information provided in this budget spreadsheet matches the response to the budget narrative question in the online application.
<b>Step 3</b>	Ensure all information is complete and correct. If the Grand Total does not match the Total Grant Amount Requested.
<b>Step 4</b>	Provide the budget workbook as an excel file (do not convert to a PDF).

Guidance on Budget Worksheet Sections	
Direct Technical Assistance Costs	
Direct costs are costs that can be identified specifically with a particular project or can be directly assigned to a project activity relatively easily with a high degree of accuracy. Typically, direct costs include, but are not limited to, compensation for employees who work directly on the project, travel, equipment, and supplies necessary to the project.	
<b>Section A. Personnel</b>	Indicate the jurisdiction's expenses related to personnel that will provide direct technical assistance to the intent of the grant program.
<b>Personnel Classifications</b>	List the title of the staff member(s).
<b>Role in Project</b>	Describe their role in the grant program
<b>Annual Salary and Benefits</b>	Enter the annual salary and benefits (in dollars) for each staff member using only numeric characters.
<b>Percentage of Time Per Fiscal Year (FY)</b>	Enter the full-time equivalent (FTE) percent of time using only numeric characters. For example, for 25% enter 0.25.
<b>Total</b>	Total of personnel expenses for the length of the grant.
<b>Section B. Other</b>	Indicate the jurisdiction's expenses related to the direct support of the grant program.
<b>Cost Category/ Type or Vendor:</b>	Provide the cost category and type of expense or vendor's name (if known) associated with the item. See "Cost Categories" tab for more details.
<b>Description:</b>	Describe the purpose of the expense/item in the grant program.
<b>Amount:</b>	Enter the cost of the expense/item.
<b>Percentage of Costs Per Fiscal Year (FY):</b>	Enter the percent of expense/item total for that FY using only numeric characters. For example, for 25% enter 0.25.
<b>Total:</b>	Total of other expenses for the length of the grant.
Indirect / Administrative Assistance Costs	
Indirect costs (also known as "facilities and administrative costs") are costs incurred for a common or joint objective that cannot be identified specifically with a particular project. Typically, indirect costs include, but are not limited to, compensation for executive officers, and administrative and clerical staff, costs of operating and maintaining facilities, general administration expenses (such as supplies that cannot be identified specifically with a particular project), accounting and personnel services, depreciation, and insurance. The salaries of administrative and clerical staff should normally be treated as indirect costs. However, direct charging of these costs may be appropriate where all of the following conditions are met: 1. Administrative or clerical services are integral to the project or activity; 2. Costs involved can be specifically identified with the project or activity; 3. Such costs are explicitly included in the approved budget; and, 4. The costs are not also recovered as indirect costs.	
<b>Section C. Personnel</b>	Indicate the jurisdiction's expenses related to personnel that will provide indirect/administrative assistance to the intent of the grant program.
<b>Personnel Classifications:</b>	List the title of the staff member(s).
<b>Role in Project:</b>	Describe their role in the grant program
<b>Annual Salary and Benefits:</b>	Enter the annual salary and benefits (in dollars) for each staff member using only numeric characters.
<b>Percentage of Time Per Fiscal Year (FY):</b>	Enter the full-time equivalent (FTE) percent of time using only numeric characters. For example, for 25% enter 0.25.
<b>Total:</b>	Total of personnel expenses for the length of the grant.
<b>Section D. Other</b>	Indicate the jurisdiction's expenses related to the indirect/administrative support of the grant program.
<b>Cost Category/ Type or Vendor:</b>	Provide the cost category and type of expense or vendor's name (if known) associated with the item. See "Cost Categories" tab for more details.
<b>Description:</b>	Describe the purpose of the expense/item in the grant program.
<b>Amount:</b>	Enter the cost of the expense/item.
<b>Percentage of Costs Per Fiscal Year (FY):</b>	Enter the percent of expense/item total for that FY using only numeric characters. For example, for 25% enter 0.25.
<b>Total:</b>	Total of other expenses for the length of the grant.

<b>Section E. Totals</b>	
<b>Direct Technical Assistance Costs Total:</b>	Total of personnel and other expenses associated with direct technical assistance of the grant program.
<b>Indirect/Administrative Assistance Costs Total:</b>	Total of personnel and other expenses associated with indirect/administrative assistance of the grant program.
<b>Grand Total:</b>	Total of all exepenses associated with the grant program. This total should match the "Total Grant Amount Requested."

### Allowable Cost Categories

The following are list of potential "Cost Categories" that could be indentified on the Budget Worksheet:

Item	Description
<b>Contractual/ Consultant Costs (Professional Services)</b>	Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship.
<b>Equipment (Rented or Leased)</b>	May be allowable for rental costs of general purpose equipment. Vehicles may be leased, but not purchased. The lease or rental agreement must terminate at the end of the grant cycle.
<b>Facilities</b>	Office space associated with the personnel indentified in grant program, both direct and indirect.
<b>Information Technology Systems</b>	Allowable for website development, mobile apps, etc., which are not considered to be information technology systems, if it is necessary to carry out the proposal.
<b>Printing and Publications</b>	Pay the costs of preparing information leaflets, reports, manuals, and publications relating to the project; however, the printing of hard copies is discouraged given the prevalence of electronic/virtual publication means.
<b>Supplies</b>	All tangible personal property, other than those described as Equipment (less than \$5,000), regardless of the length of its useful life.
<b>Training</b>	When the training is required to meet the objectives of the project or program.

\*Allowable costs shall not supplant existing cannabis-related funding.

## Application Budget

Jurisdiction Name	City and County of San Francisco					
Total Grant Amount Requested:	\$					3,075,769.00

**A. Direct Technical Assistance Costs - Personnel**

Personnel that will provide direct technical assistance to support the intent of the grant program. Include the cost of salary and benefits for time spent working on the grant by the employees of the jurisdiction.								TOTAL
Personnel Classification		Role in Grant Program	Annual Salary & Benefits	FY 21-22 Percentage of Time	FY 22-23 Percentage of Time	FY 23-24 Percentage of Time	FY 24-25 Percentage of Time	
Example	Local Planner	Reviews CEQA documentation provided by applicants.	\$ 150,000.00	0.50	0.75	1.00	1.00	\$ 487,500.00
A1	New Permit Analyst	Review and process permit applications for the	\$ 156,218.00	0.25	1.00	1.00	1.00	\$ 507,708.50
A2	New Permit Analyst	Review and process permit applications for the	\$ 156,218.00	0.25	1.00	1.00	1.00	\$ 507,708.50
A3	New Permit Analyst	Review and process permit applications for the	\$ 156,218.00	0.25	1.00	1.00	1.00	\$ 507,708.50
A4	New Lead Permit Analyst	Lead the review and processing of permit	\$ 179,856.00	0.25	1.00	1.00	1.00	\$ 584,532.00
A5	New City Planner	Review and process cannabis applications for	\$ 186,856.00	0.21	1.00	1.00	1.00	\$ 599,780.90
A6	New Grant Management Position	Lead reporting and administration for the grant, assist Permit Lead with difficult applications	\$ 204,758.00	0.10	0.20	0.20	0.20	\$ 143,330.60
A7								\$ -
A8								\$ -
A9								\$ -
A10								\$ -
A11								\$ -
A12								\$ -
Direct Technical Assistance Costs - Personnel								\$ 2,850,769.00

**B. Direct Technical Assistance Costs - Other**

Items that provide direct benefits to the intent of the grant program.								TOTAL
Cost Category / Service or Vendor (if known)		Description	Annual Cost	FY 21-22 Percentage of Costs	FY 22-23 Percentage of Costs	FY 23-24 Percentage of Costs	FY 24-25 Percentage of Costs	
Example	Contractual / Environment Consultants	Contractor to assist with the development of a PEIR for the county.	\$ 500,000.00	1.00	0.50	0.50	0.50	\$ 1,250,000.00
B1	Equity TA	Technical assistance provided to equity applicants for purpose of meeting regulatory obligations	\$ 37,500.00	0.00	1.00	1.00	0.00	\$ 75,000.00
B2	Technical support	Support from City partners to improve,	\$ 50,000.00	0.30	0.50	1.00	0.70	\$ 125,000.00
B3								\$ -
B4								\$ -
B5								\$ -
B6								\$ -
B7								\$ -
Direct Technical Assistance Costs - Other								\$ 200,000.00

**C. Indirect/Administrative - Personnel**

To provide or fund administrative assistance to support the intent of the grant program. Cost of salary and wages for time spent supporting the work of the grant.								TOTAL
Personnel Classification		Role in Grant Program	Annual Salary & Benefits	FY 21-22 Percentage of Time	FY 22-23 Percentage of Time	FY 23-24 Percentage of Time	FY 24-25 Percentage of Time	
Example	Accounting Analyst	To track expenditures associated with the grant.	\$ 89,000.00	0.25	0.25	0.25	0.25	\$ 89,000.00
C1								\$ -
C2								\$ -
C3								\$ -
C4								\$ -
C5								\$ -
C6								\$ -
C7								\$ -
C8								\$ -
C9								\$ -
C10								\$ -
C11								\$ -
C12								\$ -
Indirect/Administrative Costs - Personnel								\$ -

**D. Indirect/Administrative - Other**

Items that provide administrative or indirect support to the intent of the grant program.								TOTAL
Cost Category / Service or Vendor (if known)		Description	Annual Cost	FY 21-22 Percentage of Costs	FY 22-23 Percentage of Costs	FY 23-24 Percentage of Costs	FY 24-25 Percentage of Costs	
EX	Facilities / Headquarters	Costs associated with office space for direct technical assistance staff.	\$ 1,250,000.00	0.02	0.02	0.02	0.01	\$ 81,250.00
D1	Materials and supplies	Overhead budget for materials and supplies to support new staff positions	\$ 10,000	1.50	0.33	0.34	0.33	\$ 25,000.00
D2								\$ -
D3								\$ -
D4								\$ -
D5								\$ -
D6								\$ -
D7								\$ -
Direct Technical Assistance Costs - Other								\$ 25,000.00

**E. TOTALS**

Direct Technical Assistance Costs - TOTAL		\$ 3,050,769.00
Indirect/Administrative Costs - TOTAL		\$ 25,000.00
GRAND TOTAL		\$ 3,075,769.00





## GRANT AGREEMENT SIGNATURE PAGE

AGREEMENT NUMBER

- - -

1. This Agreement is entered into between the State Agency and the Recipient named below:

STATE AGENCY'S NAME

**DEPARTMENT OF CANNABIS CONTROL (DCC)**

RECIPIENT'S NAME

2. The Agreement Term is: through

3. The maximum amount of this Agreement is: \$

4. The parties agree to comply with the terms and conditions of the following exhibits and attachments which are by this reference made a part of the Agreement:

Exhibit A-A1: A-Award Information and Scope of Work;	Page(s)
A-1 Permitting and Licensing Metrics - See Attachment 2	
Exhibit B: General Terms and Conditions	Page(s)
Exhibit C-C1: C-Payment and Budget Provisions; C1 Budget Worksheet	Page(s)
Exhibit D : Special Terms and Conditions	Page(s)

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

### RECIPIENT

RECIPIENT'S NAME (*Organization's Name*)

BY (*Authorized Signature*)

DATE SIGNED

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

### STATE OF CALIFORNIA

AGENCY NAME

**DEPARTMENT OF CANNABIS CONTROL**

BY (*Authorized Signature*)

DATE SIGNED

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

**EXHIBIT A**  
**AWARD INFORMATION**

Recipient:	
Award Identification Number:	
Award Date:	
Amount Awarded:	\$
Effective Dates:	through
Federal Award to State Agency is Research & Development (Yes/No)	

**RECIPIENT AND PROJECT INFORMATION**

1. Department of Cannabis Control (DCC) hereby awards an Agreement to the Recipient for the project described herein:

Project Title:

2. The Managers for this Agreement are:

<b>FOR DCC:</b>	<b>FOR RECIPIENT:</b>
Name:	Name:
Division/Branch:	Organization:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Email Address:	Email Address:

3. The Grant Administrative Contacts for this Agreement are:

<b>FOR DCC:</b>	<b>FOR RECIPIENT:</b>
Name:	Name:
Division/Branch:	Organization:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Email Address:	Email Address:



<b>FISCAL CONTACT FOR RECIPIENT (if different from above):</b>
Name:
Organization:
Address:
City/State/Zip:
Phone:
Email Address:

**4. RECIPIENT: Please check appropriate box below:**  
Research and Development (R&D) means all research activities, both basic and applied, and all development activities that are performed by non-Federal entities. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other R&D activities and where such activities are not included in the instruction function.

This award ☐ **does** ☐ **does not** support R&D.

**5.** For a detailed description of activities to be performed and duties, see Scope of Work and Budget.

**EXHIBIT A**  
**Scope of Work**

☐

Contract

☒

Grant

Executive Summary

The City and County of San Francisco's Office of Cannabis (OOC) is excited to submit this application; we believe that the proposal below will contribute to a mature, stable, and permanently licensed cannabis business community in San Francisco.

Our proposal is straightforward: we would like to dedicate 93% of our award to the creation of new staff positions that will process cannabis permits more quickly and efficiently. A faster local permitting process will allow our office to move applications through critical bottlenecks that prevent the issuance of permanent state licenses.

One specific bottleneck that these new positions will address is the referral of applications to California Environmental Quality Act (CEQA) review. Currently, more than one hundred of San Francisco's applicants are operating on temporary local permits and provisional state licenses. Our understanding is that these applicants cannot be issued a permanent state license until they have completed state CEQA review. State CEQA review cannot be completed until local CEQA review is complete. Local CEQA review cannot begin until the OOC processes temporary permit holders' applications for permanent permits. OOC has been slow to process applications for permanent permits because of a lack of sufficient staffing capacity to address the substantial queue of applications that has existed since the Office's creation.

Our proposal addresses the root cause of this problem by creating more positions to process permits through local CEQA review, and more staff to conduct that CEQA review. Faster OOC referrals and faster CEQA reviews will result in faster conversions from provisional to permanent state licenses.

Importantly, this proposal would provide substantial benefits to our equity applicants. To date, San Francisco's robust equity program has verified over 400 hundred equity applicants. Many of these equity applicants struggle to afford San Francisco's high rent and overhead costs during our permitting process, and moving equity applications more quickly through all stages of the pipeline will save the equity applicant community a considerable amount of time and money. In turn, this will help to stand-up the regulated industry and push back on the unregulated market.

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## Application Narrative

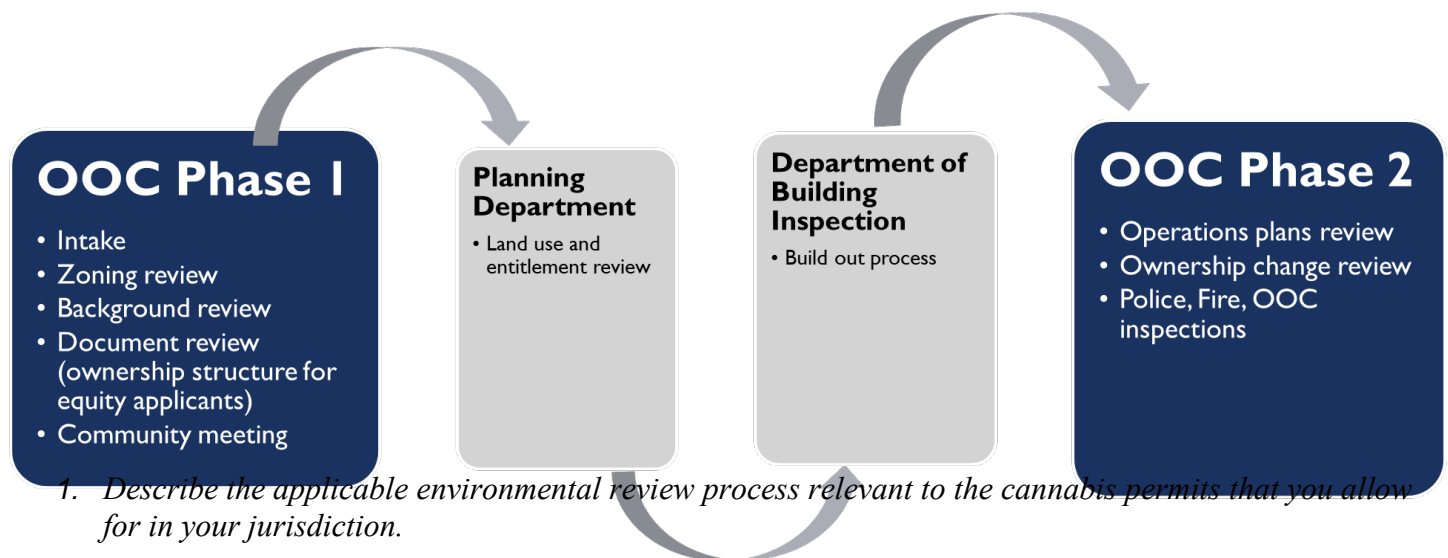
### Program Description

1. *Identify the necessary requirements for a local permit for commercial cannabis activity to be issued. Describe or attach a visual of your permitting process. Clearly identify when site-specific CEQA is conducted.*

The City and County of San Francisco's cannabis permit process encompasses the following four stages:

1. An initial round of application review conducted by the OOC (Phase 1 in Figure 1 below). This round of processing is designed to ensure that application information is accurate, that the proposed site of a new business is properly zoned, and that the proposed ownership structure for the new business meets requirements. This stage also includes a background check on owners and preparations for community outreach.
2. A second round of processing and review conducted by the Planning Department (PLN) to ensure that the proposed location meets local code and regulations (including site-specific CEQA review). This process includes many different kinds of review, including a review to ensure that the proposed activity (e.g. storefront retail) is allowed on the proposed site, and a public hearing.
3. A third round of inspections and verification by the Department of Building Inspection ensures that the applicant's constructed space meets local code and regulations. This includes mechanical checks to ensure that the fundamental construction of the building is sound, safe, and inhabitable.
4. A fourth and final round of review and approval by the OOC (Phase 2 below) to ensure that the finished building meets cannabis-specific requirements (e.g. operation plans), and that any changes to the approved ownership structure during processing meets applicable requirements.

*Figure 1: San Francisco Cannabis Permitting Process*



In San Francisco the Planning Department is the lead agency for environmental reviews, including the local CEQA review. This review is conducted pursuant to state law and San Francisco Administrative Code Chapter 31. Local CEQA review includes a determination of what categorical exemptions, if any, the project may qualify for, as well as a review of any special circumstances that may disqualify categorical exemptions. To date, almost all cannabis projects have qualified for categorical exemptions, typically under Class 1 or Class 3 categorical exemptions.

These projects have typically qualified for "Common Sense Exemptions" due to their limited scope of work. Larger facilities may require additional CEQA review, such as preparation of a Negative Declaration or Environmental Impact Report, due to their larger size and potential for environmental impact. These larger facilities are within subsequent tiers of review by the OOC and will be reviewed by the Planning Department

over the next few years.

2. *Identify what requirements must be met by your permittee when providing the state with local authorization response for each of the following:*
  - a. *“In compliance”*
  - b. *“Compliance under way”*
  - c. *“Not in compliance”*

a) In compliance

A permittee is deemed “in compliance” when we determine that the entity is compliant with San Francisco ordinances and regulations and that the entity is ready and authorized to engage in the requested commercial cannabis activity (or will imminently be ready and authorized).

In San Francisco, we consider the following categories to be “in compliance”:

- Permanent permit holders
- Permanent permit applicants who have been approved by other city agencies to begin building their business in anticipation of imminent opening
- Medical cannabis dispensaries that existed before legalization and hold a current medicinal permit
- Other operators that have been issued temporary permits pending processing into the permanent permit program

b) Compliance under way

We report a “compliance under way” status when there is a viable pathway for a local applicant to realize a temporary or medicinal permit, but the applicant has not yet been fully approved to open. This is a limited use case with a small number of reports.

c) Not in compliance

We report that an entity is “not in compliance” when the applicant entity is not meeting their regulatory obligations, is not authorized to conduct their activity or is not likely to be imminently authorized. This includes all of our applications for permanent permits that have not yet been approved for final build-out by other City departments.

Statement of Needs/Problem Statement

**Describe the challenges in the local jurisdiction permitting process that impede the timely transition of your permittees’ license from a provisional license to an annual license.**

San Francisco’s cannabis permitting process involves a variety of requirements and layers of review. As a result, applications can take more than two years to be processed from the initial review to the issuance of a final permit. Compounding this lengthy approval process is a large queue of permanent permit applications, which can take more than a year for the OOC to begin to review.

Both of these problems are exacerbated by one of the fundamental challenges confronted by the OOC: a lack of sufficient staff to process a substantial queue of applications for permanent permits catalyzed by cannabis legalization. In the first year of the office’s existence, hundreds of applications were submitted to an OOC staffed by three people, and the ensuing backlog has not yet been reduced to zero.

The length of time required to process a permit application, and the slow pace of the backlog reduction (while applicants continue to submit applications), is a significant barrier to issuing permanent permits and permanent state licenses. Applicants cannot be considered for a permanent state license until they are processed through

certain critical stages of the local permit process. As a result, the difficulties experienced in the local permitting process have slowed the process of permanent state licensing.

Our understanding is that the most critical barrier to the issuance of a state license is the completion of state CEQA review. In San Francisco, applicants cannot complete the local CEQA review process (a prerequisite for State CEQA review) until the OOC refers an application to the Planning Department. This requires sufficient staff in both the OOC and PLN to first process hundreds of applications.

As of May 2021, the state reported a total count of provisional licenses in San Francisco of 118. Because of the size and structure of our applicant pool, we know that the vast majority of those provisional licenses have been awarded to applicants who have not yet completed Phase 1 of OOC processing.

Moving more of our applicants more quickly through the local processing pipeline, specifically through Phase 1 and local CEQA review, will result in a timelier transition of our applicant pool from provisional to permanent state licenses.

**If you have an equity program, describe any additional challenges in implementing the equity program in your local jurisdiction and/or challenges faced by equity applicants in receiving local permits and annual state licenses.**

A critical challenge faced by equity applicants in San Francisco is the cost of rent. Applicants must secure space in which to operate at the start of the application process; because real estate carrying costs are high, and because the permit process can take more than two years, this is not an affordable proposition for applicants whose equity status is contingent on an asset test.

Reducing the time it takes to process an application would reduce these carrying costs. The OOC can increase processing speeds for equity and non-equity applicants by dedicating new staff to the processing of permits.

Additionally, many equity applicants find it difficult to navigate the complex requirements imposed by local regulations. Traditionally, the OOC has helped to address this by providing technical assistance (TA) to equity applicants through trusted partners.

#### Goals and Intended Outcomes

**List the goals and intended outcomes of this funding opportunity. Goals should explain how funding will be utilized to impact the issue areas stated in the problem statement. Outcomes should describe specific change(s) or result(s) when the goal is achieved. At a minimum, the following should be addressed:**

- **How CEQA compliance will be achieved**
- **How obstacles will be removed from the permitting process, including opportunities to reduce time to permit issuance.**
- **How these goals will align with the statutory deadlines mandated for maintenance of a provisional license.**
- **Local coordination necessary to reach specific outcomes, if multiple departments, divisions, or offices are involved.**

The specific goals of the OOC in the acceptance of this grant are to:

Action	Intended Outcome
Hire at least four OOC permit processing positions	1. Fully process the existing queue of permit applications through OOC Phase 1 by the expiration of the grant term

	<ol style="list-style-type: none"> <li>2. Fully process all permits eligible for OOC Phase 2 by the end of the grant term</li> <li>3. Reduce the amount of time future applicants wait to begin Phase 1 or Phase 2 to less than two weeks by the end of the grant term</li> </ol>
Hire one new position at the Department of Planning	Reduce the amount of time required to process permits in the PLN review phase, including CEQA compliance
Secure assistance for the OOC to increase the use of automation in the permitting process	Make the permitting process more efficient, reducing staff time required to send emails and collect documents
Provide technical assistance to equity applicants	Assist equity applicants with the technical aspects of regulatory requirements
Procure necessary supplies	Purchase necessary materials and supplies to allow new staff to conduct permitting work

### Strengthened permit processing team

Our grant proposal dedicates roughly 90% of our budget to new positions dedicated entirely to processing permit applications. The new team will consist of at least four new positions including:

- Three new permit analysts
- One new lead permit analyst

The three permit analysts will be dedicated to processing permit applications. The lead permit analyst will be responsible for training the permit analysts, providing quality assurance, and handling particularly difficult and technical permit applications.

The goal of this permitting team is to process the entire queue of Part 1 permit applications before the expiration of the grant term, and to establish an operational cadence that allows the OOC to begin Part 1 or Part 2 reviews within two weeks of referral.

Moving all of our applications quickly through the pipeline would allow both local permitting and state licensing to move more quickly.

Additionally, our budget proposes a new grant administrator position. This position will be responsible for administering the reporting requirements of this grant, and will occasionally lend technical assistance to the lead permit analyst. This new position will only spend 20% of its time on work related to this grant.

### New Planning Position

The OOC relies on partner agencies in the City to administer different components of the cannabis permit process. Specifically, PLN is responsible for CEQA review, among other responsibilities.

In order to expedite the portion of the permit process administered by PLN, our grant application proposes the creation of one new planner position dedicated to facilitating cannabis permit approval processes conducted by PLN, including local CEQA review.

### IT Assistance in Updating Permitting Processes

The OOC is dedicated to iteratively refining our permit approval process. This application proposes funding for improving and automating portions of our permit approval workflow. The goal of these improvements is to reduce the amount of staff time dedicated to routine administrative work, and to reduce errors in that administrative work. These automations would make the application processes easier for our applicants to understand and navigate. Specific deliverables envisioned by this partnership include:

- Automated reminder emails about due dates for applicants and operators
- Easier to navigate documentation upload for our applicants and automated storage processes for our team
- Enhanced and centralized data storage with automatic reporting capabilities

#### Technical Assistance for Equity Applicants

The OOC has previously utilized state grant funding in order to provide our equity community with technical assistance (TA) in meeting local and state regulatory requirements. These areas of TA include: permit and grant support, workforce development, and business development. Each of these program areas were in high demand by our social equity community as evidenced by a 94% grant utilization rate in previous grant cycles.

Our application proposes expanding the amount of assistance our partners can provide to the equity community.

**For those jurisdictions that have been identified as eligible to receive additional funding due to the status of the local equity program, address the following in your goal(s). How this funding, particularly the dollars provided due to local equity program status will:**

- i. Support local equity applicants in entering the regulated cannabis industry;**
- ii. Allow local equity applicants to receive cannabis permits and annual licenses more quickly; and**
- iii. Further support local and/improve equity program implementation.**

The OOC is mandated by local code to prioritize the processing of social equity applications. Because of this requirement, all of the capacity generated by the new positions proposed in this application will be used to process equity permits when equity applications are available. As a result, the equity community will always be first to receive the benefits of this grant.

Additionally, the monetary savings from rent associated with reducing processing time will be a substantial benefit to our equity community. Commercial rent in San Francisco is expensive, and an asset test is part of the equity verification process. As a result, the benefits of reduced processing time will have a profound impact on advancing social equity in the regulated cannabis space.

Finally, our proposal includes additional money for technical assistance for equity applicants in meeting local and state requirements. We have successfully partnered with TA providers in the past, and would like to continue to provide this support in the future.

## EXHIBIT B

### GENERAL TERMS AND CONDITIONS

#### 1. Approval

This Agreement is of no force or effect until signed by both parties. The Recipient may not invoice for activities performed prior to the commencement date or completed after the termination date of this Agreement.

#### 2. Agreement Execution

Unless otherwise prohibited by state law, regulation, or Department or Recipient policy, the parties agree that an electronic copy of a signed Agreement, or an electronically signed Agreement, has the same force and legal effect as an Agreement executed with an original ink signature. The term "electronic copy of a signed Agreement" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed Agreement in a portable document format. The term "electronically signed Agreement" means an Agreement that is executed by applying an electronic signature using technology approved by all parties.

#### 3. Assignment

This Agreement is not assignable by the Recipient, either in whole or in part, without the prior consent of the DCC Agreement Manager or designee in the form of a formal written amendment.

#### 4. Governing Law

This Agreement is governed by and will be interpreted in accordance with all applicable State and Federal laws.

#### 5. State and Federal Law

It is the responsibility of the Recipient to know and understand which State, Federal, and local laws, regulations, and ordinances are applicable to this Agreement and the Project, as described in Exhibit A. The Recipient shall be responsible for observing and complying with all applicable State and Federal laws and regulations. Failure to comply may constitute a material breach.

#### 6. Recipient Commitments

The Recipient accepts and agrees to comply with all terms, provisions, conditions and commitments of the Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and statements made by the Recipient in the application, documents, amendments, and communications in support of its request for funding.

#### 7. Performance and Assurances

The Recipient agrees to faithfully and expeditiously perform or cause to be performed all Project work as described in the Scope of Work, and to apply grant funds awarded in this Agreement only to allowable Project costs.

#### 8. Mutual Liability

Parties shall, to the extent allowed by law, each be individually liable for any and all claims, losses, causes of action, judgments, damages, and expenses to the extent directly caused by their officers, agents, or employees.

#### 9. Unenforceable Provision

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, the parties agree that all other provisions of this Agreement shall remain operative and binding.



## **10. Contractors/Consultants**

The Recipient assumes full responsibility for its obligation to pay its Contractors/Consultants. The Recipient is responsible to ensure that any/all contractors/consultants it engages to carry out activities under this Agreement shall have the proper licenses/certificates required in their respective disciplines. The Recipient's use of contractors/consultants shall not affect the Recipient's responsibilities under this Agreement.

## **11. Non-Discrimination Clause**

The Recipient agrees that during the performance of this Agreement, it will not discriminate, harass, or allow harassment or discrimination against any employee or applicant for employment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The Recipient agrees to require the same of all contractors and consultants retained to carry out the activities under this Agreement.

The Recipient agrees that during the performance of this Agreement, the evaluation and treatment of its employees and applicants for employment are free from discrimination and harassment. The Recipient will comply with the provisions of the Fair Employment and Housing Act (Government Code section 12990 *et seq.*) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, section 7285 *et seq.*). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Recipient will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining unit or other Agreement. The Recipient must include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

The Recipient agrees to require the same of all contractors and consultants retained to carry out activities under this Agreement.

## **12. Excise Tax**

The State of California is exempt from federal excise taxes and no payment will be made for any taxes levied on employees' wages. The DCC will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another State.

## **13. Disputes**

The Recipient must continue with the responsibilities under this Agreement during any dispute. In the event of a dispute, the Recipient must file a "Notice of Dispute" with the DCC Agreement Manager, identified in Exhibit A, or designee within ten (10) calendar days of discovery of the problem. The Notice of Dispute must contain the Agreement number. Within ten (10) calendar days of receipt of the Notice of Dispute, the DCC Agreement Manager or designee must meet with the Recipient for the purpose of resolving the dispute. In the event of a dispute, the language contained within this Agreement prevails.

## **14. Termination for Convenience**

This Agreement may be terminated by either party upon written notice. Notice of termination must be delivered to the other party at least thirty (30) calendar days prior to the intended date of termination. Notice of termination does not nullify obligations already incurred prior to the date of termination. In the event of Termination for Convenience of this Agreement by DCC, DCC must pay all responsible costs and non-cancellable obligations incurred by the Recipient as of the date of termination.

## **15. Termination for Cause**

Either party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching party provides written notice of the material breach and ten (10) calendar days to cure the breach. If the breach is not cured to the satisfaction of the non-breaching party within ten (10) calendar days of receipt of notice, this Agreement shall automatically terminate and the DCC shall reimburse the Recipient for all documented costs incurred up to the date of the notice of termination, including all non-cancellable obligations.

## **16. Acceptable Failure to Perform**

The Recipient shall not be liable for any failure to perform as required by this Agreement, to the extent such failure to perform is caused by any of the following: labor disturbances or disputes of any kind, accidents, or the inability to obtain any required government approval to proceed, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, materials shortages, disease, pandemics, or similar occurrences.

## **17. Breach**

Reimbursement under this Agreement may be suspended, terminated, or both, and the Recipient may be subject to debarment if DCC determines that the Recipient has breached the terms of this Agreement. A determination of breach may be appealed in writing to the DCC. The appeal must be post marked within ten (10) calendar days of the date the Recipient received notification and addressed to the DCC Legal Affairs Division or emailed to: [legalaffairs@cannabis.ca.gov](mailto:legalaffairs@cannabis.ca.gov).

Department of Cannabis Control  
Legal Affairs Division  
2920 Kilgore Road  
Rancho Cordova, CA 95670

## **18. Non-Material Breach**

The Recipient may be in material breach under this Agreement if it fails to comply with any term of this Agreement. In the event of a material breach, DCC shall provide in writing a Notice of Breach to the Recipient within ten (10) calendar days upon discovery of breach. The Recipient shall have ten (10) calendar days from receipt of the notice to cure the breach. If the Recipient fails to cure the breach within the time prescribed by this Agreement, DCC may do any of the following:

- A. Suspend payments;
- B. Demand repayment of all funding;
- C. Terminate the Agreement; or
- D. Take any other action deemed necessary to recover costs.

If DCC determines that the Recipient is not in material breach but that the Project is not being implemented in accordance with the provisions of this Agreement, or that the Recipient has failed in any other respect to comply with the provisions of this Agreement, and the Recipient has failed to remedy any such failure in a reasonable and timely manner, DCC may withhold all or any portion of the grant funding and take any other action that DCC deems necessary to protect its interests.

Where a portion of the grant funding has been disbursed to the Recipient and DCC notifies the Recipient of its decision not to release funds that have been withheld pursuant to paragraph 17, the portion that has been disbursed shall thereafter be repaid immediately. DCC may consider the Recipient's refusal to repay the requested disbursed amount a material breach.

If DCC notifies the Recipient of its decision to withhold the entire funding amount from the Recipient pursuant to this paragraph, this Agreement shall terminate upon receipt of such notice by the Recipient and DCC shall no longer be required to provide funds under this Agreement and the Agreement shall no longer be binding on either party.

In the event DCC finds it necessary to enforce this provision of this Agreement in the manner provided by law, the Recipient agrees to pay all enforcement costs incurred by DCC including, if DCC should prevail in a civil action, reasonable attorneys' fees, legal expenses, and costs related to the action.

#### **19. Publicity and Acknowledgement**

The Recipient agrees that it will acknowledge DCC's support whenever projects funded, in whole or in part, by this Agreement are publicized in any news media, brochures, publications, audiovisuals, presentations or other types of promotional material and in accordance with the SOW attached to this Agreement. The Recipients may not use the DCC logo.

#### **20. News Releases/Public Conferences**

The Recipient agrees to notify the DCC in writing at least two (2) business days before any news releases or public conferences are initiated by the Recipient or its Contractors/Consultants regarding the project described in the Attachments, Scope of Work and Budget and any project results.

#### **21. Scope of Work and Budget Changes**

Changes to the Scope of Work, Budget, or the Project term, must be requested in writing to DCC Grant Administrative Contact no less than thirty (30) days prior to the requested implementation date. Any changes to the Scope of Work and Budget are subject to DCC approval and, at its discretion, DCC may choose to accept or deny any changes. If accepted and after negotiations are concluded, the agreed upon changes will be made and become part of this Agreement. DCC will respond in writing within ten (10) business days as to whether the proposed changes are accepted.

#### **22. Reporting Requirements**

The Recipient agrees to comply with all reporting requirements specified in Scope of Work incorporated by reference to this Agreement as an attachment.

#### **23. California State Auditor**

This Agreement is subject to examination and audit by the California State Auditor for a period of three (3) years after final payment under the Agreement.

#### **24. Equipment**

Purchase of equipment not included in the approved Budget requires prior approval. The Recipient must comply with applicable state requirements regarding the use, maintenance, disposition, and reporting of equipment.

#### **25. Closeout**

The Agreement will be closed out after the completion of the Project or project term, receipt and approval of the final invoice and final report, and resolution of any performance or compliance issues.

## **26. Confidential and Public Records**

The Recipient and DCC understand that each party may come into possession of information and/or data which may be deemed confidential or proprietary by the person or organization furnishing the information or data. Such information or data may be subject to disclosure under the California Public Records Act or the Public Contract Code. DCC had the sole authority to determine whether the information is releasable. Each party agrees to maintain such information as confidential and notify the other party of any requests for release of information.

## **27. Amendments**

Changes to funding amount or Agreement term require an amendment and must be requested in writing to the DCC Agreement Manager or designee no later than sixty (60) calendar days prior to the requested implementation date. Amendments are subject to DCC approval, and, at its discretion, may choose to accept or deny these changes. No amendments are possible if the Agreement is expired.

## EXHIBIT C

### PAYMENT AND BUDGET PROVISIONS

#### 1. Invoicing and Payment

- A. For activities satisfactorily rendered and performed according to the attached Scope of Work and Budget, and upon receipt and approval of the invoices, DCC agrees to reimburse the Recipient for actual allowable expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.
- B. Invoices must include the Agreement Number, performance period, type of activities performed in accordance with this Agreement, and when applicable, a breakdown of the costs of parts and materials, labor charges, and any other relevant information required to ensure proper invoices are submitted for payment.
- C. Unless stated in the Scope of Work, quarterly invoices must be submitted to the DCC Administrative Contact, within thirty (30) calendar days after the end of each quarter in which activities under this Agreement were performed.
- D. Unless stated in the Scope of Work, a final invoice will be submitted for payment no more than thirty (30) calendar days following the expiration date of this Agreement, or after project is complete, whichever comes first. The final invoice must be clearly marked "Final Invoice" thus indicating that all payment obligations of the DCC under this Agreement have ceased and that no further payments are due or outstanding.

#### 2. Allowable Expenses and Fiscal Documentation

- A. The Recipient must maintain adequate documentation for expenditures of this Agreement to permit the determination of the allowability of expenditures reimbursed by DCC under this Agreement. If DCC cannot determine if expenditures are allowable under the terms of this Agreement because records are nonexistent or inadequate according to Generally Accepted Accounting Principles, DCC may disallow the expenditures.
- B. If mileage is a reimbursable expense, using a privately-owned vehicle will be at the standard mileage rate established by the United States (U.S.) Internal Revenue Service (IRS) and in effect at the time of travel. The standard mileage rate in effect at the time of travel can be found on [IRS's website](#) regardless of funding source/type.
- C. If domestic travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable for travel within California are those established by the California Department of Human Resources ([CalHR](#)). The maximum rates allowable for domestic travel outside of California are those established by the United States General Services Administration ([GSA](#)).  
  
If domestic travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable are those established by the Federal Travel Regulation, issued by [General Services Administration \(GSA\)](#), including the maximum per diem and subsistence rates prescribed in those regulations.
- D. If foreign travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable are those established in a per diem supplement to Section 925, Department of State Standardized Regulations.

E. The Recipient will maintain and have available, upon request by DCC, all financial records and documentation pertaining to this Agreement. These records and documentation will be kept for three (3) years after completion of the Agreement period or until final resolution of any performance/compliance review concerns or litigation claims.

**3. Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, California Government Code Title 1, Division 3.6, Part 3, Chapter 4.5, commencing with Section 927 - The California Prompt Payment Act.

**4. Budget Contingency Clause**

If funding for any fiscal year is reduced or deleted for purposes of this program, the DCC has the option to either cancel this Agreement with no liability occurring to the DCC or offer to amend the Agreement to reflect the reduced amount.

## EXHIBIT C1

### Budget Worksheet

Jurisdiction Name		City and County of San Francisco						
Total Grant Amount		\$						3,075,769.00
A. Direct Technical Assistance Costs - Personnel								
Personnel that will provide direct technical assistance to support the intent of the grant program. Include the cost of salary and benefits for time spent working on the grant by the employees of the jurisdiction.								TOTAL
Personnel Classification		Role in Grant Program	Annual Salary & Benefits	FY 21-22 Percentage of Time	FY 22-23 Percentage of Time	FY 23-24 Percentage of Time	FY 24-25 Percentage of Time	
Example	Local Planner	Reviews CEQA documentation provided by applicants.	\$ 150,000.00	0.50	0.75	1.00	1.00	\$ 487,500.00
A1	New Permit Analyst	Review and process permit applications for	\$ 156,218.00	0.25	1.00	1.00	1.00	\$ 507,708.50
A2	New Permit Analyst	Review and process permit applications for	\$ 156,218.00	0.25	1.00	1.00	1.00	\$ 507,708.50
A3	New Permit Analyst	Review and process permit applications for	\$ 156,218.00	0.25	1.00	1.00	1.00	\$ 507,708.50
A4	New Lead Permit	Lead the review and processing of permit	\$ 179,856.00	0.25	1.00	1.00	1.00	\$ 584,532.00
A5	New City Planner	Review and process cannabis applications	\$ 186,856.00	0.21	1.00	1.00	1.00	\$ 599,780.90
A6	New Grant Management Position	Lead reporting and administration for the grant, assist Permit Lead with difficult	\$ 204,758.00	0.10	0.20	0.20	0.20	\$ 143,330.60
A7								\$ -
A8								\$ -
A9								\$ -
A10								\$ -
A11								\$ -
A12								\$ -
Direct Technical Assistance Costs - Personnel								\$ 2,850,769.00

B. Direct Technical Assistance Costs - Other								TOTAL
Cost Category / Service or Vendor (if known)		Description	Annual Cost	FY 21-22 Percentage of Costs	FY 22-23 Percentage of Costs	FY 23-24 Percentage of Costs	FY 24-25 Percentage of Costs	
Example	Contractual / Environment Consultants	Contractor to assist with the development of a PEIR for the county.	\$ 500,000.00	1.00	0.50	0.50	0.50	\$ 1,250,000.00
B1	Equity TA	Technical assistance provided to equity applicants for purpose of meeting regulatory obligations	\$ 37,500.00	0.00	1.00	1.00	0.00	\$ 75,000.00
B2	Technical support	Support from City partners to improve,	\$ 50,000.00	0.30	0.50	1.00	0.70	\$ 125,000.00
B3								\$ -
B4								\$ -
B5								\$ -
B6								\$ -
B7								\$ -
Direct Technical Assistance Costs - Other								\$ 200,000.00

C. Indirect/Administrative - Personnel								
To provide or fund administrative assistance to support the intent of the grant program. Cost of salary and wages for time spent supporting the work of the grant.								TOTAL
Personnel Classification		Role in Grant Program	Annual Salary & Benefits	FY 21-22 Percentage of Time	FY 22-23 Percentage of Time	FY 23-24 Percentage of Time	FY 24-25 Percentage of Time	
Example	Accounting Analyst	To track expenditures associated with the grant.	\$ 89,000.00	0.25	0.25	0.25	0.25	\$ 89,000.00
C1								\$ -
C2								\$ -
C3								\$ -
C4								\$ -
C5								\$ -
C6								\$ -
C7								\$ -
C8								\$ -
C9								\$ -
C10								\$ -
C11								\$ -
C12								\$ -
Indirect/Administrative Costs - Personnel								\$ -

D. Indirect/Administrative - Other								
Items that provide administrative or indirect support to the intent of the grant program.								TOTAL
Cost Category / Service or Vendor (if known)		Description	Annual Cost	FY 21-22 Percentage of Costs	FY 22-23 Percentage of Costs	FY 23-24 Percentage of Costs	FY 24-25 Percentage of Costs	
EX	Facilities / Headquarters	Costs associated with office space for direct technical assistance staff.	\$ 1,250,000.00	0.02	0.02	0.02	0.01	\$ 81,250.00
D1	Materials and supplies	Overhead budget for materials and supplies to support new staff positions	\$ 10,000	0.50	1.00	0.90	0.10	\$ 25,000.00
D2								\$ -
D3								\$ -
D4								\$ -
D5								\$ -
D6								\$ -
D7								\$ -
Direct Technical Assistance Costs - Other								\$ 25,000.00

### E. TOTALS

<b>Direct Technical Assistance Costs - TOTAL</b>	<b>\$ 3,050,769.00</b>
<b>Indirect/Administrative Costs - TOTAL</b>	<b>\$ 25,000.00</b>
<b>GRAND TOTAL</b>	<b>\$ 3,075,769.00</b>

## EXHIBIT D

### SPECIAL TERMS AND CONDITIONS

This California Local Jurisdiction Assistance Grant Program Agreement (“Agreement”) is by and between [local jurisdiction] (“Grantee”), and the Department of Cannabis Control (“Department”), hereinafter jointly referred to as the “Parties” or individually as the “Party.” Unless otherwise specified in this Agreement, all definitions, rules, guidelines, and requirements specified in the California Local Jurisdiction Assistance Grant Program Guidelines (Grant Guidelines) issued on [date], shall apply to this Agreement. The identification number for this Agreement is [Agreement#].

**In consideration of the mutual covenants and promises in this Agreement, the Parties agree as follows:**

- 1. Authority.** This Agreement is authorized and entered into pursuant to the Budget Act of 2021, Item 1115-101-0001 – For local assistance. The Local Jurisdiction Assistance Grant Funding allows for direct assistance to local jurisdictions’ commercial cannabis programs to transition provisional licenses to annual licenses.
- 2. Grant Term.** The performance period of this Agreement shall be from the specified date of the Grant Funding Expenditure Period through March 31, 2025 (“Grant Term”). Grant funds shall be expended only during the Grant Term.
- 3. Grant Award.** Based on the Department’s review of the Grantee’s application and Annual Plan, which constitutes the Scope of Work for this Agreement and is incorporated herein by reference as Exhibit A, and pursuant to the Grant Guidelines, and conditioned upon the requirements set forth in this Agreement, the Department shall provide Grantee a grant award amount as specified in the Grant Award Notification for the term of this Agreement. The Grant Award and Grant funding is to be used for the purposes specified in the Grant Guidelines, and pursuant to the Scope of Work. In no event shall the Department be obligated to pay any amount in excess of the awarded amount. Grantee waives any and all claims against the Department and the State of California for any costs that exceed the grant award amount identified in the Grant Award Notification.
- 4. Unused Grant Funds.** Any amount of grant funds provided for under this Agreement that is not expended by the end of the Grant Term, or at the termination of this Agreement, whichever is sooner, shall be returned to the Department. Grantee shall notify Department of such unused funds and Department shall provide Grantee with instructions as to how to return the funds.
- 5. Funding Contingency Clause.** The funding for this Agreement is allocated pursuant to the Local Jurisdiction Assistance Grant Funding. Grantee agrees that the Department’s obligation to pay any sum under this Agreement is contingent upon availability of funds disbursed from the Local Jurisdiction Assistance Grant Funding. If there is insufficient funding, the Department shall have the option to either: 1) terminate this Agreement, whereby no party shall have any further obligations or liabilities under this Agreement, or 2) negotiate an Agreement amendment with Grantee to reduce the grant award and scope of work to be provided under this Agreement.
- 6. Grant Fund Disbursement.** Grant funds awarded pursuant to the Local Jurisdiction Assistance Grant Funding will be issued directly to Grantee in one disbursement, upon execution of this Agreement, and passing of a resolution or similar approving authority by the local jurisdiction.



- 7. Subcontractors.** No amount of the grant award may be used to subcontract any of the commitments contemplated in this Agreement to another entity or person, unless with the written approval of the Department pursuant to section 13 of this Agreement or if the subcontract work is included the Grantee's Annual Plan and Application Budget Form that was submitted and approved by the Department.
- 8. Documentation and Reporting Requirements.** Grantee must be able to demonstrate to the satisfaction of the Department that the grant funds were expended for eligible uses and consistent with the activities identified in its application, and under the Grant Program. Grantee must provide progress and annual reports as specified in the Grant Guidelines. Grantee must maintain records detailing the expenditure of all grant funds for a period of seven (7) years after the end of the Grant Term and shall provide this information to the Department upon request.
- 9. Audit.** Grantee agrees that the Department, the California State Auditor, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The books, accounts, files, receipts, and other records of Grantee which are applicable to this Agreement shall be made available for inspection, review, and audit immediately upon request by the Department and its representatives to verify proper use of the grant award, in accordance with the Grant Guidelines. Grantee agrees to allow the auditor(s) access to such records and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement.
- 10. Eligible Uses.** Grant funds shall be used for the purpose of assisting local applicants and local licensees in that local jurisdiction to transition from provisional licenses to annual license, and to successfully operate in, the state's regulated cannabis marketplace and consistent with the Grant Guidelines and the Grantee's application for Local Jurisdiction Assistance Grant Funding. As determined by the Department, upon its review, Grantee shall reimburse the Department for any ineligible or improper uses of grant funds.
- 11. Termination of Agreement.** This Agreement may be terminated by the Department upon action, or inaction by the Grantee that constitutes a material breach of this Agreement. A material breach includes, but is not limited to, refusal or inability to complete the commitments contemplated in this Agreement or the Grant Guidelines, improper expenditure of grant funds, failure to properly maintain records or allow the Department access to records as required under this Agreement or the Grant Guidelines, and failure to timely complete and submit the reports required under this Agreement or the Grant Guidelines. The Department will notify Grantee in writing if it intends to terminate the Agreement pursuant to this section and provide Grantee an opportunity to cure the breach within thirty (30) calendar days.
- 12. Assignment.** This Agreement is not assignable by Grantee, either in whole or in part, without the consent of the Department in the form of a written amendment.
- 13. Amendment.** This Agreement may be amended or modified only in writing signed by all parties.

**14. Grantee – Representations and Warranties.** Grantee represents and warrants that:

- a. Grantee is an eligible applicant as set forth in the Grant Guidelines;
- b. It is not a party to any agreement, written or oral, creating obligations that would prevent it from entering into this Agreement or satisfying the terms herein;
- c. All of the information in its grant application and all materials submitted to the Department are true and accurate;
- d. Grantee's governing body has authorized the Grantee to enter into this Agreement and has designated by title the individual authorized to sign the Agreement on behalf of Grantee;

**15. Nondiscrimination.** Grantee shall comply with all applicable federal and state laws and statutes related to nondiscrimination, including, but not limited to, race, color, national origin, gender, handicap or disability, sexual preference, drug addiction, and alcoholism.

**16. Union Activities.** Grantee acknowledges that Government Code Section 16645.2 applies to this Agreement. Pursuant to Government Code Section 16645.2, Grantee certifies that none of the grant award will be used to assist, promote, or deter union organizing. If Grantee makes expenditures to assist, promote, or deter union organizing, it shall maintain records sufficient to show that no portion of the grant award was used for those expenditures. Grantee shall provide those records to the Attorney General upon request.

**17. Media Release.** Grantee may elect to issue a press release related to this Agreement, but any release shall be approved by the Department in writing prior to such release. Such approval shall not be unreasonably withheld.

**18. Indemnification/Warranty and Disclaimer/Limitation of Liability.** Grantee shall defend, indemnify, and hold the Department and its agents or assigns, harmless from and against all claims, damages, and liabilities (including reasonable attorneys' fees) arising from this Agreement due to the Grantee's breach of this Agreement, or the result of the Grantee's negligence or willful misconduct. Under no circumstances will the State of California, the Department, its agents, or employees, be liable to the grantee for any direct, indirect, incidental, special, or consequential damages that arise from this agreement.

**19. Force Majeure.** If by reason of force majeure Grantee's performance hereunder is delayed or prevented, then the performance by Grantee may be extended for the amount of time of such delay or prevention. The term "force majeure" shall mean any fire, flood, earthquake, or public disaster, strike, labor dispute or unrest, embargo, riot, war, insurrection or civil unrest, any act of God, any act of legally constituted authority, or any other cause beyond the Grantee's control which would excuse Grantee's performance as a matter of law.

**20. Notice of Force Majeure.** Grantee agrees to provide the Department written notice of an event of force majeure under this Agreement within ten (10) days of the commencement of such event and within ten (10) days after the termination of such event, unless the force majeure prohibits Grantee from reasonably giving notice within this period. Grantee will give such notice at the earliest possible time following the event of force majeure.

**21. Integration.** This Agreement (including the exhibits hereto and any documents explicitly incorporated by reference, and any written amendments hereof executed by the Parties) constitutes the entire Agreement between the Parties related to this grant award and supersedes all prior agreements and understandings, oral and written, between the Parties with respect to the grant

award described herein.

- 22. Notice.** Within thirty (30) calendar days of the effective date of this Agreement, Grantee shall notify the Department, in writing, of the name, address, phone number, and email of its contact person for future communication relating to this Agreement. In addition, Grantee agrees to immediately inform the Department of any changes to the name, address, phone number, and email of its contact person. Unless otherwise specified in this Agreement, any notice required or permitted to be given under this Agreement to the Department shall be emailed to [grants@cannabis.ca.gov](mailto:grants@cannabis.ca.gov).
- 23. Ambiguities.** Each Party has had the opportunity to seek the advice of counsel or has refused to seek the advice of counsel. Each Party and its counsel, if appropriate, have participated fully in the negotiation, drafting, review, and revision of this Agreement. Any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in interpreting this Agreement. The language in this Agreement shall be interpreted as to its fair meaning and not strictly for or against any Party.
- 24. Necessary Acts, Further Assurances.** The Parties shall at their own cost and expense execute and deliver any further documents and shall take such other actions as may be reasonably required or appropriate to carry out the intent and purposes of this Agreement.
- 25. Sections and Other Headings.** The section and other headings contained in the Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.
- 26. Representation on Authority of Parties/Signatories.** Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each Party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such Party's obligations hereunder have been duly authorized, and that this Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.
- 27. Severability.** If any portion of this Agreement is to any extent invalid, illegal, or incapable of being enforced, such portion shall be excluded to the extent of such invalidity, illegality, or unenforceability; all other terms hereof shall remain in full force and effect.
- 28. Governing Law and Consent to Jurisdiction.** The Agreement will be governed, construed, and enforced according to the laws of the State of California without regard to its conflict of laws rules. Each party hereby irrevocably consents to the exclusive jurisdiction and venue of any state court located within Sacramento County, State of California in connection with any matter arising out of this Agreement or the transactions contemplated under this Agreement.

## Applicant Information

**Local Jurisdiction Name:** City and County of San Francisco

**Federal Tax ID Number:** 94-6000417

### **Entity Submitting the Application:**

- Name: City and County of San Francisco Office of Cannabis
- Address: 49 South Van Ness, San Francisco, CA, 94103
- Phone: 628-652-0420
- Email: [officeofcannabis@sfgov.org](mailto:officeofcannabis@sfgov.org)

### **Point of Contact:**

- Name: John Pierce
- Title: Acting Director, Office of Cannabis
- Address: 49 South Van Ness, San Francisco, CA, 94103
- Phone: 415-814-2890
- Email: [john.r.pierce@sfgov.org](mailto:john.r.pierce@sfgov.org)

### **Grant Funds Requested:**

- Designated Allocation: \$3,075,769
- Requested Amount: \$3,075,769

## Executive Summary

The City and County of San Francisco's Office of Cannabis (OOC) is excited to submit this application; we believe that the proposal below will contribute to a mature, stable, and permanently licensed cannabis business community in San Francisco.

Our proposal is straightforward: we would like to dedicate 93% of our award to the creation of new staff positions that will process cannabis permits more quickly and efficiently. A faster local permitting process will allow our office to move applications through critical bottlenecks that prevent the issuance of permanent state licenses.

One specific bottleneck that these new positions will address is the referral of applications to California Environmental Quality Act (CEQA) review. Currently, more than one hundred of San Francisco's applicants are operating on temporary local permits and provisional state licenses. Our understanding is that these applicants cannot be issued a permanent state license until they have completed state CEQA review. State CEQA review cannot be completed until local CEQA review is complete. Local CEQA review cannot begin until the OOC processes temporary permit holders' applications for permanent permits. OOC has been slow to process applications for permanent permits because of a lack of sufficient staffing capacity to address the substantial queue of applications that has existed since the Office's creation.

Our proposal addresses the root cause of this problem by creating more positions to process permits through local CEQA review, and more staff to conduct that CEQA review. Faster OOC referrals and faster CEQA reviews will result in faster conversions from provisional to permanent state licenses.

Importantly, this proposal would provide substantial benefits to our equity applicants. To date, San Francisco's robust equity program has verified over 400 hundred equity applicants. Many of these equity applicants struggle to afford San Francisco's high rent and overhead costs during our permitting process, and moving equity applications more quickly through all stages of the pipeline will save the equity applicant community a considerable amount of time and money. In turn, this will help to stand-up the regulated industry and push back on the unregulated market.

## Application Narrative

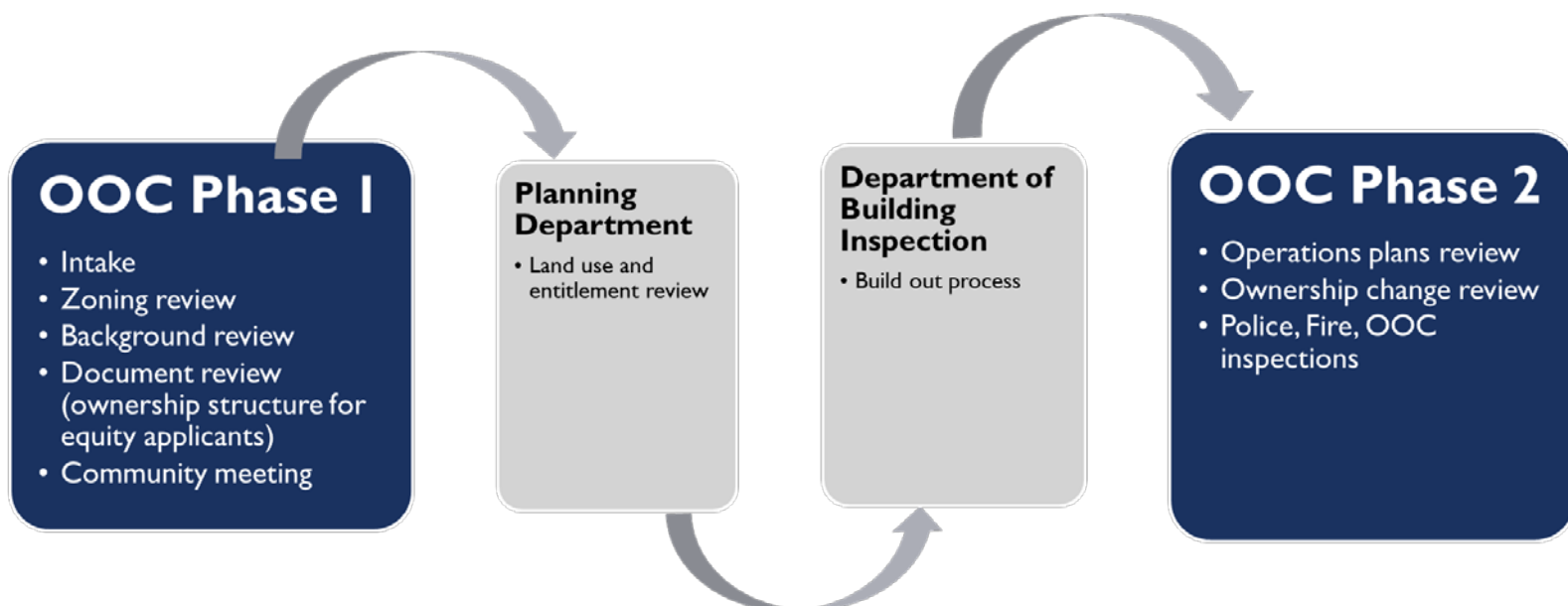
### **Program Description**

1. *Identify the necessary requirements for a local permit for commercial cannabis activity to be issued. Describe or attach a visual of your permitting process. Clearly identify when site-specific CEQA is conducted.*

The City and County of San Francisco's cannabis permit process encompasses the following four stages:

1. An initial round of application review conducted by the OOC (Phase 1 in Figure 1 below). This round of processing is designed to ensure that application information is accurate, that the proposed site of a new business is properly zoned, and that the proposed ownership structure for the new business meets requirements. This stage also includes a background check on owners and preparations for community outreach.
2. A second round of processing and review conducted by the Planning Department (PLN) to ensure that the proposed location meets local code and regulations (including site-specific CEQA review). This process includes many different kinds of review, including a review to ensure that the proposed activity (e.g. storefront retail) is allowed on the proposed site, and a public hearing.
3. A third round of inspections and verification by the Department of Building Inspection ensures that the applicant's constructed space meets local code and regulations. This includes mechanical checks to ensure that the fundamental construction of the building is sound, safe, and inhabitable.
4. A fourth and final round of review and approval by the OOC (Phase 2 below) to ensure that the finished building meets cannabis-specific requirements (e.g. operation plans), and that any changes to the approved ownership structure during processing meets applicable requirements.

*Figure 1: San Francisco Cannabis Permitting Process*



1. *Describe the applicable environmental review process relevant to the cannabis permits that you allow for in your jurisdiction.*

In San Francisco the Planning Department is the lead agency for environmental reviews, including the local CEQA review. This review is conducted pursuant to state law and San Francisco Administrative Code Chapter 31. Local CEQA review includes a determination of what categorical exemptions, if any, the project may qualify for, as well as a review of any special circumstances that may disqualify categorical exemptions. To date, almost all cannabis projects have qualified for categorical exemptions, typically under Class 1 or Class 3 categorical exemptions.

These projects have typically qualified for “Common Sense Exemptions” due to their limited scope of work. Larger facilities may require additional CEQA review, such as preparation of a Negative Declaration or Environmental Impact Report, due to their larger size and potential for environmental impact. These larger facilities are within subsequent tiers of review by the OOC and will be reviewed by the Planning Department over the next few years.

2. *Identify what requirements must be met by your permittee when providing the state with local authorization response for each of the following:*
  - a. *“In compliance”*
  - b. *“Compliance under way”*
  - c. *“Not in compliance”*

a) In compliance

A permittee is deemed “in compliance” when we determine that the entity is compliant with San Francisco ordinances and regulations and that the entity is ready and authorized to engage in the requested commercial cannabis activity (or will imminently be ready and authorized).

In San Francisco, we consider the following categories to be “in compliance”:

- Permanent permit holders
- Permanent permit applicants who have been approved by other city agencies to begin building their business in anticipation of imminent opening
- Medical cannabis dispensaries that existed before legalization and hold a current medicinal permit
- Other operators that have been issued temporary permits pending processing into the permanent permit program

b) Compliance under way

We report a “compliance under way” status when there is a viable pathway for a local applicant to realize a temporary or medicinal permit, but the applicant has not yet been fully approved to open. This is a limited use case with a small number of reports.

c) Not in compliance

We report that an entity is “not in compliance” when the applicant entity is not meeting their regulatory obligations, is not authorized to conduct their activity or is not likely to be imminently

authorized. This includes all of our applications for permanent permits that have not yet been approved for final build-out by other City departments.

#### Statement of Needs/Problem Statement

#### **Describe the challenges in the local jurisdiction permitting process that impede the timely transition of your permittees' license from a provisional license to an annual license.**

San Francisco's cannabis permitting process involves a variety of requirements and layers of review. As a result, applications can take more than two years to be processed from the initial review to the issuance of a final permit. Compounding this lengthy approval process is a large queue of permanent permit applications, which can take more than a year for the OOC to begin to review.

Both of these problems are exacerbated by one of the fundamental challenges confronted by the OOC: a lack of sufficient staff to process a substantial queue of applications for permanent permits catalyzed by cannabis legalization. In the first year of the office's existence, hundreds of applications were submitted to an OOC staffed by three people, and the ensuing backlog has not yet been reduced to zero.

The length of time required to process a permit application, and the slow pace of the backlog reduction (while applicants continue to submit applications), is a significant barrier to issuing permanent permits and permanent state licenses. Applicants cannot be considered for a permanent state license until they are processed through certain critical stages of the local permit process. As a result, the difficulties experienced in the local permitting process have slowed the process of permanent state licensing.

Our understanding is that the most critical barrier to the issuance of a state license is the completion of state CEQA review. In San Francisco, applicants cannot complete the local CEQA review process (a prerequisite for State CEQA review) until the OOC refers an application to the Planning Department. This requires sufficient staff in both the OOC and PLN to first process hundreds of applications.

As of May 2021, the state reported a total count of provisional licenses in San Francisco of 118. Because of the size and structure of our applicant pool, we know that the vast majority of those provisional licenses have been awarded to applicants who have not yet completed Phase 1 of OOC processing.

Moving more of our applicants more quickly through the local processing pipeline, specifically through Phase 1 and local CEQA review, will result in a timelier transition of our applicant pool from provisional to permanent state licenses.

#### **If you have an equity program, describe any additional challenges in implementing the equity program in your local jurisdiction and/or challenges faced by equity applicants in receiving local permits and annual state licenses.**



A critical challenge faced by equity applicants in San Francisco is the cost of rent. Applicants must secure space in which to operate at the start of the application process; because real estate carrying costs are high, and because the permit process can take more than two years, this is not an affordable proposition for applicants whose equity status is contingent on an asset test.

Reducing the time it takes to process an application would reduce these carrying costs. The OOC can increase processing speeds for equity and non-equity applicants by dedicating new staff to the processing of permits.

Additionally, many equity applicants find it difficult to navigate the complex requirements imposed by local regulations. Traditionally, the OOC has helped to address this by providing technical assistance (TA) to equity applicants through trusted partners.

### Goals and Intended Outcomes

**List the goals and intended outcomes of this funding opportunity. Goals should explain how funding will be utilized to impact the issue areas stated in the problem statement. Outcomes should describe specific change(s) or result(s) when the goal is achieved. At a minimum, the following should be addressed:**

- **How CEQA compliance will be achieved**
- **How obstacles will be removed from the permitting process, including opportunities to reduce time to permit issuance.**
- **How these goals will align with the statutory deadlines mandated for maintenance of a provisional license.**
- **Local coordination necessary to reach specific outcomes, if multiple departments, divisions, or offices are involved.**

The specific goals of the OOC in the acceptance of this grant are to:

Action	Intended Outcome
Hire at least four OOC permit processing positions	<ol style="list-style-type: none"><li>1. Fully process the existing queue of permit applications through OOC Phase 1 by the expiration of the grant term</li><li>2. Fully process all permits eligible for OOC Phase 2 by the end of the grant term</li><li>3. Reduce the amount of time future applicants wait to begin Phase 1 or Phase 2 to less than two weeks by the end of the grant term</li></ol>
Hire one new position at the Department of Planning	Reduce the amount of time required to process permits in the PLN review phase, including CEQA compliance
Secure assistance for the OOC to increase the use of automation in the permitting process	Make the permitting process more efficient, reducing staff time required to send emails and collect documents
Provide technical assistance to equity applicants	Assist equity applicants with the technical aspects of regulatory requirements

Procure necessary supplies	Purchase necessary materials and supplies to allow new staff to conduct permitting work
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### Strengthened permit processing team

Our grant proposal dedicates roughly 90% of our budget to new positions dedicated entirely to processing permit applications. The new team will consist of at least four new positions including:

- Three new permit analysts
- One new lead permit analyst

The three permit analysts will be dedicated to processing permit applications. The lead permit analyst will be responsible for training the permit analysts, providing quality assurance, and handling particularly difficult and technical permit applications.

The goal of this permitting team is to process the entire queue of Part 1 permit applications before the expiration of the grant term, and to establish an operational cadence that allows the OOC to begin Part 1 or Part 2 reviews within two weeks of referral.

Moving all of our applications quickly through the pipeline would allow both local permitting and state licensing to move more quickly.

Additionally, our budget proposes a new grant administrator position. This position will be responsible for administering the reporting requirements of this grant, and will occasionally lend technical assistance to the lead permit analyst. This new position will only spend 20% of its time on work related to this grant.

### New Planning Position

The OOC relies on partner agencies in the City to administer different components of the cannabis permit process. Specifically, PLN is responsible for CEQA review, among other responsibilities.

In order to expedite the portion of the permit process administered by PLN, our grant application proposes the creation of one new planner position dedicated to facilitating cannabis permit approval processes conducted by PLN, including local CEQA review.

### IT Assistance in Updating Permitting Processes

The OOC is dedicated to iteratively refining our permit approval process. This application proposes funding for improving and automating portions of our permit approval workflow. The goal of these improvements is to reduce the amount of staff time dedicated to routine administrative work, and to reduce errors in that administrative work. These automations would make the application processes easier for our applicants to understand and navigate. Specific deliverables envisioned by this partnership include:

- Automated reminder emails about due dates for applicants and operators
- Easier to navigate documentation upload for our applicants and automated storage processes for our team
- Enhanced and centralized data storage with automatic reporting capabilities

### Technical Assistance for Equity Applicants

The OOC has previously utilized state grant funding in order to provide our equity community with technical assistance (TA) in meeting local and state regulatory requirements. These areas of TA include: permit and grant support, workforce development, and business development. Each of these program areas were in high demand by our social equity community as evidenced by a 94% grant utilization rate in previous grant cycles.

Our application proposes expanding the amount of assistance our partners can provide to the equity community.

**For those jurisdictions that have been identified as eligible to receive additional funding due to the status of the local equity program, address the following in your goal(s). How this funding, particularly the dollars provided due to local equity program status will:**

- i. Support local equity applicants in entering the regulated cannabis industry;**
- ii. Allow local equity applicants to receive cannabis permits and annual licenses more quickly; and**
- iii. Further support local and/improve equity program implementation.**

The OOC is mandated by local code to prioritize the processing of social equity applications. Because of this requirement, all of the capacity generated by the new positions proposed in this application will be used to process equity permits when equity applications are available. As a result, the equity community will always be first to receive the benefits of this grant.

Additionally, the monetary savings from rent associated with reducing processing time will be a substantial benefit to our equity community. Commercial rent in San Francisco is expensive, and an asset test is part of the equity verification process. As a result, the benefits of reduced processing time will have a profound impact on advancing social equity in the regulated cannabis space.

Finally, our proposal includes additional money for technical assistance for equity applicants in meeting local and state requirements. We have successfully partnered with TA providers in the past, and would like to continue to provide this support in the future.

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**From:** Hillsman, Eugene (ADM)  
**Sent:** Wednesday, May 19, 2021 4:00 PM  
**To:** Rodriguez, Marisa (ADM); Schwartz, Jeremy (ADM)  
**Subject:** FW: Invite: Local Regulators & Local Jurisdiction Assistance Grant Program Briefing

FYI

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**From:** Mirrashidi, Lila@BCSH <Lila.Mirrashidi@bcsh.ca.gov>  
**Sent:** Wednesday, May 19, 2021 3:45 PM  
**To:** Mirrashidi, Lila@BCSH <Lila.Mirrashidi@bcsh.ca.gov>  
**Subject:** RE: Invite: Local Regulators & Local Jurisdiction Assistance Grant Program Briefing

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good afternoon,

We look forward to the discussion tomorrow with local jurisdictions regarding Governor Newsom's \$100 million Local Jurisdiction Grant Program.

For your reference, I have copied below the proposed appropriations for each jurisdiction. Please see a summary of this program and meeting information in the email below.

3. (a) The Local Jurisdiction Assistance Grant Program will provide funding to local jurisdictions with commercial cannabis licensees needing the greatest assistance in transitioning from a provisional license to an annual license. Local jurisdictions that are eligible for funding, which are listed in subdivision (b) of this provision, represent those with significant numbers of provisional licenses and legacy applicants, and provisional licensees with greater California Environmental Quality Act compliance requirements. Of these jurisdictions, those that have received grant funding from the state to support an already established local equity program, not including Type 1 funding awarded by the Governor's Office of Economic and Business Development, are allocated additional funding.
- (b) Of the amount appropriated in this item, the following local jurisdictions shall be eligible for funding up to the following amounts:
  - (1) \$972,696 of the funding available pursuant to this provision shall be available to the City of Adelanto.
  - (2) \$416,870 of the funding available pursuant to this provision shall be available

- to the City of Commerce.
- (3) \$822,160 of the funding available pursuant to this provision shall be available to the City of Desert Hot Springs.
  - (4) \$18,635,137 of the funding available pursuant to this provision shall be available to the County of Humboldt.
  - (5) \$2,101,143 of the funding available pursuant to this provision shall be available to the County of Lake.
  - (6) \$3,935,942 of the funding available pursuant to this provision shall be available to the City of Long Beach.
  - (7) \$22,312,360 of the funding available pursuant to this provision shall be available to the City of Los Angeles.
  - (8) \$18,084,837 of the funding available pursuant to this provision shall be available to the County of Mendocino.
  - (9) \$1,737,035 of the funding available pursuant to this provision shall be available to the County of Monterey
  - (10) \$9,905,020 of the funding available pursuant to this provision shall be available to the City of Oakland.
  - (11) \$1,221,188 of the funding available pursuant to this provision shall be available to the County of Nevada.
  - (12) \$5,786,617 of the funding available pursuant to this provision shall be available to the City of Sacramento.
  - (13) \$764,261 of the funding available pursuant to this provision shall be available to the City of San Diego.
  - (14) \$3,075,769 of the funding available pursuant to this provision shall be available to the City and County of San Francisco.
  - (15) \$775,841 of the funding available pursuant to this provision shall be available to the City of Santa Rosa.
  - (16) \$1,158,023 of the funding available pursuant to this provision shall be available to the County of Sonoma.
  - (17) \$3,295,102 of the funding available pursuant to this provision shall be available to the County of Trinity.

These figures can be found on pages 4-5 of the Department of Finance letter and Budget Bill Language available at this link: [https://www.dof.ca.gov/Budget/Historical\\_Budget\\_Publications/2021-22/May\\_Revision\\_Finance\\_Letters/documents/Business\\_Consumer\\_Services\\_Housing.pdf](https://www.dof.ca.gov/Budget/Historical_Budget_Publications/2021-22/May_Revision_Finance_Letters/documents/Business_Consumer_Services_Housing.pdf)

Best,  
Lila

Lila Mirrashidi  
Deputy Secretary  
Business, Consumer Services and Housing Agency  
916-591-9546

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**From:** Mirrashidi, Lila@BCSH <[Lila.Mirrashidi@bcsh.ca.gov](mailto:Lila.Mirrashidi@bcsh.ca.gov)>  
**Sent:** Friday, May 14, 2021 5:01 PM  
**To:** Mirrashidi, Lila@BCSH <[Lila.Mirrashidi@bcsh.ca.gov](mailto:Lila.Mirrashidi@bcsh.ca.gov)>  
**Subject:** Invite: Local Regulators & Local Jurisdiction Assistance Grant Program Briefing

Greetings,

Today, Governor Newsom shared his California Comeback Plan and as part of that, he proposed a Local Jurisdiction Assistance Grant Program with one-time funding of \$100 million General Fund for local governments to complete environmental studies, license reviews, and mitigate environmental impacts. This grant program is proposed to go to jurisdictions with larger populations of provisional license holders across the supply chain.

Your jurisdiction is eligible for these funds. For that reason, we invite you to join representatives from the Governor's Office, Business, Consumer Services and Housing Agency, Department of Finance, California Department of Food and Agriculture, California Department of Public Health, and Bureau of Cannabis Control to learn more about the proposal and ask questions.

Date: **Thursday, May 20, 2021**

Time: **11:00 am**

Zoom Link: <https://zoom.us/j/95456745694?pwd=dnVLUHV3UXhFNmdqbKRPVEM0QUFXUT09>

Meeting ID: 954 5674 5694

Passcode: 394144

More information on the grant program below.

In partnership,  
Lila

Lila Mirrashidi  
Deputy Secretary  
Business, Consumer Services and Housing Agency  
916-591-9546

## **Background on the Local Jurisdiction Assistance Grant Program**

### Intent

- Aid local governments in more swiftly processing substantial workloads, including that related to environmental review.
- Support provisional licensees by allowing local governments to pass funding through to applicants for the purposes of assessing and mitigating environmental impacts.
- Apply significant resources toward areas rich in natural resources and that have a high number of small cultivators, as both often require a heightened level of capital to meet environmental compliance standards.
- Provide enhanced resources to eligible jurisdictions implementing equity programs.
- Encourage local governments to modify permitting methods to better align with the state's efforts to create a streamlined and equitable pathway to licensure.

### Allocation Structure

25 Percent of Funds for Category 1:

- The top eight local jurisdictions allowing for licensed cannabis cultivation, based on the number of locations issued a provisional license by the California Department of Food and Agriculture as of May 5, 2021.

25 Percent of Funds for Category 2:



- The top eight local jurisdictions allowing for licensed cannabis manufacturing, based on the number of provisional manufacturing licenses issued by the Department of Public Health as of May 5, 2021; and
- The top eight local jurisdictions allowing for licensed cannabis distribution, testing, microbusiness and/or retail, based on the number of provisional licenses issued by the Bureau of Cannabis Control as of May 5, 2021.

50 Percent of Funds for Category 3:

- Any jurisdiction eligible for Category 1 or 2 that has received California Equity Grant funding to support an established local equity program, excluding Type 1 funding awarded by GO-Biz.

Eligible jurisdictions receive funding based on the proportionate share of their entire provisional license population. Jurisdictions that qualify for Categories 1 and 2 may only seek funding in the category for which they hold the majority of licenses, or, as it relates to cultivation, locations.

You can learn more about the program at the two links below.

Budget Change Proposal:

[https://esd.dof.ca.gov/Documents/bcp/2122/FY2122\\_ORG1115\\_BCP4708.pdf](https://esd.dof.ca.gov/Documents/bcp/2122/FY2122_ORG1115_BCP4708.pdf)

[https://www.dof.ca.gov/Budget/Historical\\_Budget\\_Publications/2021-22/May\\_Revision\\_Finance\\_Letters/documents/Business\\_Consumer\\_Services\\_Housing.pdf](https://www.dof.ca.gov/Budget/Historical_Budget_Publications/2021-22/May_Revision_Finance_Letters/documents/Business_Consumer_Services_Housing.pdf)

Department of Finance Letter and Budget Bill Language (Page 1-7):

[https://www.dof.ca.gov/Budget/Historical\\_Budget\\_Publications/2021-22/May\\_Revision\\_Finance\\_Letters/documents/Business\\_Consumer\\_Services\\_Housing.pdf](https://www.dof.ca.gov/Budget/Historical_Budget_Publications/2021-22/May_Revision_Finance_Letters/documents/Business_Consumer_Services_Housing.pdf)

# Local Jurisdiction Assistance Cannabis Grant Accept and Expend

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San Francisco Office Of Cannabis

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# Grant Details

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- **Source:** California Department of Cannabis Control (DCC)
- **Purpose:** To expedite the approval of cannabis permits/licenses
- **Term:** On-or-around February 11, 2022 through March 31, 2025
- **Award:** \$3,075,769

# Grant Proposal

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100% of the budget of this grant is dedicated to enhancing the efficiency and effectiveness of the cannabis permit process. This includes:

- New staff positions for the OOC (fully funded by the grant and entirely dedicated to permit processing)
- Funding for technical assistance for our equity applicants
- Funding for process improvements and digitization
- Support for City partners

# Impact

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- This grant will allow the OOC to process permits more quickly and efficiently
- The cannabis equity community will be the first to benefit from this new funding, because our Office prioritizes applications from equity applicants
- This grant will have no impact on the general fund

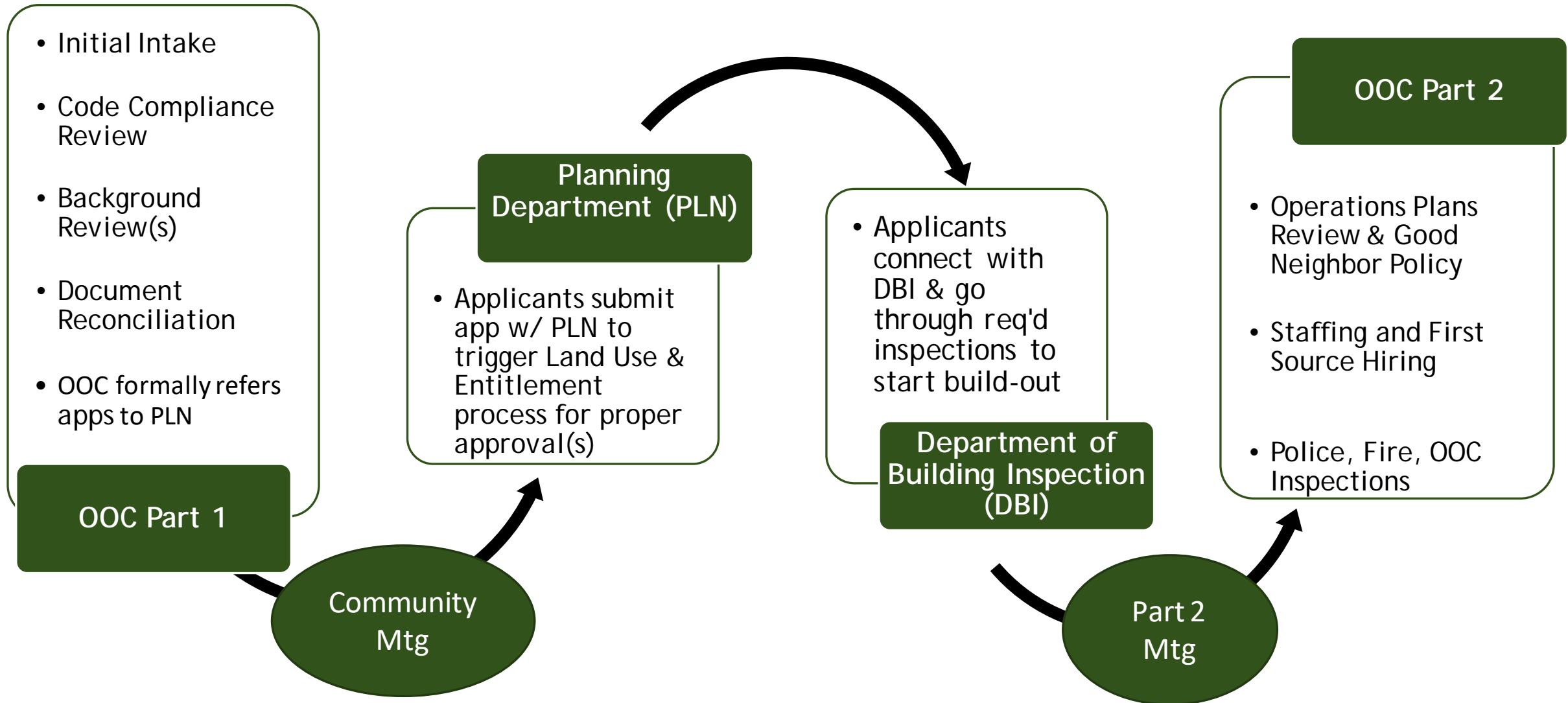
# Q&A

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Questions? Email [officeofcannabis@sfgov.org](mailto:officeofcannabis@sfgov.org)

# OOO Permitting Process



**TO:** Angela Calvillo, Clerk of the Board of Supervisors

**FROM:** Carmen Chu, City Administrator

**DATE:** November 30, 2021

**SUBJECT:** Accept and Expend Ordinance for Subject Grant

**GRANT TITLE:** California Department of Cannabis Control, Local jurisdiction  
Assistance Grant Program

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Attached please find the original\* and one copy of each of the following:

  x   Proposed grant ordinance; original\* signed by Department, Mayor, Controller

  x   Grant information form, including disability checklist

  x   Grant budget

  x   Grant application

  x   Letter of Intent or grant award letter from funding agency

       Ethics Form 126 (if applicable)

       Contracts, Leases/Agreements (if applicable)

       Other (Explain):

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted ordinance:**

Name: Ken Bukowski, Office of the City Administrator      Phone: 415-554-6172

Interoffice Mail Address: City Hall, Room 362

Certified copy required Yes ☒

No ☐

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).