



CITIZENS' ADVISORY COMMITTEE ON MEASURE Z EXPENDITURES

The Advisory Committee meets on each Thursday in March to review applications and its recommendations will go before the Humboldt County Board of Supervisors in April.

APPLICATION FOR FUNDING

Agency Name: County Administrative Office

Mailing Address: 825 5th Street, #112

Contact Person: Elishia Hayes Title: County Administrative Officer

Telephone: 707-445-7266 E-mail address: cao@co.humboldt.ca.us

The estimated amount of Measure Z funding available for FY 2024-2025 is \$4.1 million.

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2024-2025: \$ 275,000

Summary of Expenses:

| <u>Item</u> | <u>Amount</u> | <u>% of total</u> |
|---|---------------|-------------------|
| Salaries (wages) | _____ | _____ |
| Benefits | _____ | _____ |
| Overhead and Occupancy (Administrative, Rent, Utilities, Phones, etc.) | \$25,000 | 10% |
| Equipment/Supplies/Services | \$250,000 | 90% |
| Transportation/Travel | _____ | _____ |
| Fixed Assets | _____ | _____ |
| | | 100% |

2. ENTITY TYPE -- Please check appropriate box.

- Humboldt County Department
- Contract Service Provider to Humboldt County
- Local Government Entity
- Private Service Provider
- Non-Profit Service Provider
- Other, Describe: _____

3. Is this application a renewal or related to a project that has been funded by *Measure Z* in the past?
(check one) Yes No

If you checked “yes” please include the following:

1: a report detailing results from the most recent year the project was funded, and:

2: a completed Staffing Report detailing when the funded positions were filled during the most recent year you received funding for this project.

*See the Required Attachments section on Page 3 of this application for more details

4. Describe how the scope of your proposal fits the intent of *Measure Z*. Specifically, how will it maintain and improve public safety and essential services, as described on the previous page?

This proposal will help all our small, rural public safety agencies find and apply for state, federal and potentially philanthropic funding to maintain and improve their public safety services. Our local public safety agencies often do not have capacity to search through the hundreds of funding opportunities for something that fits, and by using professional experts we can tap into their knowledge to find appropriate grants and even write grants for them, which could alleviate funding stress on *Measure Z*. We recently contracted with the California State Association of Counties (CSAC) Grants Initiative using funding from a Headwaters grant to help the Samoa Peninsula Community Services District apply for a \$1 million grant for a new fire engine. In addition, several county departments have used free consultative hours offered through this program for one-time advice on specific grants or projects, showing the need for assistance. With the recent strain on *Measure Z*, this application offers a strategic approach to maximizing available funding and an opportunity to significantly expand funding capabilities.

5. Please provide a brief description of the proposal for which you are seeking funding.

The County Administrative Office is proposing to create a system to help *Measure Z* applicants find and apply for state and federal funding. We know that local public safety agencies often do not have capacity to apply for grants, let alone find them or develop a funding strategy for a public safety project. By engaging with the CSAC Grants Initiative, which offers discounted rates for grants services to California counties through the use of a professional firm (The Ferguson Group), this proposal would help with a wide range of grants services. Specifically, this proposal would allow us to engage with all of the *Measure Z* applicants to develop a comprehensive grant strategic plan dedicated to public safety priorities for the entirety of Humboldt County. Specifically, we will help agencies find and track appropriate grants, train staff for added capacity, develop funding strategies for up to 6 projects, and write up to 8 grants.

The proposal would provide **consultative hours** to give applicants a reliable channel of consulting support from CSAC’s experienced grants team. The **needs assessment/strategic plan** will allow us as an entire “*Measure Z* Team” to identify key projects, priority issues, and strategic needs, and receive targeted updates on new funding options and grant forecasts. The **grant tracking service** would allow agencies to remain proactive and informed by attending monthly strategy calls and being provided with monthly grant trackers and grant funding opportunity outlook. **Grant training** will be provided to help build agencies’ capacity for grant success on the grant application process. The **project planning** piece allows applicants to create strategies for making their projects grant-ready, including identifying funding solutions, rescoping project designs, and aligning project plans with funder goals. And finally, the **grant writing service** allows applicants to turn preliminary ideas into final submissions by letting CSAC complete complex forms, drafting effective budgets, crafting compelling narratives, and revising agency-drafted materials.

6. How have you developed a plan for sustainability, including diversification of funding sources, for your proposal to carry on without reliance on future *Measure Z* funds? Please provide detail of your plan for sustainability here.

This is a professional service, so it will not require new staff with ongoing costs. However, if we are successful in securing new grants, there is potential to free up funding from *Measure Z*. However, renewing the service in future fiscal years would require funding from *Measure Z*.

7. If this request is for the continuation or expansion of an existing program/service, what is the current source of funding for that program/service?

The CAO's Office secured a \$5,000 grant through the Headwaters Fund to engage with the CSAC Grants Initiative to write a single grant for the Samoa Peninsula Community Services District requesting funding for a fire engine. This Measure Z proposal would expand on those grant writing services and offer a new service that would be meant to serve all *Measure Z* applicants. The Headwaters Fund is not able to fund projects of this size.

8. If you are awarded *Measure Z* funds, how do you plan to leverage these funds to secure additional grants, contributions or community support?

The leveraging of *Measure Z* funds is the heart of this proposal. By using the knowledge and capacity of the firm involved with the CSAC Grants Initiative, this proposal would allow us to work with local public safety agencies to find funding outside of *Measure Z*, thus expanding the depth and breadth of the impact *Measure Z* investments provide throughout Humboldt County. Essentially, we will be helping to make *Measure Z* funding go even further.

9. Will this proposal require new or expanded activity on the part of another entity to be fully functional and effective? If so, name that entity and describe what that participation would look like.

This proposal will require other entities to meet with staff from the CSAC Grants Initiative and provide information as necessary.

10. Are there recurring expenses associated with this application, such as personnel cost?
(check one) Yes No

If you checked yes, detail those expenses here. Please note, the Citizens' Advisory Committee in May, 2023, adopted a stance that it would not recommend funding for new, ongoing county positions:

REQUIRED ATTACHMENTS

Include the following with your application, making sure to **limit your responses to one page, per section.** Responses longer than the maximum may not be read by committee members or considered as part of your application

Prior Year Results: *If your request is a continuation of a program funded with Measure Z in prior fiscal years, please provide the results of implementation. (one page maximum)*

Program Budget: Please utilize the template provided on the following pages. This will need to be updated if your agency is approved for funding.

Staffing Report: Please utilize the template provided on the following pages to report on the months that funded positions were filled during the most recent year you received Measure Z funding.

I declare under penalty of perjury under the laws of the State of California that the above statements and all attachments are true and correct



DATE 2/19/2024 SIGNATURE _____

SUBMIT YOUR COMPLETE APPLICATION TO:

Humboldt County Citizens' Advisory Committee on *Measure Z* Expenditures
c/o County Administrative Office
825 Fifth Street, Suite 112
Eureka, CA 95501-1153

Exhibit E - Proposed Budget

| Agency Name: | County Administrative Office | Address: | 825 5th Street, #112 | | |
|---|--|-------------------|-----------------------|------------------------------|-------------------|
| Coordinator/Contact: | Elishia Hayes | Phone: | 707-445-7266 | | |
| Descriptions | | Requested Budget | Current Quarter Costs | Total of Prior Quarter Costs | Remaining Balance |
| A. Personnel Costs | | | | | |
| Title: | | | | | |
| Salary (separate from benefits cost) | | | | | 0.00 |
| Benefits | | | | | 0.00 |
| Duties Description: | | | | | |
| Title: | | | | | |
| Salary (separate from benefits cost) | | | | | 0.00 |
| Benefits | | | | | 0.00 |
| Duties Description: | | | | | |
| Title: | | | | | |
| Salary (separate from benefits cost) | | | | | 0.00 |
| Benefits | | | | | 0.00 |
| Duties Description: | | | | | |
| | <i>Salaries Subtotal</i> | 0.00 | 0.00 | 0.00 | 0.00 |
| | <i>Benefits Subtotal</i> | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total Personnel: | 0.00 | 0.00 | 0.00 | 0.00 |
| B. Overhead and Occupancy Costs (Rent, Utilities, Phones, Administrative etc.) | | | | | |
| Title: | Purchasing, Legal, Accounts payable | | | | |
| Description: | | 12,500.00 | | | |
| Title: | Admin support | | | | |
| Description: | Time for existing staff to assist in grant applications, strategic planning | 12,500.00 | | | |
| | Total Overhead and Occupancy Costs: | 25,000.00 | 0 | 0 | 25000 |
| C. Equipment/Supplies/Services (Equipment, Supplies and Services should be separate) | | | | | |
| Title: | Equipment | | | | |
| Description: | (Please be detailed regarding the equipment you plan to . These expenses are generally over \$200, longer useful life) | | | | |
| Title: | | | | | |
| Description: | | | | | |
| | <i>Equipment Subtotal:</i> | 0.00 | 0 | 0 | 0 |
| Title: | Supplies | | | | |
| Description: | (Please be detailed. These expenses are generally under \$200, depleted or consumed within 1 year) | | | | |
| Title: | | | | | |
| Description: | | | | | |
| | <i>Supplies Subtotal:</i> | 0.00 | 0 | 0 | 0 |
| Title: | Services/Other Operational Costs | | | | |
| Description: | Professional services contract with CSAC Grants Initiative for grants services | 250,000.00 | | | |
| Title: | | | | | |
| Description: | | | | | |
| | <i>Services/Other Subtotal:</i> | 250,000.00 | 0 | 0 | 250000 |
| | Total Equipment/Supplies/Services: | 250,000.00 | 0 | 0 | 250000 |
| D. Transportation/Travel (Local and Out-of-County should be separate) | | | | | |
| Title: | Local Travel | | | | |
| Description: | Describe local travel and connection to your project | | | | |
| Title: | Out of County Travel | | | | |
| Description: | Describe out of county travel and connection to your project | | | | |
| | Total Transportation/Travel Costs: | 0.00 | 0 | 0 | 0 |
| E. Fixed Assets (According to your agency's definition of a fixed asset) | | | | | |
| Title: | | | | | |
| Description: | | | | | |
| Title: | | | | | |
| Description: | | | | | |
| | Total Fixed Asset Costs: | 0 | 0 | 0 | 0 |
| | Totals | 275,000.00 | 0.00 | 0.00 | 275,000.00 |
| | | Requested Budget | Current Quarter Costs | Prior Quarter Costs | Remaining Balance |

CGI Resources

Recognizing the increasing demand for county services and the need to stretch every dollar further, more and more counties are seeking grant funding opportunities to meet the needs of their residents. The California State Association of Counties, in partnership with [TFG](#), created the **CSAC Grants Initiative** to better guide counties through grant identification, preparation, and writing as well as help your county better understand the opportunities that exist and, most importantly, strategically position your county to be the most competitive. CSAC members receive the following No-Cost Grant support through the Foundation:

WEEKLY GRANTS UPDATES

Each Friday, an issue of the Weekly Grant Update is published that provides a recap of federal and state grant solicitations that were released that week to ensure you don't miss out on any opportunities. [Click here](#) to sign up to receive the weekly list of grant opportunities and stay up-to-date.

DATABASE OF SUCCESSFUL GRANT APPLICATIONS

TFG has a database of over 1700 successful grant applications from a variety of programs to help inspire and guide the preparation of successful grant submissions. Reviewing past applications also allows TFG grant experts to identify trends in funded projects that can help frame how to present a project in a future application under the program. CSAC Members can access successful grant applications by sending an [email](#) requesting to view applications for a specific grant program.

LIBRARY OF GRANT FUNDING GUIDES AND GRANT PROFILES

CSAC Members have access to TFG's Library of Grant Funding Guides and individual Grant Profiles and Summaries through the CSAC Grants Initiative Member [website](#). Each Funding Guide provides an overview of grant programs and relevant information such as funding levels, match requirements, eligible applicants, and use of funds in a specific issue area.

TFG's Grants Library also includes a robust database of grant profiles and summaries that provide the key information you need to match a program with your needs and build a winning grant proposal. Grant Profiles and Summaries present the information included in the grant solicitation in an easy-to-follow manner and augment it with additional background information on the program and the types of projects funded in the past.

PROJECT FUNDING PORTAL

All CSAC Members have access to the general [CGI Project Funding Idea Portal](#), where counties can share specifics on a project it is seeking funding for, or, information on funding available for a general topic by filling out a short questionnaire. TFG grant experts will then hold office hours to provide customized consultation to respond to your funding needs.

Tier 3 Resources

In addition, Counties can access discounted grant consulting and writing through packages of services based on their individual needs to help bring your grant program to the next level. The following services are included in CGI Tier-3 service packages:

GRANT CONSULTING

DEDICATED GRANTS TEAM – The County has been assigned a dedicated grant expert that serves as a liaison to you and your staff to support County grant needs. Your TFG grant expert works with our grants team and the County to explore project ideas through a dedicated project idea portal, vet available programs and funding opportunities, and develop a strategic plan to prepare projects for grant applications.

DEDICATED COUNTY PROJECT FUNDING PORTAL – County staff can submit projects for funding consideration and consultation through its own dedicated Project Funding Idea Portal. TFG grant experts will then meet with staff to learn more details about the project and funding needs and identify services that will support the County's needs.

PROJECT DEVELOPMENT AND READINESS – TFG grants experts will provide strategic advice on how to get County projects grant ready. Working with County staff, TFG will work to shape or reshape a project for funding consideration, including identifying background and technical information needed to support the grant application, and matching project goals with funding agency priorities. A list of actionable steps will be produced by TFG, outlining the tasks needed to be taken to ensure a project is grant ready, including what documents the County will need to have ready and where TFG can support the County in the preparation of the application.

DATABASE OF SUCCESSFUL GRANT APPLICATIONS – TFG has a database of over 1500 successful grant applications from a variety of programs to help inspire and guide the preparation of successful grant submissions. Reviewing past applications also allows TFG grant experts to identify trends in funded projects that can help frame how to present a project in a future application under the program.

GRANT DEBRIEFS – TFG grant experts will help guide the County through the grant debrief process and set up consultation with the funding agency to put future applications in the best position to effectively compete in the next solicitation.

LIBRARY OF GRANT FUNDING GUIDES AND GRANT PROFILES – Interested in learning about funding available for a general topic or wanting more details on a specific grant program? TFG's Library of Grant Funding Guides and individual Grant Profiles and Summaries provides the key information you need to match a program with your needs and build a winning grant proposal.

GRANT STRATEGY DEVELOPMENT

*1 needs assessment
+ 6 projects*

NEEDS ASSESSMENTS AND STRATEGIC GRANT OUTLOOK – TFG will meet with County staff and/or officials to discuss ongoing projects, primary issue areas, and future needs that may benefit from grant funding. These meetings can either be conducted virtually or, if preferred, in-person. TFG will then identify, forecast, and monitor relevant funding opportunities that meet identified specific needs. TFG will then build a Strategic Grant Outlook which allows County staff to know what is on the horizon and be prepared when a notice of funding availability is announced.

CUSTOM PROJECT SPECIFIC GRANT RESEARCH AND FUNDING STRATEGY – TFG will conduct grant research on the federal, state, and foundation levels to create a customized funding strategy geared to support a well-defined specific project. Project Specific Funding Strategies will provide the County with relevant grant information, as well as recommendations on funding opportunities to target, specifically tailored to the project and the community. Grant research will not only look at open, available programs, but will also focus on grant programs expected to be released in the future.

GRANT TRACKING

MONTHLY GRANT UPDATE MEETING – TFG grant experts will host monthly grant update calls with County staff to discuss grant strategy and provide an update on grant project and application status.

GRANT ALERTS – TFG will send the County grant alerts on priority state and federal grants as they are noticed or published. On high-priority grants or those with a short turnaround, TFG will issue alerts regarding grant opportunities before their official release.

GRANT TRACKING – Monthly, TFG will provide the County with a customized grant tracking report that provides the following information: a list of upcoming grants (90-day outlook); a recap of grant notifications sent to the County in the prior month; a summary of grant research, reports, and other relevant information sent to the County in the prior month; a summary of grant applications submitted in the prior month; and a list of grant topics of interest monitored on behalf of the County.

WEEKLY GRANT UPDATE – Each Friday, an issue of the Weekly Grant Update is published that provides a recap of federal and state grant solicitations that were released that week to ensure you don't miss out on any opportunities.

GRANT WRITING

*Up to 8 grants
depending on
complexity*

START TO FINISH GRANT WRITING – TFG grant writers will work with the County to take grant project ideas from the start of the application to submission, including filling out federal forms and crafting persuasive and compelling grant narrative and corresponding budgets. Grant writers utilize project specific information provided by the County and conducts supplemental research to bolster the application, as necessary.

GRANT TRAINING

*3 trainings
+ one on-site visit*

TFG can train County staff on grant application processes and help improve the quality of grant proposals. We can provide individual training or training for larger groups depending on the County's specific needs.