

QUARTERLY AND FINAL SUMMARY REPORT

Due dates:

Quarterly reports are due one month after the end of each quarter. Quarterly reports will be based on COUNTY fiscal year quarters. The below table below shows each fiscal year quarter and the report due dates. Each agency must submit a quarterly report for each quarter in which the contract is active. The Final Summary Report is due one month after completion of the contract term.

Quarter	Dates Included	Date Report Due to County
1	July 1 through September 30	October 31
2	October 1 through December 31	January 31
3	January 1 through March31	April 30
4	April 1 through June 30	July 31
Final Summary Report	Based on contract term	One month after term end

Submission of reports:

All reports should be sent to **the County Administrative Office** at the following addresses:

cao@co.humboldt.ca.us

Or by mail to: County of Humboldt
County Administrative Office, Room 112
825 Fifth Street
Eureka, CA 95501

**ATTACHMENT 1
QUARTERLY AND FINAL SUMMARY REPORT**

**COUNTY OF HUMBOLDT – MEASURE Z
Report Form**



Organization Name: Garberville Sanitary District

Report Date: January 8, 2018

Contact Name: Jennie Short

Phone: (707)223-4567

Please attach a narrative report addressing the items outlined in section I below. Feel free to attach any other relevant materials or reports.

I. QUARTERLY NARRATIVE (please attach a maximum of 1 page, exclusive of attachments)

A. Results/Outcomes

1. Please describe the Measure Z activities completed and/or total numbers served or reached.

The activities completed for the quarter October 1 – December 31, 2017 are as follows:

- 1. GSD completed preparation of the Request for Bids for the hydrant replacement public works project**
- 2. The RFB has been circulated and is out to bid with a bid opening date of January 22, 2018.**
- 3.**

2. What difference did Measure Z funding make in our community and for the population you are serving? Please discuss evidence of effect (e.g., community indicators, outcomes, etc.). *If you have evaluation materials that document outcomes and impacts of your work, feel free to attach them in lieu of answering this or other questions.*

The evidence of the difference that this construction project makes to the community of Garberville will not be seen until the installation of the new hydrants is complete.

3. Describe any unanticipated impacts of receiving Measure Z funding, positive or negative, not already described above.

None.

II. FINAL SUMMARY REPORT (please attach a maximum of 2 pages, exclusive of attachments)

A. Lessons Learned

1. Describe what you learned based on the results/outcomes you reported in Section A above and what, if any, changes you will make based on your results/outcomes.

None so far.

2. What overall public safety improvements has your organization seen as a result of receiving Measure Z funding?

The public safety improvements that this construction project provides to the community of Garberville will not be seen until the installation of the new hydrants is complete.

GSD has not incurred any reimbursement eligible expenses for this quarter.

ATTACHMENT II - EXHIBIT F

Measure Z - Invoice

GARBERVILLE SANITARY DISTRICT JENNIE SHORT P.O. BOX 211, GARBERVILLE, CA 95542 (707)923-9566

Invoice Date: January 8, 2018

Invoice # MZ- _____

Invoice Period: Oct 1 - Dec 31, 2017

Description	Cost	Total Amount Due
Personnel Costs (Wages and Benefits)	\$0.00	
Operational Costs (Rent, Utilities, Phones, etc.)	\$0.00	
Consumables/Supplies (Supplies and Consumables should be separate)	\$0.00	
Transportation/Travel (Local and out of county should be separate)	\$0.00	
Other (Indirect Costs, Contracts, etc.)	\$0.00	
		\$0.00

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the expenditures are in accordance with the approved Agreement cited for services provided under the provision of that agreement. Full justification and backup records for the expenditures are maintained in our office at the address indicated.

Signature and date: 

Print Name and Title: Jennie Short, Consultant Project Manager

Send invoice to:

COUNTY OF HUMBOLDT
 County Administrative Office
 825 Fifth Street, Room 112
 Eureka Ca 95501



(707) 445-7266

Date

Date

ATTACHMENT II - EXHIBIT E
Budget
Garberville Sanitary District

Invoice Date: January 8, 2018

Invoice # MZ- _____

Invoice Period: Oct 1 - Dec 31, 2017

Descriptions	Amounts	Approved Budget	Remaining Balance
A. Personnel Costs			
Title:			
Salary and Benefits			0.00
Duties Description:			
Title:			
Salary and Benefits			0.00
Duties Description:			
Total Personnel:	0.00	0.00	0.00
B. Operational Costs (Rent, Utilities, Phones, etc.)			
Title:			
Description:			
Title:			
Description:			
Total Operating Costs:	0.00	0.00	0.00
C. Consumables/Supplies (Supplies and Consumables should be separate)			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Total Consumable/Supplies:	0.00	0.00	0.00
D. Transportation/Travel (Local and Out-of-County should be separate)			
Title:			
Description:			
Title:			
Description:			
Total Transportation/Travel Costs:	0.00	0.00	0.00
E. Fixed Assets			
Title: HYDRANTS			
Description: MATERIALS COST OF \$4,000 PER HYDRANT FOR 8 HYDRANTS		30,000.00	30,000.00
Title: HYDRANT INSTALLATION			
Description: CONTRACT FOR INSTALLATION OF 8 HYDRANTS AT \$4,000 PER HYDRANT FOR 14 HYDRANTS		30,000.00	30,000.00
Total Other Costs:	0.00	60,000.00	60,000.00
Invoice Total:	0.00		