



Headwaters Fund Board Meeting Agenda
June 8th, 2021 – 1:30-4:00
Remote Zoom Meeting

In accordance with Gov. Newsom’s Executive Order N-29-20 (March 17th, 2020), all Headwaters Fund Meetings will be held virtually until further notice.

The Headwaters Fund invests in projects through grants and loans with the goal of helping the citizens of Humboldt County achieve increased economic opportunity, prosperity, and quality of life.

Zoom Meeting Details

Topic: Headwaters Fund Board Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82140208239>

Or One tap mobile :

US: +16699009128,,82140208239# or +13462487799,,82140208239#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656

Webinar ID: 821 4020 8239

International numbers available: <https://us02web.zoom.us/j/82140208239>

1. Opening (1:30)
 - a. Board Chair calls meeting to order
 - b. Roll Call of Board-including location where members are located (staff)
 - c. Approval of minutes from May 11th, 2021 Meeting - (1:35) - (Attachment 1)
 - d. Public comment on non-agenda items
 - e. Report out by the Headwaters Fund Board (HWFB) on meetings attended

2. Redwood Region Economic Development Commission Executive Director Gregg Foster to present Fiscal Year(FY) 2020-21 third quarter report on Revolving Loan Fund Activities – (1:40) –(Attachment 2)
 - a. Discussion
 - b. Public Comment
 - c. Action

3. Tracy Damico of the County Clerk of the Board to lead a discussion on Board of Supervisor approved changes to the reappointment of at-large members and potential impacts on HWF policies and procedures – (1:50) – (Attachment 3)
 - a. Discussion
 - b. Public Comment

4. HWFB to vote to recommend Jenna Catsos for reappointment for a second term to the HWFB – (2:00)
 - a. Discussion
 - b. Public Comment
 - c. Action

5. Presentation from Westside Community Improvement Association on current and future projects regarding economic development in the county - (2:05)
 - a. Discussion
 - b. Public Comment

6. Request from Hoopa Valley Tribe for a 2-month extension to their contract term for FY 19-20 grant – (2:20)- (Attachment 4)
 - a. Discussion
 - b. Public Comment
 - c. Action

7. Staff to present proposed Fiscal Year 2021-22 Competitive grant round – (Attachment 5) – (2:20)
 - a. Discussion
 - b. Public Comment
 - c. Action

8. Staff and Board updates - (2:40)

9. Adjourn

Next Meeting - July 13th, 2021

AGENDA DETAIL

AGENDA ITEM 2

DISCUSSION

Gregg Foster of the Redwood Region Economic Development Commission (RREDC) will provide the Headwaters Fund (HWF) Board with a quarterly report for Revolving Loan Fund Activities with HWF participation for Fiscal Year 2020-21 3rd quarter.

Action Required

Staff Recommendation: Accept the Fiscal Year 2020-21 3rd quarter report.

AGENDA ITEM 3

DISCUSSION

Tracy Damico will be providing a presentation on changes made to the appointment/reappointment protocol of at-large committee/board seats in accordance with the Board of Supervisors action taken on 3/23/21. Discussion on impacts to HWF policies to follow her presentation.

No Action Required

AGENDA ITEM 4

DISCUSSION

HWFB members are eligible to serve a total of 8 years. The years are broken into an initial 2-year term followed by two 3-year terms. Jenna Catsos was appointed for her first term July 30th, 2019 which will be ending end of July 2021. The Headwaters Board may express their support for the reappointment of one of their members through a recommendation to the Board of Supervisors.

Action Required

Staff Recommendation: Recommend the reappointment of Jenna Catsos for a second term on the HWFB to the Board of Supervisors.

AGENDA ITEM 5

DISCUSSION

The Westside Community Improvement Association (WCIA) will be presenting on the current progress and next steps for the J-Café, partially funded via HWF grant dollars. In addition, WCIA will be highlighting upcoming projects with economic development impacts in the community.

No Action Required

AGENDA ITEM 6

DISCUSSION

Due to pressures and disruptions from Covid disruptions, the Hoopa Valley Tribe are requesting a short extension of 2 months to allow staff to complete final reporting requirements.

Action Required

Approve requested extension on grant agreement 20-GF-02 with the Hoopa Valley Tribe

AGENDA ITEM 7

DISCUSSION

Headwaters Fund Staff will be presenting a proposed Fiscal year 2021-22 grant round competitive grant round.

Action Required

Approve proposed schedule with modifications as deemed necessary.

In accordance with Executive Order N-29-20 the Humboldt County Headwaters Fund Board meetings will be held virtually until further notice.

Email Public Comment: To submit public comment to the Humboldt County Headwaters Fund Board please email headwaters@co.humboldt.ca.us, provide your name and the agenda item number(s) on which you wish to comment. All public comment submitted after the agenda has been published will be included with the administrative record after the fact.

Zoom Public Comment: When it is time for public comment on the item you wish to speak on, the Humboldt County Headwaters Fund Board Chair will ask for public comment. You may virtually raise your hand using the raise hand function on Zoom and staff will unmute your phone. Staff will then ask you to state your name and begin your comment. You will have 3 minutes to comment.

Phone Public Comment: You may call into the meeting by dialing +1 669 900 9128 and entering using meeting ID 821 4020 8239. When it is time for public comment on the item you wish to speak on, the Humboldt County Headwaters Fund Board Chair will ask for public comment. Staff will unmute phone lines and you may introduce yourself and express your desire to speak. Staff will then ask you to state your name and begin your comment. You will have 3 minutes to comment.

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 disabilities as required under the Americans with Disabilities Act (ADA). With 72 hours prior notice, a request for reasonable accommodation or modification can

be made. Please contact the CAO's office of Economic Development at 707-445-7745 or by email gohumco@co.humboldt.ca.us or the ADA Coordinator at 844-365-0352 or by email at ada@co.humboldt.ca.us

Headwaters Fund (HWF) Board Meeting Minutes

May 11, 2021 1:30 pm – 4:00 pm

Held Remotely via Zoom Web Conferencing

COMMITTEE MEMBERS ATTENDANCE:

- Bruce Rupp – Eureka – present at 2:04 PM
- Jenna Catsos, Vice Chair – Eureka – present
- Carl Hansen – Sacramento – present
- Dianna Rios – Fortuna – present
- Elizabeth Cameron, Chair – Eureka - present
- Chuck Ellsworth – Eureka – present
- Michael Fields – Blue Lake – present

STAFF: Ryan Heitz and Scott Adair

OTHERS IN ATTENDANCE: Jayne Lovig, Gregg Foster, Larry Oetker, Patrick Cleary, Lindsie Bear and Megan Kenney

All Board Members and Staff attended remotely in accordance with Gov. Newsom’s Executive Order N-29-20 (March 17th, 2020).

Item #	Action	Pass/Fail
1	Approval of 04-13-21 meeting minutes	Pass
2	Approval of AEDC second and third quarter HWF Revolving Loan Fund (RLF) reports	Pass
3	Approval of RREDC second quarter HWF Revolving Loan Fund (RLF) reports	Pass
4	Approval to modify current contract with the HBHRCD to allow for additional sources of public funding to be used in lieu of the EPA matching requirement, to approve the contract extension for one year and to work with staff on refining the scope of work	Pass
5	Approval of the \$5,000 mini-grant request by NCGA	Pass

1. Opening

- a. Chair Elizabeth Cameron called the meeting to order at 1:30 PM. A quorum was present. Bruce Rupp expressed in advance he would be a few minutes late.
- b. Roll call, including member location. Headwaters Fund Board (HWFB) members stated their name and where they were located.
- c. Approval of meeting minutes.

Michael Fields moved to approve the May 11th, 2021 minutes. Carl Hansen seconded. Motion carried unanimously. Draft meeting minutes will be provided to the Chair for review prior to subsequent meetings.

- d. No public comment on non-agenda items.
- e. Report out on meetings attended:

- Chuck Ellsworth participated in a local film project, Magnolia Network, hosted by Cassandra Hesseltine with the Humboldt-Del Norte Film Commission. At the filming, Blue Ox Millworks and other local activities were highlighted. Chuck expressed support for such projects due to the great potential for creating jobs and encouraged HWF collaboration on future projects.
- Dianna Rios attended a Prosperity Network Ad Hoc meeting last week and will be helping to plan the next Prosperity Leadership Luncheon. She will keep the HWFB updated on progress.

2. Arcata Economic Development Corporation (AEDC) presentation of FY20-21 Second and Third Quarter Reports on HWF Revolving Loan Fund (RLF) activities (Attachments 2 & 3)

Discussion

- Jayne Lovig, Loan Officer with AEDC, mentioned core loan portfolio customers are making their payments and have no delinquencies, deferments, or projected losses from standard HWF loans. The HWF PPP1 (round 1) loans made in 2020 included 19 loans for a total of \$945,792. By March 31, 2021 the balance of HWF loans were all forgiven. For HWF PPP2 (round 2) loans made in 2021, there were 11 loans totaling \$526,678.50. Other than PPP loan applications in process, no additional PPP applications are being accepted by AEDC.

Public Comment

- None

Action

- Dianna Rios moved to approve the second and third quarter AEDC RLF reports and Michael Fields seconded the motion. Motion was approved unanimously.

3. Redwood Region Economic Development Commission presentation on FY20-21 Second and Third Quarter Reports on HWF Revolving Loan Funds (RLF) (Attachment 4)

Discussion

- Gregg Foster, Director of RREDC, indicated that none of the loan customers have indicated they are going out of business, however, there are some loan deferments being made to businesses still struggling financially in hopes that things will improve later in June. The third quarter end of March reporting has just been completed and will be provided to HWF staff soon.

Public Comment

- None

Action

- Carl Hansen moved to accept the RREDC second quarter reports. Motion was seconded by Dianna Rios. Motion passed unanimously.

4. Redwood Region Economic Development Commission (RREDC) presentation on the status of air travel in Humboldt County

- Gregg Foster made a presentation to an airline for potential new northern service next year, making use of RREDC's completed leakage study which was funded by HWF. Gregg provided details of the new air service provided by Avelo and the expanded air service from previously recruited airlines as their flights begin to return to a more normal pattern.
- Gregg provided information about the airport restaurant on the second floor of Eureka airport (ACV) and past efforts to recruit a restaurant.

5. Humboldt Bay Harbor, Recreation and Conservation District (HBHRCD) progress report on the multipurpose dock project and request for an extension and modification to the FY19-20 grant from the HWF (Attachment 5)

Discussion

- Ryan Heitz provided a background summary of the \$65,000 grant awarded in FY19-20 to HBHRCD for exploring port development opportunities, noting that due to COVID-related circumstances an extension is being requested for an additional year to allow the work to be done and to allow loosening of the restrictions on the 100% match requirements from the Environmental Protection Agency (EPA) by allowing other match funding opportunities.
- Larry Oetker, Director of HBHRCD, provided an update on the Offshore Wind Energy Project, which is a part of a multi-phased initiative on the Samoa Peninsula that would be funded by various public grants and private sector funding. The federal government will deed the lease on the proposed offshore site early next year.
- Chair Elizabeth Cameron mentioned she would like to see project plan activities that will be funded during the one-year extension. Carl Member Hansen mentioned he would like to see the HBHRCD continue to do community outreach in their scope of work.

Public Comment

- None

Action

- Bruce Rupp moved to modify the current contract with the HBHRCD to allow for additional sources of public funding to be used in lieu of the EPA matching requirement, to approve the contract extension for one year and to work with staff on refining the scope of work. Jenna Catsos seconded the motion. Motion passed unanimously.

6. Humboldt Area Foundation (HAF) reported out on Headwaters Fund participation to date on COVID Regional Response Fund grants (Attachments 6 and 7)

Discussion

- Patrick Cleary, Director of Community Prosperity & Investments, and Lindsie Bear, Vice President of Strategy, Program & Community Solutions at Humboldt Area Foundation, gave a status report on the HAF grant activities—funded in part by a \$125,000 HWF Community Investment Fund grant—focused on providing access to funds for Humboldt County nonprofit organizations to support needs such as promotion of public health/vaccinations, provision of support services to vulnerable entities, as well as other community needs, such as child care.

Public Comment

- None

7. Mini-Grant request from North Coast Growers Association (NCGA) (Attachments 8 and 9)

Discussion

- Megan Kenney, Manager of Cooperative Distribution with NCGA, gave a presentation on NCGA which manages ten farmer’s markets in the county. NCGA is requesting \$5,000 of HWF grant assistance to help with purchasing a freezer to be utilized by local producers due to shortage in space created by the loss of Humboldt Bay Packers. This grant would provide immediate relief to local producers as the community continues to explore options for the expansion of cold storage opportunities in the county. The freezer comes with a backup generator in case of power outages. The size of the freezer is relatively small at 10 ft x 20 ft. The ranchers would be able to cover the cost of operating the freezer.

Public Comment

- None

Action

- Carl Hansen moved to approve the \$5,000 mini-grant request by NCGA. The motion was seconded by Michael Fields. Motion passed unanimously.

8. Staff and Board updates

- HWF Board member appointment terms: Jenna Catsos’ term expires at the end of July 2021. Posting for vacancies on the HWF Board is expected to be done four weeks prior to term expiration. The process to apply or reapply for serving on the HWF Board involves filling out an application in advance and sharing that application with the Headwaters board when the application period begins. Chair Cameron will write a letter to the Board of Supervisors requesting an exception to the process to allow the HWF Board to follow their process of reappointing existing HWF board members.
- HWF staffing: Recruitment/hiring for HWF Board Coordinator is in progress with subject matter expert review of the applications being conducted now followed by

oral exams sometime next week and then final interviews. HWF Board members will have an opportunity to be involved in the interview process.

- Quarterly reports will be refined using internal tracking to allow for them to be provided in a timelier fashion to the HWF Board.
- Annual reports are to be redesigned and completed using internal documentation of expenditures.
- County counsel has offered to provide Brown Act training our board and offer a Q&A.
- Kenny Spain joined to thank members and staff for his retirement gift.

9. **Adjourn**

Chair Cameron adjourned the meeting at 4:00 PM.

Next Meeting – Tuesday, June 8, 2021 1:30 pm – 4:00 pm

DRAFT



Headwaters Fund Quarterly Loan Portfolio Report
RREDC Managed Loans

RREDC - Headwaters Fund Loan Portfolio Performance - Cash and Accrual Basis

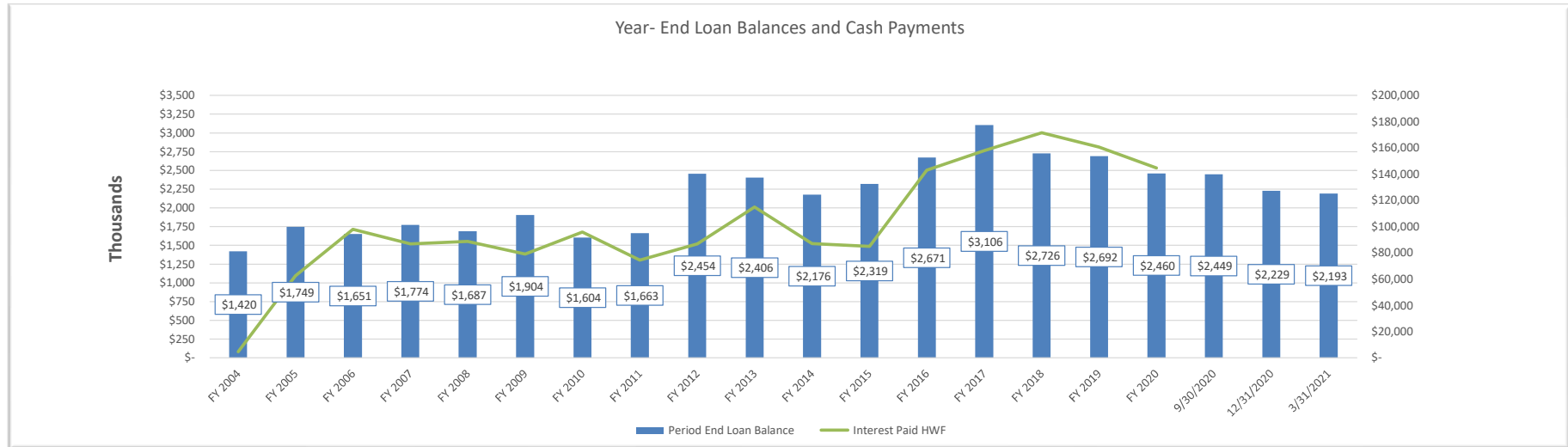
Period	Period End Loan Balance	Average Loan Balance*	Interest Paid HWF**	Cash Basis Yield***	Change in HWF Accrued Interest	Total HWF			Loan Losses/Recovery this Period	Net Return Including Recoveries/Losses
						Interest (Cash and Accrued)	Interest Capitalized This Period	Accrual Basis Yield		
Jan - Mar 2021	2,192,655	2,210,853	20,882	3.78%	4,046	24,928	-	4.51%	2,148	4.90%
Oct - Dec 2020	2,229,050	2,338,984	23,374	4.00%	5,764	29,137	-	4.98%	2,148	5.35%
Jul - Sep 2020	2,448,918	2,454,512	19,852	3.24%	17,862	37,713	-	6.15%	2,142	6.49%
2019-2020	2,460,106	2,575,819	144,609	5.61%	11,189	155,797	394	6.05%	(25,414)	5.08%
2018-2019	2,691,531	2,708,601	160,645	5.93%	(1,577)	159,068	8,835	5.87%	7,881	6.49%
2017-2018	2,725,671	2,915,692	171,525	5.88%	(1,467)	170,059	-	5.83%	7,623	6.09%
2016-2017	3,105,712	2,888,199	157,554	5.46%	3,301	160,855	-	5.57%	4,179	5.71%
2015-2016	2,670,685	2,494,823	143,092	5.74%	4,167	147,259	-	5.90%	36,273	7.36%
2014-2015	2,318,961	2,247,540	84,915	3.78%	107	85,022	-	3.78%	(98,784)	-0.61%
2013-2014	2,176,119	2,290,930	86,969	3.80%	(18,196)	68,773	-	3.00%	-	3.00%
2012-2013	2,405,741	2,429,923	114,907	4.73%	7,989	122,896	4,904	5.26%	-	5.26%
2011-2012	2,454,105	2,058,467	86,923	4.22%	1,849	88,772	2,016	4.41%	-	4.41%
2010-2011	1,662,828	1,633,288	74,518	4.56%	8,282	82,800	-	4.41%	(18,096)	3.96%
2009-2010	1,603,748	1,753,866	95,908	5.47%	(7,383)	88,525	-	5.07%	-	5.05%
2008-2009	1,903,983	1,795,369	79,059	4.40%	231	79,290	21,106	5.59%	-	5.59%
2007-2008	1,686,755	1,730,138	88,739	5.13%	6,297	95,036	-	5.49%	-	5.49%
2006-2007	1,773,521	1,712,020	86,796	5.07%	6,109	92,905	312	5.44%	-	5.44%
2005-2006	1,650,518	1,699,646	97,874	5.76%	(3,171)	94,703	1,215	5.64%	-	5.64%
2004-2005	1,748,774	1,584,545	62,486	3.94%	3,350	65,836	9,523	4.76%	-	4.76%
2003-2004	1,420,315	710,158	4,739	0.67%	2,715	7,454	13,299	2.92%	-	2.92%
Totals			1,805,367				61,604		(79,900)	

*Average loan balance is calculated as the average of the beginning and ending balance of the period.

**Actual cash paid to HWF.

***Interest paid/average loan balance. Annualized for quarterly reports.

****Figures are unaudited and subject to revision.





COUNTY OF HUMBOLDT

For the meeting of: 3/23/2021

File #: 21-297

To: Board of Supervisors

From: Clerk of the Board

Agenda Section: Departmental

SUBJECT:

Consider Amendments to the Protocol for Board of Supervisor Appointments

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the current list of Humboldt County Board Appointed Committees, Commissions and Boards 2021 (Attachment A);
2. Approve the proposed revisions to the At-large Appointment protocol (Attachment B);
3. Approve the amendment to Exhibit 1 of Attachment B of the protocol;
4. Approve the updated appendix 1 - Format for Board Member Notification of Appointment;
5. Approve the updated appendix 2 - Format for the Clerk of the Board item Notice of Vacancy;
and
6. Approve the updated appendix 3 - Format for the Clerk of the Board item to Consider Making the At-Large Appointment.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

On April 1, 2014, the Board of Supervisors adopted a revised protocol for making appointments to Boards, Committees and Commissions. The protocol was last updated on July 31, 2018. Staff has recently conducted a review of this protocol and have updated the process to ensure transparency and opportunity for all applicants.

The updated list of the 2021 Humboldt County Board Appointed Committees, Commissions and Boards are seen on Attachment A of the protocol.

The Protocol for the Board of Supervisors Appointments (Attachment B) has been updated as follows:

Section 3 titled Appointments by the Board as a Body has been modified. It is recommended that any

At-Large Appointments now follow a new process of two agenda items. The first agenda item would come from the Clerk of the Board as a Notice of Vacancy (Appendix 2). The second agenda item would be set for four weeks later as a Consider Making the At-Large Appointment item (Appendix 3). This would ensure that all At-Large positions would be handled in the same matter and that each appointment would allow a four-week time for recruitments and the application process.

Section 4 titled Alternate Procedure for Appointments by the Board as a Body will be deleted as this process will now be replaced by Section 3.

Appendix items 1, 2, and 3 have been updated to reflect the upgraded Granicus agenda item format.

The Clerk of the Board staff will continue to review this protocol each year with an annual update as needed.

FINANCIAL IMPACT:

None

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by fostering transparent, accessible, welcoming and user friendly services

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion

ATTACHMENTS:

Attachment A

Attachment B

Exhibit 1 of Attachment B

Appendix 1

Appendix 2

Appendix 3

PREVIOUS ACTION/REFERRAL:

Board Order No.: C9

Meeting of: July 31, 2018

File No.: N/A

Attachment A

HUMBOLDT COUNTY BOARD APPOINTED COMMITTEES, COMMISSIONS & BOARDS 2021

- 1 Assessment Appeals Board**
- 2 Aviation Advisory Committee**
- 3 Behavioral Health Board**
- 4 Big Lagoon Subdivision Design Review Committee**
- 5 Cannabis Micro Grant and Loan Advisory Committee**
- 6 Fire Safe Council**
- 7 Fish and Game Advisory Commission**
- 8 Forestry Review Committee**
- 9 Headwaters Fund Subcommittee**
- 10 Housing Authority Commission**
- 11 Housing Trust Fund and Homelessness Solutions Committee**
- 12 Human Rights Commission**
- 13 In-Home Supportive Services Advisory Committee**
- 14 (MMAC) McKinleyville Municipal Advisory Committee**
- 15 Measure Z Citizens Advisory Committee**
- 16 North Coast Rail Authority**
- 17 Orick Design Control Committee**
- 18 Planning Commission**
- 19 Public Property Leasing Corporation**
- 20 Resource Conservation District**
- 21 Williamson Act Advisory Committee**

(ATTACHMENT B)
PROTOCOL
FOR BOARD OF SUPERVISORS APPOINTMENTS

1. Appointments Covered

Unless a different procedure is prescribed by law or policy, this protocol shall govern appointments of members of the public made by the Board of Supervisors or any individual Board member to boards, committees or commissions, whether formed under the auspices of the County or an outside agency. This protocol shall not apply to appointments by the Board as a whole of individual Board members to represent the Board on outside agency boards or committees, or on County subcommittees.

This protocol is not intended to apply to appointments the Board makes to fill seats on special district boards which are normally elected, nor to restrict the ability of the Board to make emergency appointments as defined in the Maddy Act.

2. Appointments by Individual Board Members

Whenever an authorizing law or policy provides that an appointment of a member of the public to a board, committee or commission may be made by an individual Board member, the Board member making such appointment shall inform the Board as a whole by placing onto the agenda of a Board meeting an item substantially in the form of Appendix 1. Board members shall endeavor to bring such item to the Board in advance of the effective date of the appointment, and at least three days prior to the next meeting of the board, committee or commission to which the appointment is being made.

3. Appointments by the Board as a Body

Whenever an authorizing law or policy provides that an appointment of a member of the public to a board, committee or commission shall be an "at large" appointment by the Board as a whole, the Clerk of the Board shall notify all Board members of the opportunity for such appointment by placing onto the agenda of a Board meeting an item substantially in the form of Appendix 2 which is the Notice of Vacancy.

When the opportunity for appointment by the Board arises as the result of an unscheduled vacancy, the Clerk of the Board shall place such item on the agenda of the Board meeting occurring next after the posting of the notices required under the Maddy Act.

When the opportunity for appointment by the Board arises as the result of a scheduled vacancy, the Clerk of the Board may place such item on the agenda of any Board meeting occurring not less than 10 days prior to the scheduled vacancy.

The Clerk of the Board will then schedule an Agenda Item as seen on Appendix 3 which is Consider the Appointment. This item will be schedule four (4) weeks after the Notice of Vacancy agenda item. The Clerk of the Board's office will then accept applications and contact current applicants on file to form the applicant list. Current

applications will be deemed as those received within the past 12 months. All applications and the applicant list will be attached to the scheduled agenda item. The agenda item will be presented to the Board of Supervisors as a departmental item from the Clerk of the Board.

4. District Recommended At-Large Appointment Protocol

There are exceptions to this Protocol requiring only one agenda item before the Board. These At-Large appointments could be brought to the Board on one agenda item under Consent by the Clerk of the Board based on applications, recommendations by the District specific Supervisor, recommendation by the Committee, Commissions or Board or for various other reasons. See Exhibit 1.

5. Regular Review of Vacancies

In addition to the foregoing, the Clerk of the Board shall bring forward an agenda item to the Board, not less than four times per year, listing all current vacancies on boards, committees and commissions, as well as any vacancies that are scheduled to occur within the three months following the date of the agenda item.

EXHIBIT 1

5. District Recommended At-Large Appointment Protocol

1. Behavioral Health Board
2. Big Lagoon Subdivision Design Review Committee
3. Fire Safe Council
4. First Five Humboldt
5. McKinleyville Municipal Advisory Committee (MMAC)
6. Orick Design Control Committee
7. Public Property Leasing Corporation



HOOPA VALLEY TRIBAL COUNCIL

Hoopa Valley Tribe

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www.hoopa-rsn.gov



Chairman Byron Nelson, Jr.

June 2, 2021

Headwaters Fund Director
Economic Development Division
County of Humboldt
520 E Street Eureka, CA 95501

Dear Headwaters Fund,

It is with great respect and appreciation that we request an extension of time to complete the obligations of our grant contract. We are so thankful for the opportunity provided to us by the Headwaters Fund and while we have made significant progress in completing the project we would appreciate a two month extension as we are still getting our feet back under us since COVID.

Again, we appreciate the support we have received from the Headwaters Fund and look forward to the opportunity to successfully complete our project. We would truly appreciate a two month extension.

Please feel free to contact me at jgd119@humboldt.edu if you have any questions or concerns.

Thank you,

Joe Davis
Councilmember
Hoopa Valley Tribe

Tentative FY21-22 Grant Round Schedule

Days	Date	
	7/13/2021	HWFB review and approval of Notice of Funding Opportunity and grant application.
3	7/16/2021	NOFO and Application period begins
35	8/20/2021	Application period ends. Paper application must be post marked this date and any electronic submission must be in before 5pm.
14	9/3/2021	Application docket distributed to the HWFB
11	9/14/2021	Applicant presentations
3	9/17/2021	Applicant responses to HWFB member queries due and staff to provide the information to the board.
4	9/21/2021	HWFB return Rating and Selection Sheets to staff
7	9/28/2021	Special meeting to determine award amounts

Total Cycle time from NOFO approval to HWFB recommendation = 77 Days