

STATE OF CALIFORNIA
FEDERAL SURPLUS PROPERTY PROGRAM
NEW APPLICATION CHECKLIST
(Revised 03/2023)

DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT

GOVERNMENT AND SPECIAL DISTRICTS

- State Agency
- City
- County
- Special District (Water Districts, Cemeteries, Utilities)
- Public School/District (Colleges, Universities)

Name of Organization	Contact Name	Phone Number	Email
County of Humboldt	Elishia Hayes	(707) 445-7266	cao.humboldt.ca.us

DGS OFAM 201 – Federal Surplus Property Program Eligibility

Application DGS OFAM 202 – Resolution with Board Minutes (When applicable) DGS OFAM 203 – Non-Discrimination Certification

DGS OFAM 204 – Racial Demographic and National Origins of all Persons within your Service Area. Please visit [U.S. Census website](#) (<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>) to determine the racial makeup of your service area.

Sign and Date Debarment Form

Sign and Date Donee Terms and Conditions

Proof of State/Public Agency Status (Listing in State Directory, etc.)

Current CBEDS or WASC (If applicable). Please refer to [California Department of Education website](#) (<https://dq.cde.ca.gov/dataquest/>).

Return Completed Original Application to: (Please maintain a copy for your records.)

Federal Surplus Property Program
1700 National Drive
Sacramento, CA 95834

* Eligibility is limited to the period covered by the certification. Certifications are generally issued on an annual basis; therefore, the provider must update annually or as required by the approval on their certification.

NOTES

OFFICE USE ONLY

Reviewed By	Date	Approval Status <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> New <input type="checkbox"/> Renewal	Expiration Date
Donee Number	Billing Code		

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STATE OF CALIFORNIA
STATE SURPLUS PROPERTY
PROGRAM ELIGIBILITY APPLICATION
DGS OFAM 201 (Revised 08/2019)

DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT

Organization Name County of Humboldt		Email cao@co.humboldt.ca.us		Phone Number (707) 445-7266	Fax Number (707) 445-7299
Address 825 Fifth Street	City Eureka	State CA	Zip Code 95501	County Humboldt	
Service available to the public at large <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If "No," please indicate a specific group of people served			

ORGANIZATION TYPE – Please check all that apply and provide all requested information.

Public Agency: State Local

Conservation

Economic Development

Education

Grade Level: Preschool K-12 College

Enrollment: _____

Number of Faculty: _____

Number of Days in School Year: _____

Parks and Recreation

Public Health

Public Safety

Other (Please specify): Courthouse

Non-Profit Agency or Organization

Education

Grade Level: Preschool K-12 College

School for the Mentally and Physically handicapped

Enrollment: _____

Number of Faculty: _____

Number of Days in School Year: _____

Number of School Sites: _____

Educational Radio or Television Station

Museum

Library

Medical Institution

Hospital

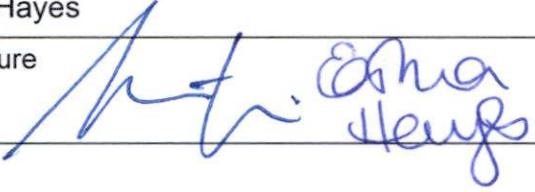
Health Center

Clinic

Other (Please specify): _____

ATTACHMENTS

- DGS OFAM 202. Resolution, properly signed and approved by the Governing Board designating representatives, including their signatures, authorized to bind the applicant organization to service fees submitted by the State of California.
- DGS OFAM 203. Nondiscrimination Compliance Assurance
- Certification regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion as required by the General Services Administration of the U.S. Government.
- Other statements or documentation required, as may be specified.

Administrator or Director Name Elishia Hayes	Title County Administrative Officer
Signature 	Date 12/19/25

FOR STATE SURPLUS AGENCY USE ONLY

Application Status: Approved Disapproved

Donee Number	Billing Code
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Comments or Additional Information

Signed	Date
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RESOLUTION

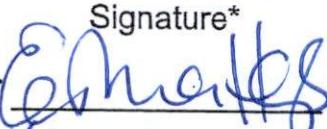
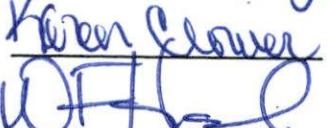
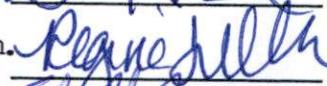
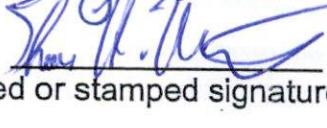
DGS OFAM 202 (Revised 08/2019)

RESOLUTION NO. 25- 189

Organization Name County of Humboldt	Email cao@co.humboldt.ca.us	Phone Number (707) 445-7266	Fax Number (707) 445-7299
Address 825 Fifth Street	City Eureka	State CA	Zip Code 95501

RESOLUTION

"BE IT RESOLVED by the Governing Board, and hereby ordered that the official(s) and or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire surplus property through the auspices of the California State Agency for Surplus property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions accompanying this form or listed on the reserve side of this form."

Name	Title	Signature*	Email
Elishia Hayes	County Administrative Ofcr.		ehayes@co.humboldt.ca.us
Karen Clower	Asst. CAO/Chief Op. Ofcr.		kclower@co.humboldt.ca.us
William Honsal	Sheriff		whonsal@co.humboldt.ca.us
Regina Fuller	Deputy Director/Sheriff Fin.		rfuller2@co.humboldt.ca.us
Thomas Mattson	Public Works Director		tmattson@co.humboldt.ca.us

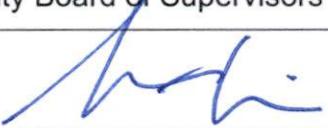
*All signatures must be in original form. No copied or stamped signatures.

Date Resolution was PASSED and ADOPTED

December 16, 2025

Number of AYES	Number of NOES	Number of ABSENT
5	0	0

By checking this box, I do hereby certify that the foregoing is a full, true, and correct resolution adopted by the Governing Board of the above named organization at the meeting thereof held at its regular place of meeting on the date and by the vote above stated, a copy of said resolution is on file in the principal office of the Governing Board.

Governing Board Name Humboldt County Board of Supervisors	Signed By Mike Wilson, Chair
Signature 	Date 12/10/2015

STATE AGENCIES ONLY

Date Authorized	State Billing Code	
Chief Administrative Officer Name	Title	Signature

Donee Organization County of Humboldt	Mailing Address 825 Fifth Street	City Eureka	State CA	Zip Code 95501
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ASSURANCE OF COMPLIANCE WITH GSA REGULATIONS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 606 OF TITLE VI OF THE FEDERAL PROPERTY AND ADMINISTRATIVE SERVICES ACT OF 1949, AS AMENDED, SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AS AMENDED AND SECTION 303 OF THE AGE DISCRIMINATION ACT OF 1975

County of Humboldt _____, (hereafter called the "donee"),
Name of Donee Organization

HEREBY AGREES THAT the program for or in connection with which any property is donated to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with, all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations; that this agreement shall obligate the donee for the period during which it retains ownership or possession of any such property; that the United States shall have the right to seek judicial enforcement of this agreement; and, this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

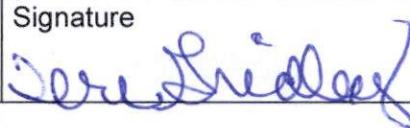
Donee Organization County of Humboldt	President/Chairman of the Board or comparable authorized official Mike Wilson, Chair Humboldt County Board of Supervisors
Signature 	Date 12/16/2025

STATE OF CALIFORNIA
**RACIAL AND NATIONAL ORIGINS
CERTIFICATION**
DGS OFAM 204 (Revised 08/2019)

DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT

Pursuant to Federal Regulation 28 C.F.R. §§ 42.401 - 42.415, a recipient is mandated to report to the Federal Government the racial and national origins of all persons within your service area. You are therefore asked to supply the Office of Fleet and Asset Management with the race and national origins of individuals you serve in your service area (it may be helpful to refer to the U.S. Census to determine the racial makeup of your service area on American FactFinder at <https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>). This form must be completed and returned with the rest of the eligibility packet in order to qualify for the Federal Surplus Property Program. Your answers on this form in no way affect your eligibility; however, not returning the form will delay the processing of your application.

American Indian or Alaskan Native:	5.3 %	Persons having origins in any of the tribal people of North America, and who maintain cultural identification through tribal affiliation or community recognition.
Asian/ Pacific Islander:	2.2 %	Persons having origins in any of the original peoples of the far east, Southeast Asia, Pacific Islands, or the Indian Subcontinent. This includes China, Japan, Korea, The Philippines, and Samoa.
Black	1 %	Persons having origins in any of the black racial groups of Africa.
Hispanic:	6 %	Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
White:	82 %	Persons having origins in any of the original people of Europe, North Africa, or the Middle East.
Other (specify):	3.7 %	Multiracial

Name	Title	Signature	Date
Teri Gridley	Legal Ofc. Bus. Manager		11/24/25

*Note: American FactFinder website was unavailable so the information was obtained through California State portal/CA.gov.

**Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

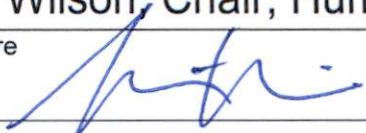
**(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE NEXT PAGE
WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

1. The prospective recipient of Federal assistance funds certifies, by submission of this IFB/RFP Response, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this IFB/RFP Response.

Name and Title of Authorized Representative

Mike Wilson, Chair, Humboldt County Board of Supervisors

Signature



Date

12/16/2025

FEDERAL DEBARMENT CERTIFICATION FORM (CONTINUED)

Instructions for Certification

1. By signing and submitting this RFP Response, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this RFP Response is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "RFP Response," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this RFP Response is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this RFP Response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this RFP Response that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Certifications and Agreements including Terms, Conditions, Reservations and Restrictions to be included on Agency Issued or Distribution Documents

A. The Donee certifies that:

1. It is a public agency; or an approved non-profit institution or organization, exempt from taxation under Section 501 of the Internal Revenue Code of 1986; within the meaning of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and the regulations of the General Services Administration (GSA).
2. The property is needed and will be used by the recipient for carrying out for the residents of a given political area one or more public purposes, or, if a nonprofit tax-exempt institution or organization or 8(a) business, the property is needed for and will be used by the recipient for educational or public health purposes, or for programs for older individuals, or for business purposes. The property is not acquired for any other use or purpose, or for sale or other distribution; or for permanent use outside the State, except with prior approval of the California State Agency for Surplus Property (CSASP).
3. Funds are available to pay any and all costs and charges incidental to the receipt of surplus property, and that property is not being acquired for any other use(s) or purpose(s), is not for sale. The fee schedule is available upon request from the CSASP.
4. Any transaction shall be subject to the nondiscrimination regulations governing the donation of federal surplus personal property issued under Title VI of the Civil Rights Act of 1964 (41USC 2000d-2000d-4a), as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, section 303 of the Age Discrimination Act of 1975, and the Civil Rights Restoration Act of 1987.
5. If the Donee is designated by the Federal Small Business Administration 8(a) Program as a socially and economically disadvantaged small business and the SBA and CSASP have both determined the Donee is eligible to receive federal surplus property as a donation, the Donee certifies that the property acquired is needed and will be used solely for the conduct of the Donee's business enterprise: and the Donee certifies to A. (3), (4) and (5).

B. The Donee Agrees to the following Federal conditions:

1. All items of property, other than items with a unit acquisition cost of \$5000 or more and passenger motor vehicles, regardless of acquisition cost, shall be placed in use for the purpose(s) for which it was acquired within one year of receipt, and shall be placed in continuous use for one year from the date the property was placed in use. In the event the Donee does not place the property in use, or continuous use, the Donee shall immediately notify the CSASP, and, at the Donee's expense, make the property available for transfer or other disposal as directed by the CSASP.

2. Special handling or use limitations as are imposed by Federal GSA on any item(s) under which the item(s) are being allocated to the Donee.
3. In the event the Donee does not use the property as required by *Sections C (1) and (2)* below, at the option of the GSA, title and right to the possession of such property shall revert to the United States of America and, upon demand, the Donee shall release such property to such person as GSA or its designee shall direct.

C. The Donee agrees to the following conditions applicable to items with a unit acquisition cost of \$5,000 or more and passenger motor vehicles, regardless of cost except vessels 50 feet or more in length and aircraft regardless of acquisition cost:

1. The property shall be placed in use within one year of receipt, and shall be used only for the purpose(s) for which it was acquired and for no other purpose(s).
2. There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which it is acquired for a period of 18 months from the date the property is placed in use, except for such item(s) of major equipment for which the CSASP designates a further period of restriction.
3. In the event the property is not so used as required by *Sections C (1) and (2)*, at the option of the CSASP, title and right to the possession of such property shall, at the option of the CSASP, revert to the State of California, and the Donee shall release such property to such person as the CSASP shall direct.

D. The Donee agrees to the following terms, reservations and restrictions:

1. From the date it receives the property and throughout the time period(s) imposed by *Sections B and C* (as applicable) remain in effect, the Donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently, for use outside the State of California, without the prior approval of GSA or the CSASP. The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when the GSA or the CSASP authorizes such action, shall be remitted promptly by the Donee to GSA or the CSASP, as applicable. If the Donee takes action in ignoring or disregarding the foregoing restrictions after the date the Donee received the property and before expiration of the time periods imposed by *Sections C or D* as applicable, at the option of the GSA or the CSASP, the Donee shall pay to the GSA or the CSASP any proceeds derived from the disposal, and/or the fair market or rental value of the property at the time of such unauthorized disposal as determined by the GSA or the CSASP as applicable.
2. If, at any time, from the date the Donee receives the property throughout the time periods by *Sections B and C* as applicable, the Donee determines that some or all of the property is no longer suitable, usable, or further needed for the purpose(s) for which it was acquired, the Donee shall promptly notify the CSASP and shall, as directed by the CSASP, return the property to the CSASP, or release the property to another Donee

or another state agency, or a department or agency of the United States, or sell or otherwise dispose of the property. The Donee shall remit the proceeds from the sale promptly to the CSASP.

3. The Donee shall make reports to the CSASP which shall state the use, condition, and location of the property, and shall report on other pertinent matters as may be required from time to time by the CSASP.
4. At the option of the CSASP, the Donee may abrogate the conditions set forth in Section B and the terms, reservations and restrictions pertaining in Section D by payment of an amount as determined by the CSASP.

E. The Donee agrees to the following conditions, applicable to all items of property:

1. The property acquired by the Donee is on an "As Is," "where is" basis, without warranty of any kind.
2. If the Donee carries insurance against damages to or loss of property due because of fire or other hazards, and the damage to, loss or destruction to donated property with unexpired terms, conditions, reservations or restrictions, occurs, the CSASP will be entitled to reimbursement from the Donee out of the insurance proceeds, in an amount equal to the unamortized portion of the fair value of the damaged or destroyed donated property.

F. Terms, conditions, reservations and restrictions set forth in the Conditional Transfer Document executed by the authorized Donee representative are applicable to the donation of Aircraft and Vessels of 50 feet or more in length having an acquisition cost of \$5,000 or more regardless of the purpose for which acquired.

Signature	Date
	12/16/2025

Mike Wilson, Chair
Humboldt County Board of Supervisors

Board of Supervisors

Members

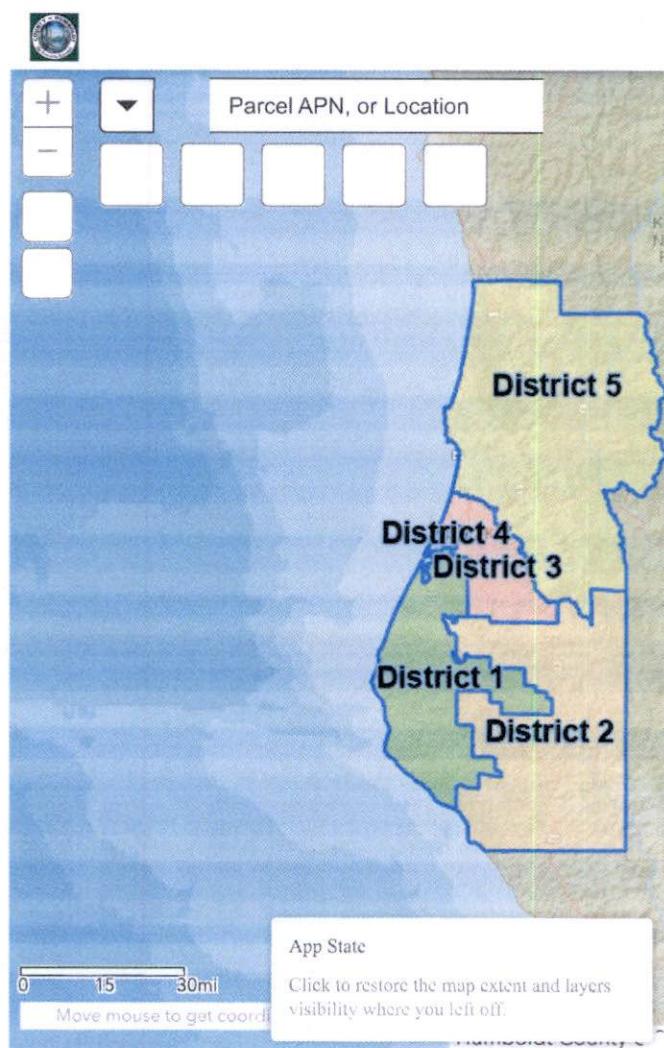
Rex Bohn
District 1

Michelle Bushnell
District 2

Mike Wilson
District 3

Natalie Arroyo
District 4

Steve Madrone
District 5



To find the Supervisorial District you reside in, please enter the address and city in the search field. You may also open the [District Map](#) in a

Responsibilities

The County of Humboldt is a general law county. The Board of Supervisors, which serves as the legislative and executive body of county government and many special districts, consists of 5 full-time members. Each board member is elected by and represents a different geographic area of the county. In order to serve on the Board of Supervisors, a candidate must be a registered voter of, and reside in, the district from which the member is elected.

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Pursuant to the California Government Code, the Board enacts legislation governing Humboldt County and sets policies for county departments and various special districts. The Board adopts an annual budget that provides for programs and services to meet the needs of the community and to achieve the strategic priorities of the county. The Strategic Plan adopted by the Board is intended to provide a strong, workable plan that guides the county's work, and makes our efforts as effective as possible.

The Board also hears appeals of Planning Commission decisions and considers General Plan amendments.

MEETING INFORMATION

ADDRESSING THE BOARD

CANCELLED MEETINGS

The Board of Supervisors meets on Tuesdays at 9 am in the Board of Supervisors Chamber at the Humboldt County Courthouse, located at 825 Fifth Street in Eureka, California. The Board generally does not meet on the fifth Tuesday of the month.

A link to view the meeting will be posted on
<https://humboldt.legistar.com>.

Public Participation in Meetings of the Board of Supervisors

Matters on the Agenda

Members of the public may address the Board about an agenda item at the time the item is being considered by the Board.

Matters Not on the Agenda

At regular meetings, members of the public may address the Board of Supervisors on matters not appearing on the agenda during the "Public Comment on Non-Agenda Items" portion of the meeting.

Members of the public may address the Board on any topic.

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Submit Public Comment

Persons wishing to file documentation on any agenda item for the official record must submit an original and 7 copies of each document on 8.5" x 11" sized paper to the Clerk of the Board during the meeting or in the Clerk of the Board's office at 825 Fifth St., Room 111, Eureka, CA. Failure to submit the required number of copies will result in the document(s) not being placed in the official record (per Board of Supervisors' policy adopted on March 21, 1995).

Email Public Comment

You may submit public comment to the [Clerk of the Board](#) via email, provide your name and the agenda item number(s) on which you wish to comment. All public comment submitted after the agenda has been published will be included with the administrative record after the fact.

Zoom Public Comment

When the Board of Supervisors announce the agenda item that you wish to comment on, call the conference line and turn off your TV or live stream and press star (*) 9 on your phone, this will raise your hand. You'll continue to hear the Board meeting on the call. The Deputy Clerk will identify and call on you using the last four digits of your phone number. The phone number and Meeting ID can be found on the front page of the Board of Supervisors agenda for that meeting.

When it is time for public comment on the item you wish to speak on, the Clerk of the Board of Supervisors staff will unmute your phone. You'll hear a prompt that will indicate your phone is unmuted. Please state your name and the agenda item number you will be commenting on. You will have three minutes to comment.

Management & Budget

The Management and Budget Team assists the [Board of Supervisors](#) in development and implementation of policies, recommends the [annual budget](#) and [legislative platforms](#) to the board for adoption, compiles the [fee schedule](#), and assists in the administration and operation of county departments by monitoring the use of financial and human resources. Internships are available with the county, to learn more please visit the [internship page](#) of the website.

Budget

The budget provides an estimate of the county's resources (revenues) and a legal limit for spending (expenditures) by county government.

CAO Code

Review current county code for the CAO.

Court-Appointed Attorneys

Guidelines and forms for court-appointed attorneys who will represent indigent clients.

Department History

Fee Schedule

Find fees for different departments for the current year.

Internships

Humboldt County offers a wide range of opportunities for students at all levels.

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Legislative Platform

Each year, Humboldt County departments review and recommend State and federal legislation that would improve and enhance county financing, operation, and efficiency in service delivery.

Measure Z Information

Due to budget constraints, sheriff's patrols have been greatly reduced across Humboldt County, meaning it can sometimes take several hours for a sheriff's deputy to respond to a call. Measure Z can provide the funds we need to expand patrols, maintain emergency 9-1-1 response times, and make sure calls about violent or property crimes are responded to promptly.

Public Information

The County Administrative Office maintains a public information function to assist in disseminating valuable information to the news media and community.

Contact Us



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Elishia Hayes

County Administrative Officer

[Email](#)

825 5th St.

Eureka, CA, 95501

Ph: 707-445-7266

Fx: 707-445-7299

Hours

Monday - Thursday

Government Websites by [CivicPlus®](#) 
9 a.m. - Noon

1-5 p.m.

Closed Fridays

[Staff Directory](#)