Citizens’ Advisory Committee
on
Measure Z Expenditures
Humboldt County

AGENDA

HUMBOLDT COUNTY COURTHOUSE
BOARD OF SUPERVISORS’ CHAMBERS
825 FIFTH STREET
EUREKA, CALIFORNIA

Thursday, Jan. 25, 2024
2:00 PM

The County of Humboldt is committed to providing equal access to all county programs, services and activities through the provision of accommodations for individuals with qualified disabilities as required under the Americans with Disabilities Act. With 72 hours prior notice, a request for reasonable accommodation or modification can be made. Please contact the Clerk of the Board Office at 707-476-2390 or by email cob@co.humboldt.ca.us or the ADA Coordinator at 844-365-0352 or by email at ada@co.humboldt.ca.us.

The Fourth Street Courthouse entrance re-opened to the public on Monday, September 11, 2023; However, the Fourth Street parking lot will remain closed while exterior work is completed. ADA Accessible parking is available in the dirt parking lot on the north side of the jail, located on K and Fourth Streets. If you are unable to access the courthouse due to the closure of the 4th Street entrances remote/teleconferencing, live viewing of meetings is available on Access Humboldt as well as streaming of the meeting.
Public comment can be made through Zoom or email.

You may access the live stream of the meeting in two ways:

1. Via Web: https://us02web.zoom.us/j/85718513992?pwd=cW9NbnJZQ1BybkJaV05icSttQ3M4UT09
   Passcode: 853566
2. Via Phone:
   Dial: +1 669 444 9171
   Webinar ID: 857 1851 3992
   Passcode: 853566

A. SALUTE TO THE FLAG
B. ROLL CALL
C. MODIFICATIONS TO THE AGENDA
D. PUBLIC COMMENT ON NON-AGENDA ITEMS
E. Approval Of Dec 7, 2023 Action Summary
   Documents:
   Draft minutes of Dec 7 meeting.pdf
F. COUNTY ADMINISTRATIVE OFFICE UPDATES
   F.1. Brown Act Training
       Staff from the Clerk of the Board's Office will lead the committee through a brief training on the Brown Act.
   F.2. Review Recent County Developments, Report On Board Of Supervisors Actions
G. DISCUSSION ITEMS
   G.1. Application Updates
       Staff recommends that your committee:

       1. Consider the proposals from staff to to update the Measure Z FY 24-25 application and quarterly report forms.

       2. Deliberate on whether your committee wants to include a limit on indirect costs and criteria for allowable/unallowable costs, and direct staff to implement the committee's desires through the funding application.
Discussion:

At the May 10, 2023 meeting, your Committee discussed its desires to update the Fiscal year 2024-25 application and quarterly reports. The attached documents detail how those recommendations can be implemented, and the discussion below provides responses to prior committee questions.

Recommendation #1 was “Require a self-audit on staffing.” Staff is proposing to implement this recommendation by including information on the quarterly form for staffing, and an annual form to be included with application.

Recommendation #2 was “Create a criteria for allowable costs, including personnel, equipment and overhead.” Staff researched county, state and federal funding sources and gathered a non-exhaustive list of funding models that touch on these concerns.

Overhead/indirect/administrative costs: These costs are often not directly attributable to the program, but are necessary for proper operation of the program. Typically, this is calculated as specific percentage of the salaries and benefits portion of an award.

Federal grants often allow a "10% de minimis" indirect cost rate in their awards. The 10 percent de minimis rate is an indirect cost instrument implemented under the revised 2 CFR §200. This rate was implemented in part to allow organizations—primarily smaller organizations—to recover some of their indirect costs on federal awards without having to go through the rigorous and time-consuming process of negotiating an indirect cost rate with a federal cognizant agency. Some agencies have negotiated an indirect cost rate with the federal government, which allows them to claim at a higher rate.

Most of the state grants staff researched also allowed 10% of to be applied to indirect costs. It should be noted that all five rounds of HHAP (Homeless Housing Assistance and Prevention) funding have been 7% allowable administrative costs, while the lowest was CESH (California Emergency Solutions and Housing) at 5%. It appears that standard phrasing on many state grants is as follows: “administrative costs related to the planning and execution of eligible activities shall not exceed five percent.”

Locally, the Headwaters Fund grants allows a maximum of 12% indirect cost. Negotiated indirect cost rates are disallowed. Many grants from the Department of Health & Human Services allow 10%.

Allowable and unallowable costs: In general, federal grants disallow the use of federal funds for lobbying purposes, fundraising, entertainment (unless it is directly tied to the program being funded and pre-approved by the funder), alcohol, fines, etc. The Department of Justice's guide to unallowable costs is linked here.

The allowable costs are broken down into similar categories included in the current Measure Z application and budget. While the DOJ guidelines did contain specific
examples of allowable costs, it also stresses the need to explain in the budget or application the relevance of equipment and certain supplies to the program being funded. The DOJ’s [guide to allowable costs is linked here](#) and a 2-page guide on direct costs is linked here.

**Recommendation #4** was “Create a mechanism that would allow the committee to recommend partial funding of applications.” On May 10, your Committee stated a desire to allow Committee members to state, upon initial review of applications, whether they believe an application is a candidate for partial funding. Staff are proposing to make this an action during the initial review of the applications.

**Recommendation #5** was “Require agencies to report on their applications efforts they have taken to pursue other funding sources to replace Measure Z funding, and/or other funding they have receive that could replace Measure Z funding.” This has been included in the application and quarterly reporting as Question #7.

Documents:

- Draft MZ Funding Application for 2024-2025.docx
- G2 Recommendation 1 - Staffing Report.pdf
- G2 Recommendations 1 and 5 - Draft Updated Quarterly Reporting Form.pdf

**G.2. Review Of The Measure Z Ad Hoc Committee Meeting Discussions Regarding The County Dominance Of The Fund And The CAO Presentation To The BOS At The 2023 Budget Hearing**

**H. ADJOURNMENT**
A. **SALUTE TO THE FLAG**

B. **Introduction Of New Members**

   Motion by Tami Trent for Ginger Campbell to serve as chair

   Seconded by Bronkall

   9-0

   Motion by Campbell for Tami Trent to serve as vice chair

   Seconded by Bronkall

   9-0

C. **ROLL CALL**
D. MODIFICATIONS TO THE AGENDA

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

F. COUNTY ADMINISTRATIVE OFFICE UPDATES

F.1. Approval Of May 10, 2023 Action Summary

Motion by Trent to modify item F1, Recommendation #6. The recommendation was modified to read "Adopt a stance that the committee will not recommend any more ongoing county positions to be funded by Measure Z, including the use of one time funds to prevent layoffs."

Second by Campbell

9-0

F.2. Review 2023 Actions

F.3. Report On Board Of Supervisors MZ Ad Hoc Recommendations

Motion by Ziemer to support Board’s decision to pre-allocate funding for fire department, two ambulance companies and Fortuna for the 3-year period that was described in the staff report to the Board of Supervisors. The Committee expressed interest in wanting to participate in the financial planning for the period after the 3-year plan.

Seconded by Kohl.

Passed 8-0

Campbell absent

Motion by Bronkall to:

1: Move forward the FY 22-23 salary savings and make it available for recommendation by the Measure Z Committee for FY 24-25, and not allocate funding at mid-year. Make that process continuous every year.

2: If the Board decides to allocate funding during mid-year, the Board should fully fund the projects that were reduced in FY 23-24, then continue to fund the next available application on the list.

3: The Board should also consider withholding 16% of the funding in reserve, and prioritize use of that funding to backfill external agencies if revenue does not meet $12.5M, county agencies secondary.

Seconded by Kohl

Passed 8-0

Campbell absent

F.4. Report On Roads Tax

G. DISCUSSION ITEMS
G.1. **Review Of The Measure Z Ad Hoc Committee Meeting Discussions Regarding The County Dominance Of The Fund And The CAO Presentation To The BOS At The 2023 Budget Hearing**

Item continued to next meeting

G.2. **Application Updates**

Item continued to next meeting

H. **ADJOURNMENT**
CITIZENS’ ADVISORY COMMITTEE ON MEASURE Z EXPENDITURES

The Humboldt County Citizens’ Advisory Committee on Measure Z Expenditures is now accepting applications for funding. Measure Z, Humboldt County’s Public Safety/Essential Services Measure, is a half-cent sales tax, passed by the voters of Humboldt County during the November 2014 general election.

Measure Z will maintain and improve essential services, such as:

• 911 emergency response, rural ambulance and fire protection;
• Ensuring 24-hour Sheriff’s patrols;
• Providing children’s mental health services and services to victims of child abuse;
• Emergency communications systems;
• Repairing deteriorating roads; and
• Other essential general services.

If you believe you provide public safety or essential services for Humboldt County, and would like to apply for Measure Z funding, an application for funding may be obtained on the County’s website at www.humboldtgov.org, or by contacting the Humboldt County Administrative Office, (707) 445-7266.

Applications for funding must be filed with the county administrative office BY 5:00 P.M. ON FEBRUARY 17, 2024. Postmarks are not acceptable for meeting this deadline.

Ginger Campbell
Acting Chair

Humboldt County Measure Z Advisory Committee • Fiscal Year 2024-25 Application for Funding
Humboldt County Administrative Office • 707-445-7266 • cao@co.humboldt.ca.us
APPLICATION FOR FUNDING

Agency Name: ____________________________________________________________

Mailing Address: __________________________________________________________

Contact Person: __________________________ Title: ____________________________
Telephone: ______________________________ E-mail address: ____________________

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2024-2025: $______________

2. ENTITY TYPE — Please check appropriate box.
   a. Humboldt County Department ☐
   b. Contract Service Provider to Humboldt County ☐
   c. Local Government Entity ☐
   d. Private Service Provider ☐
   e. Non-Profit Service Provider ☐
   f. 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

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?

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

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?

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

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.

10. Are there recurring expenses associated with this application, such as personnel cost? Please check yes or no: □ 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 ongoing county positions, including the use of one-time funds to prevent layoffs:
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.

> *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: ____________________________ 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
**Measure Z Staffing Report**

<table>
<thead>
<tr>
<th>Staff Position (Position Title)</th>
<th>Full Time/Part Time (FT/PT)</th>
<th>Vacant at any point during (Yes/No)</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>July</th>
<th>August</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
</table>

*For each month below, note the percent of time each month that the position was filled.*

Agency: (Enter Agency Name Here)

Reporting Period: (Q1, Q2, Q3, Q4, or Annual?)
Public Safety & Essential Services Quarterly Reports Form

Each quarter, agencies that receive funds from the Humboldt County Local Public Safety and Essential Services tax must submit reports to the county on a quarterly basis detailing their expenditures and activities carried out with the funding they have received. This form is used to submit that information.

First Name

Last Name

Phone Number

Email Address

Agency

Quarter*

1

2

3

4

I. Quarterly Narrative

Results/Outcomes

Responses to questions below can be copy/pasted from the narrative attachment you include at right. Responses are being included here for ease of review.
1. Please describe the Measure Z activities completed during this period.*

2. How many people have been served and how?

3. Who has benefitted from the enhanced services?

4. What difference did Measure Z funding make in our community and for the population you are serving?

Please quantify the short-term impact of your project for the current year. *If you have evaluation materials that document outcomes and impacts of your work, feel free to attach them in lieu of answering this or other questions.*

5. Please quantify the long-term impacts of your project.

This would be for the entire time period that Measure Z has funded your project.
6. Describe any unanticipated impacts of receiving Measure Z funding, positive or negative, not already described above.

7. Describe the efforts your agency has taken to seek other funding for this program. This includes grants you have applied for and/or received, legislative requests, fee creation/updates, etc.

II. Final Summary Report

Lessons Learned

1. Describe what you learned based on the results/outcomes you reported above and what, if any, changes you will make based on your results/outcomes.

2. What overall public safety improvements has your organization seen as a result of receiving Measure Z funding? *

Invoice and Budget Form Submissions

Invoice Amount*  
Choose File N…en Fill out this form, save to your computer then upload the invoice above and the budget to the right.

Invoice

Additional Attachment 1  
Choose File N…en Please attach PDFs Only

Total Budget*
Budget
Choose File N...en
See "Invoice" directions to the left.

Additional Attachments
Choose File N...en
Please attach PDFs Only

Additional Attachments
If you need to submit more attachments than this form allows, please submit what you can and fill out another form.

Communication with Community

Have you posted your quarterly update to social media?*
- Yes
- No

Exhibit D of your agreement discusses social media reporting requirements
Example social media posts could read: "#MeasureZ update: Over the last quarter we [____brief description of Measure Z activities completed and/or total numbers served____]. During our efforts this quarter we’ve seen [____brief description of the difference Measure Z funding has made in our community and for the population you are serving____]."

Photo Uploads
Choose File No file chosen
Please provide any photos you have related to your Measure Z project. Please note that any photos you provide may be shared by the county, and does not replace your requirement to communicate about your Measure Z project, per the terms of your MOU with the county. By uploading photos, you are confirming that any people photographed have either agreed to have their photos taken and shared publicly, or doing so is allowed by law.

Caption your photo
Please provide a caption for your photo that identifies any individuals who are in the photo, and the action and context of the photo. And please make sure to credit the photographer.

Notes
Do you have any notes or special instructions for your report submission?
* indicates a required field