



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:

- Maintenance and rehabilitation, with an emphasis on projects involving community volunteers
- Emergency repair projects
- Trail amenities (signs, benches, lighting, landscaping)
- 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.

Applicants must use the attached grant application form. 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 3, 2023, 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: Friends of Arcata Marsh – Trail Groundskeeper

Amount Requested: \$14,666.00

Organization Name: Friends of the Arcata Marsh

Primary Contact Name: Paul Johnson

Email: percheronpaul@gmail.com

Phone: 707-672-4286

Mailing Address: 4273 Percheron Ln, Arcata, CA 95521

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)

This grant will partially support, for two years, a part-time Marsh Groundskeeper at the City of Arcata's Arcata Marsh and Wildlife Sanctuary. More than 5 miles of popular, well-used trails, including a 4-mile stretch of the Humboldt Bay Trail, are enjoyed by 6,000 bicyclists and pedestrians per month. When the Bay Trail South extension is complete in October 2024, that number will likely increase.

The Groundskeeper will help maintain these trails, lead volunteer efforts in trail maintenance and rehabilitation, and contribute to public safety on the trail system. The requested funds will leverage additional funds secured by the city of Arcata to support this position.

Proposal Details (maximum two pages)

Attach a project description that addresses the following points:

- Describe what you will be doing through this grant. Include location of project and goals. Examples of discussion items include, but are not limited to, trail user benefits, viewshed and safety improvements, short-term actions that will decrease long-term maintenance needs, ways to increase and encourage public use.

Friends of the Arcata Marsh (FOAM) is a local nonprofit that has been the fundraising and educational arm of the Arcata Marsh and Wildlife Sanctuary for 39 years. FOAM has a long-standing relationship with the City of Arcata in developing projects and programs, training volunteers, and providing materials that enhance both the inhabitants' and visitor experience. A Groundskeeper supports FOAM's mission to be stewards, and to educate the public about the importance of the Marsh.

This grant will cover $\frac{1}{3}$ of the salary of a City of Arcata part-time employee who will oversee regular maintenance and special projects (like documenting and removing invasive plants) on the Humboldt Bay Trail North, within the Marsh borders. (The remaining $\frac{2}{3}$ of the groundskeeper's time will be for maintenance of the Marsh's other trails, several of which feed into the bay trail.) This will benefit the Friends of the Arcata Marsh mission by

- keeping views and access to ponds, sloughs, and Humboldt Bay open for our educational tours by regular maintenance,
 - keeping trails clean and safe for trail users of all ages and abilities,
 - encouraging native plant restoration in freshwater, saltwater, and brackish water habitats by conducting systematic eradication plans,
 - being vigilant of appropriate use by visitors.
- How does your proposal meet one or more of the following funding criteria?
 - Leverages investment, includes matching funds or contributes to fund development.
Paying $\frac{1}{3}$ of the salary of a Marsh Groundskeeper will make it financially feasible for the City of Arcata to hire for this position. Besides managing the trails regularly, this person will document and report trail maintenance needs, schedule regular work days for both volunteers and City work crews, and be a liaison between the City, Arcata Marsh Interpretive Center (AMIC), Volunteer Trail Stewards (VTS), and FOAM.
 - Enhances community visibility and engagement
By inspecting the Marsh trails regularly, physically providing on-going maintenance, and being the central clearing house for coordinated maintenance, the Groundskeeper will become a resource and a contact for community users and tourists.
 - Broadens community involvement
Current volunteer workdays happen only a few times throughout the year, initiated by Rees Hughes, Arcata Community Forest Coordinator and Rachael Garcia, VTS coordinator. The Groundskeeper would develop more and regular work days on the Bay Trail North and other trails within the Marsh. The Groundskeeper would play a role in recruiting volunteers, establishing a schedule in coordination with the City, AMIC, VTS, and FOAM.
 - Enhances public safety and comfort on the trail
By scanning the Marsh trails daily, the Groundskeeper will assure the viability of all trails, will regularly maintain the vegetation along all trails for the safety of both visitors and wildlife, and report people camping within the boundaries.

- 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.

The Marsh Groundskeeper will be an employee of the City of Arcata. This is a new position for which an open search will be conducted. The position will be overseen by Mike Rice, Parks, Facilities and Natural Resources Supervisor at the City of Arcata. The report on this grant will be written collaboratively by members of the Board of Directors of FOAM and City of Arcata staff. The Board members include Paul Johnson (a retired Park Ranger and Naturalist and Marsh docent), Lynn Jones (a retired middle school teacher, California Naturalist, and Marsh docent) and Mark Wilson (a Biology Professor at Cal Poly Humboldt with extensive experience managing and writing reports on research grants).

- Which agency(s) have you coordinated with where the work is being proposed? (Please include contact names)
 City of Arcata – Heather Schmidt, Recreation Supervisor
 Volunteer Trails Stewards--Rachael Garcia, Rees Hughes
 California Native Plant Society--Carol Ralph, President

Proposal Schedule (maximum 1 page)

- 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.

The Groundskeeper position will be part-time, starting July 1, 2024 and ending June 30, 2026. This person will recruit volunteers and coordinate with City maintenance crews and other volunteer organizations to coordinate monthly workdays to keep vegetation controlled. The Groundskeeper will be responsible for a range of duties focused on maintaining and enhancing the trails of the Marsh. They include

- inspecting and cleaning of trails, maintaining trail surfaces and erosion control structures, maintaining interpretive signs, benches, wildlife viewing blinds, and trail lighting
- leading volunteer groups working to remove invasive plants
- coordinating volunteer groups managing environmental problems such as pet feces
- communicating with and assisting trail users.

All of these activities will be ongoing throughout the timeframe of this grant.

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.)

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
Fiscal year 2024-25	Marsh Trail Groundskeeper	1/3 of salary	\$7,333.33	14,666.66	22,000
Fiscal year 2025-26	Marsh Trail Groundskeeper	1/3 of salary	\$7,333.33	14,666.66	22,000
			\$		
			\$		
			\$		
			\$		
	Totals:		14,666.66		44,000

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

The Groundskeeper will oversee the entire Arcata Marsh and Wildlife Sanctuary, and will spend approximately 1/3 of his/her time on the Humboldt Bay Trail itself, hence the request for 1/3 of a part-time employee salary.

The City of Arcata has committed to 1/2 (\$11,000.00) the Groundskeeper salary. This grant would supplement the other 1/2. FOAM has committed to covering (\$3,333.00) beyond the grant request.