



Humboldt Bay Trail Fund Request for Proposals

The Humboldt Bay Trail Fund Committee welcomes proposals from public agencies and community organizations to participate in the development, maintenance, and improvement of the Humboldt Bay Trail.

The Humboldt Bay Trail Fund was established in April of 2017 to provide financial support for the maintenance and creation of multipurpose trails around Humboldt Bay for walking, running, biking and wheeling. The fund is administered by the Humboldt Area Foundation and is overseen by the Humboldt Bay Trail Fund Committee. The seven-member Humboldt Bay Trail Committee is composed of four community members at large, representing trail stakeholders from a broad spectrum of the community, and three public agency representatives from the City of Arcata, the City of Eureka, and the Humboldt County Public Works Department. One of the four at-large members is a representative from the Humboldt Trails Council.

Projects or programs proposed to the Humboldt Bay Trail Fund Committee for funding must demonstrate direct benefits to the Humboldt Bay Trail and should be consistent with funding priorities and do one or more of the following:

- Leverage investment, matching funds or contribute to fund development
- Enhance community visibility and engagement
- Broaden community involvement
- Enhance public safety and comfort on the trail

Proposals should address one or more of the Humboldt Bay Trail Fund priorities, listed in preferential order:

1. Maintenance and rehabilitation, with an emphasis on projects involving community volunteers
2. Emergency repair projects
3. Trail amenities (signs, benches, lighting, landscaping)
4. Cost-share to state or federal grant funds for project development (planning, engineering design, technical studies, permitting, and/or construction)

Grant awards generally range from \$500-\$10,000, although larger, compelling projects will be considered. Grantees must provide full accounting of how grant monies were spent, submit invoices consistent with the approved proposal, and agree to submit a brief, annual, narrative report summarizing the work completed, including before and after photographs, to highlight the benefits to the trail and trail users. Grant funds are paid on a reimbursable basis. Multiyear proposals are welcome. Proposals should specify the completion dates.

Applicants must use the attached grant application. Applicants are required to show proof of coordination with the local government where the project is being proposed. Applicants should be a public agency, a 501(c)(3) nonprofit, or partner with a fiscal sponsor. For additional information on eligibility, please contact beth.burks@hcaog.net.

Application Deadline: **February 2, 2024, 5 p.m.**

Applications must be emailed or delivered to HCAOG by the due date.

Submit applications to: beth.burks@hcaog.net

Humboldt County Association of Governments
611 I Street, Suite B
Eureka, CA 95501



GRANT APPLICATION

Proposal Title: Trail Encampment Hygiene Kits

Amount Requested: \$9,972

Organization Name: Arcata House Partnership

Primary Contact Name: Darlene Spoor
 Email: dspoor@arcatahouse.org
 Phone: 707-822-4528
 Mailing Address: 1005 Eleventh St. Arcata, CA 95521-5502

Humboldt Bay Trail Fund Priority met through proposal (check all that apply)

- Priority #1 – Maintenance and rehabilitation, with an emphasis on projects involving community volunteers
- Priority #2 – Emergency repair projects
- Priority #3 – Trail amenities (signs, benches, lighting, landscaping)
- Priority #4 – Cost-share to state or federal grant funds for project development (planning, engineering design, technical studies, permitting, and/or construction)

Proposal Summary (150-word limit)

Arcata House Partnership (AHP) proposes to provide individuals living in encampments along the Humboldt Bay Trail with hygiene kits that include environmentally sound, portable toilet waste bags. These bags will reduce the human waste that accumulates along the Trail near encampments. Human waste can take up to a year to biodegrade and can potentially contaminate water supplies. These bags contain polymers and enzymes that gel immediately and begin breaking down the waste. They are safe to discard in any trash receptacle and are unscented and odor-free. This proposal will improve the comfort of all people who use the trail, as smelling and stepping in human waste is not only unpleasant, but can be dangerous when one considers the chemicals, pharmaceuticals and possible resistant strains of bacteria that can be found in human waste. The project will also enhance the safety of the community, as soil and water contamination will decrease.

Proposal Details (maximum two pages)--ATTACHED

Attach a project description that addresses the following points:

1. Describe what you will be doing through this grant. Include location of project and goals. Examples of discussion items include, but are not limited trail benefits, trail user benefits, viewshed and safety improvements, short-term actions that will decrease long-term maintenance needs, ways to increase and encourage public use.
2. How does your proposal meet one or more the following funding criteria?
 - a. Leverages investment, includes matching funds or contributes to fund development
 - b. Enhances community visibility and engagement
 - c. Broadens community involvement
 - d. Enhances public safety and comfort on the trail
3. Who will be responsible for the work outlined in the proposal? Describe their qualifications to effectively manage and report on the outcomes of this proposal.
4. Which agency(s) have you coordinated with where the work is being proposed? (Please include contact names)

Proposal Schedule (maximum 1 page)--ATTACHED

Provide a schedule (narrative description or table) for the work to be accomplished. The schedule should include a brief description of each task (and subtasks if applicable) to be completed, with a start and end date.

Proposal Budget

Use the table format provided below to list all items needed (including paid and volunteer time) for each task in your project. For consistency, use the same tasks that are listed in the proposal schedule. Add additional rows to the table as needed.

Include what items you are requesting from the fund as well as the cash or in-kind value of what you have secured. Where applicable, proposal budgets should include the value of in-kind support (donated goods or services). Use the [Independent Sector's](#) current value of volunteer time.

For multiyear proposals where the same tasks will be completed each year, break out tasks on a yearly basis. For example, if you are proposing to fund a trail steward position for three years, list each year as a separate task (Trail steward year 1, trail Steward year 2, etc.)

PROPOSAL DETAILS

Arcata House Partnership (AHP) proposes to provide individuals living in encampments along the Humboldt Bay Trail with hygiene kits that include environmentally sound, portable toilet waste bags.

AHP receives donations of personal hygiene items from generous community groups and individuals. The staff of AHP and volunteers use these donations to put together hygiene kits that can then be passed out to unhoused individuals living in encampments when the AHP Street Outreach Workers engage with them. The supplies for the hygiene kits are listed as in-kind donations in this grant proposal.

AHP proposes to purchase human waste bags to include in the hygiene kits, which would then be passed out to individuals living in encampments along the Humboldt Bay Trail. AHP Street Outreach Workers would carry out the outreach, acting in pairs and targeting specific parts of the Trail where encampments are known to exist. These workers will vary the locations they visit each week, spending about an hour each week specifically visiting an area along the Trail.

The human waste disposal bags are leakproof and include both toilet paper and a wet wipe. The bags seal in waste and contain odors. They contain polymers and enzymes that gel immediately and begin to break down the waste. Once sealed, they are safe to discard in any trash receptacle. Garbage bags will be included in the hygiene kits.

This project will enhance public safety and comfort on the Trail. Not only is it unpleasant to walk a trail and smell, see and even step in human waste, but it can be harmful as well. Human waste contains chemicals, pharmaceuticals and bacteria that may be resistant to treatment. It can also contaminate water supplies and soil. Therefore, this project would not only enhance the safety of people walking the trail, but also anyone who may be affected by the contaminated soil and water that would result if this issue is not addressed. People walking the Trail will feel more comfortable without encountering human waste along their paths and will feel more encouraged to increase their use of the Trail.

Arcata House Partnership will carry out this project in its entirety, with the in-kind support of their donors and volunteers who make up the hygiene kits. AHP staff are carefully trained to approach individuals with dignity and compassion. They use trauma-informed approaches, and AHP operates using all best-practice principles in homeless services. AHP Street Outreach Workers are the most appropriate people to carry out this project. They will record numbers of people encountered and numbers of hygiene kits passed out.

The waste bags will be purchased immediately upon receiving this grant award, and once they are added to the hygiene kits, AHP staff will begin outreach efforts. This project will continue for one year, with workers engaging in outreach approximately once a week. 96 hours will be charged to this grant to carry out the project over the grant year.

PROPOSAL SCHEDULE

On-Going:

Donations of personal hygiene items are offered to Arcata House Partnership (AHP) by various community groups or individuals. Volunteers and AHP staff package items into “hygiene kits” that are passed out by AHP Street Outreach Workers to individuals living in homeless encampments. This packaging of items occurs intermittently as the supply of hygiene kits grows low and more kits need to be made.

Upon grant award:

Restop 2 bags will be purchased to be added to the hygiene kits.

Monthly:

Each month, 2 AHP Street Outreach Workers will go to a part of the Humboldt Bay Trail that is known to have the presence of a homeless encampment. Workers will provide outreach to individuals living in the encampments, offering various services. Workers will pass out hygiene kits at that time to every unsheltered individual who is encountered.

2 Workers will go out approximately weekly for approximately an hour each time throughout the year. A total of 96 hours will be charged to the grant in the one-year grant period. Outreach will begin once the waste bags are secured and put into hygiene kits (within one month of grant award). Outreach will continue for one year following that start date.

Year funds will be expended	Task	Description of Items Needed to complete tasks	Requested from Fund	Secured Cash or Value of In-kind Donation	Total Project Budget
Year 1	Toilet solids bags will be put in hygiene kits—2 bags per kit	Restop 2 portable toilet solids bags. Cost per pack of 24 = \$115 (including tax) 60 packs needed to equal 1,200 bags	\$6,900		\$6,900
Year 1	Hygiene kits will be created to give out to unsheltered homeless individuals living along the trail	Hygiene kits will include soap, hand sanitizer, a toothbrush, toothpaste, feminine hygiene products, shampoo, garbage bags, other things as donations allow	\$0	600 kits at an in-kind value of \$7 each (very conservatively valued in donations). Total in-kind value = \$4,200	\$4,200
Year 1	Street Outreach workers will walk the Trail and give out hygiene kits	2 Street Outreach Workers at \$32/hr each (includes salary and fringe). 2 staff at 4 hours/month equals 8 hours/month at \$32/hr. This equals \$256/month for 12 months. Total cost for staff = \$3,072	\$ 3,072		\$3,072
			\$		
			\$		
			\$		
	Totals:		\$ 9,972	\$4,200	\$14,172

If necessary, provide additional explanation about requested or in-kind items:

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **NOV 21 2014**

ARCATA HOUSE PARTNERSHIP
1005 11TH ST
ARCATA, CA 95521

Employer Identification Number:
94-3163269

DLN:
17053088809014

Contact Person:
MS. D. TOBLER

ID# 75111

Contact Telephone Number:
(877) 829-5500

Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated August 17, 1992, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Director, Exempt Organizations