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California Fire Safe Council
22 WF County Coordinator Program Northern
Deadline: 3/13/2024

County of Humboldt
Humboldt County Coordination Team: Round 2

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\$ 150,000.00 Requested

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SAM Expires5/1/2021

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 #2.

Organization Information

1. Which county do you represent?

Humboldt County

2. Were you a subrecipient of the 2021 County Coordinator Grant Program funding?

[checked] Yes

[ ] No

3. Please select your application type.

-answer not presented because of the answer to #2-

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

-answer not presented because of the answer to #2-

5. 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.

-answer not presented because of the answer to #2-

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

-answer not presented because of the answer to #2-

7. Location (of office or primary headquarters).

40.4529403 Latitude

-124.25729 Longitude

-83.80 TOTAL

**8. Summarize your county's current efforts to coordinate the various wildfire mitigation groups, programs, and projects taking place within the county's borders.**

*-answer not presented because of the answer to #2-*

**9. How many wildfire mitigation groups exist within your county?**

*-answer not presented because of the answer to #2-*

**10. Does your county have a county-wide community wildfire protection or emergency plan?**

*-answer not presented because of the answer to #2-*

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

*-answer not presented because of the answer to #2-*

**12. Does your county have access to the following GIS software programs?**

*-answer not presented because of the answer to #2-*

**13. If other, does the program used have the ability to export .shp files?**

*-answer not presented because of the answer to #2-*

**14. Does your organization/county have professional GIS staff who will be available to assist with the GIS needs of this project?**

*-answer not presented because of the answer to #2-*

## **Project Information**

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### **15. 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.

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

*-answer not presented because of the answer to #2-*

**17. Provide a narrative of the anticipated roles and responsibilities of the County Coordinator as part of this project.**

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

The County Coordination Team, consisting of three employees and one contractor, will manage various tasks over 36 weeks. Hours listed are for the collective team per week:

Task 1 Project Management (1.5 hrs/wk): Administer the grants funds and report regularly to the CA FSC.

Task 2 HCFSC Organizational Coordination & Support (3 hrs/wk): Support HCFSC organizational functions, facilitate work groups, and engage local representation.

Task 3 Local Capacity Building (31 hrs/wk): Develop local capacity, help establish and maintain local groups, build collaborative networks, and help partners understand the relevance of the CWPP to their communities.

Task 4 Interorganizational Coordination & Collaboration (3 hrs/wk): Attend state/regional meetings, update GIS Networking Portal information, and participate in training and workshops including the County Coordinator workshop and DEI training.

Task 5 Collaborative CWPP Implementation & Tracking (16 hrs/wk): Track CWPP progress, develop CWPP WebGIS, identify gaps to address through the CWPP Update, and pursue funding opportunities for high-priority projects.

Task 6 Outreach & Education (10 hrs/wk): Plan community meetings, participate in local events like the Southern Humboldt FSC Fire Resources Fair, report to the Board of Supervisors, and enhance online resources and stakeholder communication.

**18. How many wildfire mitigation groups, agencies, and community partners do you anticipate the County Coordinator will work closely with as part of this project?**

-answer not presented because of the answer to #2-

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

-answer not presented because of the answer to #2-

**20. If the County Coordinator role will be filled by an existing employee, please describe how many hours this person will dedicate to fulfilling County Coordinator project deliverables and how their remaining work hours are funded. Write N/A below if this does not apply.**

-answer not presented because of the answer to #2-

**21. If the County Coordinator role will be a contract position, what is the process for hiring and selecting the independent contractor? Write N/A below if this does not apply.**

-answer not presented because of the answer to #2-

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

*If funds will NOT be used to supplement additional employees, write N/A below.*

N/A

**23. List the other positions or roles who will be funded by the County Coordinator Grant and provide regular support or oversight to the County Coordinator position.**

*Please list their name, organization/agency, title, contact information, and supervisory responsibilities. If not applicable, write N/A.*

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

With the exception of a portion of indirect costs used to support Business Office services, grant funds will not be provided to any of the groups listed above.

**24. Will your county's existing County Coordinator remain the same during the new funding period?**

Yes

No

**25. If yes, please provide the existing County Coordinator's organization/agency, name, email address, title, and phone number.**

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

Julia Cavalli, Sr. Environmental Analyst Humboldt County Public Works jcavalli1@co.humboldt.ca.us (707) 296-1498

**26. If no, please describe the situation requiring a new County Coordinator hire and identify who will fill the role, or 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

**27. Briefly summarize the major efforts, successes, and barriers to success of your original 2021 County Coordinator Project.**

The County Coordination Team has achieved significant success in enhancing engagement and capacity among wildfire mitigation groups in Humboldt County. By fostering ongoing personal communications with community leaders and implementing sustainable systems for engagement, the CCT has facilitated the formation of new Firewise Communities and local Fire Safe Councils, in addition to assisting existing groups. This support has resulted in increased community participation, successful grant applications, and heightened awareness of fire preparedness initiatives, effectively integrating the CCT into the county's wildfire resilience planning efforts.

The CCT's approach emphasizes empowering local groups while providing necessary assistance, striking a balance between facilitating and fostering self-sufficiency. This project has prompted critical reflections on the Humboldt County Community Wildfire Protection Plan, leading to the formation of committees aimed at refining past lessons and organizational structures. While the team's broad scope and collaborative approach have yielded success, considerations for adapting team membership, such as incorporating the HCRCD, are being explored to ensure sustained support for wildfire mitigation efforts in the county.

**28. Please describe any workplan activities that were not completed as part of your original 2021 County Coordinator Project and what prevented you from completing them.**

Substantial effort was invested in each workplan activity, many of which are ongoing (e.g., planning and facilitating the Humboldt County Fire Safe Council or tracking CWPP implementation progress). The only item not completed was assistance with a Klamath Symposium on fire organized by the Mid Klamath Watershed Council, due to the event being canceled.

**29. Will you add these incomplete workplan activities into your new workplan and how will you mitigate the barriers that prevented you from completing them as part of your original project?**

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

N/A

**30. Did you achieve all of your original 2021 County Coordinator Project outcomes?**

Yes

No

**31. If no, please describe what outcomes were not achieved and what prevented you from achieving them?**

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

N/A

**32. Describe the need to continue the County Coordinator Project and how its continuation will benefit your county's efforts to encourage county-wide wildfire mitigation, outreach, and coordination.**

The County Coordination Team serves as an indispensable linchpin between wildfire mitigation groups, ensuring that the Community Wildfire Protection Plan (CWPP) remains at the forefront of planning efforts. As wildfire risk continues to escalate, the need for this role becomes even more pronounced. With the assistance of the CCT, organizations will continue to receive support in securing more and larger grants to address this escalating risk effectively. Over the course of the first round, the CCT had a direct role in securing over \$1.6 M for CWPP implementation and consulted on numerous other grant applications.

Moreover, the CCT plays a pivotal role in guaranteeing that proposed projects align closely with the goals outlined in the collaboratively-developed CWPP, thereby maximizing their impact. By fostering robust collaboration and ensuring consistent messaging based on the best available science, the CCT contributes significantly to building wildfire resilience. The continuation of the County Coordinator Project is essential for ensuring consistency, continuity, and robust collaboration in our wildfire mitigation efforts. By maintaining an active CCT, we can capitalize on past achievements, drive continuous improvement, and foster lasting positive changes in our county's wildfire mitigation strategies, outreach initiatives, and coordination efforts.

**33. How will your new project differ from and/or expand upon your original County Coordinator Project?**

Our intentionally broad scope worked well to encompass the many types of activities and assistance we engaged in. Our main tasks, as outlined in Q17 will remain largely the same; however, we have elected to put greater emphasis on local capacity building having learned a great deal about the needs of community groups through the last grant round. In addition, we have explicitly included the new deliverables requested by the CA FSC.

The team approach also worked well since it allowed us to leverage the skills and relationships of each member. However, we are now seeking to update the membership of the team to include the Humboldt County Resource Conservation District (HCRCD). Over the last few years, County staff have been collaborating with the HCRCD on myriad projects and are now evaluating the CCT as a way to pilot a more formalized partnership. Bringing the HCRCD onto the CCT could help insulate the HCFSC from changes related to the county and help ensure it is well supported into the future. It will also be beneficial to have another organization with a countywide mission engaged as a part of the team.

**34. Do you anticipate collaborating with any new wildfire agencies/organizations that may not have been a part of your original 2021 County Coordinator Project collaborative efforts? Please describe.**

Our collaboration with wildfire agencies and organizations across Humboldt County has been comprehensive, encompassing a wide spectrum from neighborhood fire safe councils to federal agencies and dozens of entities in between. Through the initial phase of the program, we meticulously compiled a database comprising 147 such groups, complete with contact details and any CWPP Priority Actions where the organization is designated as a Responsible Party. Moving forward, we are committed to nurturing and expanding this database to effectively monitor and cultivate collaborations over time. This next round of the project may see more relationship-building with parallel organizations not necessarily engaged in wildfire mitigation but supportive of the CCT mission. For example, entities such as the Small Business Development Center and the Humboldt Area Foundation are both invested in supporting capacity-building and workforce development, and play a crucial role in advancing broader resilience-building efforts in our communities.

**35. What do you anticipate the need will be for a County Coordinator role over the next five years?**

Over the next five years, the need for a County Coordinator role will likely increase significantly. The initial round has demonstrated the indispensable value brought by a dedicated coordination team who actively engage with wildfire mitigation groups across the county. The County Coordinator role has been instrumental in breaking down silos that once hindered collaborative efforts among organizations with related missions.

Looking ahead, the CCT's role will be equally if not more crucial as partners within the community continue to enhance their capacity and succeed in securing larger grants for implementation projects. As these endeavors evolve, the CCT will persist in identifying and facilitating peer mentorship and capacity-building opportunities. By serving as a bridge between areas of need and available resources, the CCT will play a pivotal role in ensuring that no gap remains unaddressed, and every opportunity for collaboration is fully optimized.

Moreover, the CCT will be tasked with the vital responsibility of ensuring that the achievements and milestones attained through these collective efforts are not only recorded but also celebrated publicly. This acknowledgment not only reinforces the commitment of stakeholders but also serves as a catalyst for further community engagement and support. It also helps keep the CWPP at the forefront of planning efforts and helps ensure it is constantly evaluated against and reflective of community priorities.

## **Project Outcomes and Evaluation**

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

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. Significant professional effort is 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 helped to build the capacity of and establish new local wildfire mitigation groups throughout the county. 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 and disseminated 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.

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

Generally, achievement of the expected outcomes identified in the Work Plan will provide a strong measure of success. More specifically, success will be evaluated through a determination as to whether the full scope of work and associated deliverables were completed. A project debrief will be held with the HCFSC to share accomplishments and discuss the lessons learned. 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 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.

The greatest measure of success will be progress made on the priority actions of the CWPP, including work completed or supported by the CCT. The CWPP progress tracker developed as part of this project will provide a publicly available means of viewing progress over time.

### **38. 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 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.

## Funding Sources

	Amount
County Coordinator Grant	\$ 150,000.00
<b>Total</b>	<b>\$ 150,000.00</b>

## Expenses

	Amount
Salaries and Wages	\$ 79,687.00
Benefits	\$ 0.00
Contractual	\$ 50,000.00
Travel	\$ 2,000.00
Supplies	\$ 2,000.00
Other	\$ 6,500.00
Indirect Costs	\$ 9,813.00
<b>Total</b>	<b>\$ 150,000.00</b>

## Budget Narrative

### Personnel (\$79,687 budgeted)

- a. Funds will be used to support three Humboldt County Public Works, Natural Resources Planning staff to pursue the activities described in this application.
  - 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 the professional services agreement with the HCRCD; 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.
- Fringe Benefits: No budget included.

### Contractual Services (\$50,000)

- 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.

### Travel (\$2,000)

- 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. Approximately 750 miles of travel at a rate of .67/mile (or the current GSA rate at time of travel) and lodging costs up to \$1500).

### Supplies (\$2,000)

- 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).
- b. Annual Airtable subscription (~\$1,000). 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.

### Other (\$6,500)

- 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 (\$500) - 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 to individuals possessing specialized local knowledge and expertise that will inform the development of the next CWPP, which is likely to begin in 2024. We arrived at this decision based on input from dedicated volunteers who express a desire to contribute their local knowledge and advocacy but face challenges due to the time and expenses involved without compensation. Nominal stipends are not intended to replace wages but serve as an acknowledgment and alleviation of the financial strain associated with volunteering. The inclusion of this item in the budget responds to the vital feedback received and aims to

foster more inclusive and engaged participation from key CWPP partners. To ensure fairness and equity, the distribution of stipend funds will adhere to transparent criteria and established processes.

Indirect (\$9,813): 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 costs associated with office rental, maintaining a printer and computers, administration and business services, and technology necessary for the success of this project.

## Scope of Work [top](#)

### Scope of Work

Task #	Activity	Timeline	Responsible Party	Expected Outcome/Result	Budget
1	Task 1a: Develop agreement with HCRCD 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.	\$811
2	Task 1b: Prepare and submit quarterly expense documentation, progress reports, and final report. Manage contractor agreement, submit payment requests, and manage overall budget.	Month 1 – 9	Coordination 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.	\$2,432
3	Task 2: Support the basic organizational functions of HCFSC (plan/facilitate meetings, convene CWPP implementation work groups, etc.)	Month 1 – 9	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.	\$6,484
4	Task 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 – 9	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.	\$61,601
5	Task 4: Participate in state/regional meetings and regularly coordinate with state/regional groups (including CFSC; NCRP; other conferences or symposiums).	Month 1 – 9	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.	\$6,484
6	Task 5a: Maintain a database of wildfire mitigation contacts; track interactions with these contacts.	Month 1 – 9	Coordination Team	An internal and public-facing database of wildfire mitigation contacts to facilitate project planning and stakeholder engagement with appropriate groups.	\$3,242
7	Task 5b: Continue to refine and implement CWPP progress tracking methodology/process (for both Action Plan priorities and mapped projects).	Month 1 – 9	Coordination Team	A refined 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.	\$22,695
8	Task 5c: Develop, connect, and pursue funding for high priority	Month 1 – 9	Coordination Team	Multiple collaborative funding applications submitted and grants awarded for	\$6,484

	projects.			implementation of CWPP priorities resulting in reduced wildfire risk; opportunities for local partner coordination and contracts.	
9	Task 6a: Develop and distribute educational resources; increase stakeholder communications. Collaboratively plan and facilitate meaningful convenings; participate in events hosted by others.	Month 1 – 9	Coordination Team	Increased stakeholder engagement through established channels including the HCFSC website, HCFSC Facebook, email listserv, and in-person convenings. 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.	\$18,480
10	Task 6b: Present on the grant program's outcomes and achievements to the Board of Supervisors.	Month 8	Coordination Team	A more informed and supportive Board of Supervisors. Exposure to the public on the work of the CCT and HCFSC.	\$973
11					
<b>Total</b>					

## Documents [top](#)

### Documents Requested \*

### Required? Attached Documents \*

Board of Supervisors Letter of Support: Only required if you are a NEW County Coordinator applicant and are a nonprofit organization, homeowner's association, RCD, or other agency applying for the County Coordinator grant on behalf of a county [download template](#)

Non-Applicable Documents Memo: for county applicants only [download template](#)

[Non-applicable Documents Memo](#)

IRS determination letter (nonprofit applicants) or Governmental Information Letter from IRS (public/government applicants). Consult your finance/business department or see template for instructions on how to request the letter from the IRS. [download template](#)

[Tax Status Memo](#)

Copies of policies as outlined in the Accounting System and Financial Capability Questionnaire.

[Purchasing Policy](#)

[Travel Policy](#)

[Conflict of Interest Policy](#)

Board of Directors or Board of Supervisors Roster on letterhead with board member name, email address, and phone number.

[Board Roster](#)

[Humboldt County Fire Safe Council Membership](#)

990 or 990EZ Forms from (nonprofit applicants. Government/County applicants upload the non-applicable documents memo).

Audit reports and management letters received from an independent auditor, if available.

[2019 Single Audit Report](#)

[2019 Management Letter](#)

[2020 Management Letter](#)

[2021 Single Audit Report](#)

[2020 Single Audit Report](#)

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

Organization bylaws. (Nonprofit applicants. Government applicants upload the non-applicable documents memo).

Certificate of insurance



[Humboldt County Evidence of Workers Compensation Coverage](#)

[Humboldt County Evidence of Liability Coverage](#)

Justification for indirect costs greater than 12% and required documentation (optional)

Other documents-upload any additional or optional documents to support your application.

Supplemental Application Documents Checklist

[download template](#)

Accounting System and Financial Capability Questionnaire



[Accounting Questionnaire](#)

[download template](#)

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 465699

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