

CESF Program Proposal Checklist

A complete proposal package for funding under the Coronavirus Emergency Supplemental Funding (CESF) Program must contain the following items:

Required Items:		✓
1	Cover Sheet (previous page) <ul style="list-style-type: none"> • Insert Applicant Name and Date of Submission 	
2	CESF Proposal Checklist <ul style="list-style-type: none"> • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink. 	
3	Applicant Information Form <ul style="list-style-type: none"> • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink. 	
4	Proposal Narrative <ul style="list-style-type: none"> • 6 pages or less 	
5	Criteria for Non-Governmental Organizations (Appendix C) <ul style="list-style-type: none"> • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink. 	
6	CESF Local Advisory Committee Membership Roster (Appendix D)	
7	Project Work Plan (Appendix E)	
8	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix J) <ul style="list-style-type: none"> • Signed by the authorized signatory with a digital signature OR a wet signature in blue ink. 	
9	Budget Information (Budget Table & Narrative) <ul style="list-style-type: none"> • Use the BSCC provided template 	
Optional:		
	Governing Board Resolution (Appendix I) <i>Note: The Governing Board Resolution is due prior to contract execution but is not required at the time of proposal submission.</i>	

I have reviewed this checklist and verified that all required items are included in this proposal packet.

X 
Applicant Authorized Signature (see Applicant Information Form, Part L, next page)

CESF Applicant Information Form

A. APPLICANT < Name> County		B. TAX IDENTIFICATION NUMBER			
NAME OF APPLICANT Humboldt County		TAX IDENTIFICATION #: 94-6000513			
STREET ADDRESS 826 4 th Street		CITY Eureka	STATE CA	ZIP CODE 95501	
MAILING ADDRESS (if different)		CITY	STATE	ZIP CODE	
C. PROJECT TITLE:		Humboldt County Sheriff's Prevention, Preparation, and Response to the Coronavirus Pandemic			
D. PROJECT SUMMARY (100-150 words):					
<p>The Humboldt County Sheriff's Office is responsible for law enforcement services to over 75,000 people within Humboldt County, over half its population. Humboldt County is incredibly rural and stretches over four thousand square miles. The coronavirus pandemic has upended standard operating procedure by limiting the way staff can safely interact with each other and the public they serve. As essential workers in this global crisis, changes to procedure to reduce interpersonal contact could save untold numbers of citizens from contracting the disease and potentially suffering fatal consequences. These modifications are time-sensitive and result in costs that were not anticipated when the department's budget was drafted. The CESF Grant funds will be used to purchase necessary equipment for ongoing law enforcement and community response activities in a safe and prudent manner.</p>					
E. GRANT FUNDS REQUESTED: See page 3 for funding by County			F. PASS-THROUGH FUNDS: Applicants must pass through a minimum of 20%		
\$ 146,830			\$ 29,367 and % 20		
G. LEAD PUBLIC AGENCY:		Humboldt County Sheriff's Office			
H. PROJECT DIRECTOR:					
NAME William F. Honsal		TITLE Sheriff		TELEPHONE NUMBER (707)445-7251	
STREET ADDRESS 826 4 th Street		FAX NUMBER			
CITY Eureka	STATE CA	ZIP CODE 95501	EMAIL ADDRESS WHonsal@co.humboldt.ca.us		
I. FINANCIAL OFFICER:					
NAME Katie Collender		TITLE Senior Administrative Analyst		TELEPHONE NUMBER (707)268-2526	
STREET ADDRESS 826 4 th Street		FAX NUMBER			
CITY Eureka	STATE CA	ZIP CODE 95501	EMAIL ADDRESS KCollender2@co.humboldt.ca.us		
PAYMENT MAILING ADDRESS (if different)		CITY	STATE	ZIP CODE	
J. DAY-TO-DAY PROGRAM CONTACT:					
NAME Ryan Derby		TITLE Emergency Services Manager		TELEPHONE NUMBER (707)268-2502	
STREET ADDRESS 826 4 th Street		FAX NUMBER			
CITY Eureka	STATE CA	ZIP CODE 95501	EMAIL ADDRESS rderby@co.humboldt.ca.us		

K. DAY-TO-DAY <u>FISCAL</u> CONTACT:			
NAME	TITLE	TELEPHONE NUMBER	
Tammi Borges Gilbert	Admin Analyst II	(707)268-3662	
STREET ADDRESS		FAX NUMBER	
826 4 th Street			
CITY	STATE	ZIP CODE	EMAIL ADDRESS
Eureka	CA	95501	tgilbert1@co.humboldt.ca.us

L. AUTHORIZED SIGNATURE			
By signing this application, I hereby certify that I am vested by the Applicant with the authority to enter into contract with the BSCC, and that the grantee and any subcontractors will abide by the laws, policies and procedures governing this funding.			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
Virginia Bass	Chair, Humboldt County Board of Supervisors	(707)476-2394	VBass@co.humboldt.ca.us
STREET ADDRESS	CITY	STATE	ZIP CODE
825 5 th Street	Eureka	CA	95501
EMAIL ADDRESS VBass@co.humboldt.ca.us			
APPLICANT'S SIGNATURE (Signed by the authorized signatory with a digital signature OR a wet signature in blue ink.)			DATE
X 			1/26/2021

Authorized Signature: Must be a representative with the authority to sign documents and obligate the applicant

CONFIDENTIALITY NOTICE

All documents submitted as a part of the Coronavirus Emergency Supplemental Funding (CESF) Program are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC, as a state agency, may have to disclose these documents to the public. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, §§ 6250 et seq.)

Appendix I: Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement

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It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

- I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.
- I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.
- I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

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AUTHORIZED SIGNATURE**(This document must be signed by the person who is authorized to sign the Grant Agreement.)**

NAME OF AUTHORIZED OFFICER Virginia Bass	TITLE Chair, Humboldt County Board of Supervisors	TELEPHONE NUMBER (707)476-2394	
STREET ADDRESS 825 5 th Street	CITY Eureka	STATE CA	ZIP CODE 95501
EMAIL ADDRESS VBass@co.humboldt.ca.us			
AUTHORIZED OFFICER SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement. The authorized signatory may sign with a digital signature <u>OR</u> a wet blue ink signature.) X <i>Virginia Bass</i>			DATE <i>1/26/2021</i>