



CITIZENS' ADVISORY COMMITTEE ON *MEASURE Z* EXPENDITURES

The Advisory Committee meets on each Wednesday in March to review applications and will make recommendations to the Humboldt County Board of Supervisors in April.

APPLICATION FOR FUNDING

Agency Name: College of the Redwoods Foundation, on behalf of the Humboldt CERT Coalition

Mailing Address: 7351 Tompkins Hill Rd, Eureka, CA 95501

Contact Person: Marty Coelho Title: Executive Director, College Advancement and College of the Redwoods Foundation

Telephone: 707-476-4325 E-mail address: marty-coelho@redwoods.edu

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2020-2021: \$ 7,900.00

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: Community college foundation

3. 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?

Community Emergency Response Team (CERT) training improves public safety by preparing local residents to help their families and communities when professional and government resources are overwhelmed after major disasters, and until professional responders arrive following local emergencies. Every prepared household in Humboldt County reduces the number that may require immediate resources and services when public needs exceed local capacity. CERT members augment local response capabilities by performing support functions under the direction of the sponsoring fire, law enforcement, tribal, and local government agencies, as registered Disaster Service Worker Volunteers.

The CERT Basic course is a nationally standardized curriculum including classroom and hands-on instruction in disaster preparedness, disaster medical, fire suppression, light search and rescue, disaster psychology, terrorism and active assailant, and Incident Command System. The following Humboldt agencies currently maintain teams: Arcata Police Department, Blue Lake Rancheria, Blue Lake Volunteer Fire Department, Fortuna Volunteer Fire Department, Hoopa Valley Tribe, Humboldt Bay Fire, Humboldt County Sheriff's Office of Emergency Services, and Shelter Cove Volunteer Fire Department.

Humboldt County Measure Z Advisory Committee • Fiscal Year 2020-21 Application for Funding

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

If awarded, this funding will help meet the substantial local demand for CERT training by providing two full CERT Basic courses to a total of 60 participants, with one course open to the general public and one course provided to the College of the Redwoods community. Participants receive 23 hours of instruction, a culminating drill simulating emergency response, and a CERT backpack with the recommended personal protective equipment (PPE) that all CERT graduates receive upon course completion. Graduates of Coalition-facilitated courses are invited, but not required, to join any existing team.

The requested funding will also support training for existing local CERT volunteers, including a full-scale drill for all local CERT volunteers affiliated with a sponsored team, facilitated by the Humboldt CERT Coalition and local response partners. This continuing training is critical to volunteer engagement and retention, as well as refreshing skills and providing advanced training to experienced volunteers.

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?

The Coalition program has facilitated at least one free community training per year with federal funding managed by the Humboldt County Sheriff's Office of Emergency Services, while maintaining a wait list of interested community members. If awarded, this funding will build on existing capacity by providing two additional CERT Basic courses during fiscal year 2020-2021, helping to meet the consistent demand for additional classes.

The CERT Coalition and local teams with the capacity and agency authorization will continue to pursue local, state, and federal funding and donation opportunities that may become available for community preparedness training. Adding more active volunteers may also increase teams' capacities for fundraising.

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 Humboldt CERT Coalition has provided training at no cost to over 700 community participants since 2003 (previously under the auspices of the Regional Training Institute at HSU) with funding allocated annually from the federal Homeland Security Grant Program to subsidize at least one Basic course, and additional courses funded with a combination of state funding, donations of course materials and supplies by philanthropic organizations, and donated instructor time.

Teams also receive occasional donations of response equipment or funds from local businesses and sponsoring agencies, and three local teams were awarded a state grant in 2019 to provide additional training to their communities, and build emergency response supply caches.

CERT volunteers in Humboldt County donate thousands of hours of their time and skills for training, team meetings, public outreach and education, recruitment, fundraising, and maintaining equipment and supplies.

College of the Redwoods will donate training space for CERT Basic courses, drills, and continuing training for existing volunteers, and act as fiscal agent for Measure Z funding, if awarded.

There is not currently a funding source for continuing training for existing teams and volunteers.

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

Providing more opportunities for prospective volunteers, existing volunteers, local agencies and the community to engage with CERT promotes participation and interest among potential funding partners, and supports a consistent training schedule to demonstrate quantifiable demand and active participation to potential donors and funders. Some community members are on the wait list for over a year before being offered a seat in a Basic course.

Increasing program visibility and participation enables teams to be more responsive to short-term funding and donation opportunities, to support the fundraising efforts of growing and new teams, develop collaborative funding applications, and provide mutual grant writing assistance through the Coalition.

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.

College of the Redwoods will donate the use of their facilities for CERT training, and act as fiscal agent for the Humboldt CERT Coalition. This partnership provides needed training space to offer the Basic course as well as refresher and advanced training open to all teams and volunteers.

College of the Redwoods will process funding on behalf of the Coalition, including Measure Z funds or any grant funding awarded or allocated for activities facilitated by the CERT Coalition. Prior to the College's agency sponsorship of the Coalition, grant funds and training invoices were processed by the Humboldt County Fire Instructors Association, until the Coalition found a new institutional home following closure of the Regional Training Institute in 2014.

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:



REQUIRED ATTACHMENTS — Be sure to include the following with your application

Proposal Narrative: Brief description of your request for *Measure Z* funds – Please explain how it is an essential service or improves public safety. (one page maximum)

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: 2/18/20

SIGNATURE: Marty Collo

Executive Director, College Advancement
+ the CR Foundation

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

Proposed Budget

Agency Name: College of the Redwoods Foundation and Humboldt CERT Coalition

Descriptions	Amounts	Approved Budget	Remaining Balance		
A. Personnel Costs					
Title: Course Coordinator(s) and Instructor Fees Salary and Benefits: \$4,000 Calculation: \$25 per hour x 80 instructor hours per course x 2 courses Duties Description: \$2,000 of the total requested for each of two CERT Basic courses covers 80 instructor and course coordinator hours, at \$25 per hour. Approximately 70 additional instructor/coordinator hours are donated for each Basic course.	\$4,000		0.00		
Title: Salary and Benefits: Calculation: Duties Description:			0		
Title: Salary and Benefits: Calculation: Duties Description:			0		
Title: Salary and Benefits: Calculation: Duties Description:			0		
Total Personnel:		\$4,000	0.00	0.00	0.00
B. Operational Costs (Rent, Utilities, Phones, etc.)					
Title: Description:					
Title: Description:					
Title: Description:					
Title: Description:					
Total Operating Costs:			0	0	0
C. Consumables/Supplies (Supplies and Consumables should be separate)					
Title: CERT Basic course materials Description: Materials are all expended or given to course graduates, and include printed materials, binders, paper and printing costs, flip charts and consumable paper products, CERT backpacks and PPE, and water, coffee, and light snacks.	\$3,000				
Title: CERT Refresher training consumable course materials Description: Consumable materials for refresher training and an exercise open to all affiliated CERT volunteers may include participant manuals, field operations guides, and other printed materials. Supplies may include triage tags, signage, disposable first aid supplies, and water for participants.	\$750				
Title: CERT Refresher Training and Exercise non-consumable supplies Description: Training supplies that can be used again by Coalition teams for future training may include traffic cones, blankets for triage and treatment areas, and non-disposable medical supplies.	\$150				
Title: Description:					
Total Consumable/Supplies:		\$3,900	0	0	0

Proposed Budget

Agency Name: College of the Redwoods Foundation and Humboldt CERT Coalition

Descriptions	Amounts	Approved Budget	Remaining Balance
D. Transportation/Travel (Local and Out-of-County should be separate)			
Title:	0		
Description:			
Title:			
Description:			
Title:			
Description:			
Total Transportation/Travel Costs:		0	0 0
E. Fixed Assets			
Title:	0		
Description:			
Title:			
Description:			
Total Other Costs:		0	0 0
Invoice Total:		0.00	

Measure Z Application FY 2020-2021
College of the Redwoods Foundation and Humboldt CERT Coalition
Proposal Narrative

The Humboldt CERT Coalition is composed of representatives from local CERT programs and regional certified instructors, and coordinates free local training, team organization support, and training of new instructors. The Coalition has maintained a consistent wait list of interested community members for several years, and offers priority registration for future classes to individuals on the list. The next two Basic courses, scheduled February-April 2020, filled quickly, with over 80 participants registered and a wait list. Coordinated by the Humboldt County CERT and Humboldt Bay Fire CERT in February and facilitated by Coalition instructors, both courses are subsidized with a one-time state grant awarded in 2019.

The CERT Basic course is open to all community members at no cost. Activities are frequently modified to accommodate individuals of all physical abilities. Participants receive approximately 23 hours of classroom and hands-on instruction, with a final drill simulating disaster response. Course graduates are provided a CERT backpack and other items such as an identifying, reflective CERT vest, hard hat, work gloves, safety goggles, N95 masks, and knee pads. This is the basic personal protective equipment (PPE) recommended nationally for all CERT volunteers, to safely perform the activities for which they're trained. Additional items provided in backpacks may also include a head lamp or flashlight, utility shutoff tool, field operations guide, and/or other supplies, depending on availability and cost.

The cost of conducting one Basic course for 30 participants is currently \$3,500, with expense categories broken out in the attached budget. This funding covers course materials and classroom supplies, backpacks with PPE, and payment of instructors and course coordinators. Instructors are paid a modest stipend for classroom instruction and prep time of \$25 per hour, with two instructors for some modules, four for others, and at least seven for the final drill. All other instructor time is donated, including travel, setup, and the additional course prep hours and meetings beyond actual instruction time.

If awarded, this funding would cover the cost of two CERT Basic courses with 30 participants each, at \$3,500 per course. Training would be completed in fiscal year 2020-2021. One course would be open to the general public and hosted at College of the Redwoods, and one course would be offered to College of the Redwoods staff, faculty, and students. The College of the Redwoods Foundation agrees to act as fiscal agent for these Coalition courses, and to provide training space for these and other CERT courses, refresher training, drills, and exercises for current volunteers affiliated with a local team.

Additional information about the national Community Emergency Response Team curriculum and program may be found on the federal Ready.gov website at the following URL.

<https://www.ready.gov/cert>