



COUNTY OF MENDOCINO

Executive Office

DARCIE ANTLE
CHIEF EXECUTIVE OFFICER
CLERK OF THE BOARD

501 Low Gap Rd. Room 1010
Ukiah, CA 95482

Email: ceo@mendocinocounty.gov
Website: www.mendocinocounty.gov

Office: (707) 463-4441
Fax: (707) 463-5649

Introduction

The newly established Grants Unit, located within the Executive Office and staffed by 1 FTE, is committed to advancing County objectives by optimizing the impact of grant funding. This is accomplished through the identification of optimal funding opportunities and the implementation of efficient grant administration, as well as the development of long-term capacity. The unit is responsible for securing and managing external funding to support various county initiatives. Currently, it is overseeing 12 active grants, which have a total value of \$15,756,566.64. Furthermore, the unit offers technical assistance to County departments to enhance their grant-related efforts.

I. Effective County Government Organization

a. Grants Management Software Implementation

In 2024, the County introduced Amplifund, a web-based grant management software. The Grants Unit conducted a series of 12 initial training sessions for interested departments throughout 2024. In 2025, additional training will be offered from April through June for all departments. This software aims to enhance transparency, efficiency, and regulatory compliance in grant management for the County. Support and self-paced training materials are available on the County Amplifund SharePoint.

Year	Trained	Departments
2024	34 staff participated in 12 sessions	Library, Cannabis, Child Support Services, Executive Office, Facilities, IT, PRRM, Public Defender
2025	-	Series of 6 trainings scheduled to start 4/11 and run through 5/23 for all departments. Confirmed participating in the upcoming Spring 2025 Amplifund training include Agriculture, Animal Care, Behavioral Health, Cannabis, Department of Transportation, Facilities & Fleet, Human Resources, Library, Museum, Office of Emergency Services, Planning & Building, Public Defender, Public Health, and Social Services.

b. Staff Trainings

The Grants Unit launched a new series of training sessions to support staff and enhance internal capacity. These sessions are designed to help County departments manage the complexities of grant applications, administration, and compliance. In March, the Grants Unit conducted three grant management sessions. All sessions were recorded and are now available on the Grants Management/Amplifund SharePoint for staff to access.

- 3/7/25 – Grant Success 101: Project Management (8 attendees)
- 3/14/25 - Grant Success 101: Designing Projects, Finding Funding, and Crafting Winning Proposals (4 attendees)
- 3/21/25 - Grant Success 101: Essentials for Effective Management & Implementation (5 attendees)



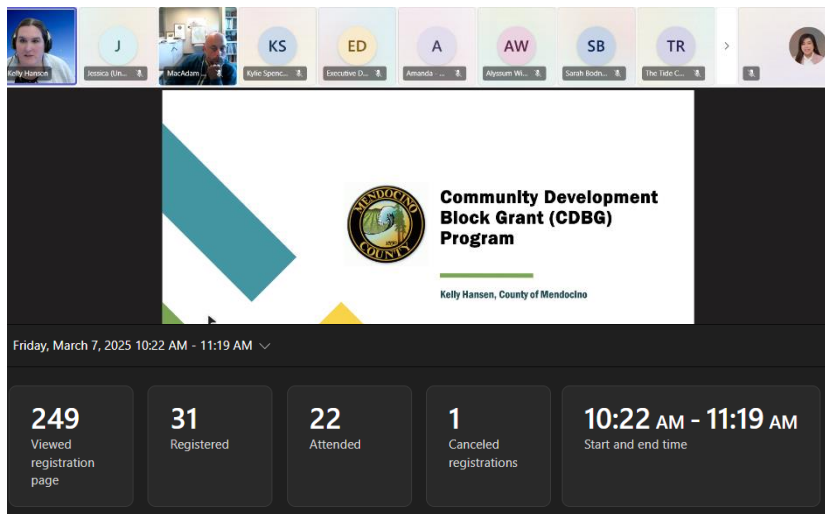
Grant Success 101 webinar held for staff on 3/21/25

II. A Safe and Healthy County

III. A Thriving Economy

a. **CDBG RFP**

The Executive Office initiated a competitive Request for Proposal ([RFP](#)) process to solicit eligible process to solicit projects eligible for approximately \$600,000 in Community Development Block Grant (CDBG) Program Income. This initiative invites eligible applicants to submit proposals for projects aligning with CDBG program goals and County objectives, specifically benefiting low- and moderate-income residents. Furthermore, should a sufficient number of eligible proposals be submitted, the County may pursue additional funding through the 2025 California Department of Housing and Community Development (HCD) Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA) expected summer 2025. Eligible proposals will undergo a comprehensive review and evaluation process conducted by County staff, with the most competitive projects being presented to the Board for final funding decisions in May. Applications were due April 3rd at 2:00 PM.



The Grants Unit hosted an applicant workshop on 3/7/25 to provide potential applicants with information on CDBG program requirements and the application process.

IV. A Prepared and Resilient County

a. **\$6,382,432 - North Mendocino County Wildfire Resilience and Evacuation Safety Project USFS Community Wildfire Defense Grant (CWDG)**

The Grants Unit collaborated with the Prevention, Recovery, Resiliency, and Mitigation (PRRM) Division to develop the North Mendocino County Wildfire Resilience and Evacuation Safety Project in response to the USFS CWDG grant solicitation. This project proposes to (1) complete fuel reduction and hazardous tree removal along key evacuation routes in northern Mendocino County, (2) conduct public education & community outreach to educate north county residents on evacuation preparedness, and (3) create localized evacuation plans for unincorporated communities in north county. The application was submitted on March 13, 2025.

b. **\$289,387 - Mendocino County 2024 Flood Emergency Response Initiative Flood Emergency Response Grant Program - Department of Water Resources (DWR)**

After receiving authorization from the Board of Supervisors (Resolution 24-053), the Grants Unit submitted an application to the Department of Water Resources (DWR) for the Mendocino County 2024 Flood Emergency Response Initiative Project on May 2, 2024. On September 26, 2024, the County received a Project Award Letter from DWR for its application to the Sitewide Flood Emergency Response Grant Program, Third Round. On March 20, 2025, the County received

formal notification that the grant application was awarded, with a project term running through 2027.

This project includes the development of a local flood emergency plan, updates to existing flood hazard maps, and the procurement of emergency communication equipment for the County's Emergency Operations Center (EOC). In addition, the project will fund the strategic placement of four floodlight containers throughout Mendocino County to support emergency operations. The initiative is designed to enhance the County's preparedness and response capabilities during climate-related hazards, such as heavy rainfall, flooding, and severe storms, which may damage infrastructure, threaten public safety, and increase the risk of landslides.

V. Other/Additional Information

- a. **Federal Funding.** The Grants Unit is closely monitoring current events and communications from our grantors. As of the first week of March, the unit has received direction from the State to increase the frequency of invoice submissions. This change is intended to ensure the timely processing of reimbursement requests amid uncertainty at the federal level.

Additionally, FEMA has notified the Grants Unit that they will be implementing extra reviews on all grant payments to verify their allowability before releasing funds. This review process may take up to 30 days to complete, depending on the size and scope of the submission. If further information is required, a request for additional details will be issued, which could further extend the timeline. The Grants Unit currently assists with six grants subject to this additional FEMA review.

- b. **Staff Resources.** The Grants Unit developed a comprehensive Grant Management/AmpliFund SharePoint site to support County staff learning and development in grant and project management. This resource hub offers training materials on designing projects, finding funding, crafting competitive proposals, and utilizing AmpliFund, the County's new grant management software. Staff are encouraged to explore these resources to enhance their skills and improve grant success.

2024-2025 MANAGED GRANT FUNDS - GRANT UNIT

Funder	Grant Title	Project Title	Start	End	Awarded Amount	Project Goals	Status
CDBG/HUD	CDBG - Economic Development 2021	Mendocino County Microenterprise Technical Assistance	10/20/2022	10/19/2025	\$250,000.00	Project goals include microenterprise technical assistance services provided to a total of 110 beneficiaries, 6 workshops held, outreach & marketing plan completed & regular reporting.	Microenterprise technical assistance services provided by West Business Development Center to a total of 103 unique clients, ongoing outreach & marketing as well as quarterly progress reporting to the County.
CDBG/HUD	CDBG - Non-Housing 2021	Covelo Cleanup	8/17/2022	8/17/2025	\$500,000.00	Project goals include capacity building for RVIT (train 2 staff & purchase equipment), develop signage and social media posts for an outreach campaign, hold community volunteer cleanup events, removal of waste at least two (2) high visibility illegal dump sites, removal of junk vehicles on land subject to RVIT & county jurisdiction	Contracts have been signed with MCRCD for community cleanups and RVIT for capacity building. Planning meetings have been held, cleanup sites identified, permission to enter agreements prepared, and an RFP drafted. A one-year time extension request was submitted on 12/9/24 and is in the process of being approved. Permission to enter agreements have been secured for one of the three sites and working through land ownership questions with remaining sites.
CDBG/HUD	CDBG-Mitigation Planning & Public Services NOFA	Mendocino County Community Wildfire Protection Plan	8/17/2022	6/25/2025	\$160,000.00	Project will result in an update to the 2016 CWPP which will serve a critical function of helping to renew agency collaborations and ensure that the County has the best available information and currently relevant plans.	The project contractor has gathered feedback from the core team regarding county-wide and community projects for the County CWPP. On 12/30/24, they shared the draft of the 2025 CWPP for review, with comments due by 1/20/25. Public review began 2/10/25 and concluded 3/3/25, with the final CWPP set to be completed in early April and presented to the BOS for adoption.
CDBG/HUD	CDBG-Mitigation Planning & Public Services NOFA	Fire-Hazard Abatement Ordinance Implementation Planning and Capacity Building	1/9/2023	6/25/2025	\$107,936.00	The County seeks to combine two awarded abatement projects into one Fuel Abatement Ordinance and Enforcement Planning Project to better meet its needs. The goal is to explore how other communities enforce hazardous fuel abatement for public safety, analyze existing ordinances, recommend a strategy for the County's program, and update ordinance language while estimating implementation resources.	Amendment request submitted to HCD 8/23/24. Additional materials requested by HCD and submitted by the County on 10/7/24, 11/26/24, 12/18/24 & 1/28/25. At the 3/3/25 check in with HCD, the program officer informed the County the application is under final review and should take another two months for approval.

CDBG/HUD	CDBG-Mitigation Planning & Public Services NOFA	Fire Hazard Abatement Ordinance Implementation Public Services	1/22/2022	6/25/2025	\$187,064.00	The County seeks to combine two awarded abatement projects into one Fuel Abatement Ordinance and Enforcement Planning Project to better meet its needs. The goal is to explore how other communities enforce hazardous fuel abatement for public safety, analyze existing ordinances, recommend a strategy for the County's program, and update ordinance language while estimating implementation resources.	Amendment request submitted to HCD 8/23/24. Additional materials requested by HCD and submitted by the County on 10/7/24, 11/26/24, 12/18/24 & 1/28/25. At the 3/3/25 check in with HCD, the program officer informed the County the application is under final review and should take another two months for approval.
CDBG/HUD	17DR-Infrastructure & 17MIT-RIP Project Applications (NTP)	911 Switching Equipment	10/14/2022	2/28/2026	\$3,732,597.00	Project entails the purchase and installation of an approximately 760-square-foot prefabricated bunker-type structure (bunker) to house 911 switching equipment, the replacement of the existing building electrical panels, and a new generator.	The equipment bunker, generator and electrical system have been completed, tested and the permit signed off. The microwave radio equipment has been installed with configuration and tuning progressing; Installation of network switches and related data center equipment is progressing. The dispatch console system has been received with set-up and change-over scheduled for March and April.
CDBG/HUD	17DR-Infrastructure & 17MIT-RIP Project Applications (NTP)	Microwave and Radio Communications Systems	8/1/2023	2/28/2026	\$1,150,823.00	Project entails improved reliability and resiliency of microwave and radio communications systems through procurement and installation of higher capacity, upgraded microwave equipment (16 sites to receive upgraded equipment).	Installation contractor has completed 90% of the outdoor equipment, indoor and remaining outdoor equipment staged and scheduled to be installed beginning April 2025. Installations and project completion expected by June 1, 2025, weather permitting.
CDBG/HUD	17DR-Infrastructure & 17MIT-RIP Project Applications (NTP)	Microwave Facilities Hardening	7/1/2022	6/1/2025	\$509,707.00	Project entails enhancing the resilience of the County's communication system equipment against hazard events through site improvements at two locations: one in northeast Mendocino County and another in southern Mendocino County.	The County faced delays due to a site's remote location, extreme weather, and complex planning. Staff requested a time extension (1/17/25) and project modifications (2/4/25). The County's completed environmental assessment (EA) was submitted 12/20/25 and responses to HCD questions regarding the EA was submitted on 3/7/25 and 3/28/25.

FEMA/CalOES	Hazard Mitigation Grant Program (HMGP) 4354	Redwood Complex Ignition-Resistant Construction, Phase 2 -Batch 2	11/2/2022	6/30/2026	\$2,218,277.25	Project entails replacing flammable roofing materials with ignition resistant roofing materials for properties within Mendocino County to help improve community resiliency in the face of wildfire.	As of March 31, 2025, the program has had eight (9) participants complete projects and reimbursements have been issued. One (1) participant has completed their project and is in the reimbursement process. Two (2) participants have notices to proceed. Four (4) participants have updated funding agreements awaiting signatures. 11 participants have draft funding agreements which need updated quotes. Three (3) participants have placed the project on hold. Thirteen (13) participants have withdrawn from the program. Two (2) participants were disqualified from the program.
FEMA/CalOES	Hazard Mitigation Grant Program (HMGP) 4407	Emergency Warning Siren Feasibility and Installation Project, Phase 1	9/13/2021	12/31/2024	\$33,141.00	Project address the County's multiple hazards through the installation and management of early warning sirens. Phase 1 deliverables include conducting site specific workplans, mapping and land use planning, permitting and environmental activities.	Phase 1 deliverables were submitted to CalOES on 11/26/24. Key accomplishments include conducting acoustic testing, releasing an RFP for system procurement, and completing mapping, site plans, and environmental reviews while integrating community feedback from RVFD meetings regarding the project. Project is awaiting FEMA project review and approval before moving to Phase II.
FEMA/CalOES	Hazard Mitigation Grant Program (HMGP) 4458	Critical Generators Mitigation Project	7/18/2022	3/31/2026	\$80,285.00	Project ensures County continuity of operations during power outages due to public safety power shutoffs and disaster events. Phase 1 deliverables include procurement for a design consultant, regulatory permitting where needed, project design for finalizing each site's generator capacity and site design, and other administrative tasks to install generators at 5 County facilities.	The County's engineering consultant has completed project designs, revealing that market price increases have exceeded the current budget. County staff discussed these challenges with CalOES and formally requested a project scope revision from 5 sites to 2 and budget modification on 9/24/25. A 12-month time extension was approved on 11/18/24.
FEMA/CalOES	Hazard Mitigation Grant Program (HMGP) 4558	Orr Springs Road Fuels Reduction, Phase 1.	11/4/2022	11/18/2025	\$127,975.90	Project reduces hazardous fuels along Orr Springs Road and Comptche-Ukiah Road and minimizes fire-related access issues. Phase 1 includes hiring a project management contractor, completing a route survey to identify trees for removal, engaging with landowners on 183 parcels for access agreements, and developing an operations plan with revised project maps and CEQA review actions.	The County issued the Request for Proposal (RFP) for project management services on 8/26/24, and closed on 10/4/24. Interviews with candidates were conducted in late October, and the contract for services was approved by the BOS on 3/25/25 (BOS Agreement 25-022).

FEMA/CalOES	Hazard Mitigation Grant Program (HMGP) 4683	Update to Mendocino County MJHMP	3/20/2024	3/20/2027	\$345,137.49	Project will develop and adopt a FEMA approved Multijurisdictional Hazard Mitigation Plan, which was last approved in 2021 and due for an update in 2026, to meet the requirements outlined in 44 CFR Part 201 and the most current FEMA hazard mitigation plan guidance.	An RFP was released on 9/13/24 for a consulting firm to update the Multi-Jurisdictional Hazard Mitigation Plan (MJHMP). It was sent to 23 vendors and publicly posted, with proposals due by 10/18/24. The RFP committee reviewed 7 submissions and interviewed the top 3 candidates in December, and the contract for services should be before the board for approval in early 2025.
FEMA/CalOES	Hazard Mitigation Grant Program (HMGP)	Building Resilient Infrastructure and Communities Program (BRIC) – Phase 1	8/5/2024	1/17/2026	\$3,631,394.00	The grant will fund a Phase 1 scoping project to design a Phase 2 program focused on home hardening and fuels management. Phase 1 will involve hiring consultants, LIDAR mapping, public outreach, screening homes for fire hardening, identifying fuels treatment methods, site inspections, CEQA analysis, budget revisions, and report delivery. Phase 2 aims to enhance up to 750 homes and manage fuels on public and private land in the unincorporated area adjacent to the City of Willits.	County staff has released a Request for Proposal (RFP) for Project Management Services related to the Wildfire Community Resilience Project. The deadline for submitting proposals is April 25, 2025. It is estimated that a signed contract will be finalized by July 2025. Additionally, staff has recently engaged with CalOES for technical assistance, receiving valuable guidance and clarification regarding the project's construction phase (Phase II).
CalOES	CalOES Prepare CA Jumpstart	Mendocino County Grants Capacity Building	7/1/2022	7/1/2027	\$992,000.00	Establish a Grants Unit within the County Executive Office to enhance grant research, application development, and reporting. Acquire grants management software and hire consultants for technical expertise and grant writing. Conduct outreach sessions in six high-hazard census tracts—Covelo, Willits, Calpella, Ukiah, Boonville, and Hopland—to gather community input on resilience goals. Submit at least 16 resilience-focused grant applications based on this feedback.	Grants Unit established in 2023, with community outreach sessions and a follow-up planned for 2025. Grants management software was acquired and rolled out county-wide in 2024, with additional trainings scheduled for 2025. A successful RFP for a grant writing consultant was held in 2024. In FY 23-24, 10 grant applications were submitted totaling \$16,386,700.78, and in FY 24-25, 5 applications have been submitted YTD for a total of \$6,835,030.24.
CAL FIRE	CA Climate Investments Wildfire Prevention	Mendocino County Fuels Reduction and Community Preparedness	9/29/2022	3/15/2026	\$1,894,185.00	Project goals include implementation of roadside fuels reduction in key areas, completion of CEQA analysis for five future projects to streamline implementation, and funding the Mendocino County Community Chipper Days program for three additional years (225 days, serving 1,575 residents). The project will treat 66.2 acres in Covelo and Dos Rios, protecting 100-150 homes. The proposed CEQA projects (Branscomb, Black Bart Trail, Redwood Ridge, Old River Road, Hopland) aim to clear approximately 207 acres and enhance future funding opportunities.	The Mendocino County Fire Safe Council, as a key project partner, has completed 71 chipper days for 548 properties, 11.57 miles / 83.64 acres of roadside fuel reduction, achieved 4 of 5 CEQA targets, and conducted one prescribed burn training.
			ACTIVE GRANTS	11	\$15,920,522.64		

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2024-2025 GRANT APPLICATIONS - MENDOCINO COUNTY GRANT UNIT

Funder		Grant Title	Project Title	Application Submitted	Award Status	Notification Date	Start	End	Project Cost	
AWARDED										
1	State Department of Water Resources (DWR)	Statewide Flood Emergency Response Grant Program	Mendocino County 2024 Flood Emergency Response Initiative	Preproposal 12/21/23, Full proposal 5/2/24	Awarded	9/26/2024	3/20/2025	9/30/2027	\$289,387.00	
2	Board of State and Community Corrections	Proposition 47 Cohort 4	Fort Bragg Care Response Unit-Coastal Expansion	6/10/2024	Awarded	10/4/2024	10/3/2024	6/30/2028	\$2,521,555.00	
PENDING								AWARDED	\$2,810,942.00	2
4	USDA Rural Development	Community Facilities Program Disaster Repair Grants	Winter Storm Road Clearing Equipment	8/30/2024	Pending				\$198,236.00	
5	EPA	Recreation Economy for Rural Communities (RERC)	North County (Covelo, Leggett & Laytonville)	10/16/2024	Pending				\$0.00	
6	USDA Rural Development	USDA Rural Development Community Facilities Program	SURE-UP: Strengthening, Upfitting and Resilience in Rural Law Enforcement: USDA Grant for Protection	12/17/2024	Pending				\$50,000.00	
	USDA Forest Service	Community Wildfire Defense Grant (CWDG)	North Mendocino County Wildfire Resilience and Evacuation Safety Project	3/13/2025	Pending				\$6,382,432.00	
3	State Department of Housing and Community Development (HCD)	Community Development Block Grant (CDBG)	Economic Development Technical Assistance & Micro-Enterprise Assistance Program	5/3/2024 / Revision 3/28/25	Pending				\$407,385.76	
NOT AWARDED								PENDING	\$7,038,053.76	5
7	State Department of Forestry and Fire Protection (CAL FIRE)	California Climate Investment Fire Prevention Grant Program	Mendocino Evacuation Safety Improvements Project	1/10/2024	Not Awarded				\$1,235,115.00	
8	State Department of Housing and Community Development (HCD)	2017/2018 CDBG MIT-PPS	Mendocino County Multi-Jurisdiction Hazard Mitigation Plan (MJHMP) Update Project	3/15/2024	Withdrew application due to HMGP 4683 award				\$400,000.00	
9	PG&E	Resilience Hubs Grant Application 2024	Mendocino County Critical Facilities Generators	6/6/2024	Not Awarded				\$100,000.00	
10	Redwood Region RISE	Catalyst Pre-Development Funds	Home Hardening Market & Workforce Analysis	1/15/2025	Not Awarded				\$204,362.24	
							NOT AWARDED		\$1,939,477.24	4
								All	\$11,788,473.00	11
								2024	\$5,201,678.76	9
								2025	\$6,586,794.24	2



AMPLIFUND GRANTS MANAGEMENT SOFTWARE

The County has implemented a new web-based grant management software called Amplifund, which aims to simplify grant administrative tasks and ensure compliance with regulatory guidelines. The software offers several features, including grant award tracking, expense and budget tracking, due date and task tracking, impact measurement, and reimbursement/payment tracking.

System Training

April - May

This comprehensive training program is available to all County employees and is highly recommended for grant managers and fiscal staff. This interactive learning series will utilize a blended learning approach following the introduction and kickoff event. Participants will watch introductory training videos on the weekly topic at their convenience before attending live training and Q&A sessions. Each session will start with a brief overview of the subject and an interactive discussion based on participant questions. All videos and training materials will be archived for future reference and training.

- 1. **Amplifund Overview & Navigation | (Two Sessions)**
 - 4/11 | 9-10 am Conference Room C
 - 4/18 | 9-10 am via Teams
- 1. **Grants & Performance Plans | 4/25 | 9-10 am via Teams**
- 2. **Budget Creation & Expense Entry | 5/2 | 9-10 am via Teams**
- 3. **Expenses, Payment Requests & Cash Receipts | 5/9 | 9-10 am via Teams**
- 4. **Pre-Award Review Process | 5/16 | 9-10 am via Teams**
- 5. **Reports & Amendments | 5/23 | 9-10 am via Teams**

Videos & Training Materials

SharePoint



For self-directed learning or those wishing to get a head start on the learning material and training sessions, staff can access training videos on the Amplifund Microsoft SharePoint site. The recommended order is provided above.



Accessing the Amplifund Microsoft SharePoint site can enhance employee learning and development. With a wealth of slide decks from trainings and other supplementary materials available, they will have the resources they need to succeed.

Self Directed Training

- 1. Watch video on the topic of the week.
- 2. Practice skill in Amplifund.
- 3. Attend weekly training and ask any questions that came up when practicing in Amplifund.
- 4. Repeat steps #1-3 for next topic.

Questions



For information about upcoming training sessions, videos, and grant management, please visit the Amplifund Microsoft SharePoint site. If you have specific questions or encounter any difficulties, please contact the project implementation team, which includes Trey Henson from IT and Kelly Hansen from the Grants Unit.

- hensont@mendocinocounty.gov
- hansenk@mendocinocounty.gov