



## Competitive Grant Application

### Commercial Cannabis Land Use Ordinance

### Mitigation and Remediation Fund Program

Thank you for your interest in applying for the Commercial Cannabis Land Use Ordinance Mitigation and Remediation Fund Program. Humboldt County invites applicants to submit proposals for this new grant program that will fund projects to improve water quality in streams by reducing soil erosion related to permitted cannabis farms in impacted watersheds. The allocation for 2021 is for \$1,000,000.

Please contact Michael Richardson, Supervising Planner, to discuss any questions about your application. Applications must be submitted electronically to [mrichardson@co.humboldt.ca.us](mailto:mrichardson@co.humboldt.ca.us). If some attachments are easier to submit as a paper version, you may bring or send those to our office at 3015 H Street, Eureka, CA 95501.

Applications are due October 31, 2021.

Note: Applications are subject to Public Records Act disclosure requirements.

#### Eligibility Requirements

Applications proposing improvements to public and private roads for the specific purpose of protecting water quality in streams, creeks and rivers that meet all the criteria and requirements described in these Guidelines are eligible for this funding. At least eighty percent (80%) of funds awarded each year must be used for physical road improvements. Properties in the abatement process are not eligible for funding under this Program.

#### Application Submittal

To apply for funding, an applicant must submit a complete proposal as described below. Applications are due October 31, 2021.

Applicants are strongly encouraged to submit a Letter of Interest prior to submitting their applications. The Letter of Interest guidelines are provided below and this consultation is designed to inform an applicant of the applicable Program requirements, applicable Humboldt County regulations, and for the applicant to inform the County of the applicant's intentions, and to provide an opportunity to identify the issues associated with a proposed application before the applicant commits resources.

This consultation should occur well in advance of the proposal deadline so that Planning staff have time to consult with the California Department of Fish and Wildlife (CDFW), the Regional Water Quality Control Board (RWQCB) and the Department of Public Works (DPW), to ensure the proposal addresses the priorities of the program. The Humboldt County Board of Supervisors ultimately determines whether proposals meet program preferences. Failure to submit a complete application by the deadline may result in the project not being included in the list of projects considered for funding.

Planning Department Staff Contact Information: Michael Richardson is the primary contact for this program. His email is [mrichardson@co.humboldt.ca.us](mailto:mrichardson@co.humboldt.ca.us) and his phone number is (707) 268-3723.

Applications are subject to public records acts and disclosure requirements.

Complete applications shall include all items in the below Application Checklist.

### Application Review

1) Application Check. Applications will be evaluated for completeness using a checklist. Within five (5) working days of accepting an application, the Planning Division shall review the proposed development for conformance with the application submittal requirements. The application shall be deemed complete and accepted unless the Department finds that the application is not complete and sends the applicant notification of such finding by email within ten (10) working days after receipt of the application. If the application is determined to be incomplete, the Department shall specify those parts of the application which are incomplete and shall indicate what is required for them to be considered complete.

2) Application Referral. The Planning and Building Department shall refer copies of complete applications to the Department of Public Works, the California Department of Fish and Wildlife, and the Regional Water Quality Control Board for comment. Along with the referral, the Department shall include notification that, if the Department does not receive a response within ten (10) working days, the Department will assume that no recommendations or comments are forthcoming. It should be noted that, even if responses are not received within the requested time limit, these agencies may still want to provide comments.

3) Application Review. Upon acceptance of an application as complete, the assigned planner shall complete an environmental review of the project, as required by the California Environmental Quality Act (CEQA) and shall study the project for conformance with all applicable Program requirements.

4) Project Ranking. By December 31<sup>st</sup> of each year, the assigned planner shall prepare a written report evaluating and ranking the complete applications with findings and evidence in support thereof. The written report prepared by the Director, or designee, shall be mailed or delivered to the applicant.

Project ranking will prioritize awards of grant money to cannabis cultivators and road maintenance associations based upon the expected water quality benefits that would result from the road improvement projects given the following criteria:

- a) Highest priority will be given to projects with one or more stream crossings and corrective grading within and close to a stream channel.
- b) Improvements to roads in priority sub watersheds identified in Resolution 18-43 in Appendix 1 of these Guidelines.
- c) Roads which will not be maintained by a Road Maintenance Association and serving cultivation sites approved under the 2016 Commercial Medical Marijuana Land Use Ordinance when the improvements will bring the road into compliance with the standards of the 2018 Commercial Cannabis Land Use Ordinance.
- d) Locations in highly erodible soils, steep slopes, proximity to watercourses, and the presence of impacted fisheries.

The County will review and evaluate all complete applications received by the due date for responsiveness to the above criteria. In evaluating the Proposals, the County shall employ a one hundred (100) point competitive evaluation system with consideration given to each of the following categories:

- Project Design and Expected Outcomes – 80 Points: The project's alignment with the Program requirements and criteria set forth in these Guidelines.
- Project Budget – 10 Points: The applicant's ability to perform the work necessary to implement the project in a cost-efficient manner.
- Experience and Capacity – 10 Points: The applicant's experience and capacity to perform the work necessary to implement the project.

5) Public Hearing. The Board of Supervisors will hold one or more public hearing(s) by the end of February of each year of the Program to decide which, if any, applications are approved for funding, the funding amount, and the conditions applied to each project to ensure consistency with all Program requirements. At the public hearing, the Board of Supervisors shall receive pertinent evidence concerning the complete applications, particularly evidence about the consistency of the applications with Program requirements. The applicant shall have the burden of establishing consistency of the application with Program requirements.

Notice of the Board's decision shall be provided within five (5) working days of the Board of Supervisors action.

The Hearing may be continued from time to time but shall be concluded within a reasonable period of time.

## APPLICATION PACKET CHECKLIST

Please check below to ensure you have a complete application. Once complete, email the following documents, in pdf format with the text "Application for Remediation Grant Program Funding" in the subject line to [mrichardson@co.humboldt.ca.us](mailto:mrichardson@co.humboldt.ca.us).

- Signed Application Submission Form
- Project Description – Summary of the Project, up to 2 pages.
- Plot Plan
- Plot Plan Checklist – Attached
- Cross sections of proposed work including topographic elevations
- Scope of Work – Detailed Description of Work
- Schedule for Completion – Identify Milestones
- Erosion Control Plan and Monitoring Plan
- Budget – Be as specific as possible – sample attached
- Project Maps and Figures
- Letter(s) of Support (optional)

### APPLICATION FORM - Commercial Cannabis Land Use Ordinance Mitigation and Remediation Fund Program

Project Title: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Project APN: \_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Total Budget: \_\_\_\_\_

Project Timeline: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

# **APPLICATION DIRECTIONS**

## **Signed Application Form**

Complete and sign the Application Form

## **Project Description**

Provide a summary of the Project (up to 2 pages). Address where the project is located, why the project is needed, what remediation actions are proposed. Summary should clearly describe what is anticipated and why it will help.

## **Plot Plan**

Submit a Plot Plan that identifies everything on the Plot Plan checklist that applies to the site. It should clearly show where the entire project is located or a separate location map may be provided.

## **Plot Plan Checklist**

Complete the Plot Plan Checklist and include in the packet. (Attached)

## **Cross Sections**

Cross sections of proposed work including topographic elevations.

## **Scope of Work**

The scope of work should clearly and concisely describe the mitigation and remediation work. It should address the who, what, when, where, and how the work will be done.

## **Schedule for Completion**

Identify Milestones, including a start and end date. (Sample attached)

## **Erosion Control Plan and Monitoring Plan**

Include a 5-Year Plan that addresses how erosion will be controlled before, during and after the work is done and how it will be monitored to ensure effectiveness at improving water quality, including follow up treatments.

## **Budget**

Provide a budget that includes all costs associated with the work. Identify what costs will be covered by the grant and total project cost. (Sample attached)

## **Project Maps and Figures**

Include maps that are sequentially referenced with figure numbers. Each figure reference should appear in the text as Figure 1, Figure 2, and so forth according to the number of figures you use. Each figure should have a short caption that briefly explains the important information about what is being illustrated.

## **Letter(s) of Support (optional)**

Letters of support are not a rating factor but may be included if desired.

### Sample Schedule for Completion

<b>Milestone</b>	<b>Start Date</b>	<b>End Date</b>
Detailed Project Scoping		
Bidding and Contracting		
Project Ground-Breaking		
Inspections by _____		
Project Completion		
Monitoring		

### Sample Budget

<b>Budget Item</b>	<b>Grant</b>	<b>Other Funds</b>
Permit Fees (specify)		
Consultant and professional fees		
Materials		
Equipment		
Other (specify)		
<b>TOTAL</b>		

Note: 80% of program funds are required to be spent on physical improvements.

# Letter of Interest Guidelines

## Letter of Interest Guidelines

Potential applicants are strongly encouraged to complete a letter of interest (no more than one page) and email it to [mrichardson@co.humboldt.ca.us](mailto:mrichardson@co.humboldt.ca.us) before October 1, 2021. Feedback will generally be provided within 1-2 weeks. The letter of interest is to help potential applicants determine if a project is a good fit for this grant program before committing the necessary resources to complete and submit a full application. The letter of interest is simply a concept summary and as such, supporting details should be included in the full application if and when one is submitted later on.

The one-page letter of interest should include the following:

- Amount of funding requested and anticipated source of matching funds
- Applicant name and contact information, including phone number
- Project name
- Brief project description/scope of work (focus on improvement to water quality from reduced soil erosion)
- What is the need for the project?



## PLOT PLAN AND TENTATIVE MAP CHECKLIST

The following information must be shown on your plot plan or tentative map. Please check ✓ the box to the left of the items shown on the plot plan or tentative map. If any item is not on your site to your knowledge, write "N/A" next to the box. Plot plans shall be drawn on a minimum size sheet of 8-1/2" x 11", and tentative subdivision maps on a minimum size sheet of 18" x 26". **Note: This Checklist must be completed by the applicant and submitted with your application.**

Applicant's Name \_\_\_\_\_ APN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### FOR ALL PROJECTS

- 1. Name of applicant(s)
- 2. Location or vicinity map (on or attached to the plot plan)
- 3. The subject parcel (show entire parcel with dimensions)
- 4. Date, north arrow and scale
- 5. Name, County road numbers, and width of all existing and proposed access roadways adjacent to or within the subject parcel (indicate width of traveled way, grade (in % slope), and surface)
- 6. Existing and proposed improvements (label as "existing" and "proposed" with dimensions and distance to nearest two (2) property lines)
  - a. Structures and buildings (include floor area, height and proposed use)
  - b. Driveways and turnaround areas (indicate width, grade (in % slope) and surface)
  - c. Utility lines (electric, gas, telephone, sewer, water, and cable TV)
  - d. Septic tanks and leachfields (label primary/reserve areas and test holes)
  - e. Wells
  - f. Parking and loading areas (show individual parking spaces, including handicapped parking and ramps)
  - g. Storm drains, curbs and gutters
  - h. Emergency water storage tanks and fire hydrants
  - i. Landscaped areas (include proposed exterior lighting)
  - j. Major vegetation (identify mature trees (12" dbh or larger) to be removed)
  - k. Diked areas
  - l. Proposed grading and fill (estimate volume)
  - m. Signs (indicate size, illuminated, and design (e.g., monument, pylon, etc.))
  - n. Other - specify \_\_\_\_\_
- 7. Direction of surface water runoff
- 8. Location and width of all existing and proposed easements of record
- 9. Hazardous areas (indicate on map if on the project site or within 400 feet of the project site):
  - a. Areas subject to inundation or flooding
  - b. Steep or unstable slopes
  - c. Expansive (clay) soils
  - d. Earthquake faults
  - e. Hazardous waste or substance sites
  - f. Other - specify \_\_\_\_\_
- 10. Sensitive habitat areas (indicate on map if on project site or within 400 feet of the project site):
  - a. Creeks, rivers, sloughs and other drainage courses
  - b. Lakes, ponds, marshes, or "wet" meadows
  - c. Beaches
  - d. Sand dunes
  - e. Other - specify \_\_\_\_\_
- 11. Historical buildings or known archaeological or paleontological resources
- 12. Land use and buildings on adjacent parcels, and approximate distances to closest property lines

### FOR LOT LINE ADJUSTMENT PLOT PLANS ONLY

- 13. Proposed new lines and lines to be eliminated (show lines to be eliminated as dashed)
- 14. Areas (in square footage or acreage) of the initial and resulting parcels

### FOR TENTATIVE SUBDIVISION MAPS ONLY

- 16. Approximate dimensions and areas of all proposed lots
- 17. A statement that "All easements of record are shown on the tentative map and will appear on the recorded subdivision map"
- 18. Contour lines (at \_\_\_\_\_ intervals)
- 19. For major subdivisions (5 or more parcels): proposed drainage improvements, details of any grading to be performed, approximate radii of all roadway curves, areas for public use, and typical sections of all streets, highways, ways and alleys
- 20. Names and assessor's parcel numbers of all contiguous ownerships

**NOTE: THE SUBMITTAL OF INCOMPLETE OR ILLEGIBLE PLOT PLANS OR TENTATIVE MAPS WILL CAUSE DELAYS IN THE PROCESSING OF YOUR APPLICATION**

