



California Fire Safe Council
21 CALFIRE-County Coordinator Program
Deadline: 9/30/2021

County of Humboldt
Humboldt County Coordination Team

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USD\$ 135,000.00 Requested

Project Contact

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Additional Contacts

none entered

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EIN 94-6000513

Application Questions top

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #17.

County/Organization Information

1. Which county do you represent?

This grant only allows for one application to be submitted per county.
Humboldt

2. Please select your application type:

Please note: if you are an organization or agency designated by the county to apply and receive funds on their behalf, you must attach a letter of support from your county's Board of Supervisors in the "Documents" section of this application.

- County Board of Supervisors or county employee
An organization or agency designated by the county to apply

3. Please describe your county or organization's history, structure, and notable projects or accomplishments

The Humboldt County Board of Supervisors (Board) formed the Humboldt County Fire Safe Council (HCFSC) in 2002 to facilitate community-based fire planning efforts that assist residents in making their homes and communities fire safe. The HCFSC is unique among FSCs as a Board-appointed committee. Its official purpose is to oversee the maintenance and implementation of the Humboldt County Community Wildfire Protection Plan (CWPP) and, when appropriate, to inform and make recommendations to the Board. Membership of the HCFSC is governed by a board resolution and consists of almost two dozen individuals representing a wide cross-section of organizations with an interest in wildfire mitigation.

Since the HCFSC's inception, coordination has been provided by county staff with support from competitive, project-based grant funding. Despite little to no direct funding for HCFSC (county) staff, a great deal has been accomplished through grant projects funded by the CA Fire Safe Council, CAL FIRE, and others.

Notable accomplishments include the ongoing "Fire-Adapted Landscapes and Safe Homes", or FLASH Program—a landowner cost-share program for hazardous fuels reduction; the recently completed, CFSC-funded Restoration of Beneficial Fire project for prescribed burn outreach and education; development of the "Preparing Your Home for Wildfire" educational pamphlet in collaboration with UC Cooperative Extension (UCCE); and of course, the completion of the CWPP update in 2019.

#### **4. 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) Roles and responsibilities 3) Whether they are paid or volunteer.*

At the August HCFSC meeting, members expressed support for the County's submission of this application and staffs' intention to design the project around a County Coordination Team. Senior Environmental Analyst Julia Cavalli will serve as the primary County Coordinator with support from Natural Resources Planning Manager Cybelle Immitt and one or more consultants. Julia will be responsible for project administration, management, and work plan implementation. Cybelle will oversee this work and actively participate in aspects of the work plan. Contractor(s) will be hired to support work plan execution. Julia and Cybelle are paid staff of the Natural Resources Planning (NRP) Section of the Humboldt County Public Works, Environmental Services Division.

The HCFSC will support the success of the County Coordination Team through their active participation on the council 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 County Administrative Officer—liaison to the Board of Supervisors—has also been briefed about the proposal and has provided a letter of support in response. The Humboldt County Board of Supervisors will ultimately approve the grant agreement if this proposal is selected for funding and will not be paid out of the grant funds.

#### **5. Describe any prior experience applying for and/or managing private, federal, or state grants.**

Julia and Cybelle (Public Works, NRP staff) offer 20 years of combined experience managing numerous grants involving a range of funding agencies and dollar amounts. They are familiar with guiding projects to successful outcomes, tracking expenses, preparing reports and invoices, and maintaining auditable project records. Examples include:

CFSC Clearinghouse 2018 (COMPLETE): staff assisted UCCE with education and outreach to support increased use of prescribed fire on private lands.

CFSC Clearinghouse 2019 (ONGOING): supports the establishment of two new Firewise Communities and expands the County's CAL FIRE 2018 Grant by adding funding for like work.

CAL FIRE Fire Prevention FY19-20 (ONGOING): provides for implementation of the FLASH Program.

CAL FIRE Fire Prevention FY18-19 (ONGOING): supports chipping events, model projects, defensible space assistance, roadside fuels reduction, and the development of a custom home-hardening brochure.

CAL FIRE State Responsibility Area Fire Prevention (COMPLETE): supplemented Title III funds for the most recent update of the County CWPP, including significant community outreach.

Title III (ONGOING, though funding is variable and decreases each year): funds to support CWPP maintenance/implementation and Firewise program.

Regional Funding (ONGOING): as the Regional Administrator for the North Coast Resource Partnership (NCRP), NRP administers several multi-million dollar grants including a Regional Forest and Fire Capacity (RFFC) blo

#### **6. Briefly summarize your county's current efforts to coordinate the various wildfire mitigation groups, programs, and projects taking place within the county's borders.**

*You may include: successes and failures, future plans, and coordinated projects.*

County staff support the basic organizational functions of the HCFSC, including convening quarterly meetings that foster cross-pollination of ideas and strategies for achieving the goals of the CWPP and ongoing projects. Members of the HCFSC, including Public Works, plan and pursue funding for their own CWPP-implementation projects, the progress of which are tracked by County staff, to the extent feasible without direct funding.

Current efforts have resulted in some projects coordinated with HCFSC members and others wherein the county acts as an umbrella and contracts with and/or receives in-kind support from smaller mitigation groups. In recent years, especially following the last CWPP update, the county has sought to take a more active role in implementing work on the ground—transitioning the primary focus of projects from outreach/education to encompass fuels reduction activities as well.

Other efforts that have been initiated but are inadequately supported include the need to convene focused, CWPP Action Plan work groups; comprehensively track and map projects countywide; develop CWPP project recommendations into shovel-ready

projects; sustain contact with, and support, smaller and emerging community groups; and consistently collaborate and network with more established groups. The county also hopes to engage in RFFC program processes on behalf of local groups (separate from the County's role as Regional Administrator for the NCRP RFFC Program).

### 7. How many wildfire mitigation groups exist within your county?

*This may include but is not limited to: Fire Safe Councils, Firewise Communities, fire protection agencies, Resource Conservation Districts, and HOA groups actively engaged in wildfire mitigation projects.*

<input type="text" value="6"/>	Fire Safe Councils
<input type="text" value="8"/>	Firewise Communities
<input type="text" value="41"/>	Fire protection agencies
<input type="text" value="1"/>	Resource Conservation Districts (RCD)
<input type="text" value="14"/>	Home Owners Associations (HOA)
<input type="text" value="9"/>	Other
<input type="text" value="79.00"/>	<b>TOTAL</b>

### 8. What is the relationship between the various wildfire mitigation groups in your county?

The HCFSC is the primary venue for cross-pollination of wildfire mitigation groups (i.e., local FSCs; Firewise; county/state/federal agencies; UCCE; timber; insurance etc.), working at different scales or in discrete areas of the county. HCFSC membership and quarterly meetings serve to establish connections between groups working toward similar wildfire mitigation goals that have, in the past, been developed into collaborative relationships (especially among higher-capacity entities) as well as mentorship opportunities. Public Works, for example, has a track record of coordinating with other HCFSC members to plan and execute projects, oftentimes through sub- contracts/grant agreements.

Groups within specific geographic areas have their own relationships outside of the HCFSC. For example, many Firewise Communities are often associated with their local fire safe council. There are also other organizations who cannot be characterized as "wildfire mitigation groups" yet include activities that intersect with wildfire as part of their programming—for example, land trusts and Tribes.

According to an online database of California Homeowners' Associations, there are 14 HOAs in Humboldt County. The number of Road Associations is unknown. Both groups have the potential to become partners in wildfire mitigation planning, especially with evacuation mapping. It will be an important task for the County Coordination Team to catalogue these groups and strategize engagement with them.

### 9. How are your county's designated emergency services staff and/or wildfire mitigation groups currently funded?

NRP staff responsible for duties related to coordination of the HCFSC and implementation of the CWPP (contingent on the availability of funding) are primarily supported by project-specific grant funding. Limited funds are also available from the County General Fund (<2% of staff time). General funds have typically been reserved for grant writing since these costs cannot be otherwise reimbursed. Lastly, the county periodically receives a small amount of Title III funding, authorized for use to support CWPP maintenance/implementation.

Some organizations like the Humboldt County Office of Emergency Services (Sheriff's Department), Humboldt County RCD, Tribes, and others are supported by some discretionary funding supplemented by grants and other special funding.

Local wildfire mitigation groups span the spectrum. Some FSCs and Firewise Communities are maintained as programs of non-profit organizations that subsist on competitive grant funding (and some donations). At least one FSC is itself an all-volunteer, single-focus non-profit. Other local groups are simply structured affiliations of community members without outside funding. Some benefit from the support of a fire department or community center.

Fire protection agencies within a special district are supported by a combination of taxes, fees, grants, and fundraising, while areas outside of special districts are, in some cases, served by volunteer fire companies that rely exclusively on donations, fundraisers, and g

### 10. Does your county have a county-wide emergency preparedness or protection plan?

*Please only answer this question for county-wide plans, not regional or local plans.*

- Yes
- No
- Unknown

### 11. Does your county have a county-wide fire mitigation group, such as a county Fire Safe Council or Resource Conservation District?

*Please only answer this question for groups who perform county-wide services, not local or regional groups.*

- Yes
- No
- Unknown

## Project Information

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### 12. Executive Summary/Abstract

*Provide a brief summary (2-3 sentences) of your proposed project.*

The Humboldt County Coordination Team will catalyze progress on CWPP implementation through enhanced countywide collaboration that results in increased capacity and partnerships among local wildfire mitigation groups and ultimately, reduced risk of loss from catastrophic wildfire. The Team will both educate and learn from these groups as they collectively work to broadcast a shared vision of a resilient Humboldt County.

### 13. How will a County Coordinator benefit the county's efforts to encourage county-wide wildfire mitigation, outreach, and coordination?

The current state of county coordination and the level of proactive wildfire mitigation in Humboldt County is inconsistent with the monumental scale of risk we face. Our long history of fire exclusion has created a ticking timebomb for Humboldt communities as flammable vegetation continues to accumulate and our climate continues to get hotter and drier. Currently, there is no baseline funding to support strategic follow through on the priority actions and mapped projects of the county's comprehensive CWPP, despite the availability of experienced personnel eager to lead the effort.

This grant would enable staff to dedicate more time and attention to the essential tasks of HCFSC coordination currently relegated to spare moments in between funded work. The County Coordination Team will be able to expand on the current efforts described in Question 6 and work with entities countywide to catalyze progress on the CWPP.

Funding will support the development of relationships, capacity, and shared vision among local wildfire mitigation groups—including members of the HCFSC, as well as those not yet engaged. Stronger partnerships will help create a more unified direction; groups will be better equipped and more likely to collaborate on proposals and projects and share resources/experience when they have access to the assistance of a County Coordination Team. This project will also help fortify the conduit between the County and state/regional actors working toward common goals.

### 14. Provide a narrative of the anticipated roles and responsibilities of the County Coordinator within your county.

*Please include an outline of their daily/weekly/monthly activities as well as anticipated hours worked per week.*

The core responsibilities of the County Coordination Team (two county employees and one or more contractors), in addition to project management (1 hour estimated per week for the collective Team over the grant term), will be as follows:

- I. HCFSC Organizational Coordination & Support (3 hrs/wk)
  - a. Support the basic organizational functions of HCFSC; keep members engaged and progress moving forward.
  - b. Reignite CWPP Action Plan work groups and invite representation from other local groups.
- II. Local Fire Mitigation Group Coordination & Support (10 hrs/wk)
  - a. Work with local partners to understand the utility of the CWPP in the context of their work/community.
  - b. Build collaborative networks, foster mentorship, and disseminate best practices and resources.
- III. Interorganizational Coordination & Collaboration (3 hrs/wk)
  - a. Regularly coordinate with state/regional actors.
  - b. Plan and/or participate in gatherings in and potentially outside the county that facilitate knowledge/skill-sharing among mitigation groups.
- IV. Collaborative CWPP Implementation & Tracking (7 hrs/wk)
  - a. Develop tracking processes for CWPP progress on mapped projects and Action Plan priorities.
  - b. Identify gaps/barriers to incorporate into the next CWPP update and future funding opportunities.
  - c. Develop, connect, and pursue funding for high priority projects.
- V. Outreach & Education (3 hrs/wk)
  - a. Enhance online resource library, web presence, and regular stakeholder communication.

### 15. How will funds be used to support a County Coordinator?

*A project budget will also be required in the following section.*

Funds will be used to support personnel time to pursue the activities described in this application (e.g., partner coordination, meeting facilitation, project development, etc.). In addition, 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. Potential training topics may include mitigation best practices, GIS, and stakeholder engagement and facilitation. Lastly, a small amount of funds has been set aside for expenses related to travel and supplies.

Members of the County Coordination Team will be expected to travel to meetings (e.g., local fire safe council meetings, regional convenings) as well as workshops associated with professional development. Some funding has also been earmarked to assist local groups with expenses related to their participation in work facilitated under this project (e.g., travel, training fees). Additional information is provided in the Budget Narrative.

**16. How many wildfire mitigation groups, agencies, and community partners do you anticipate working in partnership with the County Coordinator? Describe how the County Coordinator will work to build relationships and encourage collaboration among all groups.**

The County Coordination Team will have at least some contact with all the wildfire mitigation groups identified in Q7 in addition to HCFSC groups not included in that tally.

The first step toward achieving the relationship-building goals of this proposal is to expand and fine-tune the HCFSC's database of CWPP Stakeholders. The improved database will serve as a reference for the Team and as a shared resource among local groups seeking to increase collaboration among themselves.

The Team will then work with the players identified in the first step to revisit and engage with the priority recommendations contained in each of the CWPP's 14 Planning Unit Action Plans. Regular participation in local level meetings will be key to this exercise and will also provide an opportunity for the Team to share experience, resources, and connections to others working on similar issues/projects.

Creating opportunities for engagement—through FSC meetings, Work Groups, and county convenings—will go a long way in fostering collaboration and fundraising/grant writing partnerships. Increasing accessibility of information will be critical as well—through individual meetings, improvement of online resources, and sharing of CWPP-related plans and progress.

The Team will also liaise between local groups and regional and statewide efforts (e.g., via CFSC, NCRP, state agencies) to enhance collective and individual work by lending perspective and considerations that may otherwise be overlooked.

**17. Will the individual filling the County Coordinator role be a new hire, existing employee, or a contract position?**

- New hire
- Existing employee
- Contract position

**18. If an existing employee will fill the role of the County Coordinator, describe this position's current job functions and why they are best suited to fill the role.**

Senior Environmental Analyst Julia Cavalli will serve as the primary County Coordinator with support from Natural Resources Planning Manager Cybelle Immitt and one or more consultants. Julia's current job functions include administration and management of several CWPP-implementation grant projects and, to the extent that support funding is available, coordination of the Humboldt County Fire Safe Council alongside Natural Resources Planning Manager Cybelle Immitt. Julia also participates in administration of two NCRP grants and administers the NCRP's 13 RFFC demonstration projects. She is also the GIS administrator and website manager for the Environmental Services Division.

Cybelle's role is to oversee the Natural Resources Planning Section's three employees and all work related to the HCFSC, the County's role in CWPP implementation, and the County's role as Regional Administrator for the NCRP. NCRP programs administered by the County currently include several grant rounds of the Integrated Water Management Program, and the RFFC Program.

Both Cybelle and Julia were heavily involved in the two-year update process for the CWPP published in 2019 and have been actively involved in its implementation since then. Cybelle is also the Public Works' Director designee on the HCFSC.

**19. Describe the process for hiring and selecting the County Coordinator.**

*Include hiring/selection criteria and a timeline to situate the individual in the County Coordinator role.*

To ensure the best results for this project and balance current workloads, County staff have opted to hire one or more uniquely qualified contractors to support project success. Development of a Request for Proposals (RFP) for (an) additional Team member(s) will begin soon after award and will follow Humboldt County standard practices routinely followed for hiring contractors to fulfill needs related to CWPP project implementation and/or project coordination.

An ad hoc committee of HCFSC members will be established at the quarterly meeting following award to provide input on the development of an RFP, finalize selection criteria, and review proposals.

In general, selection criteria will include 1) understanding of project objectives and requirements and 2) relevant qualifications and experience. Relevant qualifications and experience will include previous involvement in wildfire resiliency, emergency preparedness, fire service, and/or prescribed fire project development and implementation. Candidates with demonstrated skills and experience in stakeholder engagement (i.e., facilitation, communications) will be preferred. Experience and familiarity with local issues and mitigation groups will also be heavily weighted.

The contracted County Coordination Team member(s) can expect to begin in early 2022 depending on the timeline of award, number and quality of RFP responses, and contracting process.

**20. Who will oversee the County Coordinator position?**

*Please list name, organization/agency, title, contact information, and supervisory responsibilities.*

Cybelle Immitt Natural Resource Planning Manager Humboldt County Public Works, Environmental Services  
cimmitt@co.humboldt.ca.us (707) 267-9542 Cybelle will oversee the Coordination Team. Cybelle's supervisory responsibilities are further described in Q18

**21. Will any other positions or roles provide regular support to the County Coordinator?**

*This includes volunteers, contractors, or additional support staff.*

Public Works Business Office – limited support related to financial management; HCFSC members – guidance based on individual experience/expertise & support collective success; Board of Supervisors – grant agreement approval & HCFSC direction

**22. Will funds from the County Coordinator Grant Program be used to supplement the administrative costs of additional employees, such as a supervisor or support staff? If yes, please describe the need:**

*If no funds will be used to supplement additional employees, outside of the County Coordinator, please put N/A as your answer.*

N/A

**23. Location**

*Enter the latitude and longitude of your county's administration building. Your response must be in decimal format to six places, for example: 39.375097 Latitude and -122.54454 Longitude.*

40.4529403	Latitude
-124.25729	Longitude
-83.80	TOTAL

**Project Outcomes and Evaluation**

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**24. Please describe the anticipated outcomes of the County Coordinator Grant Program:**

Humboldt County will experience decreased risk of loss from wildfire as a result of the mitigation, coordination, and education activities supported by this grant program. The funds will support more robust coordination of the HCFSC and facilitation of progress on CWPP implementation than is possible at current funding levels. Countless hours are needed for FSC meeting preparation, facilitation, and follow-up; outreach and education; CWPP tracking and grant writing; and FSC member and partner coordination to align projects, amplify shared messaging, and keep communities engaged. This work will ultimately lead to more projects (and successful grant applications), more connections between groups with shared goals, and a better educated and fire-safe workforce and public.

By the project's end, the County Coordination Team will have taken stock of all the groups actively engaged in wildfire mitigation as well as their ongoing efforts and will have identified/begun implementing means of supporting them. The information the Team collects on gaps in geographic coverage, capacity, and data will be invaluable to the next CWPP update and to planning next steps. Lastly, the Team will have developed several tools and resources that can be used by 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.

**25. How will you measure the success of the County Coordinator Grant Program?**

Generally, achievement of the expected outcomes and results identified in the Work Plan will provide a strong measure of success. More specifically, success will be evaluated at the project's end through an assessment of the final work plan and a determination as to whether the full scope of work and associated deliverables were completed. A project debrief session will be held with the full membership of the HCFSC to share accomplishments and discuss the lessons learned during the project. Members will be invited to share their perspectives on project success and recommend next steps.

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

The greatest measure of success will be progress made on the priority actions of the Humboldt County CWPP over the course of the grant term, including work completed or supported by the County Coordination Team. The CWPP progress tracker developed as part of this project will provide an accessible and publicly available means of viewing progress (and success!) over time.

**26. How will your county or organization work to sustain efforts toward county-wide collaboration and coordination following the close of the grant term?**

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 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, county general fund allocations, and/or other sources.

**Budget [top](#)**

<b>Funding Sources</b>	Funds
CFSC County Coordinator Grant	USD\$ 135,000.00
<b>Total</b>	<b>USD\$ 135,000.00</b>

<b>Funding Uses/Expenses</b>	Expenses
Personnel	USD\$ 68,000.00
Fringe Benefits	USD\$ 0.00
Supplies	USD\$ 3,500.00
Contractual Services	USD\$ 52,000.00
Travel	USD\$ 2,600.00
Other	USD\$ 8,900.00
Indirect	USD\$ 0.00
<b>Total</b>	<b>USD\$ 135,000.00</b>

**Budget Narrative**

I. Personnel (\$68,000 budgeted)

a. Funds will be used to support two Humboldt County Public Works, Natural Resources Planning staff to pursue the activities described in this application (30% FTE for Julia Cavalli and 10% FTE for Cybelle Immitt over the 18-month life of the project).

b. Staff will be responsible for the management and delivery of a successful project. This will include executing and managing the grant agreement; executing and managing professional services agreement(s) for contracted Team member(s); preparing reports and invoices; planning and participating in meetings/events; outreach and education; compiling and distributing wildfire prevention materials; leading improvement of CWPP processes; preparing grant applications; developing projects for future phases of CWPP implementation; and overseeing general project quality control.

II. Fringe Benefits: No budget included.

III. Supplies (\$3,500)

a. Miscellaneous supplies, including but not limited to, postage, meeting materials, 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 Preparing Your Home for Wildfire pamphlet and Prescribed Burn Manual for Landowners (content development for which was funded by CFSC).

IV. Contractual Services (\$52,000)

a. One or more contractors will be hired to assist with implementation of the work plan alongside Public Works personnel, as described above. Funds will be used to compensate contractors for time and expenses.

V. Travel (\$2,600)

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. Approximately 2,800 miles of travel at a rate of .56/mile (or the current GSA rate at time of travel) and lodging costs up to \$1,000).

VI. Other (\$8,900)

a. Professional development

i. 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.

VII. Indirect: No budget included.

**Workplan** [top](#)

**Work Plan**

Task #	Activity	Timeline	Responsible Party	Expected Outcome/Result
1	Develop agreements with contracted Team member(s) and develop a detailed work plan and strategic priorities for the grant term.	Month 1 – 3	Coordination Team	A fine-grained work plan with specific 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.
2	Support the basic organizational functions of HCFSC (plan/facilitate meetings, convene CWPP implementation work groups, etc.).	Month 1 – 18	Coordination Team	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.
3	Provide support for local mitigation groups and maintain regular contact with these groups, including attendance of local meetings and events. Build collaborative networks and foster mentorship within and among mitigation groups. Provide reimbursement for local participation in trainings, convenings, etc.	Month 1 – 18	Coordination Team	Functional and well supported wildfire mitigation groups; increased collective understanding of how to leverage the CWPP into action; increased number of connections between local practitioners.
4	Develop and maintain database of wildfire mitigation contacts; track interactions with these contacts.	Month 1 – 18	Coordination Team	An internal and public-facing database of wildfire mitigation contacts to facilitate project planning and stakeholder engagement with appropriate groups.
5	Participate in state/regional meetings and regularly coordinate with state/regional groups (including CFSC; NCRP; other conferences or symposiums).	Month 1 – 18	Coordination Team	Enhanced 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 groups.
6	Develop and deploy enhanced CWPP progress tracking methodology/process (for both Action Plan priorities and mapped projects).	Month 3 – 6	Coordination Team	The establishment of a system for 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.
7	Develop, connect, and pursue funding for high priority projects.	Month 1 – 18	Coordination Team	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.
8	Develop and distribute educational resources; increase stakeholder communications.	Month 1 – 18	Coordination Team	Increased stakeholder engagement through established channels including the HCFSC website, HCFSC Facebook, and email listserv. The HCFSC website will be enhanced to increase 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.
9	Invoicing & Reporting: Prepare and submit quarterly progress reports and final report. Manage contractor agreements, submit payment requests, and manage overall budget.	Month 1 – Coordination 18 Team	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.
10			
11			
12			
<b>Total</b>			

**Documents** [top](#)

**Documents Requested \***

Required? **Attached Documents \***

IRS Determination Letter		
Organization by-laws		
Board of Directors OR Board of Supervisors roster	✓	<a href="#">Humboldt County Board of Supervisors &amp; FSC Roster</a>
Three years or most recent 990 or 990EZ form		
Copies of the last five years' audit reports and management letters received from an independent auditor, if applicable,		<a href="#">2019 - Single Audit Report</a> <a href="#">2019 - Management Report</a> <a href="#">2018 - Single Audit Report</a> <a href="#">2018 - Management Report</a> <a href="#">2017 - Single Audit Report</a> <a href="#">2017 - Management Report</a> <a href="#">2016 - Single Audit Report</a> <a href="#">2016 - Management Report</a> <a href="#">2015 - Single Audit Report</a> <a href="#">2015 - Management Report</a>
Copies of reports of government agencies (Inspector General, state or local government auditors, etc.) resulting from audits, examinations or monitoring procedures performed in the last three years.		
A signed letter from the County's Board of Directors (on county letterhead) stating that your organization is approved to apply for this grant on behalf of the county (see example template). <a href="#">download template</a>		
Certificate of insurance	✓	<a href="#">Humboldt County Evidence of Liability Coverage</a> <a href="#">Humboldt County Evidence of Workers Compensation Coverage</a>
Non-Applicable Documents Memo-County applicants only <a href="#">download template</a>		<a href="#">Non-Applicable Documents Memo</a>
Other Documents-Upload any additional or optional documents here.		<a href="#">Letter of Support: County Administrative Officer</a> <a href="#">Letter of Support: CAL FIRE</a> <a href="#">Letter of Support: UC Cooperative Extension</a> <a href="#">Letter of Support: Humboldt County RCD</a>

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Application ID: 365578

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# COUNTY OF HUMBOLDT

## COUNTY ADMINISTRATIVE OFFICE

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[cao@co.humboldt.ca.us](mailto:cao@co.humboldt.ca.us)

Aug. 19, 2021

Dear California Fire Safe Council,

I am writing this letter in support of Humboldt County Public Works submitting the County of Humboldt's application to the 2021 County Coordinators grant opportunity. The Natural Resources Planning section of the Public Works Department has—for over 10 years—taken the lead on developing projects and securing and administering grant funds to support the County's role in maintaining and implementing the Humboldt County Community Wildfire Protection Plan (CWPP) and supporting the Humboldt County Fire Safe Council, a committee appointed by the Board of Supervisors. Staff have facilitated a great deal of impactful work in that time, despite receiving very limited direct funding, including the development of the county's first CWPP as well as two updates in 2013 and 2019.

Nearly all funds in support of FSC-related work to date have been secured through competitive grant applications tied to specific projects. While grant funds from the Clearinghouse, CAL FIRE, and others have been stretched a long way to increase our county's wildfire resiliency, there remains a strong need to “connect the dots” between these projects; support local FSCs and Firewise communities; meaningfully engage in planning with other fire mitigation groups; and build lasting organizational capacity that will help fulfill the ultimate goals of the CWPP.

Notably, Humboldt County is the Regional Administrator for the North Coast Resource Partnership, which is overseeing the Regional Forest and Fire Capacity Program (RFFC) for the north coast region. The same individuals who support our Fire Safe Council are also members of the core team leading RFFC implementation. This team has the experience and capacity necessary to execute the County Coordinators Grant Project scope and meet project metrics and deliverables. Furthermore, I hope you will agree that there is great potential benefit in having overlapping staff facilitate the overlapping goals of the RFFC and County Coordinator efforts.

In closing, I commend the California Fire Safe Council for recognizing the critical need for countywide collaboration and coordination and encourage you to give Humboldt County your full consideration as a pilot participant in this necessary program.

Sincerely,

Elisha Hayes  
Acting County Administrative Officer  
County of Humboldt

CC: California State Association of Counties  
Rural County Representatives of California  
Shaw/Yoder/Antwih/Schmelzer/Lange, Inc.

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

P.O. Box 944246  
SACRAMENTO, CA 94244-2460  
(916) 653-7772  
Website: [www.fire.ca.gov](http://www.fire.ca.gov)



August 19, 2021

RE: Letter of Support for the Humboldt County's 2021 County Coordinator Application

Dear California Fire Safe Council,

The Humboldt-Del Norte Operational Unit (HUU) of the California Department of Forestry and Fire Protection (CAL FIRE) endorses the County of Humboldt's 2021 County Coordinator grant proposal. The proposal seeks to enhance collaboration and coordination of community representatives, members of the Humboldt County Fire Safe Council (HCFSC) and local fire safe councils, and governmental cooperators on the shared goals identified in the Humboldt County Community Wildfire Protection Plan (CWPP)—work that is greatly needed to increase the pace and scale of community fire adaptation.

We have long been a partner in planning HCFSC projects and working with County staff to align CWPP recommendations with the HUU Strategic Fire Plan. We look forward to continuing our participation in the HCFSC with active membership and ramping up, as needed, to confer our expertise and Unit resources in support of the County Coordinator's work.

We appreciate the efforts of the County of Humboldt and the Humboldt County Fire Safe Council to work with local, state, and federal cooperators in helping mitigate the threat of wildfire for communities at risk in the wildland-urban interface. We also understand the challenges faced by County staff to coordinate the development and implementation of multiple grant funded projects, maintain the CWPP, and keep all the members of the HCFSC and key partners engaged; all without baseline funding. These efforts are more important now than ever before. Therefore, we ask that you give this application full consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kurt McCray".

Kurt McCray, Unit Chief  
**CAL FIRE**  
Humboldt-Del Norte Unit



# Mid Klamath Watershed Council

P.O. Box 409, Orleans, CA 95556 (primary)

P.O. Box 50, Happy Camp, CA 96039

Tel: (530) 627-3202

[www.mkwc.org](http://www.mkwc.org)

[mail@mkwc.org](mailto:mail@mkwc.org)

August 31, 2021

RE: Letter of Support for the Humboldt County's 2021 County Coordinator Application

Dear California Fire Safe Council,

The Mid Klamath Watershed Council fully supports the County of Humboldt's 2021 County Coordinator grant proposal.

If funded, this proposal would greatly enhance the ability of the County to facilitate critical connections between wildfire mitigation planning partners and projects. Funding a countywide coordinator team will result in tangible progress on the robust goals of the Humboldt County Community Wildfire Protection Plan, including support for the implementation of recommended actions in the Mid-Klamath Planning Unit Action Plan as well as the referenced local plans and strategies.

As a longtime member and planning partner of the Humboldt County Fire Safe Council and steward of our own Orleans/Somes Bar Fire Safe Council, I appreciate the level of effort necessary to keep these groups engaged and active in making our communities wildfire resilient. MKWC looks forward to continued collaboration with the County of Humboldt, the prospect of this application's success and the collective benefits that would come of it.

The McCash and River Complex Fires currently encircle our community here, in Orleans—a stark reminder of the need for a proposal such as this one, and several more like it, to help our communities adapt to the fires that will come next year, and the year after. We commend the CA Fire Safe Council for its investment in County Coordinators and hope you will entrust Humboldt County with a pilot award.

Sincerely,

Will Harling, Director

Mid Klamath Watershed Council



# Humboldt County Resource Conservation District

5630 South Broadway Eureka, CA 95503

Phone (707) 442-6058 Ext. 5  
hered@yahoo.com

August 20, 2021

California Fire Safe Council  
5834 Price Avenue, #101  
McClellan CA 95652

RE: Humboldt County Resource Conservation District Support for the Humboldt County's 2021 County Coordinator Application

Dear California Fire Safe Council,

I am writing in support of Humboldt County Public Works' application to the 2021 County Coordinators grant program. The funding provided through this opportunity would support the County's ability (and by proxy, the Humboldt County Fire Safe Council's ability) to engage with organizations like the Humboldt County Resource Conservation District in strategic planning of community fire adaptation activities.

The Humboldt County Resource Conservation District is eager to build capacity and partnerships that ultimately result in increased wildfire resilience. Our partnership with the County is one we have been actively working to develop and formalize through our growing participation in the Humboldt County Fire Safe Council and other avenues, such as the North Coast Resource Partnership Regional Forest and Fire Capacity Program.

As a primarily grant-funded organization, we are familiar with the challenges of sustaining funding for non-project-related work that is critical to coordinating projects and supporting collaboration that leads to impactful work on the ground. We understand that Humboldt County staff face similar challenges in their effort to support the Fire Safe Council and facilitate the maintenance and coordinated implementation of the countywide Community Wildfire Protection Plan. We look forward to the collective benefits that would be provided if this application is selected for funding.

Thank you for initiating this worthwhile program and for giving Humboldt County's application your full consideration.

Regards,

Jill Demers  
Executive Director  
Humboldt County Resource Conservation District



August 18, 2021

California Fire Safe Council  
5834 Price Avenue, #101  
McClellan CA 95652



RE: University of California Cooperative Extension Humboldt-Del Norte Letter of Support for the Humboldt County's 2021 County Coordinator Application

Dear California Fire Safe Council:

The University of California Cooperative Extension Humboldt-Del Norte supports the County of Humboldt's bid to participate in the 2021 County Coordinator grant program. As members of the Humboldt County Fire Safe Council (HCFSC), we have experienced and actively participated in Community Wildfire Protection Plan (CWPP) development and implementation. We are proud of our CWPP and the accomplishments of the HCFSC and look forward to scaling up our efforts, as the need has never been greater. To do this, we will need the support of a dedicated county coordinator who can redouble the efforts of county staff who have taken the lead on the herculean task of facilitating HCFSC collaboration and CWPP maintenance and implementation, despite little to no direct funding.

The county coordinator or coordinators would unite the numerous community fire adaptation efforts in progress around the county and provide consistent and ongoing momentum for implementation of the CWPP above and beyond what has been possible thus far.

Furthermore, UCCE maintains its own wildfire resilience and prescribed fire education and outreach objectives complementary to the goals of the proposed county coordinator. We look forward to the possibility of collaborating with this individual or individuals to align our work and provide technical expertise on forest and fire-related issues.

We value our continued partnership with the County of Humboldt as we work together to expand the scope and impact of our mutually beneficial programs. We ask that you give this important proposal full consideration.

Sincerely,

Yana Valachovic  
County Director and Forest Advisor, RPF #2740  
[yvala@ucanr.edu](mailto:yvala@ucanr.edu)

Lenya Quinn-Davidson  
Area Fire Advisor  
Chairperson, HCFSC  
[lquinndavidson@ucanr.edu](mailto:lquinndavidson@ucanr.edu)