



COUNTY OF MENDOCINO

Executive Office

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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 tasked with securing and overseeing external funding to support various county initiatives and is currently managing 11 active grants with 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

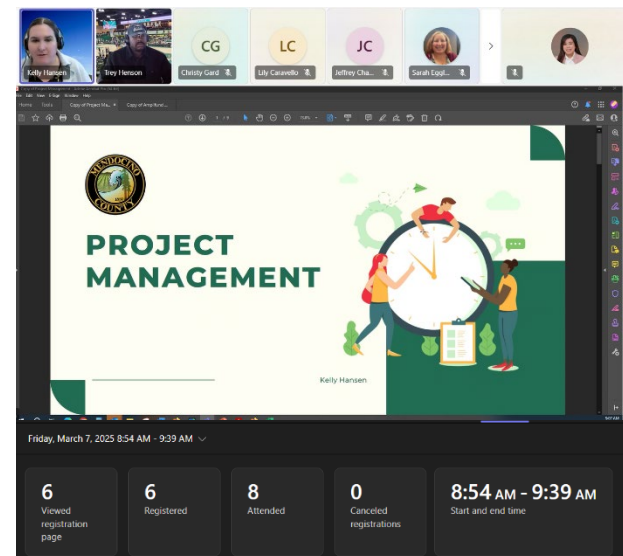
In 2024, the County introduced Amplifund, a web-based grant management software. A series of 12 initial training sessions were conducted for interested departments throughout 2024. The 2025 departmental trainings run April through June, for all departments overseen by the CEO. This software aims to enhance transparency, efficiency, and regulatory compliance. Self-paced training materials are currently available on the County Amplifund SharePoint.

i.

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.

b. Staff Trainings

The Grants Unit introduced a new series of grant trainings to support staff and build internal capacity, enabling County departments to navigate the complexities of grant applications, administration and compliance. For Spring 2025, the Grants Unit has organized three grant management sessions. These trainings will assist staff in more effectively manage projects, navigate the grant process successfully, and equip staff with the knowledge and tools needed to navigate the complexities of grant administration. The first training was held March 7th and explored the fundamentals of project management as a field and how its principles can enhance the success of grant-funded projects.



Grant Success 101: Project Management webinar held for staff on 3/7/25

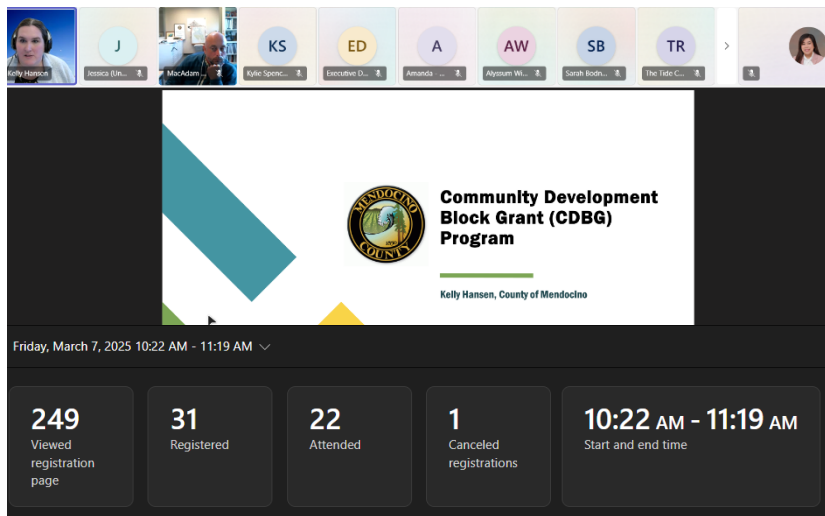
II. A Safe and Healthy County

N/A

III. A Thriving Economy

a. **CDBG RFP**

The Executive Office initiated a competitive Request for Proposal ([RFP](#)) process to solicit eligible projects 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). 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. The County encourages interested organizations to take part in this significant funding opportunity. Applications are due by 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. **USFS Community Wildfire Defense Grant (CWDG)**

The Grants Unit is collaborating 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 \$6.3 million-dollar 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 project is slated for submission by March 14.

V. Other/Additional Information

- a. 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 manages six grants subject to this additional FEMA review.