



AGENDA ITEM NO.
C-21

COUNTY OF HUMBOLDT

For the meeting of: January 19, 2016

Date: December 28, 2015

To: Board of Supervisors

From:  Thomas K. Mattson, Director of Public Works

Subject: Approval of Proposed Activities under the Title III Small Grant Program Firewise Project and Supplemental Budget (4/5 vote required)

RECOMMENDATIONS: That the Board of Supervisors:

1. Directs the Auditor-Controller to supplement the Public Works budget by adding the following revenue and expense line items (4/5 vote required):

Revenue: 1100289-505010	US Forest Service Revenue	\$93,600
Expense: 1100289-3100	Title 3 Small Grants Program	\$93,600

2. Approves funding for five Firewise project proposals submitted by local fire safe councils (FSCs), special districts, and community organizations to the Humboldt County Title III Small Grant Program; and
3. Authorizes the Public Works Director to sign grantee agreements with project applicants that are substantially similar to the sample agreement attached hereto (see Attachment 1), after review and approval by County Counsel and Risk Management.

Prepared by Cybele Immitt

CAO Approval 

REVIEW:

Auditor  County Counsel Sm Human Resources _____ Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. D-7, C-13

Meeting of: 01/12/10, 09/23/14

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Bass Seconded by Supervisor Fennell

Ayes Sundberg, Fennell, Lovelace, Bohn, Bass
 Nays _____
 Abstain _____
 Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: Jan 19, 2016
By: 
Kathy Hayes, Clerk of the Board

SOURCE OF FUNDING: Title III, Secure Rural Schools and Community Self-Determination Act of 2000 – Trust Fund 3675

DISCUSSION: On January 12, 2010, the Board approved a list of proposed projects to implement with funding from Title III, Secure Rural Schools and Community Self-Determination Act of 2000 (SRS Act) after a 45-day public review period. Since that time, funding has been budgeted each year to implement those approved projects which include a community Firewise program and the development and update of the countywide and local community wildfire protection plans (CWPPs). Title III projects are managed by Public Works Natural Resources-Planning.

On September 23, 2014 the Board approved funding needs for Title III projects. The allocated funds were not expended by the end of FY 2014-15. Therefore, staff recommends that your Board approve projected FY 2015-16 funding needs as identified in the supplemental budget request to support the continuation of Title III projects and associated staff support.

One of the Title III projects supports the community Firewise program which provides funds to local organizations through the Humboldt County Title III Small Grant Program. This small grant program was established in 2004 with guidance from the Humboldt County Fire Safe Council (HCFSC). Since its inception, the grant program has provided nearly \$300,000 in grant funding to local fire safe councils and fire departments to support fire safe planning and education activities throughout the county. A portion of the supplemental budget request will fund additional projects under this program.

On November 23, 2015, a call for applications to the Humboldt County Title III Small Grant Program was made via e-mail distribution lists, website postings, and a press release to local media sources. The application form was posted on the HCFSC website, and included as an e-mail attachment on multiple mailings. The application deadline was set for December 18, 2015. A copy of the press release is included in Attachment 2.

By close of deadline, five grant applications were received by staff. If all project proposals are funded, the total Title III request will equal \$22,000. These Title III funds will be matched by applicant and partner contributions of cash and in-kind support at a total value of \$13,663. Attachment 3 contains copies of the grant applications. A summary of each grant application is provided below:

Grant Applications Submitted to the Humboldt County Title III Small Grant Program					
<i>Project Number</i>	<i>Project Name</i>	<i>Applicant Organization</i>	<i>Title III requested</i>	<i>Match</i>	<i>TOTAL</i>
2016T3-1	2016 Title III Community Firewise Activities	Willow Creek Fire Safe Council	\$5,000	\$4,200	\$9,200
2016T3-2	Liscom Hill Firewise	Blue Lake Fire Protection District	\$2,000	\$3,470	\$5,470
2016T3-3	Help for Honeydew Altered	Honeydew Volunteer Fire Company (Fiscal Sponsor: Mattole Restoration Council)	\$5,000	\$1,700	\$6,700

Grant Applications Submitted to the Humboldt County Title III Small Grant Program					
<i>Project Number</i>	<i>Project Name</i>	<i>Applicant Organization</i>	<i>Title III requested</i>	<i>Match</i>	<i>TOTAL</i>
2016T3-4	Chipper and Cleanup Days	Mattole Restoration Council	\$5,000	\$1,740	\$6,740
2016T3-5	Orleans 2016 Firewise	Orleans Somes Bar Fire Safe Council (Fiscal Sponsor: Mid-Klamath Watershed Council)	\$5,000	\$2,553	\$7,553
		TOTAL	\$22,000	\$13,663	\$35,663

The proposed activities will further goals outlined in the Humboldt County Community Wildfire Protection Plan. On the basis of their compatibility with the goals of the County CWPP and the allowable uses of Title III, staff is recommending funding for all five grant proposals submitted to the program.

FINANCIAL IMPACT: The proposed action will not impact the County General fund.

The supplemental budget requested in this agenda item will add revenue line item 1100289-505010 in the amount of \$93,600. The funds to support the proposed actions will be transferred from Title III trust fund 3675 which has a current balance of \$94,000. The Sheriff's office is not requesting funds from this source for FY 2015-16 search and rescue activities as other grant funds are being used to cover these costs.

The benefits achieved through the implementation of these projects will advance three of the County's core roles which are to provide for and maintain infrastructure, create opportunities for improved safety and health and protect vulnerable populations.

OTHER AGENCY INVOLVEMENT: Six Rivers National Forest, California Department of Forestry and Fire Protection, Humboldt County Fire Safe Council

ALTERNATIVES TO STAFF RECOMMENDATIONS: The Board could choose to not approve the staff recommendations. However, it will be difficult to achieve the Firewise goals of the Title III funds without the implementation of the proposed projects. Furthermore, revenue and expense lines need to be set up to accommodate the reimbursements and costs associated with these projects.

ATTACHMENTS:

- Attachment 1 Sample Grant Agreement
- Attachment 2 Title III Small Grant Program Press Release
- Attachment 2 Title III Small Grant Program Project Applications

Franklin Center

Sample Grant Agreement

ATTACHMENT 1

**GRANT AGREEMENT
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND**

[ORGANIZATION OR FISCAL SPONSOR NAME]

[GRANT #]

This Agreement, entered into this ___ day of _____, 2016, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and [Name of Grantee], [a non-profit organization located in Humboldt County, California], hereinafter referred to as "GRANTEE," is made upon the following considerations.

WHEREAS, GRANTEE desires to implement the [Project Name] Project, hereinafter referred to as "Project;" and

WHEREAS, GRANTEE has applied for funding for the proposed Project through the Humboldt County Title III Small Grant Program; and

WHEREAS, GRANTEE's proposed Project is consistent with the allowable uses of Title III funding and the Humboldt County Fire Safe Council Ranking Criteria; and

WHEREAS, COUNTY approved GRANTEE's application for Title III funding on [Project Name], 2016, and is willing to fund the proposed Project on the terms and conditions set forth herein.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. OBLIGATIONS OF GRANTEE:

- A. Project Implementation. GRANTEE shall utilize Title III funding to implement the Project in accordance with the criteria, schedule and fiscal requirements set forth in Exhibit A – Project Description and Timeline, Exhibit B – Project Work Plan and Exhibit C – Project Budget, which are attached hereto and incorporated herein by reference. In utilizing such funding GRANTEE agrees to fully cooperate with the Humboldt County Department of Public Works Director or designee thereof.
- B. Internal Controls. GRANTEE shall maintain all appropriate internal financial controls over Title III funding received and disbursed pursuant to the terms and conditions of this Agreement, including, but not limited to, procedures for authorizing disbursements and tracking and reporting grant revenue and expenditures.
- C. Specific Legal Compliance. GRANTEE's utilization of Title III funding pursuant to the terms and conditions of this Agreement shall comply with the requirements of the Secure Rural Schools and Community Self-Determination Act of 2000 and any subsequent amendments thereto.

2. TERM:

The term of this Agreement shall begin upon execution by both parties and shall remain in full force and effect until June 30, 2016, unless sooner terminated as provided herein.

3. TERMINATION:

- A. Breach of Contract. If, in the opinion of COUNTY, GRANTEE fails to perform the services required hereunder within the time limits specified herein, or otherwise fails to comply with the terms of this Agreement, or violates any ordinance, regulation or other law applicable to its performance herein, COUNTY shall have the right to terminate this Agreement immediately, upon notice. In such event, COUNTY may exercise any of its rights available under this Agreement or the law.
- B. Without Cause. COUNTY may, at any time, terminate this Agreement without cause upon thirty (30) days advance written notice. Such notice shall state the effective date of the termination.
- C. Insufficient Funding. COUNTY's obligations under this Agreement are contingent upon the availability of local, state and/or federal funds. In the event such funding is terminated, COUNTY shall, at its sole discretion, determine whether this Agreement shall be terminated. COUNTY shall provide GRANTEE seven (7) days advance written notice of its intent to terminate this Agreement due to insufficient funding.
- D. Compensation. In the event of any termination of this Agreement, GRANTEE shall be entitled to compensation for uncompensated services rendered hereunder through and including the effective date of such termination. However, this provision shall not limit or reduce any damages owing to COUNTY resulting from a breach of this Agreement.

4. AWARD AMOUNT AND DISBURSEMENT:

COUNTY agrees to pay GRANTEE a sum not to exceed _____ Dollars (\$) as full compensation for all costs and expenses, including, without limitation, all costs of labor and services of employees, consultants and all other persons retained by GRANTEE, incurred by GRANTEE in carrying out the activities, objectives and deliverables set forth in Exhibit A. GRANTEE shall be solely responsible for any Project costs in excess of such maximum dollar amount. The specific rates and costs applicable to this Agreement are set forth in Exhibit C – Project Budget.

5. PAYMENT:

GRANTEE shall submit to COUNTY monthly progress reports and invoices which itemize all work completed as of the invoice date. All invoices submitted by GRANTEE shall utilize the Labor and Expense Certification forms provided by COUNTY. GRANTEE further agrees to submit a final undisputed invoice for payment no more than thirty (30) days following the expiration or termination date of this Agreement. Payment for implementation of the project shall be made by COUNTY within thirty (30) days after the receipt of approved invoices.

6. NOTICES:

Any and all notices required to be given pursuant to the terms of this Agreement shall be in writing and served personally, or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: Humboldt County Department of Public Works
Attention: Cybelle Immitt
1106 Second Street
Eureka, CA 95501

GRANTEE: _____
Attention: _____

7. REPORTS:

GRANTEE agrees to provide COUNTY with any and all reports, which may be required by local, state or federal agencies for compliance with this Agreement. Reports shall be submitted no later than thirty (30) days after the termination of this Agreement using the format required by the State of California as appropriate. Such reporting shall include, without limitation:

- A. Final Report. A final "Close-out Report" which describes all work accomplished during the term of this Agreement. The Close-out Report shall include all of the following:
 - 1. A summary of all costs incurred in connection with implementation of the Project.
 - 2. Documentation of all activities contracted for, and completed with, Title III funding.
 - 3. A financial accounting, with receipts upon request, which tracks the expenditure of Title III funding separately from all other funds used to implement the Project.
- B. Final Survey. A final "Close-Out Survey" following the format set forth in Exhibit D – Close-Out Survey, which is attached hereto and incorporated herein by reference.
- C. Educational Materials and Data. An original copy of each educational, outreach or planning document or data developed with Title III funding.

8. RECORD RETENTION AND INSPECTION:

- A. Maintenance and Preservation of Records. GRANTEE agrees to timely prepare accurate and complete financial, performance and payroll records relating to the services provided hereunder, and to preserve and maintain said records for a minimum of four (4) years from the termination date of this Agreement, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising therefrom. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work.
- B. Inspection of Records. GRANTEE hereby agrees to make all records referenced by this section available during normal business hours to inspection, audit and reproduction by any duly authorized agents of the State of California or COUNTY upon seven (7) days advance written notice. GRANTEE further agrees to allow interviews of any of its employees who might reasonably have information related to such records. All examinations and audits conducted under this section shall be strictly confined to those matters connected with the performance of this Agreement, including, but not limited to, the costs of administering this Agreement.

- C. Audit Costs. In the event of an audit exception or exceptions, the party responsible for not meeting the program requirements shall be responsible for the deficiency and for the cost of the audit. In the event that GRANTEE is the party responsible for such deficiency, the cost of the audit and the deficiency shall be paid by GRANTEE within thirty (30) days of notice thereof. If an allowable expenditure cannot be determined because GRANTEE's documentation is nonexistent or inadequate, according to generally accepted accounting practices, the questionable cost shall be disallowed by COUNTY.

9. CONFIDENTIAL INFORMATION:

- A. Disclosure of Confidential Information. In the performance of this Agreement, GRANTEE may receive information that is confidential under local, state or federal law. GRANTEE hereby agrees to protect all confidential information in conformance with any and all applicable local, state and federal laws and regulations, including, but not limited to: California Welfare and Institutions Code Sections 827, 5328 and 10850; California Health & Safety Code Sections 1280.15 and 130203; the California Confidentiality of Medical Information Act ("CMIA"); the federal Health Information Technology for Economic and Clinical Health Act, ("HITECH Act"); the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and any current and future implementing regulations promulgated thereunder, including, without limitation, the Federal Privacy Regulations contained in Title 45 of the Code of Federal Regulations ("C.F.R.") Parts 160 and 164, the Federal Security Standards contained in 45 C.F.R. Parts 160, 162 and 164 and the Federal Standards for Electronic Transactions contained in 45 C.F.R. Parts 160 and 162, all as may be amended from time to time.
- B. Continuing Compliance with Confidentiality Laws. The parties acknowledge that federal and state confidentiality laws are rapidly evolving and that amendment of this Agreement may be required to ensure compliance with such developments. Each party agrees to promptly enter into negotiations concerning an amendment to this Agreement embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the CMIA and any other applicable local, state and federal laws or regulations.

10. NUCLEAR FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

GRANTEE certifies by its signature below that it is not a Nuclear Weapons Contractor, in that GRANTEE is not knowingly or intentionally engaged in the research, development, production, or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. GRANTEE agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor, as defined above. COUNTY may immediately terminate this Agreement if it determines that the foregoing certification is false or if GRANTEE becomes a Nuclear Weapons Contractor.

11. NONDISCRIMINATION COMPLIANCE:

- A. Professional Services and Employment. In connection with the execution of this Agreement, GRANTEE shall not discriminate in the provision of professional services or against any employee or applicant for employment because of race, religion or religious creed, color, age (over forty (40) years of age), sex (including gender identity and expression, pregnancy, childbirth and related medical conditions), sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, marital status, medical condition (including cancer and genetic characteristics), mental or physical disability (including HIV

status and AIDS), political affiliation, military service or any other classification protected by local, state or federal laws and regulations. Nothing herein shall be construed to require employment of unqualified persons.

- B. Compliance with Anti-Discrimination Laws. GRANTEE further assures that it will abide by the provisions of Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, California Welfare and Institutions Code Section 10000, CDSS MPP Division 21, United States Executive Order 11246, as amended, and any other applicable local, state and federal laws and regulations. Practices in hiring, compensation, benefits and firing are among the employment practices subject to this requirement.

12. INDEMNIFICATION:

GRANTEE shall indemnify, defend and hold harmless COUNTY, its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, liabilities, expenses or costs of any kind or nature, including, without limitation, attorney fees and other costs of litigation, arising out of, or in connection with GRANTEE's performance of, or failure to comply with, any of the obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY.

13. INSURANCE:

This Agreement shall not be executed by COUNTY, and GRANTEE is not entitled to any rights hereunder, unless certificates of insurance or other sufficient proof that the following provisions have been complied with, are filed with the Clerk of the Humboldt County Board of Supervisors.

- A. General Insurance Requirements. Without limiting GRANTEE's indemnification obligations provided for herein, GRANTEE shall, and shall require that all subcontractors hereunder, take out and maintain, throughout the period of this Agreement, and any extended term thereof, the following policies of insurance placed with insurers authorized to do business in the State of California and with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of GRANTEE, its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:

1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of One Million Dollars (\$1,000,000) per occurrence for any one incident, including, but not limited to, personal injury, death and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.
2. Workers' Compensation Insurance, as required by the Labor Code of the State of California, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against COUNTY, its agents, officers, officials, employees and volunteers.

- B. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:
1. The Comprehensive or Commercial General Liability Policy shall provide that COUNTY, its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by or on behalf of GRANTEE. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY, its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:
 - a. Includes contractual liability.
 - b. Does not contain exclusions as to loss or damage to property caused by explosion or resulting from collapse of buildings or structures or damage to property underground, commonly referred to "XCU Hazards."
 - c. Is the primary insurance with regard to COUNTY.
 - d. Does not contain a pro-rata, excess only and/or escape clause.
 - e. Contains a cross liability, severability of interest or separation of insureds clause.
 2. The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY in accordance with the notice provisions set forth herein. It is further understood that GRANTEE shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.
 3. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the insurer's liability.
 4. For claims related to this Agreement, GRANTEE's insurance is the primary coverage to COUNTY, and any insurance or self-insurance programs maintained thereby are excess to GRANTEE's insurance and will not be used to contribute therewith.
 5. Any failure to comply with the provisions of this Agreement, including breach of warranties, shall not affect coverage provided to COUNTY, its agents, officers, officials, employees and volunteers.
 6. GRANTEE shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this Agreement. The endorsements shall be on forms approved by the Humboldt County Risk Manager or County Counsel. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000) shall be disclosed to and approved by COUNTY. If GRANTEE does not keep all required policies in full force and effect, COUNTY may, in addition to other remedies under this Agreement, take out the necessary insurance, and GRANTEE agrees to pay the cost thereof. COUNTY is also hereby authorized with the discretion to deduct the cost of said insurance from the monies owed to GRANTEE under this Agreement.

7. COUNTY is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered, and GRANTEE shall be required to purchase additional coverage to meet the above-referenced aggregate limits.

C. Insurance Notices. Any and all insurance notices required to be given pursuant to the terms of this Agreement shall be sent to the addresses set forth below in accordance with the notice provisions described herein.

COUNTY: County of Humboldt
Attn: Risk Management
825 5th Street, Room 131
Eureka, California 95501

GRANTEE: [Redacted]

14. RELATIONSHIP OF PARTIES:

It is understood that this is an Agreement by and between two independent contractors and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or any other similar association. Both parties further agree that GRANTEE shall not be entitled to any benefits to which COUNTY employees are entitled, including, but not limited to, overtime, retirement benefits, leave benefits or workers' compensation.

15. COMPLIANCE WITH LAWS:

GRANTEE agrees to comply with all applicable local, state and federal laws and regulations, including, but not limited to, the Americans with Disabilities Act. GRANTEE further agrees to comply with all applicable local, state and federal licensure and certification requirements.

16. PROVISIONS REQUIRED BY LAW:

This Agreement is subject to any additional local, state and federal restrictions, limitations, or conditions that may affect the provisions, terms or funding of this Agreement. This Agreement shall be read and enforced as though all legally required provisions are included herein, and if for any reason any such provision is not included, or is not correctly stated, the parties agree to amend the pertinent section to make such insertion or correction.

17. SEVERABILITY:

If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

18. ASSIGNMENT:

GRANTEE shall not delegate its duties or assign its rights hereunder, either in whole or in part, without COUNTY's prior written consent. Any assignment by GRANTEE in violation of this provision shall be void, and shall be cause for immediate termination of this Agreement. This provision shall not be applicable to service agreements or other arrangements usually or customarily entered into by GRANTEE to obtain supplies, technical support or professional services.

19. AGREEMENT SHALL BIND SUCCESSORS:

All provisions of this Agreement shall be fully binding upon, and shall inure to the benefit of, the parties hereto and to each of their heirs, executors, administrators, successors and assigns.

20. NO WAIVER OF DEFAULT:

A. General Waivers. The waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

B. Payment. In no event shall any payment by COUNTY constitute a waiver of any breach of this Agreement or any default which may then exist on the part of GRANTEE. Nor shall such payment impair or prejudice any remedy available to COUNTY with respect to the breach or default. COUNTY shall have the right to demand repayment of, and GRANTEE shall promptly refund, any funds disbursed to GRANTEE, which in the judgment of COUNTY were not expended in accordance with the terms of this Agreement.

21. NON-LIABILITY OF COUNTY OFFICIALS AND EMPLOYEES:

No official or employee of COUNTY shall be personally liable for any default or liability under this Agreement.

22. AMENDMENT:

No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

23. TITLE TO INFORMATION AND DOCUMENTS:

It is understood that any and all documents, information, and reports concerning the subject matter of this Agreement prepared and/or submitted by GRANTEE shall become the property of COUNTY. However, GRANTEE may retain copies of such documents and information for its records. In the event of termination of this Agreement, for any reason whatsoever, GRANTEE shall promptly turn over all information, writings and documents to COUNTY without exception or reservation.

24. MEDIA RELEASE:

All informational material related to this Agreement shall receive approval from COUNTY prior to being released to the media, including, but not limited to, television, radio, newspapers and internet. GRANTEE shall inform COUNTY of all requests for interviews by media related to this Agreement before such interviews take place; and COUNTY is entitled to have a representative present at such

interviews. GRANTEE shall identify COUNTY as a support organization on all published material relating to the subject matter of this Agreement.

25. JURISDICTION AND VENUE:

This Agreement shall be construed in accordance with the laws of the State of California. Any action or dispute arising hereunder, or relating hereto, shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.

26. ATTORNEY FEES ON BREACH:

If either party shall commence any legal action, suit or proceeding, including an action for declaratory relief, against the other by reason of the alleged failure of the other to perform or keep any provision of this Agreement from being performed, the prevailing party in said action, suit or proceeding shall be entitled to recover court costs and reasonable attorneys' fees, including, without limitation, reasonable value of services rendered by the Humboldt County Counsel's Office, to be fixed by the court, and such recovery shall include court costs and attorneys' fees on appeal, if applicable. As used herein, "prevailing party" means the party who dismisses an action or proceeding in exchange for payment of substantially all sums allegedly due, performance of provisions allegedly breached or other considerations substantially equal to the relief sought by said party, as well as the party in whose favor final judgment is rendered.

27. SURVIVAL:

The duties and obligations of the parties set forth in Sections 3(D), 8, 9 and 12 shall survive the expiration or termination of this Agreement.

28. CONFLICTING TERMS OR CONDITIONS:

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in paragraphs 1 through 33 of this Agreement, paragraphs 1 through 33 of this Agreement shall have priority.

29. INTERPRETATION:

This Agreement, as well as its individual provisions, shall be deemed to have been prepared equally by both of the parties hereto, and shall not be construed or interpreted more favorably for one party on the basis that the other party prepared it.

30. INDEPENDENT CONSTRUCTION:

The titles of the sections, subsections, and paragraphs set forth in this Agreement are inserted for convenience of reference only, and shall be disregarded in construing or interpreting any of the provisions of this Agreement.

31. FORCE MAJEURE:

Neither party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control of such party and without fault or negligence of such

party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

32. ENTIRE AGREEMENT:

This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the parties hereto. In addition, this Agreement shall supersede in its entirety any and all prior agreements of the parties.

33. AUTHORITY TO EXECUTE:

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority 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.

[Signatures on following page]

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the first date written above.

TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:

- (1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND*
- (2) SECRETARY, ASSISTANT SECRETARY, CHIEF FINANCIAL OFFICER OR ASSISTANT TREASURER.*

[GRANTEE] :

By: _____

Date: _____

Name: _____

Title: _____

By: _____

Date: _____

Name: _____

Title: _____

COUNTY OF HUMBOLDT:

By: _____

Date: _____

Thomas K. Mattson – Public Works Director
Pursuant to the authority delegated by the
Board of Supervisors on **[date authority is delegated]**

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: _____

Date: _____

Risk Analyst

Exhibit A
Project Description and Timeline

- 1. Project Description**
- 2. Objectives**
- 3. Activities**
- 4. Deliverables**
- 5. Timeline:** Grant Agreement Execution Date through June 30, 2016.

Grant project name, location, and number

**Exhibit B:
Project Work-Plan**

[Attach Completed Work Plan]

**Exhibit C
Project Budget**

Project Name _____				
BUDGET INFORMATION				
EXPENSES				
COST CATEGORIES	FUNDING SOURCES			TOTAL
	Title III Request	Applicant Contribution	Other Partners	Total
Personnel	\$	\$	\$	\$
Travel	\$	\$	\$	\$
Equipment	\$	\$	\$	\$
Supplies	\$	\$	\$	\$
Other _____	\$	\$	\$	\$
Other _____	\$	\$	\$	\$
Total Expenses	\$	\$	\$	\$

**Exhibit D
Close-Out Survey**

**The Humboldt County Title III Small Grant Program
Close-Out Survey**

The information requested on this form will allow the Title III Small Grant Program to better understand its funding and report to the public. A positive or negative evaluation will not impact your future chances in applying for and obtaining funding; thus, please be candid. We also will not rate or otherwise evaluate grantees in our public reports.

Today's Date: _____

Organization Name: _____

Project Title: _____

Project Start Date: _____ Project End Date: _____

Please answer the following questions, using as much space as necessary on a separate page:

1. What were the project goals and were they achieved? Why or why not?
2. What are the lasting benefits of the project (provide quantitative and qualitative benefits)?
3. What challenges did you encounter during the project?
4. How will you continue the work started by this project?
5. What, if any, are your comments about working with the Title III Small Grant Program and its staff?
6. Do you have any advice for the Title III Small Grant Program?
7. Do you have any other comments?

I, the undersigned, certify that the information reported in this document is complete and accurate to the best of my knowledge.

Signature: _____

Date: _____

Name: _____

Title: _____

Program Press Title III Small Grant Program Press Release

ATTACHMENT 2



DEPARTMENT OF PUBLIC WORKS
C O U N T Y O F H U M B O L D T

MAILING ADDRESS: 1106 SECOND STREET, EUREKA, CA 95501-0579
AREA CODE 707

ARCATA-EUREKA AIRPORT TERMINAL
McKINLEYVILLE
FAX 839-3596

AVIATION 839-5401

PUBLIC WORKS BUILDING
SECOND & L ST., EUREKA
FAX 445-7409

ADMINISTRATION	445-7491	NATURAL RESOURCES	445-7741
BUSINESS	445-7652	NATURAL RESOURCES PLANNING	267-9540
ENGINEERING	445-7377	PARKS	445-7651
FACILITY MAINTENANCE	445-7493	ROADS & EQUIPMENT MAINTENANCE	445-7421

CLARK COMPLEX
HARRIS & H ST., EUREKA
FAX 445-7388

LAND USE 445-7205

Press Release

For Immediate Release

November 23, 2015

Contacts: **Cybelte Immitt**, Humboldt County Public Works, Natural Resources Planning
(707) 267-9542 cimmitt@co.humboldt.ca.us.

Grant Funds Available to Support Firewise Activities

Humboldt County, CA – The County of Humboldt, in collaboration with the Humboldt County Fire Safe Council (HCFSC), is excited to announce the availability of grant funds to support the objectives of the Firewise Communities project. This project involves assisting residential communities to become, or maintain their status as recognized Firewise Communities/USA sites and supporting actions to prevent the potential for home ignitions from wildfire.

Efforts to improve fire safety and preparedness on the individual and community level are increasingly important. This importance is evidenced by the number of homes threatened and destroyed during this year's wildfire season and the continuing drought in California limiting water sources for fire suppression and resulting in extremely dry, high wildfire risk conditions.

The Firewise Communities/USA Recognition Program empowers communities to work together in reducing their wildfire risk. Using a five-step process, community residents collectively develop an action plan that identifies their wildfire hazard risks and guides action to reduce those risks, while engaging and encouraging neighbors to become active participants in building a safer place to live.

The five steps of Firewise recognition are:

1. Create a Community Wildfire Risk Assessment with assistance from your state forestry agency and/or local fire department.
2. Form a board or committee and create an Action Plan based on the Community Assessment.
3. Conduct a "Firewise Day" event.
4. Invest a minimum of \$2 per capita in local Firewise actions for the year (this may include volunteer hours—valued at \$23.07/hour--devoted to completing Firewise projects).
5. Submit an application to your state Firewise Liaison.

Eligible Firewise Projects may include the following:

- Completing the process of becoming a Firewise Community: working with local forestry and fire protection personnel to complete a community wildfire risk assessment; coordinating with residents in your neighborhood to compile a community action plan; and holding a Firewise Day event. Grant funds may be allocated in your budget to support administrative tasks, such as coordinating these meetings and writing these documents.
- Holding a Firewise Day Event. Grant funds may be allocated to advertising for your event, printing costs of Firewise materials to be distributed at your event, or to pay for refreshments at your event.
- Holding a Community Clean-up or Chipper Day. Grant funds may be allocated to conducting fuel reduction in the home ignition zone (within 200 feet of a structure) and/or obtaining a chipper to process debris produced from such fuel reduction activities.
- Creating a Defensible Space Demonstration Project. Grant funds may be allocated to completing environmental compliance documentation, conducting fuel reduction in the home ignition zone, producing an interpretive sign, and/or hosting an event to showcase the attributes of a fire-safe home.

All projects have a funding cap of \$5,000 per applicant and must be achievable by June 30, 2016. At this time there is approximately \$30,000 available to support this round of the grant program.

Application materials may be downloaded from the HCFSC website @ humboldt.gov/749/Title-III-Funding.

Applications must be received by 5:00 p.m. on Friday December 18, 2015.

Applications may be mailed to:

Humboldt County Public Works
Natural Resources Planning
Attn: Cybelle Immitt
1106 Second Street
Eureka, CA 95501

Or emailed to: cimmitt@co.humboldt.ca.us

Please direct questions to Cybelle Immitt at: cimmitt@co.humboldt.ca.us or call (707) 267-9542.

- End -

Title III Small Grant Program Project Applications

ATTACHMENT 3

HUMBOLDT COUNTY
TITLE III SMALL GRANT PROGRAM
PROJECT APPLICATION

**Applicant Organization
Name:**

Willow Creek Fire Safe Council

Organization Address:

P.O. Box 224

City: Willow Creek

State: CA

Zip: 95573

**Contact Person
Name:**

Barbara Darst

Phone: 707 499-0767

Fax: n/a

E-mail: barbaradarst@yahoo.com

**Project
Name:**

2016 Title III Community Firewise Activities

Amount Requested: \$ 5,000

Office Use Only: Date Received 12.11.15 Application # 2016-T3-1 Willow Creek

Project Information:

Please provide the information requested below. You may use additional pages if needed; limit your response to a **maximum** of 5 pages to respond to all questions.

1. Describe proposed project:

In order to maintain our Firewise status, we propose the following:

The Willow Creek Fire Safe Council (WCFSC) will hold its annual community Firewise event, (14th Annual Firewise Fire and Youth Ecology Day), on Saturday, May 21, 2016.

This event is WCFSC's premiere firewise community educational event of the year. The event showcases multiple community activities, such as home clearance demonstrations, fire retardant materials, fire equipment displays, ham radio display, youth fire safety activities, and other firewise demonstrations and allows us to hand out our Defensible Space Chipper Program and WCFSC Tri-fold information flyers.

Additionally, the adults and children baseball tournaments have been held by community members concurrently to draw more people to the event which is held at Veteran Park. We are working toward this arrangement again this year. Also, we plan to hold and Horseshoe Tournament and have a mini golf course, along with crafts and other vendor booths. Also, planned is participation from CAL FIRE and the US Forest Service. Free refreshments are again planned for this year!

The WCFSC is seeking grant funds in order to advertise this event, offset insurance and facility rental costs as well as to provide for additional activities for the public.

Attendance for this event usually draws participants from smaller communities surrounding Willow Creek, such as Salyer, Hoopa, Hawkins Bar and Burnt Ranch which are all within a 30 minute drive of Willow Creek. With grant funding, we will be able to do additional advertising in hopes to draw a larger attendance. On average, about 450 to 500 attend this event. With additional events we also seek to draw a larger attendance.

With the additional funding we will be able to continue to support our Community Chipper Days (Defensible Space Chipper Program). We have in the past been part of the CAL FIRE Chipper Program (Chipper Loan Program). With funds depleted within the CAL FIRE Chipper Program, we are now faced with funding repair parts cost. This last month we have expended over \$1,500.00 on parts for the CAL FIRE chipper and looking at the need to replace the starter (cost for only the starter will be approximately \$1,000.00). To keep our Community Chipper Program going, we are looking into obtaining grants for a new chipper with an estimated cost of \$30,000.00. We will be submitted grants in 2016, but in the meantime we will need to cover cost of any supplies, repairs and upkeep of the CAL FIRE loaner chipper and therefore are requesting some funds through this grant for some of this expense.

We are therefore requesting that you approve this grant in the amount of \$5,000.00 to cover cost to hold our Firewise event, Community Chipper Days and Chipper upkeep as outlined within this grant application.

2. **Explain how the project links to the Humboldt County Fire Safe Council's (HCFSC) project ranking criteria.** Higher priority will be placed on proposals that address all of the criteria. However, in some cases the inapplicability of a criterion will be taken into consideration if it is well explained.

HCFSC RANKING CRITERIA	
1.	Comply with the requirements of Title III (activity under a Firewise program): Yes, this grant would allow the WCFSC to educate the public during our Firewise Event on fire prevention in our community and provide information to homeowners. We are also seeking funding to continue our community chipper and cleanup days paying particular attention to our CWPP areas of high fire risk.
2.	Are consistent with at least one of the Goals and Objectives of the Humboldt County Community Wildfire Protection Plan (see Attachment 1): Yes, this WCFSC Firewise Event is in alignment with goals 1-5 in the HC CWPP as we are aiming to educate the public in Fire Protection, Fire Safe Education, Hazard Assessment, Risk Management and Community Preparedness. Additionally, we will be reducing fuel in the CWPP high risk areas.
3.	Have a funding cap of \$5,000 per applicant and is achievable by June 30, 2016, barring extenuating circumstances: Yes, we are seeking a grant of \$5,000.00 for an event planned for Saturday, May 21, 2016 and will hold at least two community chipper and cleanup days.
4.	Place priority on rural areas (population based): We are the largest mountain community from Blue Lake to Weaverville, however the WCFSC CWPP area encompasses Willow Creek, Salyer, Hawkins Bar and Burnt Ranch serving roughly 3,500 people.
5.	Support an existing FSC and/or Firewise Committee, or the formation of a new FSC and/or Firewise Committee: Yes, the Willow Creek Fire Safe Council (WCFSC) as well as the Willow Creek Firewise Community.
6.	Include fiscal accountability, with a specific task in the Work Plan for reporting project results: WCFSC manages budget elements through utilizing Quick Books and all expenditures have to be reviewed and approved by the elected WCFSC Board of Directors. End of Year books are then audited and reviewed by Nancy's Bookkeeping, with an annual report submitted to the Board for their approval.
7.	Where applicable, demonstrate coordination between local fire departments and FSCs: WCFSC and the WCVFD are normally cooperators in this event as the VFD brings equipment to display and both organizations establish information booths to distribute information and answer questions from the public

8.	<p>Strive to increase level of community participation in Firewise activities, FSCs, and fire departments:</p> <p>Yes, this is the basis of the grant as we seek to increase participation in our event by providing more activities and educational materials including our Firewise informational tri-fold and community chipper day informational flyer to peak interest in the community regarding fire safety. Our community chipper and cleanup day does demonstrate how we encourage community participation.</p>
9.	<p>Include a specific task in the Work Plan for providing the County with data relevant to maintaining the Countywide CWPP database:</p> <p>We will provide the updated Willow Creek Defensible Space Chipper Program Form along with copies of completed form of location/landowner whom we served during this grant period. Information will include names, address, and amount of brush chipped, volunteer hours, cubic yards and chipper hours.</p>

3. Describe how project results will be measured and reported to Humboldt County.

This could be measured as a combination of additional fire safety demonstrations, educational materials and public participation as well as overall public attendance. Results can also be measured by the number of participants in the community chipper and cleanup days as well as the number of cubic yards of material processed.

4. Describe your organization's or fiscal sponsor's qualifications and capabilities to carry out this project:

WCFDC is an established 501 (C) (3) organization that has been conducting Fire Safe and Firewise events for the last 13 years. WCFSC has an appointed Board of Directors which develops annual Programs of Work and budget plans (and these events are ones that are identified). WCFSC also has a developed CWPP for the Greater Willow Creek Area and was the first community in the County to be established as a Firewise Community. Additionally, the WCFSC has developed Community Action Plans and has been successfully implementing projects identified in the document for the last 5 years.

5. If the requested funding from Title III is being used as a local match to leverage additional funding, please describe the source and the amount of the additional funding:

This does not apply to us as the funding will not be leveraged by additional funding.

Project Name **2016 Title III Community Firewise Activities**

PROJECT WORK-PLAN

Sequential Tasks	Time Frame (months)	Responsible Party	Title III Cost Estimate
Event Insurance (\$125.00) Chipper & Equipment Ins. (300.00) Ground Rental (300.00)	Feb.-June	WCFSC	\$ 725.00
Firewise Event Advertising (1700.00) Community Chipper Day Advertising (\$200.00)	Feb.-June	WCFSC	\$ 1,900.00
Event Refreshments(300.00)	Apr.-May	WCFSC	\$ 300.00
Event Demonstrations & Entertainments (1000.00)& Supplie (200.00)s	Feb - May	WCFSC	\$ 1200.00
Administrative Supplies Firewise Event and Chipper Days \$300.00)	Feb-June	WCFSC	\$ \$300,00
Chipper repairs & supplies	Feb - June	WCFSC	\$ 575.00
			\$
			\$
			\$
TOTAL			\$ 5,000.00

Project Name **2016 Title III Community Firewise Activities**

BUDGET INFORMATION

EXPENSES

COST CATEGORIES	FUNDING SOURCES			TOTAL
	Title III Request	Applicant Contribution	Other Partners	Total
Personnel	\$ 0	\$ 4000.	\$ 0	\$ 4000
Travel	\$ 0	\$ 200	\$ 0	\$ 200
Equipment	\$ 575	\$ 0	\$ 00	\$ 575
Supplies	\$ 800.	\$ 0	\$ 0	\$ 800
Other <u>ins. & Grounds</u>	\$ 725	\$ 0	\$ 0	\$ 725
Other <u>Advertising, Demonstrations/displays</u>	\$ 2900	\$ 0	\$ 0	\$ 2900
Total Expenses	\$ 5000	\$ 4200	\$ 0	\$ 9200

HUMBOLDT COUNTY
TITLE III SMALL GRANT PROGRAM
PROJECT APPLICATION

Applicant Organization Name: Blue Lake Fire Protection District

Organization Address: 111 First Ave.

City: Blue Lake **State:** CA **Zip:** 95525

Contact Person Name: Ray Stonebarger

Phone: 707-668-5765 **Fax:** 707-668-5844 **E-mail:** blchief@suddenlinkmail.com

Project Name: Liscom Hill Firewise

Amount Requested: \$ 2,000.00

Office Use Only: Date Received 12/18/15 Application # 2016-T3-2 Blue Lake

Project Information:

Please provide the information requested below. You may use additional pages if needed; limit your response to a maximum of 5 pages to respond to all questions.

1. Describe proposed project:

The Liscom Hill Firewise Project will be administered and implemented by the Blue Lake Fire Protection District. The project concept was inspired by the interest of local residents in reducing their risk to wildfire losses and in collaboration with Humboldt County Fire Safe Council staff. Fire District staff and residents recognize that more needs to be done to reduce fire hazards in home ignition zones because of neighborhood risks such as high fuel loads, steep slopes, and the ignition potential posed by Highway 299 which is located downslope from the residences. The Firewise grant program is a good fit for the needs of the community and, if funded, the proposed project will catalyze higher awareness about community wildfire risk and inspire action to reduce that risk. The proposed project will include the following steps:

1. Create a community wildfire risk assessment with assistance from CAL FIRE and local county representative and in collaboration with local residents. We will use the Assessment to compile a Liscom Hill Firewise Action Plan. The Action Plan will prioritize the most fire-prone areas of Liscom Hill
2. Form a committee and create an action plan based on the community assessment. The committee shall be composed of Blue Lake Volunteer Fire Department (BLVFD) members and Liscom Hill area landowners. Members shall review the assessment and list, by priority, an action plan for making the community a safer place.
3. Conduct a "Firewise Day" event at the Blue Lake fire station where we will showcase wildfire mitigation techniques in a community "Firewise Day" event to educate residents about Firewise projects and provide Firewise material on how they can get involved with making their homes fire-safe.

2. **Explain how the project links to the Humboldt County Fire Safe Council's (HCFSC) project ranking criteria.** Higher priority will be placed on proposals that address all of the criteria. However, in some cases the inapplicability of a criterion will be taken into consideration if it is well explained.

HCFSC RANKING CRITERIA	
1.	Comply with the requirements of Title III (activity under a Firewise program): Project duplicates recommended firewise recognition program. Provides demo of future planned operations.
2.	Are consistent with at least one of the Goals and Objectives of the Humboldt County Community Wildfire Protection Plan (see Attachment 1): Follows goals 2, fire safe education and planning. Goal 3, Risk and hazard assessment.
3.	Have a funding cap of \$5,000 per applicant and is achievable by June 30, 2016, barring extenuating circumstances: Our funding request is under 5,000 cap and we are confident that this work can be completed before June 30, 2016.
4.	Place priority on rural areas (population based): Liscom Hill is a small community with in the BLVFD response area with a population of under 500 people. The area ranges from large meadows with a denser population on the flats to heavy timber on the surrounding slopes with scattered structures.
5.	Support an existing FSC and/or Firewise Committee, or the formation of a new FSC and/or Firewise Committee: We support the existing Humboldt County FSC and this project will gain recognition for a new Firewise Community.
6.	Include fiscal accountability, with a specific task in the Work Plan for reporting project results: Blue Lake Volunteer Fire Dept shall be accountable for reporting project results. See spread sheet of proposed time and expenses attached.
7.	Where applicable, demonstrate coordination between local fire departments and FSCs: Blue Lake VFD has never had the pleasure to work with a fire safe council directly, we have through the county fire chiefs association demonstrated our support for fire safe council projects
8.	Strive to increase level of community participation in Firewise activities, FSCs, and fire departments: Conducting a Firewise event day, open house with flyers will help to gain participation of the public.
9.	Include a specific task in the Work Plan for providing the County with data relevant to maintaining the Countywide CWPP database: BLVFD will provide the county with data relevant to maintaining the CWPP database. Line item place in grant to account for reporting time.

3. Describe how project results will be measured and reported to Humboldt County.

Public events shall be measured by public participation at our Firewise community day and the input of affected parties in the district. The committee shall report results to BLVFD. BLVFD shall report progress to the Humboldt county firewise committee.

4. Describe your organization's or fiscal sponsor's qualifications and capabilities to carry out this project:

Formed in 1911, the Blue Lake Volunteer Fire Department maintains a paid fire chief and part time paid secretary and treasurer. The fire dept is managed by a board of commissioners who allocate funds and manage the overall fire department budget. The chief and treasurer shall be in charge of proposed funds and allocate as requested by the committee to complete the grant task. The Blue Lake Volunteer Fire Department has approximately 20 members that have hosted successful social functions and are extremely capable of completing this project.

5. If the requested funding from Title III is being used as a local match to leverage additional funding, please describe the source and the amount of the additional funding:

this is not a match

Project Name Liscom Hill Firewise

PROJECT WORK-PLAN

Sequential Tasks	Time Frame (months)	Responsible Party	Title III Cost Estimate
Supplies needed to complete assessment and action plan	1-5	Fire Chief Ray Stonebarger	\$ 300.00
Advertising, targeted mailing, and posters	1-3	Fire Chief Ray Stonebarger	\$ 500.00
Large scale maps of targeted area	1-3	Fire Chief Ray Stonebarger	\$ 200.00
Supplies and materials associated with holding the community Firewise day	4	BLVFD/Fire Chief Ray Stonebarger	\$ 1,000.00
Prepare and submit reports and invoices and provide any relevant data for the County CWPP update	1-5	Fire Chief Ray Stonebarger	\$ 0
TOTAL			\$ 2,000.00

Project Name Liscom Hill Firewise

BUDGET INFORMATION

EXPENSES

COST CATEGORIES	FUNDING SOURCES			TOTAL
	Title III Request	Applicant Contribution	Other Partners	Total
Personnel	\$ 0.00	\$ 3,470.00	\$ 00.0	\$ 3,470.00
Travel	\$	\$	\$	\$
Equipment	\$	\$	\$	\$
Supplies	\$ 2,000.00	\$	\$	\$ 2,000.00
Other _____	\$	\$	\$	\$
Other _____	\$	\$	\$	\$
Total Expenses	\$ 2,000.00	\$ 3,470.00	\$	\$ 5,470.00

HUMBOLDT COUNTY
TITLE III SMALL GRANT PROGRAM
PROJECT APPLICATION

Applicant Organization Name: Lower Mattole Fire Safe Council

Organization Address: PO Box 160

City: Petrolia **State:** CA **Zip:** 95558

Contact Person Name: Ali Freedlund

Phone: (707) 629-3514 **Fax:** (707) 629-3577 **E-mail:** ali@mattole.org

Project Name: Help for Honeydew Alterabled

Amount Requested: \$ 5000

Office Use Only: Date Received 12-17-15 Application #2016-T3-3 Honeydew-LMFSC

Project Information:

Please provide the information requested below. You may use additional pages if needed; limit your response to a **maximum** of 5 pages to respond to all questions.

1. Describe proposed project:

The Help for Honeydew Alterabled project was identified and developed in cooperation with the Lower Mattole Fire Safe Council and the Honeydew Volunteer Fire Company. The Mattole Restoration Council (MRC) will serve as the fiscal sponsor.

The project would treat the defensible space of one home owned by a single, elderly and wheelchair-bound woman in a rural neighborhood in Honeydew. The need for this project was identified years ago, but until now she has not wanted vegetation removed. It is not only her home that is at considerable risk to fire, but also the neighborhood because of the heavy fuels surrounding her home. Members of LMFSC and HVFC visited her and explained the increased fire danger, especially since the drought, and she now has agreed to have her home ignition zone treated. She has been a resident for many years and a well-loved member of the community. It would be a heartwarming project to implement.

A professional tree climber will be contracted to remove heavy limbs of older trees with assistance from a ground crew.

The work/ground crew would be composed of sawyers and swampers and will follow crew safety protocol developed by the MRC policy. Crew would have clear communication, wear appropriate safety gear (some supplied by the grant that will be owned by the HVFC to be used in future defensible space projects), and prioritize the removal of vegetation closest to her home. Crew members will be composed of Honeydew area residents and volunteer firefighters and will be trained in fuels reduction techniques. Removed material will be piled in areas safe to burn and burned as match to the project by the HVFC.

LMFSC will provide some equipment match to the project through the use of its polesaw. Supplies ensuring the safety of defensible space operations will be purchased and owned by the HVFC including chaps, goggles, safety helmet, chainsaw tool kit. A burn permit will be purchased for the property owner who has very little income.

Before, during and after photos will be taken to document the project. These photos will be compared in a final report. MRC will work closely with crew leader and project manager to provide payroll, insurance and workmen's compensation. MRC will submit monthly reports and surveys.

2. **Explain how the project links to the Humboldt County Fire Safe Council's (HCFSC) project ranking criteria.** Higher priority will be placed on proposals that address all of the criteria. However, in some cases the inapplicability of a criterion will be taken into consideration if it is well explained.

HCFSC RANKING CRITERIA	
1.	Comply with the requirements of Title III (activity under a Firewise program): We will treat the home ignition zone of a alterabled woman in need. Burn days will be part of Honeydew's Firewise volunteer hours to maintain their recognition as a Firewise community. Not only will the homeowner be educated by the project, but the crew will gain valuable fuels reduction education.
2.	Are consistent with at least one of the Goals and Objectives of the Humboldt County Community Wildfire Protection Plan (see Attachment 1): The project meets the Goals 1, 3, 4, 5 and 6 and the majority of the CWPP Objectives. This project implements a high priority project in the Honeydew area and should have ripple effects through the community. It also serves as a training exercise for the volunteer firefighters in assessing and implementing a public service project.
3.	Have a funding cap of \$5,000 per applicant and is achievable by June 30, 2016, barring extenuating circumstances: We are applying for \$5000 and all work will easily be accomplished by June 30, 2016.
4.	Place priority on rural areas (population based): The project is a few miles from Honeydew, a rural community of about 450 residents.
5.	Support an existing FSC and/or Firewise Committee, or the formation of a new FSC and/or Firewise Committee: This project supports the mission and goals of the Lower Mattole Fire Safe Council and HVFC. Both groups serve the Firewise Community of Honeydew.
6.	Include fiscal accountability, with a specific task in the Work Plan for reporting project results: The Mattole Restoration Council has wroked on numerous state and federal contracts and has demonstrated fiscal accountability. The MRC will complete all required reports for this project.
7.	Where applicable, demonstrate coordination between local fire departments and FSCs: The project was developed in coordination with the Lower Mattole FSC and the HVFC and fiscal sponsor, MRC. HVFC is directly involved in project implementation and will be working with MRC on project details and accounting. Both entities report and support LMFSC at regular meetings.
8.	Strive to increase level of community participation in Firewise activities, FSCs, and fire departments: This project increases the community participation of HVFC and crew members in assisting someone who is truly in dire need of help. The project recipient lives alone, does not drive and requires a wheelchair.
9.	Include a specific task in the Work Plan for providing the County with data relevant to maintaining the Countywide CWPP database: MRC will work with LMFSC and HVFC to support the County CWPP database with project information and updates.

3. Describe how project results will be measured and reported to Humboldt County.

MRC will submit progress reports monthly attached to an invoice for line item expenses incurred on the project to the County. MRC will collaborate with HVFC and LMFC to submit a final photo report of the project and a final budget that includes any supplies purchased with grant funding. MRC and LMFC will submit Close-out survey from the resident and crew members.

4. Describe your organization's or fiscal sponsor's qualifications and capabilities to carry out this project:

The MRC has completed numerous state and federal contracts. In particular, we have worked with the CA Fire Safe Council and their USDA funded grants Clearinghouse projects for over a decade. We do a bi-monthly payroll for our staff and seasonal employees. In collaboration with HVFC, we will hire the crew, track their hours, and pay their wages every two weeks. Wages vary dependat on task. Project money is secured in our system for use only for the 'Help for Honeydew Alterabled' project. Project crew will be covered through MRC's insurance and workers compensation. We have an advanced level of bookkeeping and accounting. Lower Mattole Fire Safe Council will ensure communication between all project participants.

Honeydew Volunteer Fire Company has helped in numerous Firewise activities in the past including defensible space projects such as this one. They have held Firewise community status since 2011. They are a first response incident organization with skilled volunteers, ready equipment and capacity.

5. If the requested funding from Title III is being used as a local match to leverage additional funding, please describe the source and the amount of the additional funding:

The project is not being used as a match for additional funding.

Project Name Help Honeydew Alterabled

PROJECT WORK-PLAN

Sequential Tasks	Time Frame (months)	Responsible Party	Title III Cost Estimate
Sign contract, notify landowner, hire crew	Month 1	MRC	\$ 250
Purchase supplies and permit	Month 1 or 2	HVFC	\$ 600
Administer Grant: payroll, project photos, progress reports, invoice County, update County CWPP	Months 1,2,3,4,5	MRC and LMFC	\$ 500
Treat Property	Months 2 and 3	Crew: MRC/HVFC	\$ 2650
Tree Climber	Months 2 or 3	MRC/Contractor	\$ 800
Burn Piles	Month 3 or 4	HVFC	\$ 0
Complete and submit final report	Months 4 or 5	MRC/LMFC	\$ 200
TOTAL			\$ 5000

Project Name Help Honeydew Altered

BUDGET INFORMATION

EXPENSES

COST CATEGORIES	FUNDING SOURCES			TOTAL
	Title III Request	Applicant Contribution	Other Partners	Total
Personnel	\$ 3,300	\$ 200	\$ 200	\$ 3,700
Travel	\$ 0	\$ 0	\$ 150	\$ 200
Equipment	\$ 0	\$ 0	\$ 0	\$ 0
Supplies	\$ 600	\$ 0	\$ 0	\$ 600
Other <u>Polesaw/saw Rental</u>	\$ 300	\$ 100	\$ 50	\$ 400
Other <u>HVFC-burn piles, tree climber</u>	\$ 800	\$ 0	\$ 1,000	\$ 1,800
Total Expenses	\$ 5,000	\$ 300	\$ 1,400	\$ 6,700

HUMBOLDT COUNTY
TITLE III SMALL GRANT PROGRAM
PROJECT APPLICATION

Applicant Organization Name: Mattole Restoration Council

Organization Address: PO Box 160

City: Petrolia State: CA Zip: 95558

Contact Person Name: Ali Freedlund

Phone: (707) 629-3514 Fax: (707) 629-3577 E-mail: ali@mattole.org

Project Name: Chipper and Cleanup Days

Amount Requested: \$ 5000

Office Use Only: Date Received 12-17-15 Application #2016-T3-4 Petrolia-MRC

Project Information:

Please provide the information requested below. You may use additional pages if needed; limit your response to a **maximum** of 5 pages to respond to all questions.

1. Describe proposed project:

The Mattole Restoration Council (MRC) sponsored a successful Chipper Day in the spring of 2015 through the Lower Mattole Fire Safe Council's Title 3 project. The chipper is owned by the MRC and each time it is out in the community there is an explosion of interest, particularly in times of drought and high fire danger. Therefore, our proposed project, Chipper and Cleanup Day, will again promote the reduction of fuels with the aid of a free hour or two of our chipper to reduce fuels near homes, if the grant is approved. We aim to travel with the chipper and crew to at least 5 residences, with priority given to visible locations. The chipper is available, otherwise, for rent at cost to the community.

On our first Chipper Day we had a wonderful sign made advertising the project. This time we have identified recipients along a busy road that would need additional road signage and safety provisions including 4 cones, 2 helmets, 2 barricades, 2 stanchions and 2 sets of SLOW/STOP signs. This will increase the visibility of the project and the safety along the road during the Chipper Day.

The Cleanup part of the proposal aims to reduce Eucalyptus fuels and safety hazards on the private property across from the Mattole Union Elementary school. These trees have long been identified as a high priority project to treat in our Lower Mattole CWPP. After last year's Eucalyptus project at the Community Center, several parents and school employees were hoping we could help with this hazardous area at the same time as helping to reduce fuels for the landowner's defensible space. The Eucalyptus grove is a fire catastrophe waiting to happen. The grove is approximately 180 feet from the home and borders the road on one side and a pasture area aside the house on the other.

A professional arborist/tree climber will be contracted to remove dangerous branches overhanging the road. An assisting ground crew will be composed of a project manager and volunteer parents from the community. Other crew will thin the smaller trees to reduce fire danger. The Chipper will be used to reduce the smaller material and chips will be given away. MRC staff trained in the use of the chipper will be employed. All crew safety protocol will be followed. Road traffic safety supplies will be essential here as well due to the high volume of traffic that leads to a dense neighborhood as well as critical times for dropping off and picking up children from school.

This project is in a high visibility area (literally everyone going to the Petrolia store from the south will see it); it will help serve to educate the entire community, firesafe one property and reduce the danger to all who drive the road. Before and After photos of the Cleanup part of the project will be part of the final report as well as Chipper Day photos.

2. **Explain how the project links to the Humboldt County Fire Safe Council's (HCFSC) project ranking criteria.** Higher priority will be placed on proposals that address all of the criteria. However, in some cases the inapplicability of a criterion will be taken into consideration if it is well explained.

HCFSC RANKING CRITERIA	
1.	Comply with the requirements of Title III (activity under a Firewise program): Yes, this grant is on behalf of the Petrolia Firewise community and will treat fuels in the home ignition zone in the greater Petrolia community.
2.	Are consistent with at least one of the Goals and Objectives of the Humboldt County Community Wildfire Protection Plan (see Attachment 1): The proposed project is consistent with Goals 1, 2, and 4. and meets several objectives of both the County CWPP and the Lower Mattole CWPP.
3.	Have a funding cap of \$5,000 per applicant and is achievable by June 30, 2016, barring extenuating circumstances: The proposal requests \$5000 total.
4.	Place priority on rural areas (population based): Petrolia is a rural and isolated community of about 400 residents.
5.	Support an existing FSC and/or Firewise Committee, or the formation of a new FSC and/or Firewise Committee: This proposal supports the Petrolia Firewise Community and was made in collaboration with the Lower Mattole Fire Safe Council.
6.	Include fiscal accountability, with a specific task in the Work Plan for reporting project results: The Mattole Restoration Council has completed several Title 3 projects to completion and has the capacity and dedication to ensure all reporting is fiscally accountable.
7.	Where applicable, demonstrate coordination between local fire departments and FSCs: This proposal was developed in coordination with the Lower Mattole FSC and has the blessing of the Petrolia Volunteer Fire Department. Several volunteers of the Petrolia Fire Department are also on MRC fuels reduction and chipper staff and/or are parents of children in the school
8.	Strive to increase level of community participation in Firewise activities, FSCs, and fire departments: This project will involve a lot of community participation. The Cleanup part will engage volunteers from the school. The Chipper Day will serve to educate the community is ways to reduce fuel loads for home and property fire safety.
9.	Include a specific task in the Work Plan for providing the County with data relevant to maintaining the Countywide CWPP database: We will update the County CWPP as project work is completed.

3. Describe how project results will be measured and reported to Humboldt County.

MRC will submit progress reports attached to an invoice for line item expenses incurred on the project to the County. MRC will organize Chipper and Cleanup Days and report all activities monthly. MRC will take before and after photos of cleanup areas and during photos of Chipper Day. MRC will submit a final photo report of the project and a final budget that includes any supplies purchased with grant funding. MRC will submit Close-out survey from the landowner, school parents and crew members.

4. Describe your organization's or fiscal sponsor's qualifications and capabilities to carry out this project:

The MRC has completed numerous state and federal contracts. In particular, we have worked with the CA Fire Safe Council and their USDA funded grants Clearinghouse projects for over a decade. We do a bi-monthly payroll for our staff and seasonal employees. MRC will hire the project manager and crew, track their hours, and pay their wages every two weeks. Wages vary dependat on task. Project money is secured in our system for use only for the 'Chipper and Cleanup Days' project. Project manager will organize the volunteers. Project crew will be covered through MRC's insurance and workers compensation. We have an advanced level of bookkeeping and accounting.

5. If the requested funding from Title III is being used as a local match to leverage additional funding, please describe the source and the amount of the additional funding:

The proposed project is not being used as a match to leverage additional funding.

Project Name Chipper and Cleanup Days

PROJECT WORK-PLAN

Sequential Tasks	Time Frame (months)	Responsible Party	Title III Cost Estimate
Sign contract, notify landowner, hire crew, contract with arborist/tree climber.	Month 1	MRC	\$ 250
Purchase supplies	Month 2	MRC	\$ 300
Administer Grant: payroll, project photos, progress reports, invoice County, update County CWPP	Months 1-5	MRC	\$ 500
Treat the Eucalyptus with a professional and ground crew and Chipper	Month 2 or 3	MRC	\$ 2800
Organize and implement Chipper Day for community members	Month 4	MRC	\$ 900
Complete and submit final photo report, surveys and closeout report	Month 5	MRC	\$ 250
			\$
TOTAL			\$ 5000

Project Name Chipper and Cleanup Days

BUDGET INFORMATION

EXPENSES

COST CATEGORIES	FUNDING SOURCES			TOTAL
	Title III Request	Applicant Contribution	Other Partners	Total
Personnel	\$ 1920	\$ 100	\$ 500	\$ 2520
Travel	\$ 0	\$ 0	\$ 0	\$ 0
Equipment	\$ 700	\$ 360	\$ 0	\$ 1060
Supplies	\$ 300	\$ 300	\$ 0	\$ 600
Other <u>Saw Rental</u>	\$ 80	\$ 0	\$ 80	\$ 160
Other <u>Arborist</u>	\$ 2000	\$	\$ 400	\$ 2400
Total Expenses	\$ 5000	\$ 760	\$ 980	\$ 6740

HUMBOLDT COUNTY
TITLE III SMALL GRANT PROGRAM
PROJECT APPLICATION

Applicant Organization Name: Mid Klamath Watershed Council: Orleans/Somes Bar Fire Safe Council

Organization Address: PO Box 409

City: Orleans State: CA Zip: 95556

Contact Person Name: Nancy Bailey

Phone: 530-627-3202 Fax: 866-323-5561 E-mail: nancy@mnkwc.org

Project Name: Orleans 2016 Firewise

Amount Requested: \$ 5000

Office Use Only: Date Received: December 18, 2015 Application #2016T3-5

Project Information:

Please provide the information requested below. You may use additional pages if needed; limit your response to a **maximum** of 5 pages to respond to all questions.

1. Describe proposed project:

The Orleans-Somes Bar Fire-Safe Council (OSBFSC) is requesting Title III grant funding to supplement volunteer activities and cost-sharing projects to promote a fire-safe community. Specific activities proposed for partial funding from this grant are:

1. Hold 2016 Orleans Community Firewise Event in April or May 2016.
2. Implement a demonstration defensible space project close to town.
3. Develop the OSBFSC's capacity to provide fire safe information to the community.

FIREWISE DAY

OSBFSC, together with partners, will host a community wide Firewise Day event at Orleans Elementary School. Neighboring communities, Weitchpec and Somes Bar, will be invited to this event. Prior to the event, children in the upper grades will be given home-risk assessments to take home and fill out with their parents. Those who return the filled out assessments on Firewise Day will receive a prize during the event. The event will include fire engine tours, fire extinguisher demonstrations, informational displays featuring defensible space and fire resistant home construction, and distribution of firewise materials and information to homeowners. Partners in the event will include The Orleans Volunteer Fire Department, the USFS Orleans Ranger District, and the Karuk Tribe.

This event will result in greater awareness of fire risk amongst people of all ages in our community and will generate excitement about and motivation for fire safe activities. This type of education is essential to our efforts to reduce fire risk in our Wildland Urban Interfaces. It enables us to train community members how to think about and prepare for inevitable fire in our area.

DEMONSTRATION DEFENSIBLE SPACE PROJECT

In a visible location close to town (to be determined), our brushing crew, along with the Hoopa Tribal CCC's, will implement clearing around a home. The event will include outreach to the neighborhood and the town as a whole. Community volunteerism will be encouraged.

This project will raise the profile of the work OSBFSC and its partners are doing to make our communities more fire safe, and will provide a positive example of fuels reduction around a homestead. It will highlight how doable fuels reduction work can be, and bring people together while empowering them to tackle fuel loads in their own backyards.

FIREWISE MATERIALS DEVELOPMENT AND DISSEMINATION

One of the most important roles of a Fire Safe Council is to collect and distribute the most up to date and practical fire safe publications to the communities it serves. Funding from this grant will be used in a continuing effort to collect, print, and display fire safe publications as part of the "Living with Fire" interpretive center display at the Panamnik Building in Orleans. The interpretive center may display the following publications:

-Creating and maintaining defensible space using mechanical methods and controlled fire.

-The advent and importance of the Klamath Prescribed Fire Training Exchange (TRES) for promoting the use of prescribed fire.

-Firewise building practices and building maintenance for rural communities.

-Creating and retrofitting water systems for structure protection during fire.

-Evacuation basics, ingress and egress and preparing an Evacuation checklist.

-A local contractors and laborers listing board for fire safe related work.

Dissemination of Firewise materials helps to answer local questions about how to prepare for and respond to fire in the short and longer term, and to put wildfire and prescribed fire in context. Many of these materials are responsive to feedback and requests recorded during after action reviews following past wildfires. For instance, residents have frequently and urgently identified an information gap between fire agencies and local communities regarding what to expect and how to proceed in an evacuation scenario.

Funding from the grant will also be used in a continuing effort to update the OSBFSC webpage, located on the MKWC webpage, with fuels reduction opportunities for current Fire Safe projects, publications, and local resource listings.

Website updates and improvements will modernize our communication and outreach, enabling us to reach wider audiences and keep pace with the rapid developments in fire and fuels issues in our communities.

2. **Explain how the project links to the Humboldt County Fire Safe Council's (HCFSC) project ranking criteria.** Higher priority will be placed on proposals that address all of the criteria. However, in some cases the inapplicability of a criterion will be taken into consideration if it is well explained.

HCFSC RANKING CRITERIA	
1.	Comply with the requirements of Title III (activity under a Firewise program): All of the elements of this project fit perfectly with the requirements of the Title III Firewise Program. Home Risk Assessments done in conjunction with The Firewise Day event will contribute to the education of homeowners as to fire-safe activities and home upgrades, as will activities and information disseminated during the event. The Demonstration Defensible Space Project will also be educational as well as assisting a local resident in becoming fire-safe.
2.	Are consistent with at least one of the Goals and Objectives of the Humboldt County Community Wildfire Protection Plan (see Attachment 1): Humboldt County's CWPP lists Fire Safe Education as a goal. Clearly this project is all about that. Objectives addressed include: "increased number of residents with a basic understanding of fire safety and the home ignition zone.." and "cooperation between citizens, community-based organizations, and government to protect communities". This project will enhance awareness and skills (Firewise event, Demonstration Fuels Reduction project), while bringing together local groups and community members (Volunteer Fire Department, Hoopa Tribal CCC's, MKWC, USFS Orleans RD) towards a common fire-safe goal.
3.	Have a funding cap of \$5,000 per applicant and is achievable by June 30, 2016, barring extenuating circumstances: These events will take place in April and May of 2016, appropriately, just as the fire season begins. We should have no problem completing this project by June 30 th 2016.
4.	Place priority on rural areas (population based): Orleans is located in the extreme northeast corner of Humboldt County just 8 miles from its sister town Somes Bar and the County line with Siskiyou. The populations of the two towns is less than 2000.
5.	Support an existing FSC and/or Firewise Committee, or the formation of a new FSC and/or Firewise Committee: The Orleans Firewise Committee will be involved in the planning and implementation of this project.
6.	Include fiscal accountability, with a specific task in the Work Plan for reporting project results: Project results and deliverables will be accounted for in the final report.
7.	Where applicable, demonstrate coordination between local fire departments and FSCs: The Orleans Volunteer Fire Department will be a main player in the Firewise Day event and will be involved in the Demonstration Defensible Space Project.
8.	Strive to increase level of community participation in Firewise activities, FSCs, and fire departments: This is a constant objective for all that MKWC and the Fire Safe Council does. Without community participation, firewise activities are moot. Involving the children at school brings in the interest and involvement of parents.
9.	Include a specific task in the Work Plan for providing the County with data relevant to maintaining the Countywide CWPP database: This is included in the Work Plan.

3. Describe how project results will be measured and reported to Humboldt County.

Any informational materials created and/or disseminated with this grant will be sent to the County Fire Safe Council. Reports will include photo documentation and community attendance details of the Firewise Day, the Demonstration Defensible Space Project, and additions to the Living With Fire display in the Panamnik Building. The OSBFSC will provide data relevant to the Countywide CWPP database as part of this project. Reports will include quantitative metrics such as number of attendees at the Firewise Day event, number of volunteers and total participants at the Demonstration Defensible Space Project implementation, and estimated numbers of people reached through dissemination of Firewise materials and information in the community. Reports will also include qualitative accounts of these Firewise activities from participants and bystanders willing to share how the project affected them.

4. Describe your organization's or fiscal sponsor's qualifications and capabilities to carry out this project:

The OSBFSC, whose fiscal sponsor is the Mid-Klamath Watershed Council, a 501(c)(3) and public benefit nonprofit organization with a solid history of grant execution and documentation since 2001. The organization is in good standing with the Secretary of State, the Franchise Tax Board, and the IRS.

5. If the requested funding from Title III is being used as a local match to leverage additional funding, please describe the source and the amount of the additional funding:

Additional funding may be sought, though sources are not yet identified. Documentation of additional funding will be provided with the final report. MKWC will provide the facilities for developing educational materials, equipment for the Defensible Space project and a meeting space for Firewise Committee meetings.

Project Name 2016 Orleans Firewise

PROJECT WORK-PLAN

Sequential Tasks	Time Frame (months)	Responsible Party	Title III Cost Estimate
Meet with Firewise Committee to plan all project activities	1-2	OSBFSC, OVFD, Firewise Committee	\$ 600
Locate appropriate defensible space project site	1	OSBFSC	\$ 93
Research relevant fire-safe information to include in Living With Fire display	3-4	OSBFSC	\$ 780.44
Print, duplicate, and acquire firewise materials for event	4	OSBFSC	\$ 200
Implement Demonstration Project	4	OSBFSC and Hoopa Tribal CCC's	\$ 1396.85
Hold Annual Firewise Day	5	Firewise partners	\$ 1679.88
Share relevant data with County for CWPP update	6	OSBFSC	\$ 100
Report on project to County	6	OSBFSC	\$ 150
TOTAL			\$ 5000

Project Name 2016 Orleans Firewise

BUDGET INFORMATION

EXPENSES

COST CATEGORIES	FUNDING SOURCES			TOTAL
	Title III Request	Applicant Contribution	Other Partners	Total
Personnel	\$ 3570.01	\$	\$ 1996.00	\$ 5566.01
Travel	\$ 86.25	\$	\$	\$ 86.25
Equipment	\$ 0	\$	\$	\$ 0
Supplies	\$ 295	\$ 150	\$	\$ 362
Other <u>OVFD</u> <u>Stipend</u>	\$ 250	\$	\$	\$ 250
Other <u>MKWC</u> <u>admin</u>	\$ 798.74	\$ 407.74	\$	\$ 1206.48
Total Expenses	\$ 5000	\$ 557.74	\$ 1996	\$ 7553.74