



## 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 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](mailto: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](mailto:beth.burks@hcaog.net)

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



## GRANT APPLICATION

**Proposal Title:** Humboldt Trails Council – 6 projects (2-year grant)

**Amount Requested:** \$23,206

**Organization Name:** Humboldt Trails Council

**Primary Contact** Name: Michael Proulx  
Email: michaeltp47@aol.com  
Phone: 707-616-2526  
Mailing Address: PO Box 1 Bayside, CA 95524

**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)

**Humboldt Trails Council (HTC) has several projects that are planned for the next 2+ years:**

- 1) Trails Summit in June 2024
- 2) VTS Coordinator: 2 year salary (July 2023 – June 2025)
- 3) VTS supplies, tools, snacks and volunteer recognition items  
(March 2023 – June 2025)
- 4) VTS recognition event in 2024
- 5) HTC promotional materials (tied to trail user events and other activities such as Trail Moments)
- 6) Trail user event in 2025

## **Proposal Details** (maximum two pages)

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)

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.)

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
2024	Trails Summit	Facility, media	\$ 1500	\$700	\$2200
2023	VTS Coordinator	Salary for VTS Coordinator	\$ 3852	\$1500	\$5352
2024	VTS Coordinator	Salary for VTS Coordinator	\$ 7702	\$3000	\$10,702
2025	VTS Coordinator	Salary for VTS Coordinator	\$ 3852	\$1500	5352
2023	VTS program operational needs	supplies/tools, snacks, recognition items	\$2000	\$500	\$2500
2024	VTS program operational needs	supplies/tools, snacks, recognition items	\$1000	\$250	\$1250
2025	VTS program operational needs	supplies/tools, snacks, recognition items	\$1000	\$250	\$1250
2024	VTS Recognition event	Facility, food, recognition items	\$1000	\$500	\$1500
2024	Promotional materials	Posters, copying	\$400	\$100	\$500
2025	Promotional materials	Posters, copying	\$400	\$100	\$500
2025	Trail User Event	Swag, food, games, publicity	\$500	\$250	\$750
	Totals:		\$ 23,206	\$8650	\$31,856

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

## **Project Descriptions:**

1. Describe what you will be doing through this grant. Include location of project and goals.

*Trails Summit: We intend to organize a 2024 Trails Summit to:*

- \* celebrate trail accomplishments*
- \* inform trail users of upcoming projects*
- \* inform the trails community about progress on ongoing projects*

*Hopefully in 2024, we will be celebrating the completion of the Humboldt Bay Trail! The Trails Summit will be an in-person event with live presentations, tabling for trails organizations, and video presentations by local trails organizations.*

*VTS Coordinator: The VTS program will provide trail development and maintenance as it has been doing for the past 11+ years. Many of our trail locations schedule monthly trail workdays including several trails in Eureka, Arcata, and McKinleyville. VTS trail maintenance is also provided to several trails that do not fall under the description of Humboldt Bay Trail (including Arcata Community Forest, Hammond Trail). **This addresses HBTF priority #1***

*In addition to routine maintenance and trail rehabilitation, the VTS program often contributes to trail amenities along the various trails, **thereby addressing HBTF priority #3.** HTC has participated in development of signage along some of the Eureka trails while VTS routinely provides aesthetic enhancement to trails by planting and caring for plant starts, especially of native species. HTC is exploring other ways to contribute to trail amenities to improve the experience for all trail users.*

*A key element of the VTS program is the salary/benefits for the VTS Coordinator. This individual provides oversight and administrative support to all the Trail Coordinators on the various trails that utilize the VTS program. HTC is requesting grant funds to partially cover the cost of this staff person's salary/benefits. The position requires 9 hours weekly and is contracted through an agreement with City of Arcata. HTC provides matching funds of \$3000 annually to pay a portion of the VTS Coordinator salary/benefit package that is deemed non-HBTF activity.*

*VTS Operational needs: While the MOUs designate what work materials and supplies are provided by the government entities (City of Arcata, City of Eureka, County of Humboldt), there are additional materials and supplies necessary to the operation of the trail workdays. Humboldt Trails Council is seeking grant funds through the Humboldt Bay Trail Fund to provide for these additional needs.*

*Description of Items on Budget Table:*

*Supplies: such as hand sanitizer, hand wipes, work gloves, disposable gloves, disposable masks*

*Hand tools: which are generally provided by the MOUs but not always in sufficient quantities; includes pruning shears, pruning saws and hand clippers*

*Snacks: snack foods (and in some cases, lunch) is provided to volunteers during and at the end of trail workdays.*

*Recognition items: items given to volunteers who perform regular trailwork on maintenance workdays; includes hats, pins, vests, T-shirts, tote bags, etc. These gift and recognition items are a huge incentive to our volunteers as the items identify them as part of the VTS program. Our volunteers are deeply invested in the VTS program and donate countless hours performing routine trail cleanup, maintenance, trail rehabilitation and trail construction.*

*Trail User Event: HTC plans to host another Trail User event similar to our 2022 National Trails Day event. HTC will invite the public to visit a local trail; interact with volunteers who will provide trail information, offer snacks; organize games and activities that relate to Humboldt Bay, trails, outdoor recreation, etc*

2. How does your proposal meet one or more of the following funding criteria?
  - a. Leverages investment, includes matches funds or contributes to fund development.

*VTS Coordinator and Operational needs: While the Humboldt Bay Trail Fund provides grant funds, its funds are currently restricted to utilization by trails designated as part of the Humboldt Bay Trail. HTC provides VTS services to multiple trails, some of which are not designated as part of the Humboldt Bay Trail. HTC needs to provide the items outlined in this grant proposal to non-Humboldt Bay Trails and these expenditures will be met through HTC revenues from other sources. In this way, HTC will be providing matching or in-kind funds to provide similar goods and services to those that will be met by this grant for the Humboldt Bay Trail.*

*Trails Summit: For the 2024 Trails Summit, our projected cost of \$2200 includes rental of a facility for an in-person conference, publicity, setup for informational tables for trails organizations, and technical support to record and later make available the recording of the Trails Summit. While the HTC is requesting \$1500 from the Humboldt Bay Trail Fund for this event, it is anticipated that additional funding will be required to meet all expenses and HTC is prepared to provide additional funds to sponsor the 2024 Trails Summit.*

*Matching in-kind services: The VTS program provides ongoing trail maintenance by a team of over 500 volunteers on 10 trails in Humboldt County. The value (to the community, County of Humboldt, City of Arcata, and City of Eureka) can be measured by multiplying the number of hours of volunteer effort contributed by local trail enthusiasts by the hourly rate of labor for volunteers established by the Independent Sector. During 2022, the data for the VTS program show:*

- 1) 5857.5 hours of volunteer labor among the trails that VTS maintains
- 2) Independent Sector established rate of \$29.95/hour
- 3) Total value of VTS contribution during 2022 = \$175,432

- b. Enhances community visibility and engagement

*Trails Summit: The 2024 Trails Summit presents an opportunity for the community to learn of trail projects and be involved in the discussion about trails locally. This is a vital part of the process: involving community members in trail development decisions and having the public engage with local policy-makers about these critical trail decisions.*

*Also, the Summit planning committee is comprised of representatives of several trail-related organizations so that a broad range of perspectives is utilized to develop the structure and content of the Trails Summit.*

*Trail User Event: The Trail User event encourages people of all backgrounds to visit a local trail, engage with volunteers from HTC, participate in trail-related outdoor activities, and contribute to the vitality of the trails. We seek to provide activities that will increase trail users' knowledge of trails, increase awareness of the value of trails to everyone in the community, and enhance participation in trail activities throughout the year.*

c. Broadens community involvement

*HTC seeks to broaden community support for and involvement with local trails through our eNewsletter (with approximately 1000 subscribers), through ongoing trail maintenance activities on 10 trails in Humboldt County, and by our sponsorship of the annual Trails Summit. All these activities help to inform trail users, involve them in trail-related activities including trail maintenance, and build their support for future trail development and development of trail amenities.*

*VTS Operational needs: It is anticipated that this grant will enhance community involvement in the following ways: the supplies and hand tools will assure volunteers that they can perform trail work tasks safely and effectively. The marketing materials will enable the VTS program to increase the number of trail volunteers thereby increasing community involvement, participation and engagement. This increase in trail volunteers will be very important as new trails (McKay Community Forest and Final Four of Humboldt Bay Trail) are developed.*

d. Enhances public safety and comfort on the trail

*The trail work that VTS provides at each trail location and at each workday event contributes to the safety and comfort of the public on local trails. The work performed by the trail volunteers is specifically oriented to making trails cleaner, safer, better-defined, less encumbered by debris, etc. Often, trail workdays include development of new trail sections or rerouting of trails to make them more comfortable and/or safer for trail users.*

3. Who will be responsible for the work outlined in the proposal?

*The Humboldt Trails Council has already received grants through the Humboldt Bay Trail Fund and has:*

- \* successfully completed the outcomes as described in the grant application;*
- \* provided documentation of all expenditures of grant funds;*
- \* provided written and verbal communication with HCAOG staff regarding the fulfillment of the grant requirements.*

*We have a record of compliance with all grant requirements and sufficient fiscal oversight. HTC can meet the reporting and grant management requirements that will be needed for this proposal.*

4. Which agency(s) have you coordinated with where the work is being proposed?

*The VTS program will continue to collaborate with various trails entities including County of Humboldt, City of Eureka, City of Arcata, McKinleyville Community Services District, McKinleyville Land Trust, North Coast Regional Land Trust.*

*Trails Summit: The organization of the Trails Summit for 2024 will continue to partner HTC with the Humboldt Bay Trail Working Group, HCAOG, Access Humboldt, and Senator Mike McGuire's office. Numerous trails organizations will again be invited to contribute presentations so the public is aware of future trail development projects and ancillary activities that many organizations offer to trail users.*

**Proposal Schedule:**

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.

*Trails Summit: The Trails Summit Planning committee will commence organizing for the June 2024 event in January/February 2024, led by Karen Underwood who was the facilitator for the 2021 and 2022 Trails Summits.*

*VTS Coordinator: The position of the VTS Coordinator will be an ongoing position to provide coordination and support for all VTS Trail Coordinators and Trail Stewards. It is anticipated that the VTS Coordinator will work approximately 9 hours weekly on VTS tasks with the salary and benefits being paid by both the Humboldt Bay Trail Fund and the Humboldt Trails Council. HTC provides financial support for this position to allow the Coordinator to provide administrative support to non-HBTF trails in our VTS program. Calculation of the salary/benefits for the VTS Coordinator is as follows:*

*9 hours/weekly for 104 weeks at \$22.87/hour = \$21,406*

*VTS Operational needs: Purchases of VTS supplies, tools, snack foods and recognition items will be spread out over the two-year+ span of this grant (March 2023 – June 2025).*

*The VTS Recognition Event will be held during summer or early fall 2024. We would plan to hold a picnic/barbeque with food, drink, games, and recognition awards for the many VTS volunteers who continue to work tirelessly on our trails.*

*The Trail User event will be held in June 2025 on National Trails Day.*