



**OFFICE OF GRANTS MANAGEMENT
GRANT AGREEMENT**

AGREEMENT NUMBER
75722
Amendment: A2

SIGNATURE PAGE

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

County of Mendocino Cannabis Program Department

2. The Agreement Term is: **1/1/2022** through **6/30/2025**

3. The maximum amount of this Agreement is: \$ 17,586,406.62

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:

	Page(s)
Exhibit A-A2: A-Award Information and Key Personnel; A1- Scope of Work; A2-Deliverables; A3- See LJAG Data Attachment	20
Exhibit B-1: B-Budget; B1-Budget Justification; B2-Invoice Elements	19
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IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

RECIPIENT

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

County of Mendocino Cannabis Program Department

ADDRESS 579 Low Gap Road	CITY Ukiah	STATE CA	ZIP 95482
PRINTED NAME OF PERSON SIGNING Steve Dunncliff	TITLE Interim Cannabis Director		
BY (<i>Authorized Signature</i>) 	DATE SIGNED 07/01/2024		

STATE OF CALIFORNIA

DEPARTMENT NAME

Department of Cannabis Control

ADDRESS 2920 Kilgore Road	CITY Rancho Cordova	STATE CA	ZIP 95670
PRINTED NAME OF PERSON SIGNING Laura Barlow	TITLE Operations Branch Chief		
BY (<i>Authorized Signature</i>)	DATE SIGNED		

**EXHIBIT A
 AWARD INFORMATION**

Recipient:	County of Mendocino Cannabis Program Department
Award Identification Number:	G21-017
Award Date:	12/24/2021 01/21/2022
Amount Awarded:	\$17,586,406.62
Effective Dates:	1/1/22 through 6/30/25

KEY PERSONNEL

RECIPIENT AND PROJECT INFORMATION

1. Department of Cannabis Control (DCC) hereby awards an Agreement to the Recipient for the project described herein: County of Mendocino Cannabis Program Department
 Project Title: Local Jurisdiction Assistance Grant - Mendocino County
2. The Managers for this Agreement are:

FOR DCC:	FOR RECIPIENT (Required):
Name: Laura Barlow	Name: Steve Dunicliff
Division/Branch: Administration/ OGM	Organization: County of Mendocino Cannabis Program Department
Address: 2920 Kilgore Road	Address: 501579 Low Gap Road
City/State/Zip: Rancho Cordova, CA 95670	City/State/Zip: Ukiah, CA 95482
Phone: 279-217-3610	Phone: 707-463-4441
Email Address: Grants@cannabis.ca.gov	Email Address: dunnics@mendocinocounty.gov

3. The Grant Administrative Contacts for this Agreement are:

FOR DCC:	FOR RECIPIENT (Required):
Name: Sara Banchero Chris Vang	Name: Sara McBurney
Division/Branch: Administration/ OGM	Organization: County of Mendocino Cannabis Program Department
Address: 2920 Kilgore Road	Address: 125 E Commercial St 860 N. Bush St.
City/State/Zip: Rancho Cordova, CA 95670	City/State/Zip: Ukiah Willits , CA 95490 95482
Phone: 279-217-3609 279-3167	Phone: 707-234-2879
Email Address: Grants@cannabis.ca.gov	Email Address: mcburneys@mendocinocounty.gov

FISCAL CONTACT FOR RECIPIENT (Required):
Name: Sara McBurney
Organization: County of Mendocino Cannabis Department
Address: 860 N. Bush St
City/State/Zip: Ukiah, CA 95482
Phone: 707-234-2879
Email Address: mcburneys@mendocinocounty.gov

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 A1
SCOPE OF WORK

County of Mendocino Local Jurisdiction Assistance Grant Program

Executive Summary

The County of Mendocino Cannabis Department (“MCD”) issues local authorization via a local regulatory structure that will operate in conformance with State licensing requirements for commercial cultivation and nursery operations of cannabis in the unincorporated area of the County. The Mendocino Cannabis Cultivation Regulation (“MCCR”) is comprised of two complimentary chapters of the Mendocino County Code of Ordinances (“MCC”). The Mendocino Cannabis Cultivation Ordinance is found in MCC Sec. 10A.17¹ and the Cannabis Cultivation Sites chapter found in the Mendocino County Zoning Code under MCC Ch. 20.242².

The Mendocino County Treasurer Tax Collector (“TTC”) issues a revocable, limited-term grant of permission to operate a cannabis processing, manufacturing, testing, retailing/dispensing, distributing, and/ or microbusiness within the County via issuance of a Cannabis Facility Business License (“CFBL”). The governing Code Section for CFBL’s can be found in MCC Ch. 6.36³.

Through the CFBL application process, the Mendocino County Planning and Building Services Department (“PBS”) regulates the processing, manufacturing, testing, dispensing, retailing, and distributing of cannabis within the unincorporated areas of Mendocino County. The Cannabis Facilities Code (“CFC”) established a ~~permitting~~ licensing pathway for all non-cultivation aspects of the supply chain and can be found in MCC Sec. 20.243⁴.

This amended grant application will outline how the grant funds will be used going forward to support both the MCCR and the CFC in transitioning state provisional licenses to annual licenses. The primary objective is to aid Mendocino cultivators with provisional licenses in completing California Environmental Quality Act (“CEQA”) compliance requirements necessary to achieve annual licensure with a secondary objective of expeditiously reviewing provisional licensee local requirements. With these objectives in mind, MCD will use the remaining balance of funds for direct grant opportunities included herein available to all commercial cannabis applicants and ~~permit-license~~ holders operating within the unincorporated area of Mendocino County. These grant opportunities will further support the transition of provisional licenses to annual licenses by supporting the environmental compliance required to obtain an annual license, such as preparation of CEQA documents and implementation of mitigation measures.

Finally, it is the intention of the County to transfer the regulatory and CFBL application and permitting responsibilities of PBS to MCD in Q3 or Q4 of the 2024-2025 fiscal year.

Program Description

¹https://library.municode.com/ca/mendocino_county/codes/code_of_ordinances?nodeId=MECOCO_TIT1_0AAG_CH10A.17MECACUOR

²https://library.municode.com/ca/mendocino_county/codes/code_of_ordinances?nodeId=MECOCO_TIT2_0ZOR_DIVIMECOZOCO_CH20.242CACUSI

³https://library.municode.com/ca/mendocino_county/codes/code_of_ordinances?nodeId=MECOCO_TIT6_BULIRE_CH6.36CAFABU

⁴https://library.municode.com/ca/mendocino_county/codes/code_of_ordinances?nodeId=MECO_CO_TIT20ZOR_DIVIMECOZOCO_CH20.243CAFA

To address the environmental impacts associated with commercial cannabis cultivation in the County of Mendocino, a CEQA compliant initial study was prepared for the MCCR. Based on the recommendations of the initial study, the Mendocino County Board of Supervisors (“BOS”) adopted a Mitigated Negative Declaration⁵ (“MND”) on March 21, 2017.

On March 14, 2023, the BOS directed staff to prepare a new environmental document and ordinance revision to streamline the requirement for issuance of a local ~~permit~~ **license** for cannabis cultivation while retaining all substantive legal restrictions and environmental protection measures for state licensed operators. The new environmental document ~~will be~~ **is now** an Environmental Impact Report (“EIR”) and shall supplement the MND.

On May 23, 2023, the BOS adopted amendments to MCC 10A.17 and 20. 242. The revised, or “streamlined”, ordinance moved the permit-based regulatory structure for cultivation and nursery operations into a Mendocino County Cannabis Cultivation Business License (“CCBL”). CCBLs are now issued to persons cultivating cannabis in the unincorporated area of Mendocino County pursuant to the regulations in MCCR.

On July 6, 2023, the DCC announced they will serve as the lead agency under CEQA for cultivation licenses in Mendocino County. DCC’s work is supported by a contractor, Ascent Environmental, who will conduct the EIR.

~~The revised, or “streamlined”, ordinance will move the permit-based regulatory structure for cultivation and nursery operations into a Mendocino County Cannabis Cultivation Business License (“CCBL”) which will be issued to persons cultivating cannabis in the unincorporated area of Mendocino County pursuant to the regulations in MCCR.~~

Most recently, MCC 10A.17 was further streamlined to extend the renewal process for CCBLs from an annual renewal to a 5-year renewal. The primary objective of the MCCR is to allow the commercial cultivation of cannabis in locations that are consistent with the intent of the base zoning district, and to help ensure that its cultivation and related activities will not create adverse impacts to the public health, safety, and welfare of the residents of the County.

Environmental Compliance

Cultivation and Nursery Operations (CCBL)

MCD staff review applicable environmental documentation, which may include:

*Phase One*⁶ CCBL’s – Required documents and measures for all Phase One CCBL’s that are requesting to relocate the cultivation site:

- Relocation Worksheet,
- Relocation Remediation Plan,
- Relocation Remediation Evidence, and
- Relocation Water Availability Analysis.

Phase Two CCBL’s – Required document:

- Indoor Industrial Cultivation Questionnaire

All CCBL’s – Required documents and measures if applicable to the project:

- EnviroStor / Cortese List review,
- California Department of Fish and Wildlife (“CDFW”) Lake and Streambed Alteration Agreement,
- State Water Resources Control Board -
 - Permit, license or registration, and the annual filing of a statement of diversion and use of surface water from a stream, river, underground stream, or other watercourse pursuant to Water Code Section 5101,
 - General Permit for Discharges of Storm Water Associated with Construction Activity Construction General Permit Order 2009- 0009-DWQ (clearing, grading and disturbances),
- North Coast Regional Water Quality Control Board (“NCRWQCB”) -

⁷<https://www.mendocinocounty.org/home/showpublisheddocument/54679/63806024742760000>

⁸<https://www.mendocinocounty.org/government/cannabis-cultivation/sensitive-species-habitat-review>

- Establish and maintain enrollment in Tier 1, 2 or 3 with NCRWQCB Order No. 2015-0023,
- CWA Section 401 water quality certification (for activities that involve construction and other work in Waters of the United States, that are not otherwise exempt or excluded, including streams and wetlands),
- Army Corps of Engineers -
 - Clean Water Act (CWA) Section 404 permit,
- Generator Management -
 - Leak prevention containment structure description within the cultivation and Operations plan,
 - Generator Maintenance Plan,
 - Generator Noise Analysis,
- Legal Water Source Verification –
 - Watershed assessment (If using surface water in Phase III) consist of an established "In Stream Flow Policy" as prepared by the State Water Resources Control Board Division of Water Rights or an equivalent document approved by that agency.
 - Small Irrigation Use Registration,
 - Appropriative Water Right,
 - Will Serve Letter,
 - Well Completion Report,
 - Well Permit,
 - Pond Permit,
- Mendocino County Air Quality Management District ("MCAQMD") –
 - Questionnaire^{7*},
 - Filtered ventilation system permit, and
- Sensitive Species Habitat Review⁸ ("SSHR")
- **Artificial Light Management Plan**
- **Bullfrog Management Plan**
- **Tree Removal Affidavit**
 - **Arborist Reports**
 - **Cal-Fire Reports**
- **Grading Permit Review**
- **Biological Surveys and Assessments**

Non-Cultivation Cannabis Facilities (CFBL)

All non-cultivation cannabis facilities in the County of Mendocino require, at minimum, issuance of a CFBL. These facilities ~~are not~~ **may not be** required by the local jurisdiction to go through an environmental review because it is a ministerial process and is exempt from the requirements of the CEQA pursuant to Public Resource Code Section 21080(b)(1). Additionally, ministerial actions, such as the review and approval of a cannabis facilities business license, are considered a Statutory Exemption under California Code of Regulations Section 15268(b).

The CFBL application is reviewed by PBS and the Mendocino County Public Health Division of Environmental Health to ensure compliance with all land use, zoning, building code, and environmental health regulations.

~~Simultaneously, the TTC communicates with the Mendocino County Air Quality Management District to determine if additional action is required after a review of the applicant submitted Air Quality Permit Checklist.~~

⁷<https://www.mendocinocounty.org/home/showpublisheddocument/54679/63806024742760000>

⁸<https://www.mendocinocounty.org/government/cannabis-cultivation/sensitive-species-habitat-review>

During the review, the Planning Division determines if any additional permits are required beyond the CFBL. If a discretionary Land Use Permit (Administrative Permit, Minor Use Permit, Major Use Permit) is required, the CFBL is placed on hold and the discretionary Land Use Permit must be obtained. During this process, the CEQA compliance measures are identified. Should no discretionary permit be required, the Planning Division awaits approvals from all three local division agencies. Once all approved, the Planning Division informs the TTC that the application is approved and ready for issuance.

Administrative Permits

Cannabis facilities that require an Administrative Permit, in addition to the CFBL, undergo an environmental review after the referral period to Responsible Agencies for comment, and prior to the writing of a project staff report reviewed by the Zoning Administrator. During the environmental review process, the project planner analyzes the proposed cannabis facility to determine what level of environmental review is appropriate for the project. This review entails determining if the project can be considered Categorically Exempt from the requirements of CEQA or if an Initial Study needs to be conducted. If a project is found to fall under a Categorical Exemption, the project planner prepares a Notice of Exemption and files the document with the Mendocino County Clerk. Common exemptions for cannabis facilities include, but are not limited to, Class 1 (Existing Facilities), Class 2 (Replacement or Reconstruction), Class 3 (New Construction or Conversion of Small Structures), and Class 11 (Accessory Structures).

If a cannabis facility cannot be considered under a Categorical Exemption, the project planner completes an initial study for the proposed project. Information to conduct the Initial Study includes the submitted application materials, additional surveys, internal Department mapping information, and other sources such as the General Plan or items found during project planner research. Additional survey may be required depending on the level of impacts the proposed project may incur. The Initial Study helps to determine if a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report (“EIR”) is to be prepared. If an Initial Study determines a Negative Declaration or Mitigated Negative Declaration can be adopted, then a Notice of Determination (“NOD”) is prepared. The filing of the NOD occurs after any action taken by the appropriate hearing body (Zoning Administrator) and includes the California Department of Fish & Wildlife filing fee.

Minor Use Permits

Cannabis facilities that require a Minor Use Permit, in addition to the CFBL, undergo an environmental review after the referral period to Responsible Agencies for comment, and prior to the writing of a project staff report and public hearing with the Zoning Administrator. During the environmental review process, the project planner analyzes the proposed cannabis facility to determine what level of environmental review is appropriate for the project. This review entails determining if the project can be considered Categorically Exempt from the requirements of CEQA or if an Initial Study needs to be conducted. If a project is found to fall under a Categorical Exemption, the project planner prepares a Notice of Exemption and files the document with the Mendocino County Clerk. Common exemptions for cannabis facilities include, but are not limited to, Class 1 (Existing Facilities), Class 2 (Replacement or Reconstruction), Class 3 (New Construction or Conversion of Small Structures), and Class 11 (Accessory Structures).

If a cannabis facility cannot be considered under a Categorical Exemption, the project planner completes an initial study for the proposed project. Information to conduct the Initial Study

includes the submitted application materials, additional surveys, internal Department mapping information, and other sources such as the General Plan or items found during project planner research. Additional survey may be required depending on the level of impacts the proposed project may incur. The Initial Study helps to determine if a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report (“EIR”) is to be prepared. If an Initial Study determines a Negative Declaration or Mitigated Negative Declaration can be adopted, then a Notice of Determination (“NOD”) is prepared. The filing of the NOD occurs after any action taken by the appropriate hearing body (Zoning Administrator) and includes the California Department of Fish & Wildlife filing fee.

Major Use Permits

Cannabis facilities that require a Major Use Permit, in addition to the CFBL, undergo an environmental review after the referral period to Responsible Agencies for comment, and prior to the writing of a project staff report and public hearing with the Planning Commission. During the environmental review process, the project planner analyzes the proposed cannabis facility to determine what level of environmental review is appropriate for the project. This review entails determining if the project can be considered Categorical Exempt from the requirements of CEQA or if an Initial Study needs to be conducted. If a project is found to fall under a Categorical Exemption, the project planner prepares a Notice of Exemption and files the document with the Mendocino County Clerk. Common exemptions for cannabis facilities include, but are not limited to, Class 1 (Existing Facilities), Class 2 (Replacement or Reconstruction), Class 3 (New Construction or Conversion of Small Structures), and Class 11 (Accessory Structures).

If a cannabis facility cannot be considered under a Categorical Exemption, the project planner completes an initial study for the proposed project. Information to conduct the Initial Study includes the submitted application materials, additional surveys, internal Department mapping information, and other sources such as the General Plan or items found during project planner research. Additional survey may be required depending on the level of impacts the proposed project may incur. The Initial Study helps to determine if a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report (“EIR”) is to be prepared. If an Initial Study determines a Negative Declaration or Mitigated Negative Declaration can be adopted, then a Notice of Determination (“NOD”) is prepared. The filing of the NOD occurs after any action taken by the appropriate hearing body (Planning Commission) and includes the California Department of Fish & Wildlife filing fee.

CCBL’s In compliance (Cannabis Cultivation and Nursery Operations)

Phase One CCBL applications and annual CCBL’s issued pursuant to the MCC 10A.17R are considered “in compliance” and locally authorized if the following MCD status has been applied and compliance requirements are met.

Annual CCBL Renewals’s

On March 8, 2024, Mendocino County passed a new streamlined ordinance which moves the program from an annual review to a 5-year renew cycle. An renewed annual CCBL is considered “in compliance” and eligible for local authorization if the following compliance criteria are met, and the ~~annual~~ CCBL has one of the assigned MCD statuses.

Compliance Criteria - All ~~annual~~ CCBL’s with the status noted below must also meet the following criteria for local authorization to be granted.

Issued Status - The ~~Annual~~ CCBL is issued, is valid, and not otherwise expired.

Notice of Non-Cultivation Status (“NCS”) - Annual CCBL holders are eligible to submit a NCS instead of a renewal application not more than once in a five-year period. The NCS is valid for no more than 12-months. MCD staff may provide local authorization to ensure the CCBL Holder is not subject to revocation of a state license during the temporary closure.

~~Renewal Incomplete~~ **Under Review** - The annual CCBL is valid, and a renewal application is under review.

Phase One CCBL Applications

A Phase One CCBL application is considered “in compliance” and eligible for local authorization if the following compliance criteria are met, and the application has the MCD status “Under Review”.

Compliance Criteria - All Phase One CCBL application with the status noted below must also meet the following criteria for local authorization to be granted.

- The application is complete, as determined by MCD, and Under Review by MCD staff,
- The local authorization request is for the same APN(s) associated with the application,
- The local authorization request is for the same physical address associated with the application, and
- The local authorization request is appropriate for the cultivation type(s) associated with the application.

Under Review - the status provided to Phase One CCBL applications that have been determined by MCD staff to be complete enough to warrant review.

Notice of Application Stay (“NAS”) - Phase One CCBL applicants are eligible to submit a NAS which is a statement of non-cultivation that may last for no more than 12- months. MCD staff may provide local authorization to ensure the applicant is not subject to revocation of a state license during the temporary closure. **NAS applications filed after December 31, 2023, will experience a shorter application stay period compared to the standard 12-months to ensure the DCC deadline of December 31, 2024.**

CCBL's Compliance Underway

Phase One CCBL applications and annual renewal CCBL's issued pursuant to the MCCR are considered “compliance under way” and not currently locally authorized if one of the following MCD statuses has been applied.

Annual Renewal CCBL's

~~Renewal Hold~~ - The Annual CCBL has been assigned the status of Renewal Hold by MCD staff.

~~Renewal Hold status may be placed on an annual permit license for the following reasons:~~

- ~~• The CCBL expired while the renewal application was under review and MCD staff believes the renewal will be completed within 30 days; or~~
- ~~• MCD staff identified, during review of the renewal application, one or more compliance issue(s) that must be resolved before the annual CCBL renewal may be approved, and MCD staff has reason to believe the compliance issue(s) may be resolved within a timeframe determined by staff.~~
- ~~• The CCBL Holder received a potentially disqualifying Notice of Violation that requires referral to an outside agency for determination.~~

Phase One CCBL Applications

~~Hold~~ - The Phase One CCBL application has been assigned the status of Hold by MCD staff.

~~Hold status may be placed on a Phase One CCBL application for the following reasons:~~

- ~~• The Phase One CCBL application has been identified by MCD staff as out of compliance due to an issue that can be remedied during a specified amount of time, or~~
- ~~• MCD staff identified, during the application review one or more compliance issue that must be resolved before the application review and MCD staff has reason to believe the compliance issue(s) may be resolved within a timeframe determined by staff, or~~
- ~~• The applicant received a potentially disqualifying Notice of Violation that requires referral to an outside agency for determination.~~

CCBL's Not in Compliance

There are a number of statuses that may appear in MCD's weekly workbook, shared with the State, that indicate that the CCBL application or CCBL is "Not in Compliance". These statuses are as follows.

Denial - This status is used for initial and renewal applications and indicates that the application has been denied.

Canceled - This status is used for initial applications and annual CCBL's when the applicant or CCBL Holder is deceased rendering the application or CCBL no longer valid.

Revoked - This status is used for annual CCBL's only and indicates that the County has revoked the annual CCBL. In this instance the annual CCBL ceases to exist, and there is no opportunity to reinstate the CCBL.

Expired - This status is used for annual CCBL's that have expired and were not renewed. Failure to renew an annual CCBL within 30-days of the expiration date permanently expires the annual CCBL.

Sunset Void - This status may be used for an application or an annual CCBL. Sunset void means that the location where the applicant or CCBL Holder was operating is no longer eligible for the commercial cannabis activity.

Void - This status is generally used when MCD staff has started an application in error, or to close the origin site associated with a relocation. There was also a brief period when MCD staff assigned a new numbering system to annual renewals. When this numbering system was discontinued the status on the discontinued CCBL numbers was changed to void. There is no way to delete an established application / CCBL number out of the County's tracking system so CCBL numbering errors are categorized as void.

Termination – This status is for CCBL's that have been issued by MCD and are in violation of MCC 10A.17 and are not acting in good faith to abide by the laws related to the CCBL.

CFBL's In Compliance (Non-Cultivation Cannabis Operations)

Cannabis facilities that are considered to be "in compliance" have met all the requirements of the local jurisdiction review and have been issued a CFBL by the TTC. The requirements for the local jurisdiction review includes approvals from PBS, including the Planning Division and Building Division, MCAQMD, and the Division of Environmental Health. Each agency conducts a review of the proposed cannabis facility to ensure compliance with their respective program

objectives and responsibilities. The TTC considers a cannabis facility “In Compliance” once all applicable local reviewing agencies have approved their component of the proposed project, and a CFBL is issued indicating local authorization.

CFBL’s Compliance Under Way

Cannabis Facilities that are considered to be “Compliance Under Way” have submitted a complete CFBL Application to TTC. The application has been referred to the appropriate County agencies through the ~~permit~~ **license** tracking software known as “TRAKiT” and have made substantial progress towards compliance, which is typically considered approval by two (2) out of the three (3) local division agencies on TRAKiT (Planning Division, Building Division, and Environmental Health Division). The determination of whether a proposed project has made substantial progress towards compliance is at the discretion of PBS though State processes also help to inform PBS determinations.

Note: TRAKiT is the primary ~~permit~~ **license** software used by the County of Mendocino. Accela implementation will be limited to MCD as of now.

CFBL’s Not in Compliance

Cannabis Facilities that are considered to be “Not in Compliance” are those which have submitted a CFBL Application to TTC. The reason for the proposed project to be considered “Not in Compliance” may include:

- Incomplete application,
- No approval by any local division agency (Planning Division, Building Division, and Environmental Health Division); still “Under Review”, or
- No substantial progress towards compliance (limited approval by local division agencies); still “Under Review”.

Included in the status of “Not in Compliance” are all cannabis facilities that operate within the unincorporated areas of the Mendocino County without a CFBL having been submitted to the TTC.

Statement of Needs

MCD Needs (in priority order):

1. Programmatic Environmental Impact Report
 - To effectively transition provisional license holders to annual license holders, MCD needs the fastest and broadest level environmental review.

2. Accela Software with TRAKiT as support Phase II Scope of Work and Maintenance and Support Contract

- ~~MCD’s current software platform, TRAKiT, does not provide all the functions necessary to efficiently manage all the application and CCBL documentation.~~
- **MCD went live with the Accela replacement as the County’s licensing software on June 1, 2023. The current platform of Accela is functioning but we would like to ensure applicants have a streamlined experience. With Phase II, the Department would like to ensure proper project management, new record type creation, provide updates to batch scripts, provide updates to Custom Fields, changes to the Renewal Record Type, workflow changes for AV and ACA, TTC notifications, a Payment Adapter and implementing the DocuSign Interface into Accela.**

- **Additional Accela assistance is included with a post-go-live Maintenance and Support Contract to ensure all workflows are efficient and streamlined for public users.**
3. Additional staff resources
 - MCD is limited in the number of staff and hiring has proven to be challenging. There is a backlog of application and renewal review that must be completed.
 4. Technological Upgrades
 - MCD has identified a number of technological upgrades that would greatly expedite our review and analysis efforts.

Equity Program

MCD has opened an ongoing equity window application, available on our website, to ensure equity applicants are certified at the local level on an as needed basis. Furthermore, MCD has developed a process within the LJAGP direct grant application to support provisional licensees in the Equity program as they transition to annual licensure. MCD has allocated 25% of Direct Grant funding (\$1.2M) exclusively to verified local or State licensed Equity Operators. The remaining 75% of Direct Grant funding (\$3.6M), will be available for both equity and non-equity applicants and will be processed and distributed in the order they are received.

As a part of our Equity Program, the County has recently adopted new equity criteria. This new criteria was created in an effort to eliminate barriers for those individuals most impacted by the War on Drugs. Furthermore, the new equity criteria is more in line with the DCC criteria and is noted below:

Any individual who has worked in or currently works in the cannabis industry, who has obtained, applied for, or will apply for a cannabis CCBL in Mendocino County, and owns at least 50% of the business and meets one of the following equity criteria:

1. **Lived in a place for at least 5 years between 1980 and 2016 that was a California county with drug arrest rates that were higher than the state average drug arrest rates and: The top 25% for unemployment and poverty; you can use the DCC map tool to see if you live in a qualifying area.**
2. **Any individual who was arrested and/or convicted of a non-violent cannabis-related offense prior to November 8, 2016, or who has a parent, sibling or child who was arrested for or convicted of the sale, possession, use, manufacture or cultivation of cannabis (including as a juvenile) prior to November 8, 2016;**
3. **Any individual who was personally raided or was subject to asset forfeiture arising from a cannabis-related event;**
 1. **The term “personally raided” shall be defined for the purposes of this program as an individual who was detained or searched, with or without a warrant, by law enforcement officers for the purposes related to illegal cannabis cultivation or possession. A detention or search shall include a search of a person, arrest, or custodial interrogation.**
4. **Are a person who experienced sexual assault, exploitation, domestic violence, and/or human trafficking while participating in the cannabis industry;**

5. Have become homeless or suffered a loss of housing as a result of cannabis enforcement.
6. Your household income is no more than 60% of the area's median income, or you're eligible to get financial aid through a program like:
 1. CalFresh
 2. MediCal
 3. CalWORKS
 4. Supplemental security income
 5. Social Security disability

~~Staffing limitations, management turnover, and underdeveloped systems and technologies, coupled with the COVID-19 pandemic has hindered the implementation timeline for the local equity program. The original eligibility criteria established by the Board of Supervisors set the income thresholds at "extremely and low" to "very low" which disqualified the vast majority of those persons with applications and permits from being eligible for the equity program. Applicants that were able to meet the "extremely low" to "very low" income thresholds reported that they generally do not have a business entity, do not have access to business banking, and run all permit / license related operational and compliance expenses through their personal bank accounts. Furthermore, many of these applicants have reported that they are receiving various benefits from the government and fear that receiving equity grant funds will make them ineligible for benefits in the future.~~

~~Additionally, the initial criteria for direct grants and technical assistance did not allow equity applicants to use direct grant funds for bookkeeping, accounting, tax filing fees, legal fees associated with business development, or pay for consultants to assist with application development and site specific CEQA review. This left many of the early applicants challenged with finding meaningful and affordable ways to use the funds. In July 2021 the Board of Supervisors increased the income threshold to moderate and eligibility applications doubled. The Board also amended the direct grant program by increasing the direct grant amount from a \$10,000 maximum funding award to a \$50,000 to be awarded in 2 tranches of up to \$25,000 each. And in October the Board again amended the Equity Program to include the following:~~

- ~~• removed the income threshold~~
- ~~• increased the individual tranches to a maximum of \$50,000~~
- ~~• expanded the direct grant criteria to include the following:~~
 - ~~○ Small business support services offering technical assistance or professional services including but not limited to consultants providing technical assistance with CEQA analysis, biological studies, bookkeeping, accounting, legal assistance with entity development, meeting insurance requirements, and required surety bond expense.~~
 - ~~○ Assistance securing business locations prior to or during the application process. This could include rent and/or lease assistance to support those who need to relocate.~~
 - ~~○ Assistance in required trainings such as Cal Osha.~~

Goals and Intended Outcomes

Streamlining ordinance changes proposed are intended to assist the Cannabis Department in processing applications, eliminate duplicative reviews that are conducted at the state level, and remove the county track in trace that was never developed. Additional changes include changing the current "permit" title to a Cannabis Cultivation Business License or "CCBL". These

changes are reflective of the department’s continued efforts to streamline application review and renewals. For changes, see attached ordinance changes that will go before the board for adoption.

Goal 1: Programmatic EIR & other CEQA documents

To aid the streamlining and combined efforts of the State and County in transitioning provisional licenses to annual licenses in Mendocino County, the County ~~will secure a CEQA contractor to~~ **has contracted with Ascent Environmental to** complete a programmatic EIR covering State licensing of cannabis cultivation in Mendocino County, for and under the direction of the DCC.

In addition, ~~the County’s contractor~~ **Ascent** will prepare site-specific environmental documents (which may include, but not limited to, notices of exemption, negative declarations or mitigated negative declarations, or addenda), **and assist with the completion of CEQA review in order to allow the DCC to transition provisional licenses to annual licenses in** for annual cultivation licenses in Mendocino County.

Budget Items: ~~F5~~**B24** – Services: CEQA Contract

Action	Intended Outcome	Timeline
<p>The County contracts with a provider to perform a Programmatic EIR and site-specific environmental review documents.</p> <p><u>Budget Line Item(s): B24</u></p>	<p>By approximately July 2024, the County will have the programmatic EIR in place to be used by both the DCC and the County for the purposes of environmental review associated with commercial cannabis cultivation locations within the County.</p> <p>In the interim, the county will continue to process select CCBL’s with the intention of transitioning as many provisional licenses to annual licenses while the EIR is being conducted, utilizing Appendix G under the current review process. The MCD will review the CEQA documentation once the renewals are processed for issuance within the department.</p> <p>The County will ensure that its efforts are not duplicated in CCBL processing while the EIR is being completed by ensuring that contract planners and MCD staff share information with the EIR</p>	<p><u>5/22/23 – 12/31/24</u></p>

	contractor via SharePoint secure folders. <u>After the EIR is complete, Ascent will prepare site-specific environmental documents (which may include, but not limited to, notices of exemption, negative declarations or mitigated negative declarations, or addenda), and assist with the completion of CEQA review in order to allow the DCC to transition provisional licenses to annual licenses in Mendocino County.</u>	
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Goal 2: Staff Resources

MCD has determined that bolstering short term staff resources to help eliminate the backlog of CCBL applications, and CCBL renewals would be the most efficient means to gain stability.

Budget Items: A1 – ~~A113~~: Cannabis ~~Department~~ Program staff
 C1 – ~~C109~~: County Administration staff
C11 – Internal IT Support
 B1-B20: 4-Leaf Contract Planners (See Contract Attached)
B25F6 – Services: LACO contract

Action	Intended Outcome	<u>Timeline</u>
<u>Cannabis Department Staff – Direct Technical Assistance and CCBL Review</u> <u>Budget Line Item(s): A1-A11</u>	<u>Program oversight, CCBL reviews, CCBL issuance, and CCBL compliance</u>	<u>1/1/22-12/31/24</u>
<u>Cannabis Department Staff – Indirect/Administrative Assistance</u> The county will have Department program Staff and County Administration Staff to implement LJAG goals– <u>Budget Line Item(s): C1-C10</u>	Program oversight, permit reviews, permit issuance, and permit compliance <u>LJAGP Direct Grant Review and Disbursement, overall program administration to assist and implement LJAG goals. County Counsel time is being added to ensure Grant Applicant receipts match the LJAG Program Manual.</u>	<u>1/1/22-6/30/25</u> <u>Milestones:</u> <u>1/11/2024 – LJAGP Program Manual Approved</u> <u>3/1/2024 – LJAGP Direct Grant Application Launched on MCD website</u>

<p><u>Internal IT Support</u> <u>Budget Line Item(s): C11</u></p>	<p><u>Internal IT support to implement LJAG goals and ensure Department technologies are running adequately.</u></p>	<p><u>6/30/23-6/30/25</u></p>
<p>The County will hire 20 4-Leaf contract planners. <u>Budget Line Item(s): B1-B20</u></p>	<p>Short term staffing resources in the form of 20 4-Leaf contract planners will help with the processing of the large volume of CCBL backlog.</p>	<p><u>2/28/23-12/31/24</u></p>
<p>The County will contract with LACO to create training materials to support planner and staff efforts. <u>Budget Line Item(s): B25</u></p>	<p>To ensure County staff and 4-Leaf contract planners perform consistent reviews, the County will contract with LACO to create training materials to support planner and staff efforts. As a part of this effort, LACO will create an onboarding and training system to assist with continued development of the short-term staffing solution.</p>	<p><u>5/8/23-6/30/25</u></p>

Goal 3: Informational Technology

MCD is currently developing an efficient and effective site inspection and compliance program.

MCD benefits greatly from all sources of overhead imagery. The County of Mendocino is approximately 3,878 square miles in size with approximately 6,458 feet of elevation change. Having access to view historical and current site information saves a tremendous amount of review and site inspection time.

Budget Items: **D1 – Professional Services – Client First**

~~D14~~ **D2** – Information Technology Systems: TRAKiT Service

~~D15~~ **D3** – Field Inspection Technology – Devices & Services

~~D19~~ **D3** – Information Technology Systems: Planet Imagery

~~D20~~ **D3** – Information Technology Systems: Land Vision Aerial Imagery

~~D23~~ **D4** – Supplies: GIS Equipment

~~D24~~ **D5** – Information Technology Systems: DocuSign

~~F1~~ **B21** – Services: Accela (See Contract Attached)

B22 – Accela Phase II

~~F2~~ **B23** – Services: Avero-Accela Implementation

Action	Intended Outcome	<u>Timeline</u>
<p>Accela Implementation</p> <p><u>Budget Line Item(s): B21 and B23</u></p>	<p>The County expects the full implementation (“Go-Live”) with Accela Software to accept, maintain, and execute all CCBL needs. The County shall utilize internal and external IT support for development and implementation of Accela. The County will continue to use TRAKiT for document history and other Department review to ensure no loss of service.</p>	<p><u>Complete</u></p> <p><u>Milestones:</u> <u>6/1/23 - Accela went live</u></p>
<p><u>Accela Phase II</u></p> <p><u>Budget Line Item (s): B22</u></p>	<p><u>Project Management, New Record Type Creation, Updates to Batch Scripts, Updates to Custom Fields, Changes to Renewal Record, Workflow changes for AV and ACA, TTC notifications, Payment Adapter and DocuSign Interface. A Maintenance and Support Contract with VIP - 12 months at 150 hours per month. Lastly, the Accela - Cannabis Program Unit Annual (2nd Renewal Term).</u></p>	<p><u>6/1/2024-6/30/2025</u></p>
<p><u>Professional Services: Client First</u></p> <p><u>Budget Line Item (s): D1</u></p>	<p><u>Client First: Project Manage the API plugin of the Power Score into the County's electronic application portal system, build out the public facing data entry system, and API data transfer from the portal system to the TRAKiT permit tracking platform. Onetime Expense Q3/Q4 FY 21-22</u></p>	<p><u>Complete</u></p>
<p><u>Professional Services: Client First Admin</u></p> <p><u>Budget Line Item (s): D2</u></p>	<p><u>Client First TRAKiT Administrative Support (40 hours x \$175/hour)</u></p>	<p><u>Complete</u></p>
<p>Supplies: In field Devices</p> <p><u>Budget Line Item(s): D4</u></p>	<p>A one-time expense in FY 23-24 (5k x 3 Field inspectors) for iPads, or SurfacePro type devices. Will also include required software and upgrades, wireless support, and GPS capabilities. With this</p>	<p><u>Item Removed</u></p>

	equipment, the County will be able to enter information while in the field.	
Secure Field Technology: Wireless service for devices <u>Budget Line Item(s): D4</u>	By securing wireless and GPS service for technology devices used in the field, the County will be able to enter information into the system in real time, this will reduce duplicative efforts of taking notes in the field, then later entering them into the system when staff return to the office, and then separately communicate those notes to the applicant/CCBL holder.	Item Removed
Secure Planet Imagery Contracts <u>Budget Line Item(s): D3</u>	The implementation of this technology will enhance staff's ability to conduct environmental review. By reviewing Planet Imagery, the County will be able to reduce staff time for site inspections and environmental impact, while increasing County efficiency and consistency of its remote site reviews.	<u>7/26/22-6/30/25</u>
Secure Land Vision Imagery Contracts <u>Budget Line Item(s): D6</u>	This subscription would be used to work in conjunction with the Planet technology. Land Vision provides a higher resolution image than the Planet technology and parcel data information not offered by Planet. While Land Vision does not offer the volume of images, on as regular a basis, or the ability to order images of a given area on a specified date in the future like Planet does, the high resolution imagery that Land Vision offers will provide staff with the ability to verify conditions discovered with the Planet technology and be better prepared for site inspections. By reviewing Land Vision Imagery, the County will be able to reduce staff time for site	Item Removed

	inspections and environmental impact, while increasing County efficiency and consistency of its remote site reviews.	
Purchase workstation for Cartographer + GIS Licenses(s) <u>Budget Line Item(s): D4</u>	Purchase of workstation plus professional licenses. <u>The License is an annual fee and associated expenses for ArcGIS Online software to assist with transitioning Provisional to Annual licensures.</u>	<u>6/13/22-6/30/25</u>
Information Technology Systems: DocuSign <u>Budget Line Item(s): D5</u>	Under the current Program, the County cannot issue a permit <u>CCBL</u> without scheduling an in-person appointment with the applicant so that the permit <u>license</u> and accompanying documents can be signed and executed. Integrating DocuSign software into the online Portal Application system will reduce the need for in-person appointments and reduce <u>Department</u> Program staff hours associated with permit <u>CCBL</u> issuance.	<u>6/30/22-6/30/25</u>

Goal4: Direct Grant Programs

Provisional license holders, ~~including equity licensees~~, may be eligible for direct grant assistance programs, to be administered by the Mendocino Cannabis Department to support environmental compliance required to obtain an annual license.

Budget Item: D6 – Direct Grant Program

Action	Intended Outcome	Timeline
Develop <u>and execute</u> a direct grant program <u>Budget Line Item(s): D6</u>	The MCD will develop a grant program that provides direct assistance to support provisional licensees' (including participants in the County's Equity program) in transitioning from provisional to annual licensure (e.g., support for environmental remediation/mitigation, or relocation as necessary to complete environmental review under CEQA and satisfy related local-authorization requirements)	<u>10/1/23-12/31/24</u> <u>Milestones:</u> <u>1/11/2024 – LJAGP Program Manual Approved</u> <u>3/1/2024 – LJAGP Direct Grant Application Launched on MCD website</u>

Local Equity Applicant Support

This grant application proposes to use D6, the Revised Budget Worksheet, in LJAG funding for a direct grant program to assist applicants and CCBL Holders with meeting environmental performance standards and CEQA requirements. MCD will administer this direct grant program and applicants/ CCBL holders engaged in MCD licensing and/or PBS permitting programs will be eligible to apply for funds. Priority for the direct grant funds will be given to applicants that have been determined to be eligible for the County's Equity Grant Program.

The Equity Business owners would be prioritized by their provisional license status with the goal of assisting as many applicants into annual licenses as possible.

EXHIBIT A2 DELIVERABLES

Contract Grant

Schedule of Deliverables

List all Items that will be delivered to the State under the Scope of Work. Include all reports, including draft reports for State review, and any other Deliverables, if required by the State and agreed to by the recipient.

<u>Deliverable</u>	<u>Due Date</u>
Biannual Progress Report (Reporting period 1/1/2022 - 6/30/2022)	8/15/22
Biannual Progress Report (Reporting period 7/1/2022 - 12/31/2022)	2/15/23
Biannual Progress Report (Reporting period 1/1/2023 - 6/30/2023)	8/15/23
Biannual Progress Report (Reporting period 7/1/2023 - 12/31/2023)	2/15/24
Biannual Progress Report (Reporting period 1/1/2024 - 6/30/2024)	8/15/24
Biannual Progress Report (Reporting period 7/1/2024 -12/31/2024)	2/15/25
Biannual Progress Report (Reporting period 1/1/2025 - 6/30/2025)	8/15/25

Additional Deliverable and Reporting Information:

The progress report must include, at a minimum:

- Progress Report Form;
- Budget Report Form;
- Permitting and Licensing Metrics; and
- Any additional information requested by the Department.

See grant guidelines and for additional information.

EXHIBIT B AMENDMENT 1 BUDGET

Local Jurisdiction: Local Planner / Position

BUDGET FORM

Jurisdiction Name:	Mendocino County
Total Grant Amount Requested:	\$ 17,586,406.62

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.

	Personnel Classification	Role in Grant Program	Annual Salary & Benefits	FY 21-22 Percentage of Time	FY 21-22 Total	FY 22-23 Percentage of Time	FY 22-23 Total	FY 23-24 Percentage of Time	FY 23-24 Total	FY 24-25 Percentage of Time	FY 24-25 Total	TOTAL
<i>Example</i>	<i>Local Planner / Position</i>	<i>Reviews CEQA documentation provided by applicants.</i>	<i>\$150,000.00</i>	<i>0.50</i>	<i>\$75,000.00</i>	<i>0.75</i>	<i>\$112,500.00</i>	<i>1.00</i>	<i>\$150,000.00</i>	<i>1.00</i>	<i>\$150,000.00</i>	<i>\$487,500.00</i>
A1	Program Director	Permit review	\$193,693.70	0.00	\$0.00	0.29	\$56,562.40	0.23	\$43,581.08	0.30	\$58,108.11	\$158,251.59
A2	Program Manager	Permit review	\$158,438.97	0.00	\$0.00	0.00	\$0.00	0.25	\$39,609.74	0.25	\$39,609.74	\$79,219.49
A3	Chief Planner	Permit review	\$158,137.27	0.00	\$0.00	0.18	\$28,026.37	0.20	\$31,627.45	0.20	\$31,627.45	\$91,281.28
A5	Planner III	Permit review	\$122,759.72	0.00	\$0.00	0.79	\$100,944.64	0.80	\$102,207.78	0.80	\$102,207.78	\$305,360.19
A6	Planner III	Permit review	\$127,175.67	0.00	\$0.00	0.61	\$77,879.11	0.80	\$101,740.54	0.80	\$101,740.54	\$281,360.18
A7	Planner III	Permit review	\$113,737.47	0.00	\$0.00	0.73	\$82,543.37	0.80	\$90,989.98	0.80	\$90,989.98	\$264,523.32
A8	Planner III	Permit review	\$102,932.23	0.00	\$0.00	0.73	\$74,721.20	0.80	\$82,345.78	0.80	\$82,345.78	\$239,412.77
A9	Planner III	Permit review	\$99,961.67	0.00	\$0.00	0.70	\$70,405.45	0.80	\$79,969.34	0.80	\$79,969.34	\$230,344.12
A13	Cartographer Planner	Permit review & permit compliance	\$126,567.18	0.00	\$0.00	0.80	\$101,580.37	0.80	\$101,253.74	0.80	\$101,253.74	\$304,087.86
				FY 21-22 Total	\$0.00	FY 22-23 Total	\$592,662.91	FY 23-24 Total	\$673,325.43	FY 24-25 Total	\$687,852.46	\$1,953,840.80
Direct Technical Assistance Costs - Personnel												

B. Direct Technical Assistance Costs - Other

Items that provide direct benefits to the intent of the grant program.

	Cost Category / Service or Vendor (if known)	Description	Annual Cost	FY 21-22 Percentage of Costs	FY 21-22 Total	FY 22-23 Percentage of Costs	FY 22-23 Total	FY 23-24 Percentage of Costs	FY 23-24 Total	FY 24-25 Percentage of Costs	FY 24-25 Total	TOTAL
<i>Example</i>	<i>Contractual / Environment Consultants</i>	<i>Professional Services</i>	<i>\$500,000.00</i>	<i>1.00</i>	<i>\$500,000.00</i>	<i>0.50</i>	<i>\$250,000.00</i>	<i>0.50</i>	<i>\$250,000.00</i>	<i>0.50</i>	<i>\$250,000.00</i>	<i>\$1,250,000.00</i>
B1	Contractual Associate Planner	Permit Review	\$228,800.00	0.00	\$0.00	0.20	\$46,090.00	0.80	\$183,040.00	0.20	\$45,760.00	\$274,890.00
B2	Contractual Associate Planner	Permit Review	\$228,800.00	0.00	\$0.00	0.20	\$46,090.00	0.80	\$183,040.00	0.20	\$45,760.00	\$274,890.00
B3	Contractual Associate Planner	Permit Review	\$228,800.00	0.00	\$0.00	0.20	\$46,090.00	0.80	\$183,040.00	0.20	\$45,760.00	\$274,890.00
B4	Contractual Associate Planner	Permit Review	\$228,800.00	0.00	\$0.00	0.20	\$46,090.00	0.80	\$183,040.00	0.20	\$45,760.00	\$274,890.00
B5	Contractual Associate Planner	Permit Review	\$228,800.00	0.00	\$0.00	0.20	\$46,090.00	0.80	\$183,040.00	0.00	\$0.00	\$229,130.00
B6	Contractual Associate Planner	Permit Review	\$228,800.00	0.00	\$0.00	0.20	\$46,090.00	0.80	\$183,040.00	0.00	\$0.00	\$229,130.00
B7	Contractual Senior Planner	Permit Review	\$312,000.00	0.00	\$0.00	0.20	\$62,550.00	0.80	\$249,600.00	0.20	\$62,400.00	\$374,650.00
B8	Contractual Planning Technician	Permit Review	\$203,840.00	0.00	\$0.00	0.20	\$41,062.00	0.60	\$122,304.00	0.00	\$0.00	\$163,366.00
B9	Contractual Planning Technician	Permit Review	\$203,840.00	0.00	\$0.00	0.20	\$41,062.00	0.60	\$122,304.00	0.00	\$0.00	\$163,366.00
B10	Contractual Principal Planner/Manager	Permit Review	\$374,400.00	0.00	\$0.00	0.20	\$75,420.00	0.80	\$299,520.00	0.20	\$74,880.00	\$449,820.00
B11	Contractual Principal Planner/Manager	Permit Review	\$374,400.00	0.00	\$0.00	0.20	\$75,420.00	0.25	\$93,600.00	0.00	\$0.00	\$169,020.00
B12	Contractual Associate Planner	Permit Review	\$228,800.00	0.00	\$0.00	0.15	\$46,090.00	0.25	\$57,200.00	0.00	\$0.00	\$103,290.00
B13	Contractual Associate Planner	Permit Review	\$228,800.00	0.00	\$0.00	0.15	\$46,090.00	0.25	\$57,200.00	0.00	\$0.00	\$103,290.00
B14	Contractual Associate Planner	Permit Review	\$228,800.00	0.00	\$0.00	0.15	\$46,090.00	0.25	\$57,200.00	0.00	\$0.00	\$103,290.00
B15	Contractual Associate Planner	Permit Review	\$228,800.00	0.00	\$0.00	0.15	\$46,090.00	0.25	\$57,200.00	0.00	\$0.00	\$103,290.00
B16	Contractual Associate Planner	Permit Review	\$228,800.00	0.00	\$0.00	0.15	\$46,090.00	0.25	\$57,200.00	0.00	\$0.00	\$103,290.00
B17	Contractual Associate Planner	Permit Review	\$228,800.00	0.00	\$0.00	0.15	\$46,090.00	0.25	\$57,200.00	0.00	\$0.00	\$103,290.00
B18	Contractual Associate Planner	Permit Review	\$228,800.00	0.00	\$0.00	0.10	\$46,090.00	0.25	\$57,200.00	0.00	\$0.00	\$103,290.00
B19	Contractual Associate Planner	Permit Review	\$228,800.00	0.00	\$0.00	0.10	\$46,090.00	0.25	\$57,200.00	0.00	\$0.00	\$103,290.00
B20	Contractual Associate Planner	Permit Review	\$228,800.00	0.00	\$0.00	0.10	\$46,090.00	0.25	\$57,200.00	0.00	\$0.00	\$103,290.00
				FY 21-22 Total	\$0.00	FY 22-23 Total	\$987,164.00	FY 23-24 Total	\$2,500,368.00	FY 24-25 Total	\$274,560.00	\$3,762,092.00
Direct Technical Assistance Costs - Other												

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.

	Personnel Classification	Role in Grant Program	Annual Salary & Benefits	FY 21-22 Percentage of Time	FY 21-22 Total	FY 22-23 Percentage of Time	FY 22-23 Total	FY 23-24 Percentage of Time	FY 23-24 Total	FY 24-25 Percentage of Time	FY 24-25 Total	TOTAL
<i>Example</i>	<i>Accounting Analyst</i>	<i>To track expenditures associated with the grant.</i>	<i>\$89,000.00</i>	<i>0.25</i>	<i>\$22,250.00</i>	<i>0.25</i>	<i>\$22,250.00</i>	<i>0.25</i>	<i>\$22,250.00</i>	<i>0.25</i>	<i>\$22,250.00</i>	<i>\$89,000.00</i>
C1	Program Director	General Oversight and Direct Grant Policy	\$193,693.70	0.00	\$0.00	0.07	\$13,197.89	0.08	\$14,527.03	0.10	\$19,369.37	\$47,094.29
C2	Program Manager	General Oversight and Direct Grant Policy	\$158,438.97	0.00	\$0.00	0.00	\$0.00	0.15	\$23,765.85	0.15	\$23,765.85	\$47,531.69
C3	Program Administrator	General Oversight and Direct Grant Policy	\$138,087.36	0.00	\$0.00	0.12	\$16,715.98	0.20	\$27,617.47	0.20	\$27,617.47	\$71,950.92
C4	Chief Planner	Direct Grant Application Review	\$158,137.27	0.00	\$0.00	0.08	\$12,739.26	0.15	\$23,720.59	0.15	\$23,720.59	\$60,180.44
C5	Office Services Supervisor	Execution of Direct Grant Program	\$93,527.39	0.00	\$0.00	0.00	\$0.00	0.15	\$12,529.11	0.15	\$12,529.11	\$25,058.22
C6	Department Analyst	Expenditure Tracking	\$104,374.05	0.00	\$0.00	0.09	\$9,886.49	0.15	\$15,656.11	0.15	\$15,656.11	\$41,198.71
C7	Admin Asst	Grant Application Underwriting	\$75,733.69	0.00	\$0.00	0.04	\$3,028.45	0.10	\$7,573.37	0.10	\$7,573.37	\$18,175.19
C8	Admin Asst	Grant Application Underwriting	\$75,733.69	0.00	\$0.00	0.00	\$0.00	0.05	\$3,786.68	0.05	\$3,786.68	\$10,601.82
C9	Senior Applications Developer Analyst	Internal IT Support	\$145,762.00	0.00	\$0.00	0.50	\$72,881.00	0.25	\$36,440.50	0.10	\$14,576.20	\$123,897.70
				FY 21-22 Total	\$0.00	FY 22-23 Total	\$131,477.52	FY 23-24 Total	\$165,616.71	FY 24-25 Total	\$148,594.75	\$445,688.97
Indirect/Administrative Costs - Personnel												

D. Indirect/Administrative - Other

Items that provide administrative or indirect support to the intent of the grant program.

	Cost Category / Service or Vendor (if known)	Description	Annual Cost	FY 21-22 Percentage of Costs	FY 21-22 Total	FY 22-23 Percentage of Costs	FY 22-23 Total	FY 23-24 Percentage of Costs	FY 23-24 Total	FY 24-25 Percentage of Costs	FY 24-25 Total	TOTAL
<i>EX</i>	<i>Facilities / Headquarters</i>	<i>Costs associated with office space for direct technical assistance staff.</i>	<i>\$1,250,000.00</i>	<i>0.02</i>	<i>\$18,750.00</i>	<i>0.02</i>	<i>\$25,000.00</i>	<i>0.02</i>	<i>\$25,000.00</i>	<i>0.01</i>	<i>\$12,500.00</i>	<i>\$81,250.00</i>

D3	Contract - Professional Services	Client First: Project Manage the API plugin of the Power Score into the County's electronic application portal system, build out the public facing data entry system, and API data transfer from the portal system to the TRAKIT permit tracking platform.	\$2,352.50	0.00	\$0.00	1.00	\$2,352.50	0.00	\$0.00	0.00	\$0.00	\$2,352.50												
D11	Contract - Professional Services	TRAKIT Administrative Support	\$745.00	0.00	\$0.00	1.00	\$745.00	0.00	\$0.00	0.00	\$0.00	\$745.00												
D14	Informational Technology	TRAKIT software licenses will be retained by MCD for the purposes of verifying other Department's permit status, including but not limited to: Planning and Building Services Department and Environmental Health. Both of which may impact the environmental analysis associated with CCBL applications and CCBL's.	\$60,000.00	0.00	\$0.00	0.17	\$10,000.00	0.17	\$10,000.00	0.17	\$10,000.00	\$30,000.00												
D15	Field Inspection Technology	Field Inspection Technology (iPad, Screen Protectors, iPad cases, Apple Pencil, and associated wireless services)	\$7,421.30	0.00	\$0.00	0.00	\$0.00	3.02	\$22,421.30	0.34	\$2,500.00	\$24,921.30												
D19	Contract - Professional Services	Planet: Satellite Imagery	\$351,240.00	0.00	\$0.00	0.50	\$175,620.00	1.00	\$351,240.00	1.00	\$351,240.00	\$878,100.00												
D20	Contract - Professional Services	Land Vision: Aerial Imagery	\$39,400.00	0.00	\$0.00	0.00	\$0.00	0.25	\$10,000.00	0.25	\$10,000.00	\$20,000.00												
D23	Equipment + Contract Professional services	GIS Equipment: Workstation for cartographer planner + annual GIS Licenses	\$92,030.70	0.00	\$0.00	0.08	\$7,000.00	0.18	\$16,500.00	0.18	\$16,500.00	\$40,000.00												
D24	Informational Technology	DocuSign: All permits and compliance affidavits must be signed in person to be executed. DocuSign will allow for the streamlining of permit issuance and gathering of compliance affidavit signatures.	\$41,159.33	0.00	\$0.00	0.23	\$9,516.00	0.23	\$9,516.00	0.23	\$9,516.00	\$28,548.00												
D25	Direct Grant Program	Direct grant assistance programs, to be administered by the Mendocino Cannabis Program.	\$4,806,744.18	0.00	\$0.00	0.00	\$0.00	1.00	\$4,806,744.18	0.00	\$0.00	\$4,806,744.18												
FY 21-22 Total					\$0.00	FY 22-23 Total					\$205,233.50	FY 23-24 Total					\$5,226,421.48	FY 24-25 Total					\$399,756.00	\$5,831,410.98
												Indirect/Administrative Costs - Other		\$5,831,410.98										

E. TOTALS														
												Direct Technical Assistance Costs - TOTAL (Sections A+B)		\$5,715,932.80
												Indirect/Administrative Costs - TOTAL (Sections C+D)		\$6,277,099.95
												GRAND TOTAL (Sections A+B+C+D)		\$11,993,032.75

F. ITEMS NOT IN ORIGINAL BUDGET														
Items that provide administrative or indirect support to the intent of the grant program.														
Cost Category / Service or Vendor (if known)	Description	Annual Cost	FY 21-22 Percentage of Costs	FY 21-22 Total	FY 22-23 Percentage of Costs	FY 22-23 Total	FY 23-24 Percentage of Costs	FY 23-24 Total	FY 24-25 Percentage of Costs	FY 24-25 Total	TOTAL			
F1	Contract - Professional Services	Accela	0.00	\$0.00	0.76	\$347,748.93	0.24	\$107,624.94	0.00	\$0.00	\$455,373.87			
F2	Contract - Professional Services	Accela Implementation - Avero	0.00	\$0.00	1.00	\$100,000.00	0.00	\$0.00	0.00	\$0.00	\$100,000.00			
F5	Contract - Professional Services	CEQA Contract - Programmatic EIR & Other CEQA documents	0.00	\$0.00	0.25	\$1,250,000.00	0.75	\$3,750,000.00	0.00	\$0.00	\$5,000,000.00			
F6	Contract - Professional Services	Contract - LACO Consulting	0.00	\$0.00	0.90	\$18,000.00	1.00	\$20,000.00	0.00	\$0.00	\$38,000.00			
												Not in Original Budget Indirect/Administrative Costs - Other	\$5,593,373.87	
												Direct Technical Assistance Costs - TOTAL (Sections A+B)		\$5,715,932.80
												Indirect/Administrative Costs - TOTAL (Sections C+D)		\$6,277,099.95
												GRAND TOTAL (Sections A+B+C+D+E)		\$17,586,406.62

\$17,586,406.62
\$0.00

D1	Professional Services	Client First: Project Manage the API plugin of the Power Score into the County's electronic application portal system, build out the public facing data entry system, and API data transfer from the portal system to the TRAKIT permit tracking platform. Onetime Expense Q3/Q4 FY 21-22	\$9,376.25	0.00	\$0.00	\$0.00	1.00	\$9,376.25	\$9,376.25	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$9,376.25	\$9,376.25
D2	Professional Services	Client First TRAKIT Administrative Support (40 hours x \$175/hour)	\$3,097.50	0.00	\$0.00	\$0.00	1.00	\$3,097.50	\$3,097.50	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$3,097.50	\$3,097.50
D3	Information Technology Systems	Planet: Satellite Imagery	\$351,240.00	0.00	\$0.00	\$0.00	1.00	\$351,240.00	\$351,240.00	1.00	\$351,240.00	\$351,240.00	1.00	\$351,240.00	\$0.00	\$1,053,720.00	\$702,480.00
D4	Supplies	GIS Equipment: Workstation for cartographer planner. Onetime Expense Q3/Q4 and ongoing professional license fees.	\$92,030.70	0.00	\$0.00	\$0.00	0.08	\$7,000.00	\$7,000.00	0.02	\$2,000.00	\$0.00	0.09	\$8,000.00	\$0.00	\$17,000.00	\$7,000.00
D5	Information Technology Systems	DocuSign: All permits and compliance affidavits must be signed in person to be executed. DocuSign will allow for the streamlining of permit issuance and gathering of compliance affidavit signatures.	\$41,159.33	0.00	\$0.00	\$0.00	0.23	\$9,516.00	\$9,516.00	0.23	\$9,516.00	\$0.00	0.23	\$9,516.00	\$0.00	\$28,548.00	\$9,516.00
D6	Direct Grant Program	MCD and PBS applicants and permit holders are eligible.	\$5,090,621.15	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	0.40	\$2,036,248.46	\$0.00	0.60	\$3,054,372.69	\$0.00	\$5,090,621.15	\$0.00
FY 21-22 Total			\$0.00	\$0.00	\$0.00	FY 22-23 Total	\$380,229.75	\$380,229.75	FY 23-24 Total	\$2,399,004.46	\$351,240.00	FY 24-25 Total	\$3,423,128.69	\$0.00	\$6,202,362.90	\$731,469.75	
Indirect/Administrative Costs - Other															\$6,202,362.90	\$731,469.75	

E. TOTALS												TOTAL GRANT BUDGET AMOUNT	TOTAL GRANT EXPENDITURES
		FY 21-22 Total	FY 21-22 Actual Expenditures	FY 22-23 Total	FY 22-23 Actual Expenditures	FY 23-24 Total	FY 23-24 Actual Expenditures	FY 24-25 Total	FY 24-25 Actual Expenditures			TOTAL GRANT BUDGET AMOUNT	TOTAL GRANT EXPENDITURES
		\$0.00	\$0.00	\$2,255,511.77	\$2,255,511.77	\$6,163,263.90	\$2,262,743.30	\$9,167,630.95	\$0.00			\$17,586,406.62	\$4,518,255.07
Direct Technical Assistance Costs - TOTAL (Sections A+B)												\$10,759,421.74	\$3,566,519.51
Indirect/Administrative Costs - TOTAL (Sections C+D)												\$6,816,984.89	\$851,735.56
GRAND TOTAL (Sections A+B+C+D)												\$17,586,406.62	\$4,518,255.07

Exhibit B2
Invoice Elements

Invoice Frequency

Quarterly Monthly Biannually As Requested

Invoicing Signature Format

Ink Electronic Approval

A. Summary Invoices - included either on the invoice or in a separate summary document, expenditures for the invoice period, approved budget, cumulative expenditures and budget balance available.

Invoice expenditures should cover the following categories in addition to any specific approved budget categories listed in Exhibit B.

- Personnel
- Equipment
- Material and Supplies
- Travel
- Consultants
- Subawards
- Other Direct Costs including a total of direct costs
- Indirect costs including a total of indirect costs

B. Additional Invoice Requirements

The Grantee must complete the provided Budget Detail Worksheet for each year of the grant funding.

All Grant Program expenditures must be for activities, products, and costs that have been included in and approved Application proposal and Budget. Approved expenditures must be incurred and paid after the local jurisdiction to enter into the Grant Agreement and receive Grant Program funding.

All invoices must be submitted to the Department by March 25, 2025, and no expenses can be incurred after the date.

EXHIBIT C

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. The Department has disbursed grant funds, in the amount of \$14,069,125.30 on February 25, 2022 to the Grantee. The remainder of the grant award funds, in the amount of \$3,517,281.32 may be disbursed on or about XX/XX/XXXX
- 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.
- 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.