

**Sierra County  
Board of Supervisors'  
Agenda Transmittal &  
Record of Proceedings**

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|---------------------------------------|---|
| <b>MEETING DATE:</b><br>March 1, 2022 | <b>TYPE OF AGENDA ITEM:</b><br><input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed<br><input type="checkbox"/> Consent |
|---------------------------------------|---|

**DEPARTMENT:** Board of Supervisors  
**APPROVING PARTY:** Paul Roen, Chair, District 3  
**PHONE NUMBER:** 530-289-3295

**AGENDA ITEM:** Discussion/action on request from the Sierra Business Council for a letter of designation from the County supporting an application to the CalOSBA California Microbusiness COVID 19 Relief Grant Program.

**SUPPORTIVE DOCUMENTS ATTACHED:** Memo Resolution Agreement Other  
Letter of Designation

**BACKGROUND INFORMATION:**

**FUNDING SOURCE:**  
**GENERAL FUND IMPACT:** No General Fund Impact  
**OTHER FUND:**  
**AMOUNT:** \$ N/A

|  |   |
|--|---|
| <b>ARE ADDITIONAL PERSONNEL REQUIRED?</b><br><br><input type="checkbox"/> Yes, -- --<br><input checked="" type="checkbox"/> No | <b>IS THIS ITEM ALLOCATED IN THE BUDGET?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br><b>IS A BUDGET TRANSFER REQUIRED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|---|

**SPACE BELOW FOR CLERK'S USE**

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|---|---|---|
| <b>BOARD ACTION:</b><br><input type="checkbox"/> Approved<br><input type="checkbox"/> Approved as amended<br><input type="checkbox"/> Adopted<br><input type="checkbox"/> Adopted as amended<br><input type="checkbox"/> Denied<br><input type="checkbox"/> Other<br><input type="checkbox"/> No Action Taken | <input type="checkbox"/> Set public hearing<br>For: _____<br><input type="checkbox"/> Direction to: _____<br><input type="checkbox"/> Referred to: _____<br><input type="checkbox"/> Continued to: _____<br><input type="checkbox"/> Authorization given to:<br>_____ | Resolution 2022- _____<br>Agreement 2022- _____<br>Ordinance _____<br>Vote:<br>Ayes:<br>Noes:<br>Abstain:<br>Absent:<br><input type="checkbox"/> By Consensus |
|---|---|---|

**COMMENTS:**  
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CLERK TO THE BOARD

\_\_\_\_\_  
DATE

**From:** [Jessica Carr](#)  
**To:** [Clerk-Recorder](#)  
**Subject:** California Microbusiness Relief Grant program  
**Date:** Wednesday, February 23, 2022 3:53:21 PM  
**Attachments:** [DRAFT letter of designation.docx](#)

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CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Melissa,

Thanks for taking my call earlier!

Sierra Business Council is hoping to apply to administer the [California Microbusiness Relief Grant](#) to small businesses in Sierra County, which was allocated appx \$4,400 by Cal OSBA for grants of \$2,500 to businesses with \$50,000 in revenues (in addition to some other eligibility requirements). This is just one grant which is frustrating, but if it's possible to fund it, we would really like to see it go out to a business.

As a part of the RFP, we are required to secure a Letter of Designation from the County, either the BOS or a County official, supporting our application. I have attached a potential sample of this letter.

We are currently administering this program in Placer and Nevada Counties and hope to be able to bring this grant program to the eligible Sierra County business this spring!

Please let me know if you have any questions, concerns, or would like to chat about it! I am available at 530-582-5022

Thank you!

**Jessica Carr, Director**

Sierra Small Business Development Center

Sierra Business Council

[530.582.5022](tel:530.582.5022)

[www.sierrasbdc.com](http://www.sierrasbdc.com)



[County Letterhead]

DATE

To whom it Concern,

\_\_\_\_\_ County is pleased to support Sierra Business Council's application to the CalOSBA California Microbusiness COVID 19 Relief Grant Program. We believe Sierra Business Council is uniquely positioned in the region to provide services regarding the application, outreach, administration, and implementation of grant funds to the small business community of our County.

On behalf of \_\_\_\_\_ County, I approve Sierra Business Council's application submittal for the CalOSBA California Microbusiness COVID 19 Relief Grant Program and look forward to supporting businesses in our County during these difficult times.

Please do not hesitate to reach out to my office in the event you have any questions or require additional information.

Sincerely,

CEO or other Administrator or Supervisor

CC: Jessica Carr, Sierra Business Council