

California Fire Safe Council
25 CAL FIRE County Coordinator Program

Deadline: 4/25/2025

# County of Humboldt Humboldt County Coordination Team: Round 3

Jump to: Organization Information Application Questions Budget Scope of Work Documents

**\$ 151,500.00** Requested

**Project Contact** 

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**Additional Contacts** 

none entered

**County of Humboldt** 

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(N)CAGE 6RPX4 SAM Expires 5/1/2021

### Organization Information top

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

1. Applicant Organization Type: Select the appropriate organization type.

Organizations must be incorporated to do business in California and have a Federal Employer Identification Number/Federal Tax Identification Number (FEIN/FTIN). A fiscal sponsor must be identified if the organization does not meet this requirement.

- Nonprofit Organization
- ✓ Non-Federal Government Agency
- Native American Tribe
- ☐ Resource Conservation District
- ☐ Home/Property Owner Association

2. Did your organization successfully closeout a 2021 or 2022 County Coordinator Grant, or have you been notified directly by CFSC that you are eligible to apply?

Only organizations who successfully closed out a 2021 or 2022 CFSC County Coordinator Grant, or have been notified directly by CFSC, are eligible to apply.

Yes

No

3. Will the applicant organization utilize the services of a fiscal sponsor?

NOTE: Any new fiscal sponsors (who did not serve as fiscal sponsors during a 2021 or 2022 County

	Coordinator Grant) will need to obtain a letter of support from the County's Board of Supervisors prior to				
	signing the subaward agreement.  Yes-the fiscal sponsor's information will be provided below.				
	✓ No-the applicant is not using a fiscal sponsor.				
	4. Fiscal Sponsor Organization Type (if applicable): Select the appropriate organization type. Use the space after the associated checkbox to specify the IRS section (for non-profits), type of government agency (for government agencies) or describe an entity not listed.  -answer not presented because of the answer to #3-				
	5. List the fiscal sponsor's key individuals (including board members) that will be involved in this project. For each person list a) name and title, b) role and responsibilities, c) whether they are a paid employee, paid consultant, or volunteer.  -answer not presented because of the answer to #3-				
	6. Confirm the applicant organization has legal standing and does not require a fiscal sponsor.  ☑ Confirm				
	7. My organization/agency has registered for payment through CFSC's bill payment vendor, Bill.com.				
	All organizations/agencies receiving grant payments from CFSC must register for a Bill.com vendor payment account. Please reach out to Dave Farley at dfarley@cafiresafecouncil.org with questions or to complete registration.				
	Yes-our organization has a confirmed registration with Bill.com				
	☐ No-our organization has not yet registered with Bill.com.				
	Documents Requested * Required?Attached Documents *				
	Fiscal Sponsor Agreement or MOU, if				
	applicable.  download template				
	download tomplate				
pp	olication Questions <u>top</u>				
	Organization Information				
1. Which county do you represent? Humboldt					
	2. If your organization has a CAL FIRE grant or direct award, or received one in the past, please provide the grant number(s), project summary(ies), current status (open/closed), and indicate if				

you have ever received a CAL FIRE grant termination.

Enter N/A if your organization has never received a grant or direct award from CAL FIRE. The County has successfully managed or is managing the following CAL FIRE grants and has never received a CAL FIRE grant termination.

CAL FIRE Forest Health (IN PROGRESS) (Agreement No. 8GG22628 in the amount of \$10,000,000) supports implementation of a regional forest health pilot program on behalf of the North Coast Resource Partnership.

CAL FIRE Fire Prevention Grant FY23-24 (IN PROGRESS) (Agreement No. 5GG23120 in the amount of \$300,000) supports development of the countywide CWPP update.

CAL FIRE Fire Prevention Grant FY21-22 (COMPLETE MARCH 2025) (Agreement No. 5GA21101 in

the amount of \$500,000) provided for the recovery of the Willow Creek area from the 2021 December snowstorm. It includes defensible space assistance, chipping services, and hazardous fuel reduction along evacuation routes.

CAL FIRE Fire Prevention Grant FY21-22 (NEAR COMPLETION) (Agreement No. 5GG21213 in the amount of \$191,318) provided for defensible space assistance and chipping services.

CAL FIRE Fire Prevention Grant FY21-22 (COMPLETE MARCH 2024) (Agreement No. 5GG21102 in the amount of \$333,000) provided for evacuation planning and purchase of related equipment.

CAL FIRE Fire Prevention Grant FY20-21 (COMPLETE MARCH 2025) (Agreement No. 5GG20107 in the amount of \$871,214) provided for defensible space assistance, expansion of the FLASH Program, and roadside clearance.

CAL FIRE Fire Prevention Grant FY19-20 (COMPLETE MARCH 2025) (Agreement No. 5GG19116 in the amount of \$371,472) provided for implementation of the FLASH Program.

CAL FIRE Fire Prevention Grant FY18-19 (COMPLETE MARCH 2025) (Agreement No. 5GG18105 in the amount of \$497,102) supported community chipping events, model demonstration projects, defensible space assistance for elderly and disabled residents, roadside fuels reduction, and funding the creation and distribution of a home-hardening brochure customized to Humboldt County.

## 3. List key individuals from the applicant county or organization who will be involved in submitting the application, designing the project, and designating the County Coordinator.

Please identify 1) Name and title, 2) Contact information, 3) Roles and responsibilities, 4) Whether they are paid or volunteer.

Senior Environmental Analyst Julia Cavalli will continue serving as the County Coordinator with support from Natural Resources Planning Manager Cybelle Immitt and Environmental Analyst Tanner Speas. Cybelle, Julia, and Tanner are paid staff of the Natural Resources Planning (NRP) Section of the Humboldt County Public Works, Environmental Services Division. The County plans to contract with the Humboldt County Resource Conservation District to provide additional capacity support. Julia will also be responsible for project administration and management. Cybelle will oversee this work.

The HCFSC will support the success of the County Coordination Team through their active participation on this County Board of Supervisor appointed committee, and by providing guidance based on their individual fields of expertise and knowledge of the Humboldt County CWPP. HCFSC members are not monetarily compensated for their participation; some members volunteer their time and others participate in the capacity of their paid employment. The Humboldt County Board of Supervisors will ultimately approve the grant agreement and will not be paid out of the grant funds.

## 4. Briefly list prior grants received and managed over the past 3 years, including private, federal, or state grants.

Were any of the grants received and managed over the past 3 years secured as a result of increased capacity from the County Coordinator program?

NRP staff offer over 20 years of combined experience managing numerous grants involving a range of funding agencies and dollar amounts. Increased capacity supported by the County Coordinator program was leveraged to apply for several of the CAL FIRE grants listed above, including funds to update the 2019 CWPP. In addition, the County Coordinator program allowed staff to provide technical assistance to other organizations that successfully secured grant funds to implement the CWPP, which represents the collective vision of a large local collaborative. In addition to the CAL FIRE grants listed above, staff have successfully managed or are actively managing the following:

California Fire Safe Council Grants:

2022 CAL FIRE Defensible Space Program (COMPLETE DECEMBER 2024): Defensible space assistance in Southern Humboldt (\$500,000)

County Coordinator (ROUND 1 COMPLETE MARCH 2024; ROUND 2 COMPLETE DECEMBER 2024): Supports a broad work plan related to coordination of wildfire mitigation groups countywide (Round 1: \$175,000; Round 2: \$150,000).

2021 Clearinghouse (COMPLETE APRIL 2024): Expanded the FLASH Program and is providing upport for planning prescribed burns in Southern Humboldt (\$180,300).	
Regional Funding (ONGOING): IRP also serves as the regional administrator for the seven county North Coast Resource Partnersh which includes administration of the Regional Forest and Fire Capacity Program and the Regional C TIRE Forest Health Pilot for the North Coast.	
. Location (of office or primary headquarters).	
40.4529403 Latitude	
-124.25729 Longitude	
-83.80 <b>TOTAL</b>	
<ul> <li>Does your county have a county-wide community wildfire protection or emergency plan?</li> <li>Please only answer "yes" if your county has a county-wide plan, not regional or local plans.</li> <li>✓ Yes</li> <li>No</li> </ul>	?
. Does your organization/county have professional GIS staff who will be available to assist he GIS needs of this project?	t with
✓ Yes-full time staff	
Yes-part time staff	
Yes-contract staff	
□ No	
s. If yes, please provide the contact information for GIS staff who will work on this project. If "no", type N/A here.  ulia Cavalli, jcavalli1@co.humboldt.ca.us	
<ul> <li>Will your organization receive grant funds on an advance or quarterly reimbursement baselote: if you select advance, it is still possible your organization could be switched to reimbursement or your pre-award risk assessment or performance during the grant period.</li> <li>Advance</li> <li>Quarterly reimbursements</li> </ul>	
Project Information	
O. Executive Summary/Abstract  Provide a brief summary (1-2 sentences) of your proposed County Coordinator Project.  The Humboldt County Coordination Team will catalyze CWPP progress by fostering countywide collaboration, enhanced capacity and partnerships, and a shared vision of wildfire resilience.	
<ul> <li>1. Will your county's County Coordinator remain the same during the new funding period?</li> <li>Select No if you do not have an existing County Coordinator in place.</li> <li>✓ Yes</li> <li>No</li> </ul>	?
2. If yes, please provide the existing County Coordinator's organization/agency, name, emoderess, title, and phone number.	ail
Vrite N/A below if this question does not apply to your situation. ulia Cavalli, Humboldt County Public Works, Sr. Environmental Analyst, jcavalli1@co.humboldt.ca.u	s,

707-296-1498

13. If no, please describe the situation requiring a new County Coordinator placement and identify who will fill the role (full time/part time employee, contractor). Describe your process/timeline for hiring the new County Coordinator.

Write N/A below if this question does not apply to your situation. N/A

#### **Project Outcomes and Evaluation**

### 14. Please describe the anticipated outcomes of your County Coordinator Project.

Humboldt County will experience reduced wildfire risk through the mitigation, coordination, and education activities supported by this grant. The funds will enhance coordination of the HCFSC and advance CWPP implementation, both of which require significant professional effort. Specific activities include preparing for, facilitating, and following up on FSC meetings, as well as conducting public outreach and education to keep communities engaged and informed. It also involves tracking and updating the CWPP, integrating it with plans like the CAL FIRE Unit Plan, developing projects, writing grants, and coordinating among FSC members and partners to align efforts and amplify shared messaging. These efforts will result in more projects and successful grant applications, stronger networks among groups with shared goals, and a better educated and fire-safe workforce and public. The County Coordination Team will have helped to build the capacity of and establish new local wildfire mitigation groups, including recognized Firewise Communities. Identified gaps in geographic coverage, organizational capacity, and data will inform the current CWPP update and future project planning. Lastly, several new or refreshed tools and resources will be available for local wildfire mitigation groups to educate their communities and themselves; understand the utility of the CWPP; and effectively plan and secure funding for projects in coordination with other local groups, including the HCFSC.

#### 15. How will you measure the success of your County Coordinator Project?

Respective measures of success for the outreach, mitigation, and coordination efforts of the CCT include number of quality resources developed or added to the HCFSC Fire Safety Resources library; number of grant applications submitted; number of new contacts added to the database; and number of wildfire mitigation groups collaborating with the HCFSC and on CWPP implementation efforts.

A more qualitative measure is the appreciation, satisfaction, and desire for continued support expressed by local groups. Their feedback will provide valuable insights into the effectiveness of the Team's strategies and initiatives. While their successes are their own, we will take pride in celebrating their continued growth and risk reduction achievements.

Success will also be reflected in strengthened collaborative infrastructure—through continued engagement with the CFSC GIS Networking Portal, stronger CAL FIRE coordination, and clarified roles between the County and the Unit. Progress on CWPP priority actions will remain the central measure of impact, tracked through a public CWPP progress tracker. The Team will also support success by hosting a CWPP toolkit training, developing a county-level CWPP planning framework, attending CAL FIRE's Qualified Entities Training, and sharing the project's outcomes with the Board of Supervisors and the public.

## 16. How will your county or organization work to sustain efforts toward county-wide collaboration and coordination following the close of the performance period?

A primary goal for this project is to foster shared vision and catalyze action on wildfire risk reduction and community education across the county. By the end of the grant term, the County Coordination Team will have helped to build connections and capacity among local wildfire mitigation groups so that their work can continue even without the direct assistance of a paid county coordinator. Similarly, the Team will have greatly improved tools and processes to support the success of the HCFSC as they collectively carry forward the goals of the CWPP; many of these improvements are expected to continue benefiting the group even without direct support. However, a great deal of need will likely remain after the grant period, in addition to the ongoing needs of HCFSC coordination and facilitation of CWPP maintenance and implementation. Therefore, County staff will continue to seek and advocate for sustained funding to ensure continuity of support after the grant period has ended. The Team will use the successes and example of this project to demonstrate the benefit of and need for supported countywide coordination in requests for funding from the RFFC Program, state budget allocation, state Coastal Conservancy, county general fund

allocations, or other sources.

## 17. By checking each box below, you certify your understanding of these required deliverables and that they must be integrated into your workplan.

These deliverables must be the first six activities in your Scope of Work table. Please see the Funding Announcement document in the ZoomGrants library for more information on these requirements.

- ✓ Develop a plan to integrate the County Coordinator's work with your local CAL FIRE unit
- Continue to contribute to the CFSC GIS Networking Portal
- Attend one Qualified Entities Training hosted by CAL FIRE
- ✓ Host one county-level training on the CWPP toolkit
- Develop a preliminary plan to evaluate steps/actions needed to initiate a county-level CWPP
- Present the project's scope of work and impact to your county's Board of Supervisors

## 18. Please identify any deliverables, in addition to the required deliverables outlined above, that you intend to achieve by the close of the project.

Ensure these deliverables are included in your workplan and budget.

All required reports, financial records, and data

Documentation of 5 HCFSC meetings which are open to the pubic and designed to celebrate accomplishments, share ideas, build project partnerships, and/or provide educational presentations Documentation of support for existing Firewise Communities and the recognition of at least 3 new Firewise Communities

Materials and attendance records from community workshops

Links and/or printed copies of educational resources developed under this project

#### Budget top

County Coordinator Project Expenses	Budget
a. Salaries and Wages	\$ 63,000.00
b. Benefits	\$ 0.00
c. Travel	\$ 3,000.00
d. Equipment	\$ 0.00
e. Supplies	\$ 6,590.00
f. Contractual	\$ 62,000.00
g. Other	\$ 7,000.00
h. Indirect (12% max)	\$ 9,910.00
Total	\$ 151,500.00

#### **Budget Narrative**

- I. Salary & Wages (\$63,000 budgeted)
- a. Funds will be used to support Humboldt County Public Works, Natural Resources Planning staff to deliver a successful project by coordinating completion of all scope tasks.
- II. Benefits: No budget included.
- III. Travel (\$3,000)
- a. Funds will be used to reimburse county staff for travel to meetings and events (e.g., local fire safe council meetings, regional convenings) as well as workshops associated with professional development such as the CAL FIRE Qualified Entities training and the November 2025 County Coordinator in-person Workshop. Approximately 750 miles of travel at a rate of .70/mile (or the current GSA rate at time of travel) and lodging costs up to \$1500).
- IV. Equipment. No budget included.
- V. Supplies (\$6,590)
- a. Miscellaneous supplies (~\$4590), including but not limited to, postage, meeting/workshop/training materials and maps, and office supplies directly related to the grant project. These funds may also be

used for professional printing of publications developed by FSC members including the Living with Wildfire magazine, Preparing Your Home for Wildfire pamphlet, and Prescribed Burn Manual for Landowners.

- b. Annual Airtable subscription (~\$1,600). Airtable is the CCT's project management system and host to the wildfire mitigation groups contacts database, CWPP progress tracking tool, Vegetation Management Contractor database, and is integrated with the draft CWPP Hubsite.
- c. ArcGIS subscription and/or service credits (~\$400) to support CWPP tracking and public outreach.
- VI. Contractual (\$62,000)
- a. The Humboldt County Resource Conservation District will assist with implementation of the work plan alongside Public Works personnel, as described above. Funds will be used to compensate the RCD for time and expenses. (\$50k)
- B. A professional graphic design firm will be contracted to assist with developing the fourth edition of the Living with Wildfire Magazine (last updated 2019) or similar outreach materials. VII. Other (\$7,000)
- a. Professional development (\$1,000) Some funds have been budgeted to support professional development to build the knowledge and expertise of the County Coordination Team so that they may better assist, and build the capacity of, local mitigation groups. These funds may also be used to reimburse local mitigation groups members for training fees, mileage, and lodging expenses necessary for their participation in capacity building activities. Potential training topics may include, but are not limited to, mitigation best practices, GIS, grant writing, and stakeholder engagement and facilitation.
- b. HCFSC Member Travel (\$1,000) A small set-aside has been allocated in the project budget to provide mileage reimbursement to HCFSC members to attend critical HCFSC meetings. Only those members not supported by any other funding source to participate in the HCFSC will be eligible. Humboldt County is expansive and some volunteer members must travel 100 miles roundtrip to attend meetings in Eureka.
- c. Local CWPP engagement (\$5,000) Funds will be used to provide stipends for individuals who possess specialized local knowledge, expertise, and community connections, to inform the CWPP update and support associated community workshops. Nominal stipends are not intended to replace wages but serve as an acknowledgment and alleviation of the financial strain associated with volunteering.

VII. Indirect (\$9,910): The expense of doing business so that our office can function well enough to administer and implement this grant will be charged at a rate of 7%. This will cover overhead costs such as office rental, maintaining computers; administration, business, risk management, and legal services; insurance, and technology necessary for project success.

#### Scope of Work top

### **Scope of Work**

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Task#	Activity	Timeline	Responsible Party	Expected Outcome/Result	Budget
1. Develop a plan, in concert with CAL FIRE or CAL FIRE contracted entity, to integrate the County Coordinators with their local CAL FIRE units and		Month 1 - 15	Coordination Team	Enhanced coordination and collaboration between the County Coordinator program and CAL FIRE Unit staff and a stronger working relationship between Unit staff and community mitigation groups.	\$ 9,375

develop shared, locally appropriate resources.			
2. Continue to contribute to the CFSC GIS Networking Portal.	Month 1 Coordination – 15 Team	An internal and public- facing database of wildfire mitigation contacts to facilitate project planning and stakeholder engagement with appropriate groups.	\$ 1,875
3. Attend at least one (1) Qualified Entities Training hosted by CAL FIRE.	Month 7 County Coordinator	Increased capacity to educate Humboldt County residents about home hardening and defensible space standards and methods.	\$ 1,875
4. Host one (1) county- level training on the CWPP toolkit for stakeholders to encourage its use and adoption.	Month 1- Coordination 9 Team	Increased understanding of best practices for CWPP development and maintenance.	\$ 2,537
5. Develop a preliminary plan evaluating steps/actions needed to initiate a county-level CWPP, using best practices as outlined in the CWPP toolkit, and submit a report to CFSC based on findings.	Month 1- Coordination 9 Team	Report on how the CWPP toolkit was applied to the Humboldt County CWPP update.	\$ 8,250
6. Present project scope of work, deliverables, and impact to the county's board of supervisors to ensure that county leadership is informed of	Month 14 Coordination Team	A more informed and supportive Board of Supervisors. Exposure to the public on the work of the CCT and HCFSC.	\$ 1,812

program impact and can effectively keep the County Coordinator tied into the county's priorities and plans.				
7. Enter additional deliverables in the Activity column at right>	>Execute and manage contractor agreement with the HRCD. Prepare and submit quarterly expense documentation, progress reports, and final reports, submit payment requests, and manage overall budget. Build out a project management tool for tracking tasks and responsibilities assigned to each Team member. This will be a key tool for success and will be updated over the course of the grant term.	>Month 1 – 15	>Successfully completing a well coordinated implementation approach. All required reports and tracking records will be completed and submitted on time and to the satisfaction of the California Fire Safe Council Grant Manager, resulting in successful project completion and information on lessons learned that can be used by CFSC to scale up or enhance future iterations of the program.	>\$ 5,000
8. Enter additional deliverables in the Activity column at right>	>Support the basic organizational functions of HCFSC (plan/facilitate meetings, convene CWPP implementation/update work groups, etc.)	>Month 1 – 15	>HCFSC members and partners will be better supported to engage with the CWPP and better able to plan/coordinate their work in relation to it.	>\$ 6,251
9. Enter additional deliverables in the Activity column at right>	>Provide support for local mitigation groups, including Firewise Communities, and maintain regular contact with these groups, including attendance of local meetings and events and assistance with tracking and celebrating accomplishments. Build collaborative networks and foster mentorship within and among mitigation groups.	>Month 1 – 15	>Functional and well supported wildfire mitigation groups; increased number of recognized Firewise Communities, increased collective understanding of how to leverage the CWPP into action; increased number of connections between local practitioners.	>\$ 31,250

for local participation in trainings, convenings, etc.  10. Enter additional deliverables in the Activity column at riight> state/regional meetings or symposiums).  11. Enter additional deliverables on the Activity column at miplement progress tracking methodology/process (for both Action Plan priorities and mapped projects).  Develop, connect, and pursue funding for high priority projects. Incorporate relevant elements of this activity with the CWPP update process.  12. Enter additional deliverables in the Activity column at might> Develop and deliverables in the Activity column at might> Develop and deliverables in the Activity column at might> Develop and deliverables in the Activity column at might> Develop and deliverables in the Activity column at might> Develop and deliverables in the Activity column at might> Develop and deliverables in the Activity column at might> Develop and deliverables in the Activity column at might> Develop and deliverables in the Activity communications. Collaboratively plan and facilitate meaningful convenings, participate in events hosted by others.  12. Enter additional deliverables in events hosted by others.					
additional deliverables in the Activity column at right> Participate in which the deliverables in the Activity column at right> Participate in deliverables in the Activity column at right> Participate in the Activity with the column at right> Participate in the Activity with the CWPP update process.  12. Enter additional deliverables in the Activity column at right> Participate in events hosted by others.  13. Enter additional deliverables in the Activity column at right> Participate in events hosted by others.  14. Enter and right and regularly coordinate with state/regional groups (including and planning processes; increased advocacy for local groups at state/regional level; increased advocacy for local groups and planning processes; increased advocacy for local groups and planning processes; increased advocacy for local groups at state/regional groups (increased advocacy for local groups and planning processes; increased advocacy for local groups and planning processes.  15. Enter additi					
additional deliverables ongoing CWPP update, 1 – 15	additional deliverables in the Activity column at	state/regional meetings and regularly coordinate with state/regional groups (including CFSC; NCRP; other conferences or	>Coordination	coordination and collaboration with state/regional groups and planning processes; increased advocacy for local groups at state/regional level; increased sharing of knowledge and skills among mitigation	•
additional>Develop and>Month>Increased>\$ deliverables distribute educational 1 – 15 > Coordination stakeholder 31,900 in the Activity resources; increase stakeholder resources; increase stakeholder established channels including the HCFSC communications.  Collaboratively plan and facilitate meaningful convenings; participate in events hosted by others.  Facebook, email listserv, and in-person convenings. The HCFSC website will be	additional deliverables in the Activity column at	ongoing CWPP update, continue to refine and implement progress tracking methodology/process (for both Action Plan priorities and mapped projects).  Develop, connect, and pursue funding for high priority projects.  Incorporate relevant elements of this activity with the CWPP update	>Coordination	tracking progress, accomplishments, and project plans resulting in enhanced ability to identify, prioritize, plan and implement CWPP projects/actions strategically; demonstrating plans/progress to CWPP stakeholders and prospective funders. Multiple collaborative funding applications submitted and grants awarded for implementation of CWPP priorities resulting in reduced wildfire risk; opportunities for local partner coordination and contracts. Contributions to the	
	additional deliverables in the Activity column at	distribute educational resources; increase stakeholder communications. Collaboratively plan and facilitate meaningful convenings; participate in events hosted by	>Coordination	stakeholder engagement through established channels including the HCFSC website, HCFSC Facebook, email listserv, and in-person convenings. The HCFSC website will be	

				the breadth, accessibility, and utility of educational resources on wildfire preparedness. Stakeholders will better understand their level of risk to and how to prepare for wildfire and how the CWPP can be used as a tool to organize action in their communities.	
13. Enter additional deliverables in the Activity column at right>	>	>	>	>Supplies/Travel/Othe	er>\$ 16,590
14. Enter additional deliverables in the Activity column at right>	>	>	>	>Indirect (7%)	>\$ 9,910
15. Enter additional deliverables in the Activity column at right>	>	>	>	>	>\$
Total					\$ 151,500

### Documents top

Documents Requested *	Required?Attached Documents *		
Pre-Award Questionnaire	✓	Pre-Award Questionnaire	
download template		Supplement	
NIMS Certification letter (Required for First Responder Agencies)			
Board of Directors or Board of Supervisors roster with contact information for each person (i.e., phone, email, mailing address		Board of Supervisors Roster	
Proof of Insurance or self-insurance letter when applicable	✓	General Liability Insurance	
		Workers Comp Insurance	
Accounting Policy	<b>✓</b>	Memo Re Available Policies	
Purchasing/Procurement Policy	<b>✓</b>	Purchasing Policy	
Personnel Policy	<b>✓</b>	Memo Re Available Policies	
Property Management Policy			
Conflict of Interest Policy	<b>✓</b>	Conflict of Interest Policy	
Travel Policy	✓	Expense & Reimbursement (Travel) Policy	

Drug Free Workplace Policy	<b>✓</b>	Memo Re Available Policies
Signed W9 form	<b>✓</b>	<u>W9</u>
Copies of results from audits, examinations, or monitoring procedures performed during the last three (3) fiscal years.	▼	2021 County of Humboldt Single Audit Report 2022 County of Humboldt Single Audit Report 2023 County of Humboldt Single Audit Report
Copies of audit reports and management letters received during the last three (3) fiscal years from Subrecipient's independent auditors (including all reports associated with a Single Audit pursuant to 2 C.F.R. Part 200, Subpart F).		2021 Management Letter 2022 Management Letter 2023 Management Letter
If the applicant has not completed an annual financial audit (and a single audit if a federal grant recipient) please submit written documentation explaining why audits have not been completed.		
If the organization has not completed an audit, please submit copies of the past 6 months of financial statements.		
Organization Bylaws		
Articles of Incorporation		
IRS Determination Letter (granting income tax exemption under IRC § 501(c)(3))		
IRS Identity Letter - Governmental Info Letter		Tax Status Memo
Form 990 or 990-EZ from the last three (3) years, including Form 990-T and all supporting schedules and attachments.		
Justification for indirect costs greater than 12% and required documentation.		
Other documents		Document Applicability Memo
Project Modification Request Form		
Grant Closeout Report Documents		
Grant Closeout Report Photos		

<sup>\*</sup> ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 499139

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