



**Project Trellis Committee Meeting Agenda
February 2nd 2022 - 12:30pm
Remote Zoom Meeting**

In accordance with Gov. Newsom's Executive Order N-08-21 (June 17th, 2021), all Humboldt County Project Trellis Committee meetings will be held virtually until further notice.

Project Trellis was established to bolster the cannabis industry, protect future cannabis excise tax revenues by providing services to populations and communities in Humboldt who were adversely affected by the criminalization of cannabis, develop a framework for supportive programs designed to sustain and grow Humboldt's cannabis industry, and to assist cannabis businesses as they work to overcome the financial and logistical challenges of coming into compliance.

Join Zoom Meeting: <https://us02web.zoom.us/j/87051271904>

Meeting ID: 870 5127 1904

One tap mobile: +16699009128,87051271904

Find your local number: <https://us02web.zoom.us/u/kdVY0DjShL>

1. Open
 - a. Roll Call
 - b. Approval of minutes from the December 1, 2021 (Attachment 1)
 - c. Approval of minutes from the December 17, 2021 special meeting (Attachment 2)
 - d. Public Comment on non-agenda items
 - e. Report out on meetings attended and community feedback received
2. Staff Updates
 - a. Discussion
 - b. Public Comment
3. Project Trellis Committee to consider options for new a schedule of regular meetings. (Attachment 3)
 - a. Discussion
 - b. Public Comment
 - c. Action
4. Project Trellis Committee to receive the Treasurer's Report from staff. (Attachment 4)
 - a. Discussion
 - b. Public Comment
 - c. Action
5. Project Trellis Committee to consider topics for a potential retreat.

- a. Discussion
 - b. Public Comment
 - c. Action
6. Project Trellis Committee to review, discuss, and approve the cannabis business micro grant application and scoring rubric. (Attachment 5)
- a. Discussion
 - b. Public Comment
 - c. Action
7. Future Agenda Items
- a. Discussion
 - b. Public Comment
8. Adjourn

Next Meeting: TBD 2022

AGENDA DETAIL

AGENDA ITEM 3

DISCUSSION

Committee to review poll results and determine new schedule of regular meetings for the Project Trellis Committee. Based upon the poll results (attachment 2) the most popular day of the week is Friday with a preference of for either an 11 am or 1 am start time.

Action: Reschedule committee meetings to the First Friday of each month at either 11am or 1pm.

AGENDA ITEM 4

DISCUSSION

Committee to receive Treasurer's Report from Staff. Committee to review and discuss the Project Trellis accounting overview, including revenue and expenditures, and detailed expenditures by project.

Action: Accept and approve the Treasurer's Report.

AGENDA ITEM 5

DISCUSSION

Committee will be providing staff with individual recommendations for a potential retreat. Committee members will provide a list of topics they feel need to be addressed through additional discussion possible at an all-day working meeting. Staff will compile the recommended topics and return at a future meeting with the staff recommended list of topics and possible dates/times for the retreat.

Action: Direct staff to return to future meeting with recommended list of topics and possible dates/times.

AGENDA ITEM 6

DISCUSSION

Project Trellis Committee to review, discuss, and approve the current version of the cannabis business micro grant application and scoring rubric.

Action: Accept and approve the application for the fiscal year 21-22 cannabis business micro grant application and scoring rubric pending review by counsel and correction of typographic/procedural by staff.

Email Public Comment: To submit public comment to the Project Trellis Committee please email ProjectTrellis@co.humboldt.ca.us, provide your name and the agenda item number(s) on which you wish to comment. All public comment submitted after the agenda has been published will be included with the administrative record after the fact.

Zoom Public Comment: When it is time for public comment on the item you wish to speak on, the Project Trellis Committee Chair will ask for public comment. You may virtually raise your hand

using the raise hand function on Zoom and staff will unmute your phone. Staff will then ask you to state your name and begin your comment. You will have 3 minutes to comment.

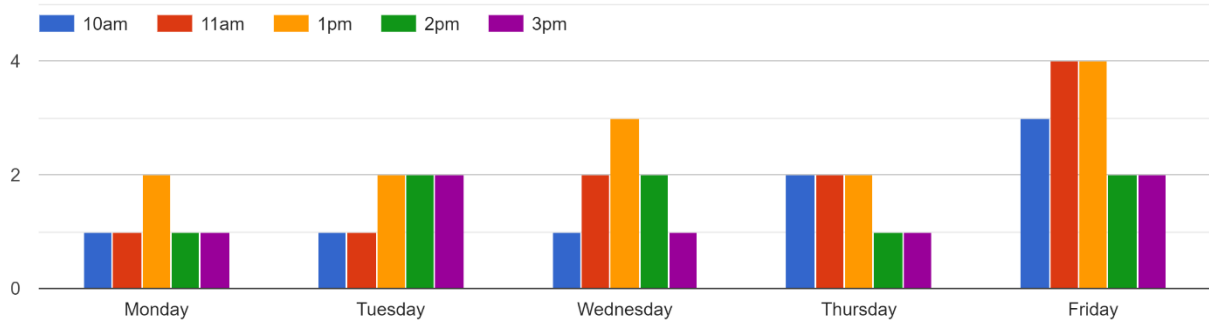
Phone Public Comment: You may call into the meeting by dialing 1-669-900-9128 and entering using meeting ID 825 2976 5151. When it is time for public comment on the item you wish to speak on, the Project Trellis Committee Chair will ask for public comment. Staff will unmute phone lines and you may introduce yourself and express your desire to speak. Staff will then ask you to state your name and begin your comment. You will have 3 minutes to comment.

You may access the live stream of the meeting by using the following link:

<https://us02web.zoom.us/j/87051271904>

The County of Humboldt is committed to providing equal access to all county programs, services and activities through the provision of accommodations for individuals with disabilities as required under the Americans with Disabilities Act (ADA). With 72 hours prior notice, a request for reasonable accommodation or modification can be made. Please contact the CAO's office of Economic Development at 707-445-7745 or by email ProjectTrellis@co.humboldt.ca.us or the ADA Coordinator at 844-365-0352 or by email at ada@co.humboldt.ca.us

This section refers to availability for the first occurrence each month. For example, first Wednesday of the month. Please select all times that work for you.





Project Trellis Treasury Report

25-Jan-22

Funding By Fiscal Year								
Fiscal Year	Measure S	BCC	Go-Biz	Ag Commissioner	Roll Over from prior FY	Funding Reductions	Funding Increases	TOTAL
19-20	\$ 801,000.00	\$ -	\$ -	\$ 182,295.00	\$ -	\$ (801,000.00)		\$ 182,295.00
20-21	\$ 1,390,000.00	\$ 1,338,683.13	\$ 2,459,581.02	\$ -	\$ 182,295.00	\$ (200,000.00)		\$ 5,170,559.15
21-22	\$ 1,081,767.00	\$ -	\$ 1,055,870.22	\$ -	\$ 4,697,345.71	\$ -	\$ 1,000,000.00	\$ 7,834,982.93

19-20 Funding budgets					
Measure S Budget 19-20 *refelcts reduction			State 19-20		
Admin	10%		Admin		
Program (after admin removed)			Program (after admin removed)		
Marketing	60%		Direct Technical Assistance		
Equity	15%		Grants		
Micro-Grant	25%				

20-21 Funding budgets							
Measure S Budget 20-21 *reflects reduction			State 20-21		BCC	GO-Biz	
Admin	10%	\$ 119,000	Admin	10%	\$ 133,868.31	10%	\$ 245,958.10
Program (after admin removed)			Program (after admin removed)				
Marketing	15%	\$ 160,650.00	Direct Technical Assistance		\$ 1,204,814.82	10%	\$ 245,958.10
Equity	25%	\$ 267,750.00	Grant			80%	\$ 1,967,664.82
Micro-grant	60%	\$ 642,600.00					

21-21 Funding budgets					
Measure S Budget 21-22 *reflects increase			State 21-22		
Admin	10%	\$ 108,176.70	Admin	10%	\$ 105,587.02
Program (after admin removed)			Program (after admin removed)		
Marketing	59%	\$ 574,418.28	Direct Technical Assistance	10%	\$ 105,587.02
Equity	11%	\$ 107,094.93	Grant	80%	\$ 844,696.18
Micro-Grant	30%	\$ 292,077.09			
Emergency Micro-grant		\$ 1,000,000.00			

19-20 County fiscal year budget including rollover and expenditures				
FY 19-20	Micro-grant	Equity	Marketing	Totals
Admin budget	\$ 20,025.00	\$ 12,015.00	\$ 48,060.00	\$ 80,100.00
Program budget	\$ 180,225.00	\$ 108,135.00	\$ 432,540.00	\$ 720,900.00
Expenditures	\$ (4,220.20)	\$ (19,186.80)	\$ (71,674.05)	\$ (95,081.05)
Remaining	\$ (4,220.20)	\$ (19,508.03)	\$ (71,674.05)	\$ (95,081.05)

* negative due to fund reduction in 19-20 FY

20-21 County fiscal year budget including rollover and expenditures				
FY 20-21	Micro-grant	Equity	Marketing	Totals
Admin budget	\$ 71,400.00	\$ 137,502.00	\$ 17,850.00	\$ 226,752.00
Program budget	\$ 824,895.00	\$ 3,851,162.15	\$ 267,750.00	\$ 4,943,807.15
Expenditures	\$ (194,786.73)	\$ (89,221.75)	\$ (94,123.91)	\$ (378,132.39)
Remaining	\$ 701,508.27	\$ 3,899,442.40	\$ 191,476.09	\$ 4,792,426.76
Remaing after 19-20 reductions	\$ 697,288.07	\$ 3,879,934.37	\$ 119,802.04	\$ 4,697,345.71

21-22 County fiscal year budget including rollover and expenditures				
FY 21-22	Micro-grant	Equity	Marketing	Totals
Admin budget	\$ 75,584.00	\$ 75,584.00	\$ 75,584.00	\$ 226,752.00
Program budget	\$ 1,989,365.16	\$ 4,924,324.22	\$ 694,220.32	\$ 7,607,909.70
Expenditures	\$ (402,830.12)	\$ (1,264,428.22)	\$ (49,353.12)	\$ (1,716,611.46)
Remaining	\$ 1,662,119.05	\$ 3,735,480.00	\$ 769,804.32	\$ 6,118,050.25

Measure S Excise tax						
Calendar Year	Billed by calendar year	Fiscal Year	Collected by fiscal year	10% of collected taxes	10% Project Trellis allocations	Notes
		16-17	\$ 178,377.00	\$ 17,837.70		
2016-17		17-18	\$ 7,191,257.00	\$ 719,125.70		
2017-18	\$ 19,300,000.00	18-19	\$ 11,888,712.00	\$ 1,188,871.20		
2019	\$ 20,900,000.00	19-20	\$ 10,817,666.00	\$ 1,081,766.60	\$ 801,000.00	based on projections
2020	\$ 19,100,000.00	20-21	\$ 17,528,315.00	\$ 1,752,831.50	\$ 1,390,000.00	based on projections
2021		21-22		\$ -	\$ 1,081,767.00	based on actuals two years prior (19-20)
2022		22-23			\$ 1,752,831.50	based on actuals two years prior (20-21)
Total	\$ 59,300,000.00		\$ 47,604,327.00	\$ 4,760,432.70	\$ 5,017,598.50	Total is reduced by 1000 to reflect COVID take back of \$1,001,000 (19-20 \$801,000 and 20-21 \$200,000), and subsequent year return of \$1,000,000 for the emergency micro-grant

County budget timeline	
February	Mid-Year budget report and financial forecast to Board of Supervisors
March	Next fiscal year budget requests completed by county departments and due to County Administrative Office
May	Next fiscal year draft budgets sent to departments for review, draft budgets returned to CAO with final changes, department presentations to Board of Supervisors
June	CAO presents proposed next FY to budget to BOS, BOS adopts next FY budget, Current fiscal year ends June 30th.
July	New FY begins
August	Prior FY end close
November	Departments prepare mid-year budget adjustments
December	Mid-year budget due

Community Reinvestment Fund (4215)	initial request: 3/10/2020	second request: 8/29/2021*	* Budget Unit requested at this date as well
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Project Trellis Micro-Grant Tracking



10 Digit Org:
1120-275-421

Date	Transaction	1475	3996	2108	2117	2118	2119	2123	TOTAL
		Admin	Grant Disbursements	Food	Office Expenses	Professional and Special Services	Legal Notices	Special Department Expense	
19-20	FY 19-20 Expenses	4,220.20	-	-	-	-	-	-	4,220.20
20-21	FY 20-21 Expenses	36,363.67	157,478.00	-	611.76	-	333.30	-	194,786.73
21-22	FY 21-22 Expenses	16,133.12	386,685.00	-	-	-	12.00	-	402,830.12
	TOTAL Expenditures	56,716.99	544,163.00	-	611.76	-	345.30	-	601,837.05

Micro-grant round	# of awardees	Initial payments dispersed	Projects completed	Final payments dispersed
19-20 Round 1		14	14	6
20-21 Round 2		16	12	1

10 Digit Org: 1120-275-422

Project Trellis General Equity Tracking



Date	Transaction	1475	2118	3997	2108	2117	2119	2123	TOTAL
		Admin	Professional and Special Services	Grants	Food	Office Expenses	Legal Notices	Special Department Expense	
19-20	FY 19-20 Expenses	19,186.80	-	-		-	-	-	19,186.80
20-21	FY 20-21 Expenses	57,422.66	11,520.00	-	-	190.79	333.30	-	89,221.75
21-22	FY 21-22 Expenses	50,581.22	2,310.00	1,211,525.00	-	-	12.00	-	1,264,428.22
	Total expenditures	127,190.68	13,830.00	1,211,525.00	-	190.79	345.30	-	1,372,836.77

Project Trellis Marketing Tracking



Expense 10 Digit Org:
Revenue 1120-275-420

Date	Transaction	1475	3996	2108	2117	2118	2119	2123	TOTAL
		Admin	Grant Disbursements	Food	Office Expenses	Professional and Special Services	Legal Notices	Special Department Expense	
19-20	FY 19-20 Expenses	2,635.70	-	341.13	-	68,488.00	455.35	95.00	72,015.18
20-21	FY 20-21 Expenses	11,557.86	-	-	837.39	81,395.36	333.30	-	94,123.91
21-22	FY 21-22 Expenses	11,849.23	-	-	446.10	36,545.79	512.00	-	49,353.12
	TOTAL Expenditures	14,193.56	-	341.13	837.39	149,883.36	788.65	95.00	215,492.21

PDF COPY: Project Trellis Cannabis Business Micro-Grant Program 2021-22

Update Notice

The Project Trellis Cannabis Business Micro-grant Notice of Funds Available (NOFA) and application were updated January, 2022, based on input from the Project Trellis Committee and the public.

Grant Amount

The total allocation for the current year is \$289,000 and will be allocated to selected project proposals. Businesses may apply for up to \$10,000. Collaborative, mutually beneficial cooperatives, associations and non-profits may apply for up to \$50,000.

The link to the NOFA, PDF application, and example scoring rubric can be found at <http://gohumco.org/236/Project-Trellis-Micro-Grants>.

Eligibility

As defined by Resolution 19-45 as amended by Resolution 20-33, and Resolution 21-06, and Resolution 21-05, to be eligible for funding, applicants must be:

1. A Humboldt County based business, cooperative or association (examples include, but are not limited to: Cannabis Cooperative Association, Road Maintenance Association, Agricultural Cooperative), or nonprofit organization;
2. Having 75% or more of its operations based in Humboldt County;
3. Currently licensed and registered to operate in Humboldt County;
4. Whose activities are specific to the cultivation, processing, manufacturing, distribution or retail of cannabis, or whose organization provides support and/or services to the cannabis industry.

Application Deadline

Applications will be made available online beginning 8 a.m. PST on Friday, February 4, 2022. Submission deadline for applications, online or hardcopy, is **1:30 p.m. PST on Wednesday, March 30, 2022.**

Application Process

Applications are to be submitted electronically via the online application form. Electronic attachment formats accept are: PDF, JPEG, of PNG.

A PDF download is available via the document section at the bottom of the [Project Trellis Micro-grant webpage](#), which can be returned via email, including all required attachments, to ProjectTrellis@co.humboldt.ca.us.

Hard copies are accepted if some documents are easier to submit in paper format. Hard copies can be mailed or delivered to the County of Humboldt County Administrative Office's Office of Economic Development, Attn: Project Trellis, 825 5th Street #112, Eureka, CA 95501.

Only complete applications, including all required attachments, will be accepted for consideration.

Application Packet Checklist: Required (per County Resolution 19-45)

All documents listed below must be submitted at the time of application to be considered for funding. Applicants may be required to submit other documentation depending on the nature of their application and project. Document formats accepted for upload are PDF, JPEG, PNG.

- Completed and signed application
- Project budget
- Jurisdiction cannabis permit
- State cannabis license
- Jurisdiction business license
- Any accompanying and supportive project documents such as site maps, equipment specifications, contractor bids and estimates

Optional Attachments

While not required for submission, applicants can consider providing the documents listed below. Document formats accepted for upload are PDF, JPEG, PNG.

- Timeline with expected project milestones and completion dates
- Letters of Support, Letters of Partner Commitment, and/or Memoranda of Understanding
- Brief resumes of key personnel
- Business plan
- Associated research

Business/Association Name (required)

Application Point of Contact: First Name (required)

Application Point of Contact: Last Name (required)

Application Point of Contact Mailing Address Line 1 (required)

Please ensure this is an address where the application point of contact can receive mail associated with this grant application.

Mailing Address Line 2

City (required)

State (required)

Postal/Zip Code (required)

Application Point of Contact: Email Address (required)

Please ensure this is an email address where the application point of contact can receive emails associated with this grant application. Communication throughout this grant process will be through email.

Are you applying as a Humboldt County based business, cooperative, association, or nonprofit organization? (required)

Yes

No

Are 75% or more of its operations based in Humboldt County? (required)

Yes

No

Are the activities of your business, association, or organization specific to the cultivation, processing, manufacturing, distribution, or retail of cannabis, or whose organization provides support and/or services to the cannabis industry? (required)

Yes

No

Are you currently licensed and registered to operate in Humboldt County? (required)

Yes

No

Business or Association type (required)

- | | |
|---|---|
| <input type="checkbox"/> Cultivation | <input type="checkbox"/> Cannabis Support Business |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Cooperative |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Non-profit |
| <input type="checkbox"/> Distribution | <input type="checkbox"/> Road Maintenance Association |
| <input type="checkbox"/> Micro-business | <input type="checkbox"/> Other |

Business license

No file chosen

Please attach documentation showing proof of jurisdiction business license. Required for cultivation, retail, manufacturing, distribution, micro-business and cannabis support businesses.

What amount of the business is Humboldt-owned? "Humboldt-owned" is defined by registered residency of owners (required)

- 100% Humboldt-owned
- 51%-99%% Humboldt-owned
- 1%-50% Humboldt-owned
- 0% Humboldt-owned

Owners (required)

No file chosen

Please provide list of owners including contact information, percentage of ownership, and county of residency for each owner

FTEs: Non-Seasonal (required)

Full Time Equivalent positions equal 40 hours+ per week. Non-seasonal positions are filled year round.

FTEs: Seasonal (required)

Full Time Equivalent positions equal 40+ hours per week. Seasonal positions are filled for select portions of the year.

Project site information (required)

Please provide the following as applicable to your project site.

- Project site address
- Site APN
- Neither are applicable to my project

Please provide narratives that respond to the following prompts. For more information on narrative responses, please refer to the scoring rubric, found in the document section at the bottom of the Project Trellis Micro-grant webpage (<https://www.gohumco.com/236/Project-Trellis-Micro-Grants>).

Project Overview: Describe the proposed project and anticipated use of requested funds. (required)

Word Limit: 500

Economic Impacts/Sustainability: Describe how the proposed project will result in the creation and/or retention of jobs. Describe how the proposed project adds to the economic sustainability of Humboldt's cannabis industry, as a whole. Describe how the proposed project supports the long-term stability/sustainability of the business. (required)

Word Limit: 500

Environmental/Social Impacts: Describe how the proposed project will have, a positive effect on the environment and long-term environmental sustainability. Describe how the proposed project will help to increase equity within the cannabis community. (required)

Word Limit: 500

Management/Labor Capacity: Describe how the applicant has already conducted work towards meeting objectives of the proposed project. Describe how the applicant has the resources and planning needed to achieve the desired outcomes of the proposed project. Describe the applicant knowledge of the proposed project's operating budget. (required)

Word Limit: 500

Please add any additional information you feel would help the committee to understand your project. This is the place to share any personal, confidential or sensitive information. Applications are subject to disclosure pursuant to the California Public Records Act. However, certain Information about physical or mental health, medical records, personal contact information if there is a compelling interest in withholding the information (must be explained), receipt of public services, trade secrets or other proprietary information may be withheld from disclosure. In addition, information that is in the best interest of the public to withhold, when balanced against the strong public interest in disclosure of the information, as determined by the County, may be withheld.

Word Limit: 250 No points are awarded based on the responses to this field.

Sample Project Budget Format

Applicants must provide a detailed project budget. For major expenses, please be specific.

Applicants should use the budget template found in the document section at the bottom of the Project Trellis Microgrant webpage (<https://www.gohumco.com/236/Project-Trellis-Micro-Grants>).

Note: The table below is for information only and is not fillable. When complete, please upload your budget file in the field beneath the example.

<i>Project Expense Item</i>	Total Cost (\$)	Requested Amount from Project Trellis Grant Fund	Amount of other funding	Source of Other Funds
Example: Travel	5,000	2,000	3,000	Owner
Direct Salaries & Wages (breakdown by individual position & indicate full or part-time; list indirect staff costs in "Overhead-staff related" section below)				
Staff 1				
Staff 2:... etc.				
Sub-total: all Direct Salaries & Wages				
Benefits & Payroll Taxes				
Consultant & professional fees (specify)				
Travel (describe)				
Equipment (specify)				
Overhead- non-staff related				
Overhead- staff related (breakdown by individual position; include payroll taxes and fringe benefits)				
All Overhead Costs as % of Total Project Cost				

Total Project Cost				
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Project budget (required)

Provide project budget with submission.

Does the project/business consist of a qualified outdoor cultivating operation (as per Humboldt County Land Use Ordinance) that produces less than 10,000 sq. ft. of cannabis (not including co-ops and associations whose cumulative area may exceed 10,000 square feet)? (required)

Yes

No

Have you as an individual, members of your business/association, or your business/association received prior Project Trellis grant funds? (required)

This is for informative purposes only and will not effect your overall score.

19-20 Cannabis Business Micro-grant

20-21 Cannabis Business Micro-grant

V1.0 Local Equity grants

V2.0 Local Equity grants

I have not been awarded a prior grant

Select Each Item Being Provided

- Supporting documents: site maps, equipment specifications, contractor bids and estimates.
- Timeline with expected project milestones and completion dates
- Letters of support, letters of partner commitment, and/or memoranda of understanding
- Brief resumes of key personnel
- Business plan
- Associated research
- Other

If other, please explain

Applicant Attestation and Agreement (required)

I declare under penalty of perjury that all of the information provided in this application and all attachments is true and correct. I certify that this application has been completed to the best of my knowledge. I also acknowledge that it is my responsibility to comply with the provisions of the Humboldt County Code and all laws, rules, and regulations which govern my application eligibility for the Project Trellis Emergency Cultivation Grant. I acknowledge and understand that including false, misleading, or fraudulent information in this application may cause my County of Humboldt cannabis business microgrant application or award to be revoked, and the County may seek all available legal remedies against me.

First Name (required)

Last Name (required)

Date (required)

mm/dd/yyyy



**County of Humboldt
Project Trellis Cannabis Business Micro-Grant
Scoring Rubric**



Project # _____ Project Title _____

Reviewer's name _____ Signature _____ Date _____

40 points possible

Economic Impact/Sustainability	Total Points 15	Score and justification
Proposed project will support job retention and job creation.	(0-5)	
Proposed project adds to the economic sustainability of Humboldt's cannabis industry, as a whole, through tax revenue, manufacturing demand, increased retail sales, increased consumer spending, construction spending, etc.	(0-5)	
The proposed project supports the long-term stability/sustainability of the business, economic or otherwise.	(0-5)	

Environmental/Social Impact	Total Points 10	Score and justification
The proposed project will have, a positive effect on the environment and long-term sustainability with consideration for restoration, pollution prevention, or mitigation of environmental damage	(0-5)	



County of Humboldt Project Trellis Cannabis Business Micro-Grant Scoring Rubric



The proposed project will help to increase equity within the cannabis community.	(0-5)	
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Management/Labor Capacity	Total Points 15	Score and justification
Applicant has already conducted work towards meeting objectives of the proposed project (research, planning, permitting, investment, etc).	(0-5)	
Applicant has the resources (skilled personnel, plan, business structure, etc) and planning (operations and financial) needed to achieve the desired outcomes of the proposed project.	(0-5)	
Applicant demonstrates knowledge of the proposed project's operating budget.	(0-5)	