



**AGENDA**  
Regular Meeting  
**Monday December 8, 2025 – 6:00pm**  
Town Hall  
11960 East Street Fort Jones, CA 96032

**CALL TO ORDER:**

Fort Jones Town Council Roll Call:

Members: DeAndreis      DeCausmaker      Garcia      Johnson      LaRiviere

**PLEDGE OF ALLEGIANCE:** Led by Mayor

**PUBLIC COMMENTS:**

*Discussion items only, no action to be taken. Any person may address the Council at this time upon any subject within the jurisdiction of the Town of Fort Jones that is not on the agenda; however, any matter that requires action may be referred to staff and/or committee for a report and recommendation for possible action at a subsequent council meeting. There is a three (3) minute limit per person.*

**DISCUSSION/REPORTS/CORRESPONDENCE: NON-ACTIONITEMS:**

- A. Police Department Monthly Report
- B. Fire Department Monthly Report
- C. Public Works Monthly Report
- D. Administration/Accounting Report
- E. Town Clerk Monthly Report

**CONSENT CALENDAR:**

*Items listed on the consent agenda are considered routine and may be enacted in one motion. Any item may be removed for discussion at the request of the Council or the Public.*

- a. Approval for Meeting Minutes November 10, 2025
- b. Approval for Meeting November 17, 2025

**ACTION ITEMS:**

1. Review and Approve RFP for CDBG consultant
2. Review and Approve quotes for FEMA AFG

**CLOSED SESSION**

- a. Public Employee Employment Appointment, Evaluation: Gov. Code 54957(b)(1)  
Position: Town Administrator

**RETURN TO OPEN SESSION**

**COUNCIL COMMENTS:**

**ADJOURNMENT:**

The next Fort Jones Town Council Meeting is scheduled to be held on January 12, 2026, at 6:00 p.m.

It is the intention of the Town of Fort Jones to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, or in meetings on a regular basis, you will need special assistance beyond what is normally provided, the Town will attempt to accommodate you in every reasonable manner. Individuals who need auxiliary aid or services for effective communication or to participate in programs and services of the Town of Fort Jones are invited to make their needs and preferences known by contacting the City Hall office, (530) 468-2281, at least 72 hours prior to the meeting.

Town of Fort Jones• 11960 East Street• Fort Jones, CA 96032 • (530) 468-2281

415096.1

Inc #	Type	Date	Day of Week	Time	Location
2510150043	WI	10/15/2025	Wednesday	23:18:38	ALLISON/HWY 3
2511100033	WI	11/10/2025	Monday	16:00:06	12075 OAK MILL
2511140006	TH	11/14/2025	Friday	08:21:29	/MATHEWS
2510010010	FRD	10/01/2025	Wednesday	11:01:30	11307 MAIN ST
2510020002	TS	10/02/2025	Thursday	07:38:23	MAIN ST/CARLOCK ST
2510030030	FU	10/03/2025	Friday	14:20:07	400 HIGH ST
2510050031	CIST	10/05/2025	Sunday	15:12:14	12825 MARBLE VIEW AVE
2510070028	NCRM	10/07/2025	Tuesday	14:31:34	9609 EASTSIDE RD
2510070034	FND	10/07/2025	Tuesday	15:47:55	400 HIGH ST
2510090003	TRAF	10/09/2025	Thursday	07:10:37	MAIN ST/NEWTON ST
2510110008	ANIMAL	10/11/2025	Saturday	08:00:39	11307 MAIN ST
2510140021	INFO	10/14/2025	Tuesday	10:35:47	237 BUTTE ST
2510150010	TS	10/15/2025	Wednesday	09:47:10	FT JONE BASE BALL PARK
2510150016	WI	10/15/2025	Wednesday	12:58:56	20435 MCADAMS CREEK RD
2510160024	JV	10/16/2025	Thursday	11:21:00	MCADAMS CREEK RD/N HWY 3
2510170029	TS	10/17/2025	Friday	17:24:18	MCADAMS CREEK RD/N HWY 3
2510170033	TS	10/17/2025	Friday	17:57:12	MCADAMS CREEK RD/N HWY 3
2510170034	OWAS	10/17/2025	Friday	18:08:29	101 BUTTE ST
2510170040	TRAF	10/17/2025	Friday	20:34:58	12071 OAK MILL DR
2510170043	TRAF	10/17/2025	Friday	21:12:13	12075 OAK MILL DR
2510190014	TS	10/19/2025	Sunday	11:34:22	6737 N HWY 3
2510280041	AB	10/28/2025	Tuesday	15:33:54	102 BUTTE ST
2510280050	ATC	10/28/2025	Tuesday	16:33:41	101 BUTTE ST
2510290008	DV	10/29/2025	Wednesday	09:52:04	102 BUTTE ST
2510300061	DP	10/30/2025	Thursday	21:33:57	BUTTE ST/OAK MILL DR
2511010001	ASST	11/01/2025	Saturday	02:44:45	108 BUTTE ST
2511020011	AB	11/02/2025	Sunday	04:57:13	12075 OAK MILL DR
2511050002	ALARM	11/05/2025	Wednesday	00:10:06	11307 MAIN ST
2511060005	TRSP	11/06/2025	Thursday	07:42:33	22 DOUGLAS ST
2511060020	FU	11/06/2025	Thursday	10:22:06	22 DOUGLAS ST
2511070009	SCAM	11/07/2025	Friday	05:34:47	6131 ISLAND RD
2511100016	TRSP	11/10/2025	Monday	11:24:48	12315 MAIN ST
2511120017	SUSP	11/12/2025	Wednesday	13:20:26	108 BUTTE ST
2511130012	CITASST	11/13/2025	Thursday	10:42:16	11801 MAIN ST
2511150019	CIVIL	11/15/2025	Saturday	13:19:32	12149 COWAN ST
2511160006	ANIMAL	11/16/2025	Sunday	14:03:10	HWY3 /MOFFETT CREEK RD
2511200015	TS	11/20/2025	Thursday	13:24:10	1100 EASTSIDE RD

2511220032	PTFT	11/22/2025	Saturday	18:29:57	11501 MATHEWS ST
2511240042	CIST	11/24/2025	Monday	17:11:52	11825 MAIN ST
2511260030	OTHER	11/26/2025	Wednesday	11:14:30	13916 N HWY 3
2511280005	RWAY	11/28/2025	Friday	12:15:34	12656 MARBLE VIEW AVE
2511280013	TS	11/28/2025	Friday	14:22:50	N HWY 3/MCADAMS CREEK RD
2512020014	TC	12/02/2025	Tuesday	09:08:13	7600 SCOTT RIVER RD
2512020054	TRSP	12/02/2025	Tuesday	20:00:45	173 CARLOCK ST
2512020056	PTRL	12/02/2025	Tuesday	20:14:35	MATHEWS ST/CARLOCK ST
2510230020	CITASST	10/23/2025	Thursday	13:01:25	129 BUCKHORN RD
2510200050	FU	10/20/2025	Monday	16:58:56	7025 QUARTZ VALLEY RD
2512040031	JV	12/04/2025	Thursday	11:40:49	14008 DANGEL LN
2511130028	ASST	11/13/2025	Thursday	16:03:29	/FOREST MOUNTAIN
112 Incidents					

Place	City	Primary Unit	Case #	Recd Time
CALFIRE				
FT JONES	ETNA1			23:17:01
FTJONCTY	ETNA1			15:45:05
FTJONCTY	ETNA5			08:15:14
FTJONES	ETNA10	25-0114		11:01:09
FTJONES	ETNA5			07:38:04
FTJONES	ETNA5			14:19:47
FTJONES	ETNA1			14:54:22
FTJONES	ETNA1			14:29:50
FTJONES	ETNA1			15:45:25
FTJONES	ETNA1			07:06:08
FTJONES	ETNA1			07:59:48
FTJONES	ETNA10	25-0117		10:35:24
FTJONES	ETNA5			09:45:49
FTJONES	ETNA5			12:58:17
FTJONES	ETNA10			11:19:58
FTJONES	ETNA5			17:24:07
FTJONES	ETNA5			17:57:02
FTJONES	ETNA5	25-0121		18:08:58
FTJONES	ETNA5			20:32:46
FTJONES	ETNA5			21:10:22
MEAN GENES	ETNA5			11:34:17
FTJONES	ETNA10	25-0124		15:32:32
FTJONES	ETNA5			16:33:13
FTJONES	ETNA5			09:48:41
FTJONES	ETNA1			21:32:16
FTJONES	ETNA1			02:43:32
FTJONES	ETNA1			04:51:41
FTJONES	ETNA1			00:08:27
FTJONES	ETNA10	25-0126		07:39:10
FTJONES	ETNA10			10:21:44
FTJONES	ETNA1			05:28:46
FTJONES	ETNA1			11:20:23
FTJONES	ETNA1			13:17:43
FTJONES	ETNA5			10:37:16
FTJONES	ETNA5			13:17:28
FTJONES	ETNA5			14:01:37
FTJONES	ETNA5			13:23:48

FT JONES ELEMENTARY SCHOOL	FT JONES	ETNA1	25-0129	18:27:45
FIVE MARY'S BURGERHOUSE	FT JONES	ETNA1		17:09:34
13916	FT JONES	ETNA5		11:13:46
	FT JONES	ETNA5		12:11:09
	FT JONES	ETNA5		14:22:40
	FT JONES	ETNA1		09:07:46
	FT JONES	ETNA1		19:59:27
	FT JONES	ETNA1		20:11:40
	FT JONES	ETNA1		13:00:05
	HAPPY CMP	ETNA10		16:58:32
	QUARTZ VY	ETNA1		11:39:33
	QUARTZ VY	ETNA10	25-0130	16:02:25
	YREKA	ETNA5		

Disp Time	Enter Time	OS Time	Clear Time	Tow District	Primary	Dispatcher	Hold For	Stop Data
23:27:37	23:27:39	23:38:50	00:18:42		9401	3882		
16:09:31	16:10:09	16:25:40	17:12:06	BASE	9401	4126		
08:24:41			09:28:37	NORTH COUNTY	9405	3109		
	11:01:30		11:02:03	BASE	9410	3109		
	07:38:23		07:42:48	BASE	9405	3109		
14:20:14	14:20:22	14:26:16	14:26:16	BASE	9405	3903		
15:33:56		15:46:01		BASE	9401	4187		
14:31:37	14:31:39	15:12:41	15:12:41	BASE	9401	3109		
15:53:05	16:19:10	16:22:56	16:22:56	BASE	9401	4186		
07:26:51	07:27:30	07:27:34	07:27:34	NORTH COUNTY	9401	3109		
08:02:03	08:20:53	08:30:12	08:30:12	NORTH COUNTY	9401	3401		
10:36:03		10:39:14	10:39:14	BASE	9410	3903		
	09:47:10	09:54:18	09:54:18	BASE	9405	3903		
12:59:02	12:59:06	12:59:36	12:59:36	BASE	9405	3109		
11:21:04	11:21:11	11:24:24	11:24:24	BASE	9410	3903		
	17:24:18	17:28:49	17:28:49	BASE	9405	4126		
	17:57:12	18:04:07	18:04:07	BASE	9405	4126		
	18:09:29	19:20:01	19:20:01	BASE	9405	3401		
20:35:19	20:46:43	20:57:30	21:04:16	BASE	9405	3401		
21:12:51	21:21:56	22:45:23	22:45:23	BASE	9405	3401		
	11:34:22	11:38:03	11:38:03	NORTH COUNTY	9405	4126		
15:34:03	15:34:08	16:45:55	16:45:55	BASE	9410	3109		
16:33:54		16:33:57	16:45:05	BASE	9405	3903		
09:52:09	09:52:16	10:06:05	10:31:40	BASE	9405	3109		
21:36:15		21:50:14	21:53:59	BASE	9401	3401		
02:49:59	02:54:07	03:10:15	03:33:52	BASE	9401	4186		
04:57:57		05:13:07	06:34:06	BASE	9401	4186		
00:11:13			00:15:37	NORTH COUNTY	9401	3401		
09:10:50		10:22:06	10:22:25	BASE	9410	3109		
			08:38:37	BASE	9410	3109		
08:26:18			11:34:05	NORTH COUNTY	9401	3903		
11:25:45			13:30:01	BASE	9401	4187		
13:23:08			11:15:00	11:44:54	NORTH COUNTY	9405	4187	
10:45:03				14:24:30	BASE	9405	4126	
13:21:01			14:03:21	14:26:43		9405	3903	
14:03:15			13:24:10	13:28:29		9405	3109	

19:10:50		19:11:46	BASE	9401	4186
17:15:04	17:32:21	18:48:19	BASE	9401	4126
	11:14:30	11:38:51	BASE	9405	4187
12:17:32		12:30:15	NORTH COUNTY	9405	3109
14:22:53	14:22:55	14:36:04	BASE	9405	3109
	09:08:13	11:31:33	BASE	9401	4187
20:03:16	20:06:38	20:40:22	BASE	9401	3401
20:40:29	20:40:32	21:00:17	BASE	9401	4187
13:04:55		13:19:57	BASE	9410	3401
	16:58:56	17:12:38	BASE	9401	4126
	11:40:49	12:17:29		9410	3109
	16:03:29	16:59:44		9405	4187



# Fort Jones Fire Department

Chief Joseph Hess  
Po Box 597  
31 Newton Street  
Fort Jones CA, 96032  
Station Phone (530)468-2261  
E-Mail- [ftjfire@sisqtel.net](mailto:ftjfire@sisqtel.net)

*To Town Council,*

The Fire Department responded to 41 calls for service in the month of November. Members participated in 24 hours of scheduled training and numerous hours of online and on-duty proficiency training. The department has responded to 466 calls in 2025.

November 2025 Calls

Call Type	City Limits	Out of City
MEDICAL AID	7	16
PUBLIC ASSIST	7	8
TRAFFIC ACCIDENT		1
ELETICAL HAZARD		1
CANCELLED		1
<b>TOTAL</b>	<b>14</b>	<b>27</b>

Our Seasonal positions ended the last day of November. Once again having these positions allowed us to be highly aggressive with responding state wide on major incidents and bringing in unanticipated revenue to the department while still be able to cover 100% of calls for service here in the Town of Fort Jones and throughout the valley. This revenue is a major part of what allows us to update our fleet and obtain various equipment that we otherwise would be unable to acquire due to budget restraints.

We spent a good portion of the month working with various vendors demoing various items to purchase off of the FEMA Assistance to Fire Firefighters Grant. Everything has been selected and quotes obtained except for hose which we are waiting on one more brand to test before we move forward with quotes.

Chief Hess spent a good portion of the month taking various classes. Including a Emergency Operations Plans for Rural Jurisdictions class hosted by the Blue Lake Rancheria Office of Emergency Services. This training gave valuable insight on developing plans for major incidents.

## **Town of Fort Jones**

### **Public Works Report**

**November 2025**

#### **Sewer**

We used the flusher truck to clean the Towns sewer mains in known problem areas. We winterized the flusher truck.

We recorded all the daily readings at the wastewater treatment plant and compiled them into a usable form. We completed the CIWQS reporting for the month. There were no sanitary sewer spills in the month of November. We met with SHN and DFA numerous times to go over the design of the WWTF planning grant. We corresponded with numerous entities about this design. We worked with SHN, and the landowner to co-ordinate the percolation testing that needed to be done on the Eastern site. We dug the holes for the percolation testing. We submitted a request for reimbursement of the staff time spent working on the WWTF grant.

We located all 811 requests in the Town.

#### **Water**

We applied for funding through the SWRCB to get a new master water meter on well 3. We worked with Siskiyou Land Surveying on the Main St. Water Main replacement project. We drafted a letter to send to the owners of backflow devices throughout Town. We mailed the letter out to them. We then received 13 landowners' request that the Town perform the mandatory yearly test for their device. We performed the backflow device tests and entered all of the information into the 2025 yearly testing schedule. We corresponded with other certified testers throughout the County to get the test results for the remaining devices. So far, there are only 2 devices that have not been tested. We provided a list to the office to send bills to the people who were tested by the Town. \$1625.00 was billed out in backflow testing fees. These monies will go toward keeping the testing equipment certified and the staff certified to perform the tests, as well as informational materials on cross contamination prevention.

We read all the meters and entered the information into the billing software. We worked with the office to do the billing and to correct discrepancies. We are working on completing the SAFER drought reporting. We located water lines for all submitted 811 requests within the Town.

We dug up and replaced a meter and meter box in Hwy 3 right of way. We submitted all the necessary paperwork to Caltrans and set up all necessary traffic control while working in the ROW. While we had it dug up we put in a new valve. We updated the lead service line inventory with new information as well as updated the Towns map.

We requested assistance from the 1884 locator who has advanced locating equipment to locate the new water lateral going to a residence on Newton. He was able to locate where the lateral meets the water main with his mini-duct hunter and locator. He also has a ground penetrating radar which is extremely handy in finding buried non-metallic and metallic lines. Now that we know where this valve is, we can go and turn it on and get this house connected to the new line and abandon the old line.

### **Parks**

We are working on picking up all the leaves that have fallen on the parks and roads. We took out the trash weekly from the parks. We trimmed some trees at the exercise park.

### **Roads**

We picked up numerous deceased deer this month. We wanted to remind the public to slow down and turn on your headlights on foggy mornings. We took out the trash weekly from the Towns trash cans. We located the Towns storm drains for all 811 requests.



**Fort Jones Town Council  
Regular Meeting Minutes  
November 10, 2025**

**CERTIFICATION OF POSTING AGENDA**

I, Corinne Guidi, Town Clerk, for the Town of Fort Jones, hereby certify that the agenda for the November 10, 2025 regular meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ray's Food Place, Ace Hardware, on the front window of the Fort Jones Post Office and on the Town's website [www.fortjonesca.org](http://www.fortjonesca.org) on October 10, 2025.

I declare under the penalty of perjury that the forgoing is true and correct.

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Corinne Guidi, Town Clerk

**CALL TO ORDER AND ROLL CALL:**

The regular meeting of the Fort Jones Town Council was called to order in person by Mayor Madeleine DeAndreis. In addition to the mayor, councilmembers present were Michelle DeCausmaker, Mercedes Garcia, Alex LaRiviere, and Paula Johnson.

Staff present: Josh Short – Fort/Etna Police Department Chief, Everett Hullquist – Public Works, Corinne Guidi - Town Clerk

**PLEDGE OF ALLEGIANCE:** Led by Mayor DeAndreis

**PUBLIC COMMENTS:**

A citizen stated that they were glad to be here.

**CLOSED SESSION:**

A. Public employee Employment (Government Code Section §54957)

**DISCUSSION / REPORTS COORESPONDENCE: NON-ACTION ITEMS:**

**A. Police Department Monthly Report:**

Chief Short gave a verbal report stating that Segreant Missy is working with Sacramento Cyber Crime Unit for area's Etna, Fort Jones and Yreka. Problem property in question have been taken care of, and Property tax is taking care of the cyber-crime. Missy will be bringing a report of the cyber update. They have had some problematic houses in town that are no longer problematic.

## **DISCUSSION / REPORTS COORESPONDENCE: NON-ACTION ITEMS:**

### **A. Police Department Monthly Report:**

No report in agenda packet. Chief Short gave a verbal report stating that Officer Martin is working with the Sacramento Sheriff's Department in the Cyber Crime Unit for area's Etna, Fort Jones, and Yreka. Officer Martin will be submitting a report with updated information. Property tax is taking care of the cyber-crime.

Officer Buell is back and "hammering" main street as the traffic has become worse with an increase in traffic violations. The department is looking into solutions for traffic violations on main street. Also, problematic houses in town are no longer problematic.

Christmas parade is coming up.

Public comment: None

Council discussion: Council discussion continued covering the cyber-crime, a request by Mayor DeAndreis for a report from Officer Martin, and possible education in the schools or Town Hall.

### **B. Fire Department Monthly Report:**

A written report appears in the packet. Chief Hess also gave a verbal stating that calls involving fires are slowing down, but there is an increase in traffic accidents. The department has been talking with the Etna High School and are looking into starting programs for fire and medical classes. Shasta College has a bridge program that may possibly cover some of the student costs.

Public comment: None

Council discussion:

Mayor DeAndreis asked how many students were in the CPR class. Chief Hess responded "The whole senior class." Terry Attwood being the teacher.

### **C. Public Works Monthly Report:**

A written report appears in the packet. E. Hullquist gave a verbal report informing the council that the backup generator is getting wire in, the chlorinator is hooked up and a test run will be done on Wednesday.

He also gave an update on the Geotechnical drilling at the East site. The engineers came back stating they found a layer of clay by the creek, and they can't place the pond there but is suitable on the other side. He also mentioned that staff time, for the sewer grant, is being reimbursed for the first time, possibly due to the laps in knowledge that this could be done.

The Town's American flag was replaced. Garcia asked how the flag was disposed of. E. Hullquist said that it was burnt honorably.

Public comment: None

Council discussion:

LaRiviere asked if environmental impact reports have been done on the projects, we have upcoming for HUD pay if needed.

**Administration/Accounting Report:**

A report was not present in the agenda packet. Interim Admin. Hess gave a verbal report stating that he has met with an accounting firm. He is waiting on a contract from them for no more than \$25,000.

Public Comment: None

Council Comment:

DeCausmaker inquired about how far back have the accounts not be reconciled. DeAndreis asked if the accounting firm could possibly take over payroll as well.

**CONSENT CALENDAR:**

Public Comment: None

Mayor DeAndreis informed us that there are errors on the previous meeting minutes that need to be corrected. Interim Administrator Joseph Hess commented that the errors can be corrected individually after the meeting.

Council Discussion:

M. DeCausmaker commented about the October 13<sup>th</sup> minutes that provided the transfer of money from one bank account to another by Garcia was removed. M. DeCausmaker and M. DeAndreis would like to have that put back in the minutes and a report made by M. Garcia about the situation. A. LaRiviere commented that he felt that Garcia's actions were valid and no report is need. M. Garcia defended her actions and stated that she did nothing wrong in this matter.

Interim Administrator J. Hess explained that to his knowledge the towns protocol was followed and that this situation was under administrator Stephen's purview.

Approval of minutes:

- a.) Special Meeting: September 8, 2025
- b.) Regular Meeting: September 8, 2025
- c.) Special Meeting: September 10, 2025
- d.) Special Meeting: September 22, 2025
- e.) Special Meeting: October 13, 2025
- f.) Regular Meeting: October 13, 2025
- g.) Special Meeting: October 28, 2025

Motion: A. LaRiviere moves to accept the consent calendar with the necessary changes that were discussed per council and that M. Garcia doesn't need to give a report.

Second: Council Member P Johnson

Ayes (roll call vote): M. DeAndreis, M. DeCausmaker, P. Johnson, M. Garcia, A. LaRiviere

Nays: None

Motion: Passes

**DISCUSSION / REPORTS: ACTION ITEMS:**

**1. Second reading of the Ordinance Repealing and Replacing Chapter 18.56: Flood Damage Prevention", Finding Exempt from CEQA,**

Public comment: None

Council Discussion:

Mayor DeAndreis asked E. Hullquist to explain the main changes in the ordinance.

Motion: LaRiviere moves to waive full reading of the ordinance and introduce for second reading by title only An Ordinance of the Town of Fort Jones Amending Chapter 18.56 "Flood Damage Prevention" of the Fort Jones Municipal Code, attached as Exhibit A, repealing and replacing adding Chapter 18.56 "Flood Damage Prevention" of the Fort Jones Municipal Code, and finding such action exempt from CEQA.

Second: M. Garcia

Ayes (Roll Call): M. DeCausemaker, M. DeAndreis, P. Johnson, M. Garcia, A. LaRiviere

Nays: none

Action: Motion passes unanimously

**2. Review and approve amended 25/26 budget for Law Enforcement Growth Allocation**

Public comment: None

Council Discussion:

Mayor DeAndreis asked for clarification to what the allocation was for. Chief Short explained what the growth allocation is used for, which is for frontline law enforcement. The money allotted this year is \$101,536.61. This is about a 9% increase over last year's amount.

Motion: A. LaRiviere moved to amend and approve the 25/26 budget for Law Enforcement Growth Allocation.

Second: P. Johnson

Ayes (Roll Call): A. DeAndreis, M. DeCausemaker, M. Garcia, P. Johnson, A. LaRiviere

Nays: None

Action: Motion passes unanimously

**3. Discussion and possible action to approve the purchase of a new utility truck from Yreka Motors for no more than \$90,000.00.**

Public comment:

A citizen said to "Go for it! We can't have Everett breaking down out there."

Council Discussion:

A. LaRiviere wanted to know what the reason is to buy this truck now. He stated that we need to wait until the accountant comes back with the amount in the bank to allocate the purchase of the truck.

Interim Town Administrator J. Hess commented that there is money in the accounts, but the money needs to be put in the right accounts. He would also like to request that if this item gets approved for future purchase it doesn't need to be presented to council again after the accountant comes back with the figures.

Motion: M. DeCausemaker moves to approve the purchase of a truck for public works pending that the accountant says the funds are available and that the item does not need to come back to council, the Administrator can make the purchase.

Second: P. Johnson

Ayes (Roll Call): M. DeCausemaker, M. DeAndreis, P. Johnson,

Nays (Roll Call): M. Garcia, A. LaRiviere

Action: Motion passed 3 to 2

**COUNCIL COMMENTS:**

M. DeCausemaker said that she was sorry for being aggravated with Mercedes (Garcia).

M. DeAndreis said that was will be gone from Nov 19<sup>th</sup> to Dec 3<sup>rd</sup> and that she appreciated the work that cvcryonc docs. Shc also wants to point out that she docsn't havc training and docsn't know the meaning of closed door, special meetings etc.

P. Johnson commented that she felt that we need to treat each other better as we must work together to do what is best for the town

**ADJOURNMENT:**

The meeting was adjourned at 7:31p.m. The next regular town council meeting is scheduled to be held on December 8, 2025 @ 6:00pm.

Attest:

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Corinne Guidi Town Clerk

Approved:

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Madeline DeAndreis, Mayor



**Fort Jones Town Council  
Special Meeting Minutes  
November 17, 2025**

**CERTIFICATION OF POSTING AGENDA**

I, Corinne Guidi, Town Clerk, for the Town of Fort Jones, hereby certify that the agenda for the October 13, 2025 regular meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ray's Food Place, Ace Hardware, on the front window of the Fort Jones Post Office and on the Town's website [www.fortjonesca.org](http://www.fortjonesca.org) on November 14, 2025.

I declare under the penalty of perjury that the forgoing is true and correct.

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Corinne Guidi, Town Clerk

**CALL TO ORDER AND ROLL CALL:**

The regular meeting of the Fort Jones Town Council was called to order in person by Mayor Madeleine DeAndreis at 1:01p.m. In addition to the mayor, councilmembers present were Michelle DerCausmaker, Mercedes Garcia, Alex LaRiviere, Paula Johnson.

**PLEDGE OF ALLEGIANCE:** Led by Mayor DeAndreis

**PUBLIC COMMENTS:**

Closed no public attendance

**REPORT ON CLOSED SESSION:**

Nothing to report

*The Town Council will recess to Closed Session to discuss the below item(s). At the conclusion of the Closed Session, Open Session will be reconvened and reportable action, if any, will be announced. Announcement of any action taken by the City Council in Closed Session required by the Ralph M. Brown Act. (Government Code § 54950 et.seq.)*

**ACTION ITEM:**

**• FEMA Assistance to Firefighters Grant purchases**

Motion: A. LaRiviere moves to accept the approval of the FEMA Assistance to the Firefighters Grant purchases

Second: Council Member P. Johnson

Ayes (roll call vote): M. DeAndreis, M. DeCausmaker, P. Johnson, M. Garcia, A. LaRiviere

Nays: None

Motion: Passes

**ADJOURNMENT:**

The meeting was adjourned at 1:47p.m. The next regular town council meeting is scheduled to be held on December 8, 2025 @ 6:00pm.

Attest:

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Corinne Guidi Town Clerk

Approved:

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Madeline DeAndreis, Mayor



## *The Town of Fort Jones*

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**To:** Fort Jones Town Council  
**Meeting Date:** December 8<sup>th</sup> 2025  
**From:** Joseph Hess – Interim Town Administrator  
**Subject:** Review and approve CDBG Consultant

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### **Background**

The Town of Fort Jones issued a Request for Proposals (RFP) on October 29<sup>th</sup>, 2025, seeking qualified individuals or firms to provide Community Development Block Grant (CDBG) compliance support, program income reconciliation, and ongoing administrative assistance. This effort is in direct response to requirements outlined by the California Department of Housing and Community Development (HCD) to bring the Town back into full compliance and reestablish eligibility for future CDBG funding.

By the November 24<sup>th</sup>, 2025 deadline, the Town received four (4) proposals. Each submission was reviewed and evaluated using the scoring metrics established in the RFP. Mayor DeAndreis, Council Member LaRiviere, Interim Administrator Hess, and Quintin Gaddy of the NorCal Small Business Development Center conducted the evaluations. Quintin Gaddy provided independent assistance in applying the scoring criteria and ensuring a fair, consistent review process as well as technical insight into particulars of the CDBG programs.

### **Recommendation**

The Interim Town Administrator recommends, that based on the completed scoring and review, the Town Council select one of the qualified proposals and authorize the Interim Town Administrator to enter into an agreement with the chosen firm or individual to perform CDBG consulting services.



## GREAT NORTHERN services

310 Boles Street  
Weed, CA 96094  
(530) 938 4115  
Fax (530) 938-1040  
[www.gnservices.org](http://www.gnservices.org)

November 20, 2025

Town of Ft. Jones City Council  
11960 East Street  
P.O. Box 40  
Fort Jones, CA, 96032

Dear City Council Members,

We appreciate the opportunity to partner with the Town of Ft. Jones and respectfully submit our proposal for CDBG Consultant Services.

Great Northern Services (GNS) was established over 35 years ago, in 1978, and has worked with most of the jurisdictions in Siskiyou County for the past 20 years. We have assisted in administering CDBG programs and projects for both the cities and the county, supporting a wide variety of projects and programs including planning and implementing public infrastructure and public facility projects, economic development efforts, housing rehabilitation programs and public services programs such as food assistance.

Based on our experience in assisting other jurisdictions with housing rehabilitation loan portfolio management, as well as the depth of our staff resources, we believe our proposal offers a realistic methodology and timeline for completing the work that is outlined in the Request for Proposal.

While our proposed timeline differs from the initial request, we offer a proven methodology and experienced team to ensure compliance and successful completion. We respectfully request consideration based on our qualifications and demonstrated track record.

**Firm Name:**

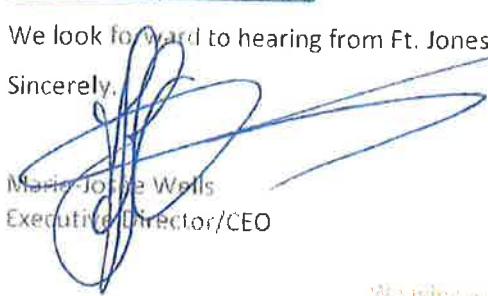
Great Northern Services  
310 Boles St.  
Weed, CA 96094

**Contact:**

Brandy Caporaso  
530.938.4115 ext.115  
[bcaporaso@gnservices.org](mailto:bcaporaso@gnservices.org)

We look forward to hearing from Ft. Jones and the potential of working with the Town.

Sincerely,

  
Mario Joaquin Wells  
Executive Director/CEO

*Moving stronger communities together*

Access to Capital • Portfolio Management • Economic Development • Energy Assistance • Home Weatherization  
Community Food Projects • Community Services • HIV/AIDS Case Management • Community Development

## Firm Qualifications and Key Staff

### **Firm Qualifications**

Great Northern Services (GNS) has been a trusted partner in community development for over 35 years. During this time, we have successfully administered and implemented Community Development Block Grant (CDBG) projects for numerous jurisdictions throughout Siskiyou County. Our expertise extends beyond CDBG administration to include three major programs:

- **Low Income Home Energy Assistance Program (LIHEAP):** Administered under contract with the California Department of Community Services.
- **USDA Commodity Distribution:** Providing essential food resources across Siskiyou County.
- **Senior Nutrition Services:** Delivering Meals on Wheels and congregate meals in partnership with PSA 2 Area Agency for South Siskiyou County.

This breadth of experience demonstrates GNS's capacity to manage complex programs, maintain regulatory compliance, and deliver impactful results for diverse communities.

### **Key Staff**

#### **Brandy Caporaso – Community Development Manager (Project Lead)**

Ms. Caporaso will serve as the primary lead for this project, bringing exceptional depth of experience in community development, grant administration, and compliance oversight. She will provide direct oversight of all project activities, ensuring adherence to HUD and HCD requirements, timely deliverables, and transparent communication with Town staff. She will lead the review, reconciliation, and compliance processes, supported by GNS's experienced team.

#### **Professional Background and Expertise**

- **Strategic Leadership:** Joined GNS in 2019 to strengthen LIHEAP program compliance through a full financial reconciliation and operational review. Implemented state-approved corrective measures that transformed the program into a sustainable, high-performing program.
- **Departmental Integration:** Successfully consolidated GNS's Community Development and Economic Development departments in 2020 following the retirement of three senior managers, ensuring continuity, efficiency, and compliance.
- **CDBG Administration:**
  - Oversees compliance with CDBG, HCD, HUD, and 2 CFR 200 regulations for multiple jurisdictions, including Weed, Dorris, Dunsmuir, Mt. Shasta, Etna, Montague, and Siskiyou County.
  - Provides technical guidance on reporting, monitoring, and program execution to ensure full regulatory adherence.
- **Housing Rehabilitation Expertise:**
  - Directed Siskiyou County's housing rehabilitation program in rebuilding four homes for uninsured families impacted by the Slater Fire.
  - Currently managing housing rehabilitation programs for Dorris and Montague and preparing to implement Etna's CDBG PI Housing Rehabilitation Program.
- **Grant and Loan Underwriting:**
  - Underwrote economic development grants and housing rehabilitation loans for multiple jurisdictions, ensuring fiscal integrity and compliance.

- **Comprehensive Project Management:**
  - Brings over 30 years of experience managing complex federal, state, and private grants across economic development, housing construction, public works infrastructure, public services, and environmental conservation projects.

#### **Alycia Garcia – Community Development Project Coordinator**

Ms. Garcia provides essential support to ensure program compliance and efficiency:

- Reviews client files for completeness and adherence to program guidelines.
- Assists with underwriting housing rehabilitation loans and grants.
- Manages loan portfolio documentation and supports file organization for accurate recordkeeping.

#### **Approach:**

Based on GNS's extensive experience, we recognize that many jurisdictions have limited or incomplete documentation for older housing rehabilitation and economic development loans. In most cases, historical program guidelines or CDBG Housing Rehabilitation standards from the original loan period are unavailable, creating challenges for accurate review and audit.

To address these issues, GNS will begin by meeting with Town staff to determine whether a revised project scope or adjusted timeline is appropriate. We note that the HCD letter dated October 14, 2025, outlines a narrower scope than the original RFP but imposes a deadline of less than one month if the contract begins December 8. A phased approach starting with a reduced initial scope to satisfy HCD requirements will allow for timely compliance while maintaining accuracy.

Throughout the engagement, GNS will work collaboratively with Town staff to ensure transparency, consistency, and adherence to all applicable regulations.

#### **Task 1: Housing Rehabilitation Loan Portfolio Review**

##### **-Identify and inventory all CDBG-funded housing rehabilitation loans.**

GNS will prepare a comprehensive inventory of all outstanding housing rehabilitation loans based on physical file reviews and staff interviews. Preliminary discussions indicate there are approximately 18 active loans. This process will include:

- Reviewing loan agreements, promissory notes, and deeds of trust or other security instruments for all open loans.
- Where documentation is missing, GNS will obtain recorded property documents from the County Recorder's Office.
- If recorded documents are unavailable, GNS will request copies from the client.
- Documenting any instances where no supporting records exist and presenting these findings to the Town for review with recommendations and submission to HCD.
- Verifying open loans by comparing to Town's loan portfolio management spreadsheets.
- Comparing both against accounting software accounts receivable reports.

##### **-Verify compliance with program regulations, promissory notes, and recorded instruments.**

GNS will conduct a thorough review to ensure each loan meets applicable program requirements and/or loan security instruments. This process will include:

- **Determine Applicable Guidelines:**
  - Verify the initiation date of each loan and confirm whether Town-approved Housing Rehabilitation Guidelines from that period are available.
  - If guidelines exist, assess compliance against those standards.
- **Alternative Compliance Measures:**
  - In the absence of historical guidelines, GNS will verify compliance using the promissory note or other security instruments.
  - Additionally, GNS will review loans against current HCD housing rehabilitation guidelines with the understanding that current guidelines may be more rigorous. While GNS maintains an older version of HCD's Grants Management Manual, we cannot guarantee its completeness or applicability to the original loan period.
  - GNS will request older guidelines from HCD; however, based on prior experience, these records are rarely available.
- **Documentation of Gaps:**
  - If no supporting documentation exists, GNS will record these findings and review them with Town staff.
  - A written summary of findings and corrective recommendations will be prepared for submission to HCD.

**-Confirm repayment status and identify non-compliant or conflicted loans (per 24 CFR 570.611).**

GNS will undertake a detailed review to verify repayment accuracy and identify any potential conflicts of interest:

- **Repayment Verification:**  
Confirming repayment status may be challenging if spreadsheets are outdated or contain incomplete entries. Based on our experience, frequent staff turnover and misunderstandings regarding CDBG loan repayment often result in inaccurate outstanding balances. To address this, GNS will reconstruct each loan schedule using original loan documents and verified payment records, cross-referencing spreadsheets with accounts receivable reports to ensure accuracy.
- **Conflict of Interest Review:**  
GNS will request a list of all previous staff and Town Council members to determine whether any outstanding loans present a conflict of interest, in compliance with 24 CFR 570.611.
- **Prepare a written summary of findings and corrective recommendations.**
  - GNS will prepare a formal written summary of its findings and will make corrective recommendations based on its findings.

**Task 2: Financial Reconciliation and Program Income Accounting**

**-Reconcile all CDBG transactions since 1994, including amortized loan payments, pay-offs, or interest income.**

- GNS will collaborate with the Town of Ft. Jones to determine the appropriate start year for the transaction review. While the Town has requested a review dating back to 1994, this would require extensive historical documentation. To ensure accuracy and efficiency, GNS recommends focusing on records from FY 2017/18 onward, consistent with HCD guidance for other jurisdictions.

- GNS will review fiscal audits to determine any prior CDBG Program Income.
- Accounts receivable, loan portfolio spreadsheets, and if electronic files are unavailable handwritten schedules will be examined.
- To reconcile Program Income, GNS will identify how Program Income was expended in grants outside of the Revolving Loan Accounts or Loan Reuse Plan and expenditures in those programs from at least FY 2017/18. If the Town elects to review transactions back to 1994, those general ledgers, audits, trial balances, and related documentation will be required.

**-Identify payments made to the Town's General Fund and reclassify to a segregated, interest-bearing Program Income account.**

- Once the review period is confirmed, GNS will examine receivables and payments in the general fund to verify whether entries are CDBG-related. Supporting documentation will be requested for any questionable entries.
- GNS will work with the Town's CPA to make necessary journal entries and coordinate with the fiscal auditor to adjust prior audited years as needed.

**-Calculate the final Program Income balance and prepare reconciliation documentation for submission to HCD.**

- GNS will identify all CDBG expenditures from the agreed-upon start date and review all related entries in the general fund and CDBG programs and projects, including those tied to the Town's Revolving Loan Account or grants.
- A detailed reconciliation report of receivables (loan payments, loan interest, bank interest, loan payoffs, etc.) and expenditures will be prepared for review with Town staff and the CPA, ensuring accurate reporting and submission to HCD.

**-Develop financial tracking tools and templates for ongoing use.**

- As part of updating the Town's policies and procedures, GNS will provide customized tracking tools and templates to support accurate financial management and compliance moving forward.

### **Task 3: Program Income Compliance and Reporting**

**-Review and update the Town's Program Income Reuse Plan and related internal policies.**

- Income Reuse Plans and Revolving Loan Accounts are no longer valid; therefore, all related internal policies must be considered null and void.
- Upon completion of the review, GNS will recommend eligible projects and programs for which Program Income can be applied.

**-Assist with completion of required HCD reporting forms (Appendices 6-6 through 6-8).**

- GNS will complete all required forms following the financial review and will coordinate with the Town's CPA and staff to ensure accuracy and compliance.

**-Provide staff training on Program Income procedures, reporting timelines, and compliance documentation.**

- GNS will recommend incorporating HCD's CDBG Program Income Guidelines into the Town's policies and procedures.
- GNS will prepare both an overview and detailed written procedures for Program Income receipting, reporting, expenditures, and expenditure reporting within an open CDBG grant to ensure full compliance with current HCD guidelines.

**-Ensure all materials meet HUD and HCD audit and monitoring standards.**

- GNS will review all materials provided to the Town against current HUD and HCD guidelines and regulations.
- If any questions arise regarding compliance, GNS will submit draft materials to HCD for review and confirmation.

**Timeline**

Following discussions with Joseph and a review of the HCD letter dated October 14, 2024, HCD has requested compliance by January 13, 2026. Due to existing commitments and scheduling constraints, GNS will be unable to meet HCD's deadline or the Town's original timeline. The proposed schedule below reflects a realistic approach designed to ensure accuracy and compliance while accommodating GNS's obligations and capacity.

**GNS Work Schedule:** Monday through Thursday, excluding federal holidays.

Task	Estimated Date Range
Contract Negotiations and Execution	December 8-11
Task 1 Housing Rehabilitation Loan Portfolio Review	December 15-18
GNS Holiday	December 22-January 2
Continuation of Task 1	January 5-29
Staff Unavailable	February 2–March 9
Completion of Task 1	March 10–April 23
Task 2: Financial Reconciliation	April 27–June 25
Task 3: Program Income Compliance	July 6–July 30

**Task 4: Ongoing and As-Needed CDBG Administrative Support**

Following successful completion of Tasks 1-3, the Town may utilize the consultant on an as-needed basis to support continued compliance and smooth program administration, including, but not limited to:

- Preparation and submission of future CDBG grant applications and funding requests.
- Implementation and monitoring of new CDBG-funded projects (e.g., infrastructure, housing, or economic development).
- Assistance with environmental reviews, public hearings, and citizen participation requirements.
- Provide Town staff with assistance on CDBG matters.
- Ongoing technical support for financial management, quarterly reports, and performance tracking.
- Coordination with HCD staff and participation in program monitoring or audits.
- Periodic review of internal procedures and updates to maintain compliance with evolving CDBG regulations.

GNS specializes in all aspects of CDBG administration and has successfully delivered similar projects for multiple jurisdictions.

- **Grant Development and Application Support:** GNS works with each jurisdiction to notify them of upcoming funding availability and collaborates with each to develop CDBG grant strategies, prepare applications, and assist with submission based on each jurisdiction's priorities which include necessary environmental reviews, public hearings, and citizen participation.
- **Grant Administration and Implementation:** Depending on the project or program, GNS either manages full implementation or provides targeted support to ensure compliance and efficiency. This includes all
- **Financial and Activity Reporting:** As part of implementation, GNS oversees financial tracking, activity documentation including grant and closeout reporting to meet all requirements.
- **Policy Guidance and Internal Review:** GNS offers expert guidance on CDBG regulations and conducts reviews of internal procedures to strengthen compliance and program integrity.

## References

City of Weed Chris Davis, Public Works Director 530-938-5020 <a href="mailto:davis@ci.weed.ca.us">davis@ci.weed.ca.us</a>	City of Mt. Shasta Todd Juhasz, City Manager 530-926-7510 <a href="mailto:tjuhasz@mtshastaca.gov">tjuhasz@mtshastaca.gov</a>
City of Dorris Carol McKay, City Administrator Trainer (530) 397-3511 <a href="mailto:cityofdorris@gmail.com">cityofdorris@gmail.com</a>	City of Dunsmuir Blake Michaelsen (530) 235-4822 <a href="mailto:bmichaelsen@ci.dunsmuir.ca.us">bmichaelsen@ci.dunsmuir.ca.us</a>
County of Siskiyou Kristen Lackey <a href="mailto:klackey@co.siskiyou.ca.us">klackey@co.siskiyou.ca.us</a>	City of Montague Dave Dunn, City Administrator (530) 459-3030 <a href="mailto:publicworks@cityofmontagueca.gov">publicworks@cityofmontagueca.gov</a>

## GNS CDBG Contracts with Jurisdictions

Dorris 20-CDBG-CV1-00049 Covid ED-Microenterprise	Dunsmuir 20-CDBG-CV2-3-00050 Covid County Wide Subsistence
Dorris 20-CDBG-PI-12007 Splash Park	Dunsmuir 2025 CDBG Storm Drain-Application
Dorris 20-CDBG-12049 Housing Survey	Dunsmuir 2025 CDBG Housing Rehab-Application
Dorris 20-CDBG-12027 Wellhouse Planning	Etna 2024 CDBG PI HR/Income Survey-Application
Dorris 20-CDBG-CV2-3-00051 Covid ED-Microenterprise	Montague 22-CDBG-HA-10031 Housing Rehab
Dorris 22-CDBG-PI-00005 Chlorinator	Mt. Shasta 18-CDBG-12915 ED-Microenterprise
Dorris 22-CDBG-HA-10024 Housing Rehab	Mt. Shasta 18-CDBG-12916 ED-Tech. Assistance
Dorris 23A-CDBG-20001 Wellhouse Project	Mt. Shasta 18-CDBG-12914 ED-Business Assistance
Dorris 24-CDBG-10006 Community Van	

Mt. Shasta 20-CDBG-CV2-3-00106 Covid County Wide Subsistence	County of Siskiyou 24-CDBG-10024 Protein & Produce
Mt. Shasta 20-CDBG-CV2-3-00094 Covid County Wide Food Assistance	Weed CDBG PI Portfolio Management
Mt. Shasta 22-CDBG-NH-00017 Senior Snow Removal	Weed 20-CDBG-12053 Boles Creek Storm Water Improv Planning
Mt. Shasta 2025 CDBG Mt. Shasta Blvd Master Plan-Application	Weed 21-CDBG-PI-00004 AMR Water Meters
County of Siskiyou 21-CDBG-PI-00017 Slater Fire Housing Rehab	Weed 21-CDBG-HA-00015 Water-Sewer
	Weed 24-CDBG-00017 Lincoln Heights Planning
	Weed 2025 CDBG Boles Creek Storm Water Improv Project-Application

## **Costs**

Community Development Manager: \$105/Hr.

Community Development Project Coordinator: \$85/Hr.

Mileage: IRS Rate

Supplies: At GNS Cost

## **Sample Subrecipient Agreement**

Below is a sample of GNS' subrecipient agreement outlining the Scope of Work for CDBG Housing Rehabilitation.

### **I. SCOPE OF SERVICE**

#### **A. Activities**

The subrecipient will be responsible for performing General Administration and Activity for the "\_\_\_\_\_ Housing Rehabilitation Program" in a manner satisfactory to the Grantee and the State and consistent with any standards required as a condition of providing these funds upon HCD's award of the Standard Agreement. Such services will include the following activities eligible under the Community Development Block Grant program:

#### **General Administration**

The Subrecipient will perform administrative duties acceptable by the State CDBG Program, including, but not limited:

- Prepare and submit the "\_\_\_\_\_ Housing Rehabilitation Program" to Grantee on first day of application submission in HCD's application platform in response to HCD's CDBG \_\_\_\_\_ NOFA. GNS will invoice this as a pre-award cost.
  - If the grant is awarded, the pre-award expenditures will be reimbursed through a standard financial report. If the grant is not awarded, the city must absorb the cost.
  - The applications will be reviewed and awarded on a first come first serve basis if the application meets the CDBG \_\_\_\_\_ NOFA threshold requirements.

- Subrecipient and Grantee need to work together to submit the application on the application day submission opening for the best chance of receiving funding.
- Prepare and submit future CDBG grant applications if funds are available.
- Prepare Closeout Documents for this or other CDBG grants.
- Attend City Public Hearings and Council Meetings as needed.
- Attend HCD and HUD trainings and meetings necessary to properly administer CDBG funds.
- Perform other general administration duties to effectively manage this and other jurisdiction CDBG programs.
- Assist Grantee with CDBG reports, issues and HCD communications.
- Provide technical assistance to Grantee for administering PI funds including assistance with record keeping, and HCD required reporting.

#### Activity Delivery

Subrecipient will be responsible for out eligible housing rehabilitation activities once the Standard Agreement between HCD and Grantee is executed. Activities may include but are not limited to:

1. Housing Rehabilitation
  - Revising guidelines for loan committee and city council approval as needed.
  - Marketing program.
  - Communications with applicants.
  - Accepting and processing client applications.
  - Part 5 Income verification.
  - Environmental Review.
  - Assisting homeowner with construction procurement:
    - Assemble plans and specifications.
    - Prepare and publish project construction bid packet.
    - hold bid walk-through.
    - conduct bid opening.
  - Presentation of projects to Loan Committee for review and approval.
  - Loan underwriting.
  - Assisting homeowner with choosing contractor.
  - Pre-construction conference.
  - Construction oversight.
  - Project inspection.
  - Processing and submitting contractor pay requests.
  - Preparing regular grant reports and documents required by the State for this grant.
  - Project administration (e.g. file management, correspondence, etc.)
  - Preparing Closeout Documents for this grant
  - Attending HCD and HUD trainings and meetings specifically related to this grant's Scope of Work.

November 10, 2025

Town of Fort Jones:

RE: Request For Proposal for Community Development Block Grant (CDBG) Consultant Services.

Please find enclosed my response to your Request For Proposal. I have outlined various ways that I can assist your community and am open to other possibilities of creating a package that can best serve the Town of Fort Jones.

Thank you for this opportunity and I hope you will find me to be a stellar attribute as a consultant to your community! If you have any questions, please feel free to contact me at (559) 289-1004.

Sincerely,



Angel H. Johnstone

Economic Development Consultant

[angelhjohnstone@yahoo.com](mailto:angelhjohnstone@yahoo.com)

(559) 289-1004

My name is Angel H. Johnstone and I am a consultant who is female as well as a minority. I primarily write and administer grant projects alone, although I have utilized the Small Business Development Center (SBDC) for Monterey County and Valley Small Business Development Corporation (VSBDC) in Fresno on an as needed basis. I have also worked with various jurisdictions as well as engineering firms to assist me carryout labor compliance projects. These joint ventures are per the direction of the jurisdiction, but typically I implement projects independently. Due to the fact that I primarily work independently, I typically only administer 2 lending programs simultaneously and 1 CDBG over the counter or labor intensive project. Basically, I do not take on more work than I can handle.

The experience I have as it pertains to:

1. CDBG economic development program (business assistance and microenterprise) allocation grants, implementation, and activity delivery.
2. Business loan processing.
3. Loan application evaluation, business evaluation, and loan underwriting.
4. Experience working creatively working cooperatively with small businesses.
5. Experience and knowledge of equal opportunity and labor law requirements. In addition, I have personally managed CDBG Economic Development program grant allocations, implemented all aspects of each grant including general administration (compliance with CDBG general requirements and the Grant Management Manual, creating business loan program guidelines as well as the program income re-use plans) and activity delivery for the City of Gonzales, City of Greenfield, City of Soledad, City of Hollister, City of Chowchilla and Madera County. I assisted each loan applicant in preparing their loan application, reviewed the application, prepared all financials needed (including loan underwriting) and then packaged the application for loan committee meetings. I also packaged the loan application and completed the necessary documents in order to send the application to the State for their approval. The overall loan processing experience is a creative and cooperative experience with businesses from start to finish. It is necessary to fully understand the financial needs of the business in order to get an accurate application and then work with the business in order to process the loan.
6. I have written, administered, and monitored every component of the City of Chowchilla's CDBG over the counter Bob Silva Ford/ New Road project as well as various set aside projects in the City of Chowchilla.
7. I completed all required CDBG reporting and meeting the national objective of job creation in both business loan and over the counter programs have been successfully completed.
7. With all jurisdictions listed above, I have worked directly with the finance offices and state CDBG offices in organizing records/ maintaining accurate files for compliance, monitored program income transactions and classification of funds. I have also trained staff on CDBG compliance items.

**Contact Person:**

**Angel Johnstone, Owner**

**3541 Bloomfield Lane**

**Clovis, CA 93619**

**559-289-1004**

**[angelhjohnstone@yahoo.com](mailto:angelhjohnstone@yahoo.com)**

## ANGEL H. JOHNSTONE

### RESUME

#### ***City of Soledad***

***June 2010 - present***

##### **Consultant**

Manage the Activity Delivery (marketing the program, underwriting the loan applicants, serving as a liaison for the city, work with the business to complete the loan application including business plan, administers the loan committee meetings, work with the state reps to make sure all grant requirements are administered, etc) portion of the Community Development Block Grant (CDBG) - Economic Development program's open grant for business assistance loans.

Assist with the General Administration portion of the Community Development Block Grant (CDBG) - Economic Development program's open grant.

Managed the Program income reconciliation of accounts.

Wrote and was awarded the Community Development Block Grant (CDBG) - Economic Development business assistance loan program's grants

#### ***City of Gonzales***

***December 2008 - 2023***

##### **Consultant**

Wrote and prepared the Community Development Block Grant (CDBG) Economic Development 2008-2009 and 2009-2010 Enterprise Fund grant applications.

Was awarded the Community Development Block Grant (CDBG) Economic Development 2008-2009 and 2009-2010 Enterprise Fund grant applications.

Managed the Activity Delivery (marketing the program, underwriting the loan applicants, serving as a liaison for the city, work with the business to complete the loan application including business plan, administers the loan committee meetings, work with the state reps to make sure all grant requirements are administered, etc) section of the Community Development Block Grant (CDBG) Economic Development 2008-2009 and 2009-2010 Enterprise Fund grants and Economic Development Program Income utilized for business loans.

Managed the Program income reconciliation of accounts.

***City of Greenfield***

***December 2010 – 2022***

**Consultant**

Managed the General Administration and Activity Delivery (marketing the program, underwriting the loan applicants, serving as a liaison for the city, work with the business to complete the loan application including business plan, administers the loan committee meetings, work with the state reps to make sure all grant requirements are administered, etc) portions of the Community Development Block Grant (CDBG) - Economic Development program's Micro enterprises open grant.

Managed the Economic Development Covid Program Grant/Loans

***City of Hollister***

***2013-2016***

**Consultant**

Managed the General Administration and Activity Delivery (marketing the program, underwriting the loan applicants, serving as a liaison for the city, work with the business to complete the loan application including business plan, administers the loan committee meetings, work with the state reps to make sure all grant requirements are administered, etc) portions of the Community Development Block Grant (CDBG) - Economic Development program's open grant.

Work on projects on an as needed basis.

***City of Chowchilla***

***November 2005-February 2010***

**Community / Economic Development Specialist**

Managed the Community Development Block Grant (CDBG) programs

Developed, secured, and administered economic development grants.

Secured over \$4.5 million dollars in CDBG grant funding.

Performed analysis for the City of Chowchilla's economic development activities.

Served as a liaison between businesses and the Small Business Development Center in order to provide clients with the training tools they need to succeed in their individual markets.

Developed and implemented economic development strategies for job creation/retention by serving as a liaison between the Workforce Development Office and local businesses.

Managed the Program income reconciliation of accounts.

Oversaw the CDBG Housing and HOME programs

Marketed the City of Chowchilla's Revolving Loan Fund programs through mailings, cold calling, and workshops.

Prepared and administered grant applications.

Wrote and prepared the \$1,062,000 Over The Counter (OTC) project as well as administered the grant, and closed-out the successful (Bob Silva Ford) project.

Supervised the Economic Development and Redevelopment activities.

***Madera County Economic Development Commission***

**January 2004-October 2005**

***Special Projects Manager***

Managed the Community Development Block Grant (CDBG) program, Brownfields Fund, and Recycling Market Development Zone (RMDZ) program.

Developed, secured, and administered economic development grants.

Secured over \$2.2 million dollars in CDBG grant funding.

Assisted agency's financial management and budgeting.

Managed the \$2.6 million dollar loan portfolio.

Served as a liaison between businesses and the Small Business Development Center in order to provide clients with the training tools they need to succeed in their individual markets.

Marketed the City of Chowchilla, the City of Madera, and Madera County's Revolving Loan Fund programs through mailings, cold calling, and workshops.

## APPROACH AND TIMELINE:

- Identify community/business/client needs
- Contact the Town and gather information about who will be available for me to ask for assistance at the Town. Including gathering and/ or directing me where I need to go in order to gather information for the project at hand.
- Visit the town and meet with staff. /review records / gather materials for research
- Work with the Town / files / documents
- Assist the Town with conducting a comprehensive review of all open and historical CDBG housing rehabilitation loans for compliance.
- Reconcile all CDGB program Income transactions and properly reclassify funds.
- Serve as a liaison between community/town/HCD
- Provide the city with updates on current project status.
- Ensure compliance with HCD's Program Income policy
- Assist with reporting
- Assist with improved financial controls/recommendations
- Provide ongoing as needed cdbg support (for example: grant writing, reporting, training. Technical assistance.
- After all files are in compliance with cdbg, then assist with the lending of \$1 million of program income.

The Items above (getting the town into compliance with CDBG) should be completed in 90 to 120 days depending on start date. December is slow when working with the state cdbg program. Town, state and staff will be a guide on pacing the project flow. I will provide a monthly status and am always available to discuss at any time.

I personally come and meet with the town / clients on an as needed basis with no minimum or maximum appointments/meetings.

## **PRICING AND COMPENSATION:**

Angel H. Johnstone

Rate of \$130.00 per hour on all projects

Not to exceed \$60,000 for assistance with all components getting the town into compliance with CDBG.

After the Town is in compliance:

CDBG Grant and Program Income Specific: My cost will not exceed 15% in the Activity Delivery section of the total grant awarded and 7% in the General Administration section of the grant awarded and the same percentages for program income projects per HCD guidelines. Once Program Income is being utilized for the CDBG /Economic Development program: My cost will not exceed 15% in the Activity Delivery section on a per loan/project basis and not exceed 7% in the General Administration section per loan/project basis per HCD guidelines.

## **STAFF ASSIGNED TO PROJECT:**

Angel H. Johnstone

## **AFFIRMATIVE ACTION/BUSINESS DESCRIPTION:**

I, Angel H. Johnstone am a woman owned small business who is a minority. I do not have an official affirmative action policy due to the fact I am the only staff member/owner.

## **INSURANCE**

See attached Insurance documents

## **Professional References**

1. Jim Miwa:  
CDBG Program Specialist: California Department of Housing and Community Development (HCD) 916-267-8448
2. Hortencia Vargas:  
Economic Development Coordinator, City of Soledad 831-223-5016
3. Paul Mugan:  
Community Development Director, City of Greenfield 831-304-0333
4. Taven Kinison-Brown:  
Community Development Director, City of Gonzales 831-675-4203
5. Rene Mendez"  
City Manager, City of Salinas 831-758-7201

**STATE FARM INSURANCE COMPANIES****RECEIPT OF PAYMENT****PAYMENT DATE: 10-11-2024****POLICYHOLDER(S)**

ANGEL JOHNSTONE  
6652 N VAN NESS BLVD  
FRESNO, CA 93711-1248

**POLICY DESCRIPTION/POLICY NUMBER**  
BUSINESS - MISC  
90-EN-C259-7 G

**CHECK / REF #**  
00000F83DU8ZB

**AMOUNT**  
\$325.00

**TOTAL AMOUNT PAID:** **\$325.00**

**AGENT**

RONALD F. TAYLOR  
1445 N SCHNOOR AVE  
SUITE 103  
MADERA, CA 93637  
(559) 674-8847

THANK YOU FOR YOUR PAYMENT ON THE ABOVE POLICY(IES). PAYMENTS ARE RECEIVED SUBJECT TO COLLECTION AND POLICY PROVISIONS. WE APPRECIATE YOUR BUSINESS.



# **Proposal for Community Development Block Grant (CDBG) Consultant Services**

**Submitted by Thurmond Consulting LLC**

2121 Natomas Crossing Drive Suite 200-288 Sacramento, CA 95834

November 24, 2025

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# **COVER LETTER**

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November 24, 2025

Thurmond Consulting LLC  
2121 Natomas Crossing, Suite 200-288  
Sacramento, CA 95834  
(916) 416-0901  
[scott@thurmondconsultingllc.com](mailto:scott@thurmondconsultingllc.com)

Town of Fort Jones  
Attn: Joseph Hess, Interim Town Administrator  
PO Box 40  
11960 East Street  
Fort Jones, CA 96032  
[jhess@fortjonesca.com](mailto:jhess@fortjonesca.com)

**RE: Proposal for Community Development Block Grant (CDBG) Consultant Services**

Dear Joseph Hess:

On behalf of Thurmond Consulting LLC, I am pleased to submit our proposal to provide Community Development Block Grant (CDBG) administration and technical assistance services for the Town of Fort Jones. We are enthusiastic about the opportunity to support the City to design, implement and complete CDBG-funded projects, and we are committed to delivering high-quality and compliant community-driven results. .

Thurmond Consulting LLC is a California-based firm with over thirty (30) years of experience providing grant administration, labor compliance, and strategic planning services to public agencies and non-profits organizations across the state. We specialize in managing federal and state-funded programs including CDBG, HOME, USDA, and State grant initiatives. We have successfully guided jurisdictions through every phase of the grant lifecycle from program design and grant writing; through procurement, implementation, project management and reporting; monitoring and final grant closeout. Our team ensures full alignment with the U.S. Department of Housing and Urban Development (HUD), the California Department of Housing and Community Development (HCD), and other regulatory agencies, bringing a deep understanding of compliance requirements and a hands-on, solutions-oriented approach to every project.

The Director of Operations, Roxann Kuhnert, who would be responsible for the direct oversight of the scope of this contract if awarded, was born and raised in Siskiyou County and currently resides in Yreka. Her deep roots in the region uniquely qualify her to understand the needs, culture, and dynamics of Fort Jones. Our team recognizes the distinct character and pace of smaller, vibrant communities like the Town of Fort Jones, and we bring a proactive, hands-on approach to communication, coordination, and accountability. In addition to our extensive expertise in federal funding regulations and labor compliance mandates, our consultants are deeply committed to strengthening local capacity and developing systems that will benefit communities well beyond the grant term.

Enclosed you will find our proposal, including a detailed scope of work, staffing plan, firm qualifications, and proposed cost schedule. We appreciate the opportunity to submit this proposal and thank you for your time and consideration.

Sincerely,

*D. Scott Thurmond*  
Scott Thurmond Principal Consultant

## **FIRM QUALIFICATIONS**

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Thurmond Consulting is a mission-driven housing and community development firm with over 25 years of experience advancing housing strategy, U.S. Department of Housing and Urban Development (HUD) and State of California Department of Housing and Community Development (HCD) compliance and facilitating community development planning. Our firm has built a reputation for delivering results-oriented solutions that focus on accountability and efficiency.

We bring a multidisciplinary team of housing and lending experts with deep roots in Northern California. Our staff include:

- **HUD compliance experts** with hands-on experience navigating Community Development Block Grant (CDBG), CDBG-DR (disaster recovery) and HOME Investment Partnerships Program (HOME) regulations;
- **Former HCD staff** with a deep understanding of State funding sources including CalHome, Infill Infrastructure Grant (IIG), Affordable Housing and Sustainable Communities (AHSC), Permanent Local Housing Allocation (PLHA);
- **Lending professionals** with comprehensive knowledge of lending practices and regulations; and
- **Former city and county policy advisors** with insight into municipal housing priorities and regulatory processes.

In addition to CDBG grants management services, we are fully qualified to address the following:

- **Federal and State Program Implementation.** Experience implementing multi-phase, multi-funding source projects such as through CDBG, CDBG-DR, HOME, USDA, CalHOME, Housing Trust Funds and ARPA.
- **Monitoring & Audit Preparedness.** Strong track record preparing clients for successful state and federal monitoring visits and resolving audit findings promptly and effectively.
- **Policy and Procedures Development.** We regularly support rural cities and counties with the creation and updating of grant administration manuals and local compliance frameworks.

Our Programs and Projects Division has provided CDBG technical assistance and grants management for a number of jurisdictions in Central and Northern California. The following are our more recent projects related to CDBG and housing policy efforts.

<b>Agency</b>	<b>Contract Responsibility</b>
County of Yolo	<p>We administer housing funds for Yolo County, including State CDBG, HOME, and Permanent Local Housing Allocation (PLHA). Our team leads the development, implementation, and administration of the County's Owner-Occupied Housing Rehabilitation Program, utilizing both CDBG awards and program income funds to expand access to safe and affordable housing.</p> <p>We provide comprehensive grant reporting and monitoring for the County's housing initiatives, ensuring transparency and accountability. Our responsibilities include managing loan portfolios for housing rehabilitation and homebuyer assistance, maintaining rigorous loan tracking and performing annual homeowner certifications to safeguard program integrity.</p> <p>Additionally, we oversee the reporting and compliance of program income generated from housing activities and develop strategic plans to maximize the impact of these funds for low-income households. Through thoughtful program income management, we ensure that every dollar is leveraged to create meaningful, lasting benefits for Yolo County residents.</p>

City of Woodland	Provided project administration of CDBG and CDBG-CV funded activities for the past 15 years.
Friends of the Mission	Worked collaboratively to manage the development of a \$20 million homeless services campus at East Beamer Way, Woodland, CA. The collaborative effort included grant writing, award administration, reporting, design and construction management for the project. Funding sources included CDBG, PLHA, Homekey, and No Place Like Home (NPLH).
Solano County Health & Social Services Department	<p>Administering the State funded Community Care Expansion (CCE) program for the rehabilitation of existing licensed adult senior and senior care facilities. Services include program design, program implementation, administration of facility awards, budget management, contractor procurement, construction oversight, and grant reporting.</p> <p>Development and submission of a successful grant application for \$6 million for the development of a residential treatment facility in Solano County including consulting services for construction management, reporting, licensing and facility design.</p>

<p><b>Solano County Department of Resource Management</b></p>	<p>Currently operating the County's owner-occupied housing rehabilitation program. Wrote a successful 2024 State CDBG application for two planning grants to promote affordable housing development.</p> <p>Provided technical assistance to the County to bring CDBG program income reporting into compliance in eCivis.</p>
<p><b>Yuba County/Habitat for Humanity Yuba/Sutter</b></p>	<p>Provided grant writing services and administration of a \$1,561,040 State of CA CDBG Disaster Recovery (CDBG-DR) grant for the rehabilitation of a 62-unit motel for conversion to permanent supportive housing for persons exiting homelessness.</p>
<p><b>City of Roseville</b></p>	<p>Developed the 2025-2029 five-year Consolidated Plan required for direct recipients of federal CDBG funding. During 2020 and 2023, Thurmond staff administered the City's CDBG program and provided underwriting of developer proposals for affordable housing funding. In 2020, we developed a business loan program that provided CDBG-CV (CARES Act) loans to 23 Roseville businesses that were struggling during COVID-19. All 23 businesses survived the pandemic and continue to employ local residents.</p>

City of West Sacramento	Conduct administration of the City's CDBG and HOME loan portfolios including housing rehabilitation and homebuyer assistance loans. Track loans, perform reporting of program income received, conduct annual homeowner certifications. Developed the 2021-2025 five-year Consolidated Plan and currently working on the 2026-2029 Consolidated Plan required for recipients of federal CDBG funding.
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## KEY STAFF

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Our team brings decades of housing and grants management expertise and a thorough knowledge of HUD and State of California housing funding sources. The project will be implemented by staff from our Community Engagement Division.

Local Thurmond staff will be available to provide in-person technical assistance and project updates for Fort Jones staff.

The following is a brief summary of the Thurmond team members that will be directly responsible for the project.

Fort Jones Team	
Louise Collis Senior Consultant	<ul style="list-style-type: none"> <li>Twenty-three years working at the local government level in grant administration, affordable housing, small business development and homeless programs. Responsible for operation of CDBG funded single-family housing rehabilitation and first-time homebuyer programs including development of policies and guidelines, program implementation, determining client eligibility, loan underwriting, loan documentation and loan portfolio management.</li> </ul>

	<ul style="list-style-type: none"> <li>• Three years' experience consulting with the State of California CDBG program including training CDBG staff, advising CDBG management regarding program design, and monitoring CDBG grantees.</li> <li>• Five years' experience consulting with local jurisdictions conducting program design, guidelines development, grant writing, grant administration, portfolio management, HUD and HCD reporting.</li> </ul>
<b>Roxann Kuhnert, Director of Operations</b>	<ul style="list-style-type: none"> <li>• Twenty-two years of housing finance experience;</li> <li>• Eight years of State of California grant administration, project development and implementation, state and federal reporting, grant writing, policy development and implementation, loan origination, underwriting, closing and servicing.</li> <li>• Five years of small business development experience</li> <li>• Nineteen years federal and state grant administration experience.</li> <li>• Twenty years of providing training to both professionals and general public.</li> </ul>
<b>Jonnie Demmer Senior Consultant</b>	<ul style="list-style-type: none"> <li>• Six years of experience with HCD's CDBG-DR program.</li> <li>• Experienced in administering programs that follow all HUD CDBG regulations plus</li> </ul>

	<p>additional disaster recovery requirements.</p> <ul style="list-style-type: none"> <li>• Skilled in navigating complex compliance structures and community-facing program communications</li> </ul>
<p><b>Pavlos Mayakis Senior Labor Compliance Specialist</b></p>	<ul style="list-style-type: none"> <li>• Over five years of public sector experience with the State of California</li> <li>• Led program development and conducted monitoring audits for HUD and State CDBG compliance</li> <li>• Professional background includes Davis-Bacon labor standards, Section 3 administration, procurement oversight, and risk assessment</li> <li>• Experience supporting housing development initiatives, legislation and policy development, and contract/grant eligibility reviews</li> <li>• Skilled in ensuring thorough, accurate, and timely labor compliance across all phases of construction</li> <li>• Brings a well-rounded technical skill set critical for compliant and effective grant implementation.</li> </ul>

## **APPROACH AND TIMELINE**

Thurmond Consulting's approach is designed to bring the Town of Fort Jones into full CDBG compliance efficiently while building long-term administrative capacity for staff and future program operations. Our team will begin with a structured review and reconciliation

of historical CDBG activities, followed by implementation of updated financial controls, reporting systems, and compliance procedures aligned with HCD requirements.

## Scope of Work

Thurmond Consulting LLC proposes the following scope of work to be carried out over the requested ninety-day work plan.

### Task 1: Housing Rehabilitation Loan Portfolio Review

Timeline: Days 1–30

#### **Key Activities:**

- Compile an inventory of all CDBG-funded housing rehabilitation loans and their accompanying legal and program documents.
- Conduct a review of the loan portfolio and complete any outstanding compliance requirements, including annual verification of owner occupancy and confirmation of current insurance coverage.
- Validate repayment status, lien records, and overall program compliance.
- Develop a written report summarizing all findings and outlining recommended corrective actions to support resolution and proper documentation.
- Perform required five-year compliance reviews in alignment with loan agreement terms.

### Task 2: Financial Reconciliation and Program Income Accounting

Timeline: Days 1-60 (overlaps with Task 1)

#### **Key Activities:**

- Examine historical financial records, bank statements, and accounting ledgers associated with CDBG-related transactions.
- Reconcile loan activity, including amortized payments, payoffs, and accrued interest.
- Identify any CDBG revenues improperly deposited into the General Fund and reallocate them to a compliant, interest-bearing Program Income account.
- Determine the accurate Program Income balance and prepare full reconciliation documentation for submission to HCD.
- Create updated financial tracking tools and templates to support ongoing

program management.

### **Task 3: Program Income Compliance and Reporting**

Timeline: Days 45-90

#### **Key Activities:**

- HCD no longer uses Program Income Reuse Plans. We will revise internal procedures to ensure full compliance and provide guidance on establishing compliant Program Income policies.
- Support Town staff in completing required HCD reporting.
- Provide staff training on Program Income processes, reporting schedules, and required documentation practices.
- Confirm that all updated forms, plans, and reports meet HUD and HCD audit and monitoring requirements.

### **Task 4: Ongoing and As-Needed CDBG Administrative Support**

Timeline: Begins Day 90 (as needed)

#### **Key Activities:**

- Preparation and submission of future CDBG applications and funding requests.
- Implementation, monitoring, and reporting for new CDBG-funded activities (e.g., infrastructure, housing, economic development).
- Provide ongoing technical support for financial management, quarterly reports, and program tracking.
- Coordinate with HCD staff during monitoring visits and audits.
- Periodically review and update procedures to maintain compliance with evolving regulations.

## **REFERENCES**

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### **Client: Yolo County**

#### **Reference: Mark Bryan, Deputy County Administrator**

[mark.bryan@yolocounty.gov](mailto:mark.bryan@yolocounty.gov)

(530) 406-4590

Thurmond Consulting has provided CDBG and HOME grants management and housing loan portfolio management for Yolo County since September 2023. We also developed and implemented a CDBG funded Owner-Occupied Housing Rehabilitation Program (OOR) including project design, marketing, development of program guidelines and loan documents, applicant intake, income verification, loan underwriting, contractor procurement and construction inspections. We wrote two grant applications to the HCD Permanent Local Housing Allocation (PLHA) program and provided grants management and reporting for the funding. We conduct annual monitoring of two State of California HOME funded multifamily housing projects for the County.

### **Client: Solano County**

#### **Reference: Alan Calder, Planning Manager, AICP, Department of Resource Management**

[amcalder@solanocounty.com](mailto:amcalder@solanocounty.com)

(707) 784-3159

Currently operating the Department of Resource Management owner-occupied housing rehabilitation program in the Homeacres neighborhood. Wrote a successful 2024 State CDBG application for two planning grants to promote affordable housing development. Provided technical assistance to the County to bring CDBG program income reporting into compliance in eCivis. For the Health and Social Services Department, we administer the State funded Community Care Expansion (CCE) program for the rehabilitation of existing licensed adult senior and senior care facilities. Wrote a successful grant application for \$6 million for a residential treatment facility in Solano County including consulting services for construction management, reporting, licensing and facility design.

**Client: City of Roseville**

**Reference: Trisha Isom, Housing Manager**

[tisom@roseville.ca.us](mailto:tisom@roseville.ca.us)

(916) 746-1239

Completed 2025-2030 Consolidated Plan for the City and completed the 2021-2029 Housing Element.

## **CDBG ADMINISTRATION**

We developed the City of Roseville 2020-2024 and the 2025-2029 Consolidated Plans, in addition to the 2020, 2023 and 2025 Annual Action Plans required for the use of federal CDBG funding. The process included a robust community engagement strategy and collaboration with key stakeholders to ensure alignment with HUD guidelines and the City's long-term housing equity and development goals.

During 2020 and 2023, Thurmond staff administered the City's CDBG program and provided underwriting of developer proposals for affordable housing funding. In 2020, we developed a business loan program that provided CDBG-CV (CARES Act) loans to 23 Roseville businesses that were struggling during COVID-19. We developed program guidelines, loan documentation and underwriting standards. All 23 businesses survived the pandemic and continue to employ local residents.

## **2021-2029 HOUSING ELEMENT**

Roseville contracted with Thurmond for development of the c that was successfully approved by HCD.

## **COST PROPOSAL**

Thurmond Consulting will perform the scope of work for the following cost for the estimated ninety-day period for a rate of **\$200 per hour**.

<b>Project Phase</b>	<b>Key Activities &amp; Task Description</b>	<b>Estimated Hours</b>	<b>Estimated Cost Range</b>
Task 1: Housing Rehabilitation Loan Portfolio Review	Inventory loans, verify compliance, confirm repayment status, prepare findings & corrective action memo.	60-80 hrs.	\$12,000 - \$16,000
Task 2: Financial Reconciliation & Program Income Accounting	Reconcile CDBG transactions; reclassify funds; calculate PI balance; prepare reconciliation documentation; create tracking tools.	100-120 hrs.	\$20,000 - \$24,000
Task 3: Program Income Compliance & Reporting	Update Reuse Plan; complete HCD forms; train staff; audit-prep documentation.	100-120 hrs.	\$20,000 - \$24,000
Task 4: Ongoing Support (Post-Day 90)	Application support, monitoring, environmental review, quarterly reporting, compliance.	As needed	TBD
<b>Total</b>		<b>190-250 hours</b>	<b>\$52,000-\$64,000</b>

## **CONCLUSION**

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Thurmond Consulting LLC is dedicated to providing comprehensive, compliant, and community-focused CDBG services that will support the Town of Fort Jones in achieving its development goals. With our extensive experience, regional understanding, and a proven track record of success in similar projects, we are confident in our ability to deliver results that meet your needs and exceed expectations. We look forward to the opportunity to partner with Fort Jones to strengthen its community development efforts and foster sustainable growth. Please do not hesitate to contact us with any questions or to discuss the next steps. Thank you for your consideration.

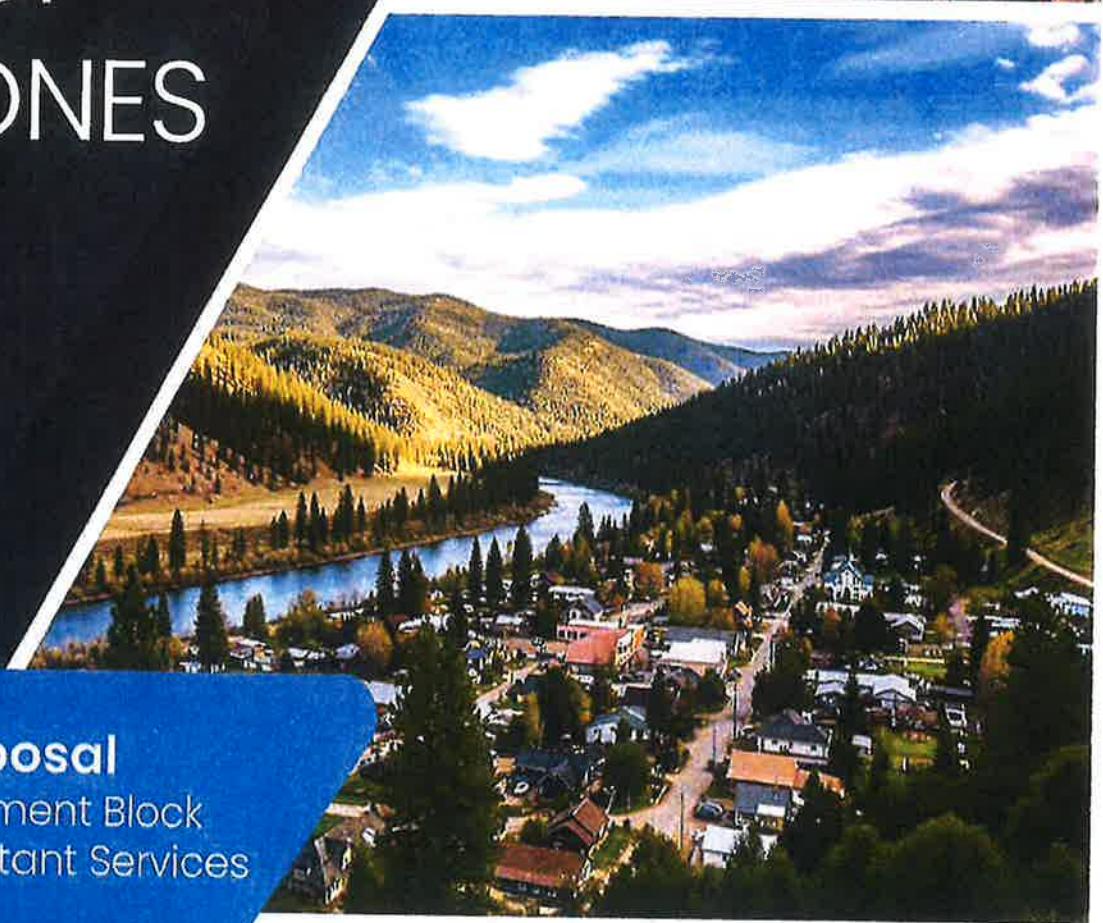
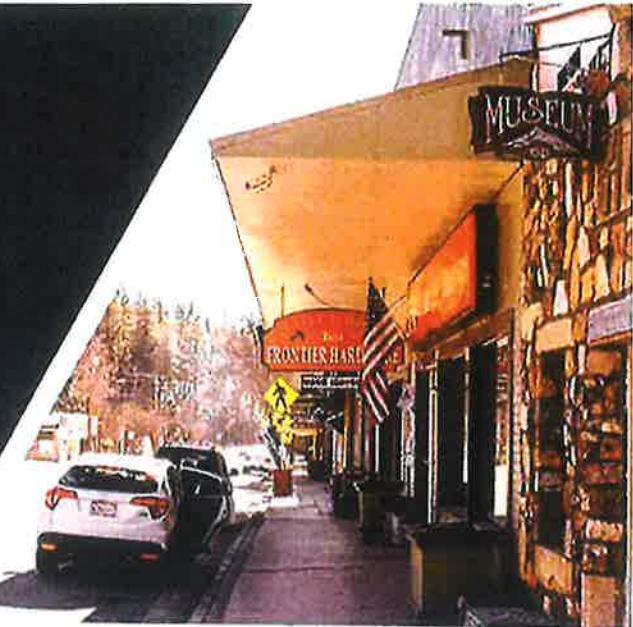


# TOWN OF FORT JONES

November 25, 2025

## Request for Proposal

Community Development Block  
Grant (CDBG) Consultant Services



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November 25, 2025

Town of Fort Jones  
PO Box 40  
11960 East Street  
Fort Jones, CA 96032

**RE: Request for Proposal for Community Development Block Grant (CDBG) Consultant Services**

MNS Engineers, Inc. (MNS) is pleased to submit a proposal for CDBG Consultant Services for the Town of Fort Jones Town. Our staff is experienced in carrying out a wide range of housing and community development projects using a variety of funding sources. These include local, state, and federal sources such as CDBG, HOME Investment Partnerships Program (HOME), Neighborhood Stabilization Program (NSP) and CalHome grants; tax credits; Redevelopment Successor Agency Housing Trust funds; and tax-exempt bond financing. MNS understands the scope required for CDBG compliance, program income management, and housing rehabilitation loan administration. Our experience spans:

- California Department of Housing and Community Development (HCD) regulations and grant parameters. This includes all regulations pertaining to funding allocated to the Town of Fort Jones to ensure that the use of CDBG funds meet the federal objective of benefiting low- and moderate-income persons; and
- Preparing documentation and ensuring compliance with HCD regulations. This includes administration of Housing Rehabilitation Programs, preparing policies and procedures, and conducting internal monitoring/audits to ensure compliance.

With a combined 80+ years of housing and community development experience, our team is composed of qualified individuals who have demonstrated experience within the community development, state grants, and housing development industry. We believe that our proposal is fully responsive to the Town of Fort Jones' RFP and that the services being offered by MNS will fulfill the Town's need for consultant services that will be completed in the most cost-effective manner.

If you have any questions, please contact our Housing Practice Lead, Damien Delany at 310.408.5052, or [ddelany@mnsengineers.com](mailto:ddelany@mnsengineers.com).

Sincerely,  
**MNS Engineers, Inc.**



**Peter Minegar, AICP**  
Vice President, Planning  
Principal-In-Charge



**Damien Delany**  
Housing Practice Lead

## MNS DETAILS

**Legal Name**

MNS Engineers, Inc.

**Firm Ownership Type**

C-Corporation

**Year Firm Established**

1962

**California Department of Industrial Relations (DIR)**  
No. 1000003564

**Corporate Office**

201 N. Calle Cesar Chavez,  
Suite 300  
Santa Barbara, CA 93103  
805.692.6921 Office  
[www.mnsengineers.com](http://www.mnsengineers.com)

**Local Office**

401 Grand Avenue  
Suite 200  
Oakland, CA 94610

**Project Contact**

Damien Delany  
Housing Practice Lead  
310.408.5052 Office  
[ddelany@mnsengineers.com](mailto:ddelany@mnsengineers.com)

**Authorized Signature**

Peter Minegar, AICP  
Vice President, Planning  
951.541.3011 Mobile  
[pminegar@mnsengineers.com](mailto:pminegar@mnsengineers.com)



# 1

## Firm Qualifications

Established in 1962, MNS Engineers, Inc. is a C-Corporation that provides professional consulting services to municipalities throughout California. Our company specializes in planning, construction management, civil engineering, and land surveying services. The MNS Planning Team provides a wide range of services including community planning, environmental compliance (CEQA/NEPA), regulatory permitting, entitlement, agency staffing services, municipal finance, and housing. MNS has staff located throughout California and can be on-call to meet the Town's needs on any given day.

### Housing Practice

Our staff are well-versed in US Department of Housing and Urban Development (HUD) and HCD. This includes detailed documentation, timely submissions, seamless coordination, effective consultations, productive meetings, thorough reviews, and all necessary steps to ensure full compliance with federal and state requirements. Our team's experience spans every phase of CDBG-funded projects, from initial grant application to final report submission, ensuring all financial and performance reports are accurately completed and submitted on time.

### Housing Rehabilitation Program Administration

Our team has successfully developed and administered Housing Rehabilitation Programs for various cities. When town staff receive an inquiry via email or phone, the MNS team is prepared to screen

applicants for eligibility with federal regulations and ensure all required documentation are submitted. Our team will review all income documentation to ensure each applicant meet the low- and moderate-income limit. Our team will schedule an initial inspection in a timely manner and prepare work write-ups with cost estimates for each project. Lastly, our staff will ensure to provide town staff with progress updates as the project progresses.

MNS has also provided assistance with inventory of housing rehabilitation loans and verifying compliance with applications, policies and procedures, promissory notes, and recorded instruments. Our staff is prepared to review all loans and prepare a spreadsheet that identifies any areas of noncompliance. After review, our team will provide a written summary of findings and provide recommendations for corrective actions.

Our staff have worked with CalHome programs in several jurisdictions in California. We have reviewed the program required appraisals for property eligibility under value limits established pursuant to Section 7731(b)(3). Additionally, we have completed the originating, underwriting, packaging, and closing of CalHome program loans in accordance with program requirements.

### CDBG PROGRAM ADMINISTRATION



STAFFING

COMMUNICATION

BUDGET  
MANAGEMENT

SCHEDULE  
MANAGEMENT

INFORMATION  
MANAGEMENT

MEETINGS

QA/QC

REPORT  
MANAGEMENT

## Labor Compliance

Throughout California, MNS has successfully monitored public works projects on behalf of public agencies, ensuring project compliance files are audit ready. Our guidance and support have consistently helped clients close out projects on time and pass audits and file reviews HCD and the DIR. MNS offers the town a comprehensive range of compliance monitoring services. Beginning with the pre-bid phase, a pre-construction phase, a construction phase, and a post-construction phase. We monitor projects at all levels, prepare monthly compliance status reports, Section 3 performance reports, and semi-annual and annual reports. After construction, we prepare the project compliance files for project close-out and ensure they are audit ready.

## Environmental Reviews

Our team is able to prepare environmental compliance documentation in accordance with the NEPA for a variety of federal actions, including affordable housing, economic development, public infrastructure, and land acquisition projects. We are also able to prepare environmental reviews for CDBG programs pursuant to 24 Code of Federal Regulations (CFR) Part 58.

## Demonstrated Experience

Housing and Community Development Services	
Role	Federal Grant Administration
Relationship to Client	Consultant
Client	City of San Bernardino Trina Perez, Housing and Homelessness, Division Manager 909.384.5135 Perez_Tr@sbcity.org
Duration	2022 to current
Fee Value	\$250K
MNS Staff	Damien Delany

MNS team members have assisted with the city's 2020-2025 and 2025-2029 Consolidated Plans and Analysis of Impediments to Fair Housing Choice reports. As part of the project, a robust Community Outreach Program was undertaken. The program included all intended HUD recommended agency consultations including social services, homeless services, continuum of care, financial entities, local schools, housing agencies, local government officials, and others.

The project required intense data collection and analysis and document preparation as well as a Community Outreach Summary Report, the Integrated Disbursement and Information System (IDIS) input, and attendance at city adoption hearings.

In addition, the team facilitated city staff meetings related to CDBG, HOME, Emergency Services Grant (ESG), Permanent Local Housing Allocation Program (PLHA), CalHome loan and grant administration and project planning. The team was responsible for HUD compliance, review of subrecipient request for payments, public facilities project development and progress, HUD reporting, Consolidated Annual Performance and Evaluation Report (CAPER), IDIS reconciliation, and project set up.

### Housing and Community Development Services



<b>Role</b>	Federal Grant Administration
<b>Relationship to Client</b>	Consultant
<b>Client</b>	City of Norwalk Rosio Medina, Management 562.929.5952 rmedina@norwalkca.gov
<b>Duration</b>	2019 to current
<b>Fee Value</b>	\$750K
<b>MNS Staff</b>	Damien Delany

MNS staff has provided consultation and technical assistance with the administration of the city's CDBG process for economic development and housing.

Prior to joining MNS, team members prepared a 2020-2025 Consolidated Plan and Analysis of Impediments to Fair Housing Choice and conducted a robust community engagement program. The program included a Housing Summit involving local and regional affordable housing entities. Other tasks have included:

- HOME and CDBG grant administration
- Providing presentation material, public notices, and staff reports for City Council meetings
- Creating and distributing comprehensive online and paper housing surveys
- Assisting with Economic Recovery Stimulus Program that provided provides zero-interest loans and grants to small businesses affected by COVID-19
- Preparing the city's CAPER and Annual Action Plan for CDBG and HOME funds
- Developing a Five-Year Consolidated Plan and AI to Fair Housing Choice.

### Grant Administration Services



<b>Role</b>	Federal Grant Administration
<b>Relationship to Client</b>	Consultant
<b>Client</b>	City of Bell Gardens Mayra Garcia, Housing Program Manager 562.806.7728 MayraGarcia@bellgardens.org
<b>Duration</b>	2025 to current
<b>Fee Value</b>	\$66K
<b>MNS Staff</b>	Damien Delany, Joyce Lee, Noor Jafar

Administration of CDBG funds allocated by the Los Angeles County Development Authority (LACDA) and PLHA funds allocated by the California Department of HCD. The team is responsible for determining eligibility for new activities, prepare funding requests with supporting documentation, and financial reconciliation of all grant funding received.

# 2

## Key Staff

The key to a successful contract is a highly qualified and well-managed team. MNS offers a cohesive, talented team of experienced and certified professionals. Our team was assembled to meet the needs for the Town of Fort Jones.

### Damien Delany

**Role** Housing Practice Lead

**Email/Phone** [ddelany@mnsengineers.com](mailto:ddelany@mnsengineers.com)  
310.408.5052

Mr. Delany has extensive experience in overseeing and managing large, complex projects, successfully supervising the execution of these projects from start to finish. Damien possesses a deep understanding of project management requirements and compliance issues, ensuring that all projects are carried out in accordance with industry standards and regulations. In addition to his project management expertise, Damien is highly skilled in reviewing and evaluating documents related to project deliverables. He excels at analyzing data and chart projections, enabling him to make informed decisions and recommendations for project improvement.

### Joyce Lee

**Role** Associate Planner

**Email/Phone** [jolee@mnsengineers.com](mailto:jolee@mnsengineers.com)  
951.344.9027

Ms. Lee has managed federal grants, such as Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds totaling over \$1.3M. She also developed budgets and forecasting expenditures to ensure funds were spent in a timely manner and in adherence to federal and statutory regulations. Joyce prepared HUD-administered CDBG and HOME audits to ensure compliance with federal regulations, which included reviewing all administration files. During COVID-19 pandemic, she developed rental assistance and business assistance programs with CDBG-CV funds.

### Nida Watkins

**Role** Senior Planner

**Email/Phone** [nwatkins@mnsengineers.com](mailto:nwatkins@mnsengineers.com)  
714.276-7930

Ms. Watkins has more than 15 years of progressive leadership in housing, community development, and federal program administration. She has led the implementation of diverse housing programs, including Section 8, CDBG, HOME, and emergency housing initiatives. Recently, she served as a Portfolio Management Specialist with the US Department of Housing and Urban Development (HUD), where she oversaw eight Public Housing Agencies with over 27,000 vouchers.

### Clary Perlata

**Role** Assistant Planner

**Email/Phone** [cperalta@mnsengineers.com](mailto:cperalta@mnsengineers.com)  
484.408.8388

Ms. Peralta has extensive experience in managing federally funded projects on both the East and West coasts. She is skilled in planning, organizing, and conducting compliance reviews to ensure federal regulations are met. Clary has successfully overseen project management, report preparation for federal compliance, data review, contract management, and invoicing on federal sites.

### Winnie Rebecca

**Role** Assistant Planner

**Email/Phone** [wrebecca@mnsengineers.com](mailto:wrebecca@mnsengineers.com)  
626.766.7474

Ms. Rebecca is an experienced housing and community development planner with a specialization in providing management and technical assistance for programs funded by US Housing and Urban Development HUD grants. Winnie prepared HUD reports including the HOME ARP plan, Annual Action Plan, and CAPER.

# 3

## Approach and Timeline

MNS recognizes the technical and functional needs associated with CDBG administration, which include comprehensive program management, rigorous compliance monitoring, and effective public engagement. Our approach addresses these needs through a structured and methodical strategy designed to optimize program implementation and achieve desired outcomes.

### **Task 1. Housing Rehabilitation Loan Portfolio Review**

MNS is prepared to perform all tasks associated with the implementation of the Town's CDBG-funded housing rehabilitation loan and grant program. California housing rehabilitation loan portfolio review requirements involve a detailed review of project information, financial projections, risk assessment, and compliance with program-specific criteria like affordability restrictions. MNS is prepared to meet the general requirements for portfolio review

- **Project eligibility.** Projects must meet the specific criteria of the program.
- **Financial review.** Review of all available funding sources, long-term cash flow, and financial projections.
- **Risk assessment.** A risk assessment and management evaluation are crucial components of the review process.
- **Documentation.** A detailed review of project documents and information is standard.
- **Affordability and compliance.** The review will assess compliance with affordability restrictions and other program guidelines.
- **Loan documents.** The process culminates in the preparation and signing of loan documents.

### **Task 2. Financial Reconciliation and Program Income Accounting**

Financial reconciliation for California CDBG programs involves tracking funds from grants and program

income, ensuring they are reported accurately to the California Department of Housing and Community Development (HCD) and the State Controller's Office. This includes maintaining detailed accounting records, conducting monthly reconciliations to identify and correct errors, preparing annual financial reports that reconcile with accounting records, and keeping records for the required duration. Program income must be tracked in an interest-bearing account and reported separately, with specific records for loan activities.

#### **Financial reconciliation**

MNS can perform reconciliation of all CDBG transactions since 1994, including payments made to the Town's General Fund and implementing separate accounts for grant funding. Additionally we can track financial reconciliation required by HCD through mid-year and year-end reconciliation.

#### **Program Income Compliance**

MNS will track all income generated from CDBG-funded activities. This includes:

- **Record-keeping.** Maintain detailed records for all program income, especially for loan activities, including borrower information, loan terms, and payment history.
- **Reporting.** Submit an annual financial report to HCD including all program income, reconciling it with the grantee's accounting records.
- **Defederalization.** If the Program Income account balance doesn't reach \$35,000 during the fiscal year, the grantee must notify HCD in writing that the funds are defederalized.
- **Mixed funds.** If CDBG program income is mixed with other funds, the records must clearly distinguish the portion derived from CDBG-awarded funds.

Finally, MNS will file and keep thorough documentation for all costs, including contractor work write-ups, liens, and promissory notes, as these will be subject to monitoring and audits. Also, any changes to the scope,

budget, or program income require a formal, executed contract amendment with HCD.

### **Task 3. Program Income Compliance and Reporting**

MNS will review and update the Town's Program Income Reuse Plan. We are prepared to assist the Town with the documentation and reporting of PI with monthly reporting required for receipts over \$35,000 using the CDBG Program Income Receipting and Reporting Form via the eCivis system. All PI must be received by HCD and can only be expended when included in a Standard Agreement Budget. MNS will ensure that information submitted to HCD is also reconciled with the Town's financial records.

### **Task 4. Ongoing and As-Needed CDBG Administrative Support**

MNS is also able to provide technical assistance to administer the Town's CDBG grant programs. The consulting and technical assistance will be comprehensive and include reviewing and developing documents, subrecipient agreements, policy and procedure manuals, program forms, protocols, processes, and monitoring procedures to improve grant management performance. MNS will provide technical assistance to administer the Town's CDBG programs.

### **Fort Jones 90-Day Work Plan (Sample)**

MNS will hold weekly update meetings with Town Staff to review progress, provide written weekly status updates, and provide staff training.

**Day 1-30.** Initial file gathering, organization, and template setup, gather Town records, understand the current existing loan and financial files, and set up templates to track long term financial records and program income.

#### **Tasks:**

- Conduct kick-off meeting with Town staff to determine staff expectations and access files
- Home Rehabilitation Loans
  - Review all CDBG-funded housing rehabilitation loan documents.
  - Create loan log to capture loan amounts from loan documents and promissory notes.

- Develop a standard folder structure for housing rehabilitation loans.
- Organize loan files chronologically.
- Provide staff training on loan log list
- CDBG financial records and Program income
  - Collect all historical CDBG financial records from 1994 to present.
  - Reconcile all CDBG transactions between the general fund and CDBG program income.
  - Provide staff training on program income tracker and documentation required for PI reconciliation..
  - Create standard templates, folder structures, and HCD compliance checklists.

**Day 31-60.** Preliminary Compliance Review, Draft Reuse Plan, and Complete HCD PI forms. Review records and identify findings and corrective actions based on HCD checklist.

#### **Tasks:**

- Home Rehabilitation Loans
  - Conduct preliminary loan compliance review.
  - Provide staff training on how to verify loan compliance.
- CDBG financial records and program income
  - Continue reconciliation of all CDBG transactions.
  - Review and begin drafting the Program Income Reuse Plan and Internal Program income policies.
  - Assist with HCD program income reporting forms.
  - Train staff on how to complete HCD PI forms.

**Day 61-90.** Monitoring/Audit Preparation and Long Term Compliance. Prepare the Town for monitoring readiness.

#### **Tasks:**

- Home Rehabilitation Loan
  - Finalize the initial review prepare a plan for long term correction work.
  - Train staff on HCD monitoring checklist for preparation of future audits.
- CDBG financial reconciliation
  - Finalize program income reconciliation during the first 90 days.
  - Finalize the program income reuse plan for staff review.
  - Provide guides and templates for audit/monitoring framework for Town staff to use after 90 days.

# 4

## References

MNS References	Project Information
<b>City of Norwalk</b> Rosio Medina, Management 562.929.5952 rmedina@norwalkca.gov	Administration of CDBG and CARES Act funds, HOME, HOME-ARP, and working with the PHA. Assist the City with their Economic Recovery Stimulus Program. We prepare city's CAPER and AAP for CDBG and HOME funds. Responsible for the development of the 5-Year Consolidated Plan and Analysis of Impediments to Fair Housing Choice.
<b>City of San Bernardino</b> Trina Perez, Housing Division Manager 909.384.5135 Perez_Tr@sbcity.org	MNS team members have assisted with the city's 2020- 2025 and 2025-2029 ConPlans and AI reports. In addition, the team facilitated city staff grant program administration related to CDBG projects. The team was responsible for HUD compliance, review of sub recipient request for payments, public facilities project development and progress, HUD reporting, CAPERs, IDIS reconciliation, and project set-up.
<b>City of Bell Gardens</b> Mayra Garcia, Housing Program Manager 562.806.7728 MayraGarcia@bellgardens.org	Administration of CDBG funds allocated by LACDA and PLHA funds allocated by HCD. The team is responsible for determining eligibility for new activities, prepare funding requests with supporting documentation, and financial reconciliation of all grant funding received.
<b>City of South El Monte</b> Guillermo Arreola, Community Development Director 626.377.7603 garreola@soelmonte.org	Housing Services to administer the Owner-Occupied Home Repair Program and the First Time Home Buyer Program for the City of South El Monte. This includes administration their CalHome program which includes their owner-occupied home repair program. For this program we do the underwriting and review the construction requirements for each applicant. Finally, as part of their down payment assistance program, MNS reviews all income documentation to qualify and approve applicants, including any loan processing, appraisals, underwriting services, and deeds of trust.

# 5

## Cost Proposal

MNS confirms the rates include all administrative costs, labor, supervision, materials, transportation, taxes, equipment, and supplies. Reimbursable direct costs, such as reproduction, supplies, and messenger service will be billed at cost.

MNS will notify the client when the budget has been 80% expended. MNS confirms that the hourly rates for our CDBG Administration services. A year 5% increase in rates will be applied after year one of services.

Task	Estimated Cost
Task 1: Housing Rehabilitation Loan Portfolio Review	\$5,000
Task 2: Financial Reconciliation and Program Income Accounting	\$7,000
Task 3: Program Income Compliance and Reporting	\$8,000
Task 4: Ongoing and As-Needed CDBG Administrative Support	\$165/hour
<b>Estimated total</b>	<b>\$20,000</b>



# Fort Jones Fire Department

Chief Joseph Hess  
Po Box 597  
31 Newton Street  
Fort Jones CA, 96032  
Station Phone (530)468-2261  
E-Mail- [ftjfire@sisqtel.net](mailto:ftjfire@sisqtel.net)

*To City Council,*

The Fort Jones Fire Department was awarded a regional FEMA Assistance to Firefighters Grant. Among the items awarded were various Nozzles, Valves, and other appliances for water delivery during structural firefighting. These items will be split between Fort Jones, Etna, and Scott Valley Fire District. All items are via a cooperative Bid source. Attached is a quote for nozzles, shutoffs, and large diameter hose valves, another quote for various other valves and adapters, and the award document from FEMA with the items highlighted.

The Fort Jones Fire Department requests that the council approve the purchase of these items per the FEMA grant guidelines.



Quote  
#QUO7313  
11/11/2025

**Cascade Fire Equipment**  
PO Box 4248  
Medford OR 97501  
United States  
<https://cascadefire.com/>  
(800) 654-7049

**Bill To**

Fort Jones Fire Department  
Po Box 40  
Fort Jones CA 96032  
United States

**Ship To**

Fort Jones Fire Department  
31 NEWTON ST  
Fort Jones CA 96032  
United States

Quote Expiration	Quote Name	Sales Rep	Shipping Method
12/11/2025	AFG GRANT (NOZZLES)	Dylan Clark	UPS® Ground
Item	QTY	Rate	Amount
<b>0033XD02</b> XD Shutoffs 1.5" 1 3/8" waterway	25	\$521.00	\$13,025.00
<b>0033XD06</b> XD Shutoffs 1.5" 15/16" waterway	25	\$612.00	\$15,300.00
<b>0069XD02</b> XD Shutoffs 2.5" 1 3/8" waterway	13	\$683.00	\$8,879.00
<b>66755007</b> 1.5" X 7/8" Smooth Bore Tip, Elkhart 187 XD	25	\$205.00	\$5,125.00
<b>66759007</b> 1.5" X 1 1/8" Smooth Bore Tip, Elkhart 187 XD	13	\$205.00	\$2,665.00
<b>04XD0171</b> 1.5" NH Chief XD Mid Range Tip - 160 @ 50	25	\$696.00	\$17,400.00
<b>04xd025f</b> 1.5" NH Chief XD High Range Tip - 265 @ 50	13	\$883.00	\$11,479.00
<b>8296201</b> Elkhart Ram XD Monitor, 2.5" NH (F)	8	\$3,534.00	\$28,272.00
<b>639001</b> Elkhart Triple Stack - 1 1/4", 1 3/8", 1 1/2"	8	\$498.00	\$3,984.00
<b>08296801</b> Mounting Bracket for Ram XD	8	\$261.00	\$2,088.00
<b>SMRBE50S6</b> XD Intake Valve - Straight Right, 5" Storz Elbow, 6" Outlet	4	\$2,836.00	\$11,344.00
<b>SMLBE50S6</b> XD Intake Valve - Straight Left, 5" Storz Elbow, 6" Outlet	4	\$2,836.00	\$11,344.00

**Comment**

NPP GOV RFP 1910

\*\*GLOW Bumpers & Handles  
\*\*Custom Laser Engraving



QUO7313



Quote  
#QU07313  
11/11/2025

<b>Subtotal</b>	\$130,905.00
<b>Shipping Cost</b>	\$314.61
<b>Tax Total (%)</b>	\$9,490.61
<b>Total</b>	\$140,710.22



QU07313



Quote  
#QU07315  
11/11/2025

**Cascade Fire Equipment**  
PO Box 4248  
Medford OR 97501  
United States  
<https://cascadefire.com/>  
(800) 654-7049

**Bill To**

Fort Jones Fire Department  
Po Box 40  
Fort Jones CA 96032  
United States

**Ship To**

Fort Jones Fire Department  
31 NEWTON ST  
Fort Jones CA 96032  
United States

**Quote Expiration**   **Quote Name**  
12/11/2025      AFG GRANT (APPLIANCES)

**Sales Rep**  
Dylan Clark

**Shipping Method**  
UPS® Ground

<b>Item</b>		<b>QTY</b>	<b>Rate</b>	<b>Amount</b>
<b>40018</b>	Siamese,Clappered 2.5" Akron Akron Double Clapper	6	\$1,635.00	\$9,810.00
<b>40067</b>	Gated Wye Deluxe, 2.5" Nh X (2) 1.5" Nh	12	\$355.00	\$4,260.00
<b>11381</b>	Adapter 5" Storz X 2.5" Nh (F) Swivel	10	\$239.00	\$2,390.00
<b>11384R/L</b>	Adapter 5"Storz X 4.5" Nh (F) Swivel R/L	10	\$265.00	\$2,650.00
<b>40022</b>	Hydrant Gate Valve, 2.5"	16	\$349.00	\$5,584.00

**Comment**  
NPP GOV RFP 1910

<b>Subtotal</b>	\$24,694.00
<b>Shipping Cost</b>	\$116.02
<b>Tax Total (%)</b>	\$1,790.33
<b>Total</b>	\$26,600.35



QU07315

1 of 1

# Award Letter

U.S. Department of Homeland Security  
Washington, D.C. 20472

Effective date: 09/23/2025



Joseph Hess  
TOWN OF FORT JONES  
PO BOX 40  
FORT JONES, CA 96032

EMW-2024-FG-06740

Dear Joseph Hess,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2024 Assistance to Firefighters Grant (FG) Grant funding opportunity has been approved in the amount of \$366,666.61 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 5.00% of the Federal funds awarded, or \$18,333.34 for a total approved budget of \$384,999.95. Please see the FY 2024 FG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2024 FG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

Stacey Street  
Deputy Assistant Administrator  
Grants Program Directorate

# **Summary Award Memo**

**Program:** Fiscal Year 2024 Assistance to Firefighters Grant

**Recipient:** TOWN OF FORT JONES

**UEI-EFT:** N9J3KY38Q2U7

**Award number:** EMW-2024-FG-06740

## **Summary description of award**

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for Fiscal Year (FY) 2024 Assistance to Firefighters Grant funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

## **Amount awarded table**

The amount of the award is detailed in the attached Obligating Document for Award.

The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

Object Class	Total
Personnel	\$0.00
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$384,999.95
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect charges	\$0.00
<hr/>	
Federal	\$366,666.61
Non-federal	\$18,333.34
<hr/>	
Total	\$384,999.95
<hr/>	
Program Income	\$0.00

## Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2024 FG NOFO.

### Approved request details:

## Equipment

## Appliance(s)/Nozzle(s)

### DESCRIPTION

1.5in Nozzle. Smoothbore w/shutoff. Shipping and Sales Tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	25	\$708.00	\$17,700.00	Equipment

## Appliance(s)/Nozzle(s)

### DESCRIPTION

Portable Master Stream Device w/mounting bracket and tip stack. Shipping and Sales tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	5	\$3,800.00	\$19,000.00	Equipment

## Appliance(s)/Nozzle(s)

### DESCRIPTION

2.5in Nozzle. Smoothbore Tip. Shipping and Sales tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	13	\$235.95	\$3,067.35	Equipment

## Appliance(s)/Nozzle(s)

### DESCRIPTION

1.5in Nozzle. Combi w/shutoff. Shipping and Sales tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	25	\$1,150.00	\$28,750.00	Equipment

## Appliance(s)/Nozzle(s)

### DESCRIPTION

External Apparatus LDH Valve. 5in Storz connection. Shipping and Sales tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	4	\$2,800.00	\$11,200.00	Equipment

## Appliance(s)/Nozzle(s)

### DESCRIPTION

External Apparatus LDH Valve. 5in Storz connection. Shipping and Sales tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	4	\$2,800.00	\$11,200.00	Equipment

## **Appliance(s)/Nozzle(s)**

### **DESCRIPTION**

Portable Master Stream Device w/mounting bracket and tip stack. Shipping and Sales tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	3	\$3,800.00	\$11,400.00	Equipment

## **Hose (Attack/Supply)**

### **DESCRIPTION**

1.75in Attack Hose. 50ft length. Shipping and Sales Tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	112	\$364.00	\$40,768.00	Equipment

## **IDLH Monitoring Equipment**

### **DESCRIPTION**

IDLH Gas Monitor w/truck mounted charger. 1 per engine/pumper and rescue.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	10	\$3,000.00	\$30,000.00	Equipment

## **Appliance(s)/Nozzle(s)**

### **DESCRIPTION**

Adapter. 4.5in NH to 5in Storz. Shipping and Sales tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	10	\$238.10	\$2,381.00	Equipment

## **Thermal Imaging Camera (Must be NFPA 1801 Compliant)**

### **DESCRIPTION**

Thermal Imaging Camera w/truck mounted charger. 1 per engine/pumper and rescue apparatus.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	10	\$6,000.00	\$60,000.00	Equipment

## **Hose (Attack/Supply)**

### **DESCRIPTION**

3in supply hose. 100ft lengths. Shipping and Sales Tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	48	\$478.00	\$22,944.00	Equipment

## **Appliance(s)/Nozzle(s)**

### **DESCRIPTION**

Siamese Valve 2.5 to 2.5in Shipping and Sales tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	6	\$875.00	\$5,250.00	Equipment

## **Appliance(s)/Nozzle(s)**

### **DESCRIPTION**

Gated Wye. 2.5in Female to 1.5in Male. Shipping and Sales tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	12	\$400.00	\$4,800.00	Equipment

## **Hose (Attack/Supply)**

### **DESCRIPTION**

5in supply hose. 100ft length. Shipping and Sales Tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	27	\$1,052.00	\$28,404.00	Equipment

### **CHANGE FROM APPLICATION**

### **JUSTIFICATION**

## **Hose (Attack/Supply)**

### DESCRIPTION

5in supply hose. 100ft length. Shipping and Sales tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	20	\$1,052.00	\$21,040.00	Equipment

## **Appliance(s)/Nozzle(s)**

### DESCRIPTION

2.5 Combi Nozzle w/Shutoff. Shipping and Sales tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	13	\$1,637.00	\$21,281.00	Equipment

## **Appliance(s)/Nozzle(s)**

### DESCRIPTION

Hydrant Gate Valve. 2.5in to 2.5in. Shipping and Sales Tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	16	\$736.00	\$11,776.00	Equipment

## **Appliance(s)/Nozzle(s)**

### DESCRIPTION

Adapter. 2.5in NH to 5in Storz. Shipping and Sales tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	10	\$2,119.86	\$21,198.60	Equipment

## **Hose (Attack/Supply)**

### **DESCRIPTION**

2.5in Attack Hose. 50ft length. Shipping and Sales tax included.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	30	\$428.00	\$12,840.00	Equipment