

**MENDOCINO COUNTY
OFFICE OF EDUCATION**

RFP 011-25 PROPOSAL

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM USE OF PROGRAM INCOME FUNDS & NOFA
APPLICATION PROJECTS**

WHALE GULCH SCHOOL MINOR ADA PATHWAY IMPROVEMENTS

PREPARED FOR:
County of Mendocino

PREPARED BY:
MCOE



ATTACHMENT A
PROPOSAL SUMMARY AND STATEMENT OF RESPONSIBILITY (SIGNATURE PAGE)

County of Mendocino
Executive Office



RFP No. 01125
CDBG Projects

RFP No.	011-25
RFP Issue Date:	March 3, 2025
RFP Submission Deadline:	April 3, 2025

Proposals must be enclosed in a sealed envelope or package, clearly marked "Mendocino County RFP No. 011-25", and delivered by 2:00 p.m. April 3, 2025 to: Mendocino County Executive Office, Attn: Kelly Hansen, 501 Low Gap Road, Room 1010, Ukiah, CA 95482.

Questions regarding this RFP should be directed to:

- Procedural inquiries: Kelly Hansen
Administrative Analyst II
(707) 463-4441
grantsdivision@mendocinocounty.gov

This Proposal Summary and Statement of Responsibility (Signature Page) must be included with your submittal in order to validate your proposal. Proposals submitted without this page will be deemed non-responsive.

Vendor Authorized Representative

Company Name:	Mendocino County Office of Education	Date:	April 3, 2025
Representative:	Heather Rantala		
Title:	Assistant Superintendent of Business and Administrative Services		
Phone:	707-467-5034		
Address:	2240 Old River Rd., Ukiah, CA 95482	Fax:	
Federal Tax ID No.:	94-6002711	Email:	hrantala@mcoe.us


RFP Contact Information (if different then above)

Contact Person:			
Title:			
Phone:		Fax:	
Address:		Email:	

Certifications:

1. Do you agree to comply with specifications, RFP instructions, draft contract requirements and other pertinent references contained in this RFP?
☒ YES ☐ NO
2. Do you agree that the proposal will stand firm and will not be withdrawn for a period of 90 days after the proposal is opened?
☒ YES ☐ NO
3. Do you certify that all statements in the proposal are true? This shall constitute a warranty, the falsity of which shall entitle the County to pursue any remedy authorized by law, and shall include the right, at the option of the County, of declaring any contract made as a result thereof to be void.
☒ YES ☐ NO
4. Do you agree to provide the County with any other information the County determines is necessary for accurate determination of your qualifications to provide services
☒ YES ☐ NO
5. Do you agree that the proposal amount includes all costs incident to the proposed contract?
☒ YES ☐ NO
6. Do you agree to be an ePayable as described in Attachment G- Sample Mendocino County Contract?
☒ YES ☐ NO

To the best of my knowledge and belief, the information provided in this initial determination of responsibilities is true and correct.

Authorized Representative:	Heather Rantala
Signature:	 (Printed name)
Date:	April 3, 2025

**ATTACHMENT B
PROPOSAL CHECK LIST/TABLE OF CONTENTS**

This proposal checklist identifies the various components that must be submitted with your proposal. This form is to be completed and included in the proposal and must be located directly behind Attachment A.

Follow this sequence in presenting your proposal with the checklist serving as your table of contents.

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Executive Summary

The Mendocino County Office of Education (MCOE) is submitting this proposal on behalf of Leggett Valley Unified School District (LVUSD) to secure funding for the execution of critical facility upgrades at Whale Gulch School, a vital resource for the local community. Whale Gulch School, a cornerstone of education for 43 students, serves a high percentage of socio-economically disadvantaged students, English Learners, students with special needs, and foster or homeless youth. Located approximately 1.5 hours from the district's main campus in Leggett, Whale Gulch School plays a pivotal role in supporting this underserved community.

This proposal seeks funding to support facility upgrades needed to bring Whale Gulch School into compliance with Division of State Architect (DSA) approval standards and ensure the safety and well-being of its students. The sidewalk pathways and railings are known areas of deficiency that need immediate attention. These improvements are critical not only to meet regulatory standards but also to maintain the school's liability insurance coverage, which will continue only as long as the district shows progress toward meeting DSA approval.

ADA Compliance for Pathways: Whale Gulch School's current pathways do not meet ADA compliance due to improper slope and lack of necessary railings. These deficiencies create barriers for students, particularly those with mobility challenges or disabilities, preventing them from accessing classrooms, bathrooms, and other key areas of the school independently and safely. This project will include the construction of ADA-compliant pathways, including proper slope adjustments and installation of necessary railings, ensuring all students can safely navigate the school. This upgrade is essential for ensuring equal access to education and opportunities for all students, including those with special needs and disabilities.

DSA Approval and Insurance Coverage: Recently, it was discovered that Whale Gulch School had not gone through the required Division of State Architect (DSA) approval process decades ago, which has resulted in a lack of coverage for this portion of the school under the district's liability insurance. While insurance will continue to cover the school, it is contingent upon the district demonstrating progress toward meeting DSA approval requirements. A separate application for funding was requested through this RFP that will allow the district to hire an architect to perform a thorough analysis of the facility's needs and develop a comprehensive plan to achieve DSA compliance. In the meantime, addressing the sidewalk pathways and railings—known issues that require immediate attention—will ensure that the district maintains its insurance coverage while a long-term plan is developed.

Community Demographics and Low-Income Status: Although Whale Gulch School's community does not meet the 51% Low to Moderate Income (LMI) threshold by less than 2% (LMI is 49.4%), this data does not fully reflect the economic reality of the school's student population. Nearly 80% of the students at Whale Gulch School qualify for free or reduced-price meals, which is a more accurate indicator of the community's low-income status. This discrepancy in LMI data stems from the broader community's demographic makeup and does not capture the actual socio-economic challenges faced by the families of Whale Gulch School students. The data, therefore, understates the true extent of the school's need for support.

National Objective Alignment:

1. **Low/Moderate Job Creation or Retention (LMJ):** This project is aligned with the National Objective of creating and retaining permanent jobs for low and moderate-income individuals, including continuing employment for the Whale Gulch School staff. By supporting construction efforts for these critical upgrades, the project will generate employment opportunities for local workers. These jobs will provide stable, full-time employment for low and moderate-income individuals in the community. This aligns with the objective to promote economic development and job opportunities for those in need, creating a direct benefit for the community.
2. **Urgent Need due to Immediate Threat to Health or Welfare:** The need for these upgrades is urgent. The existing safety and accessibility issues pose a serious and immediate threat to the health and welfare of the school's students and staff. The ADA non-compliance of pathways creates barriers for students with disabilities to access essential school facilities safely. These deficiencies create an unsafe environment that threatens the well-being of students and staff. By addressing these urgent safety concerns, the project seeks to mitigate immediate risks to health and welfare, ensuring that Whale Gulch School remains a safe and accessible learning environment.

Due to the small, rural nature of the district and its limited bonding capacity, LVUSD is unable to complete these essential facility upgrades without external funding. The district's low bonding capacity makes it nearly impossible that a bond measure would pass if put to a vote, further underscoring the need for this grant. The additional application submitted for funding for planning will enable Whale Gulch School to hire an architect to conduct the necessary analysis and develop a comprehensive plan to meet DSA standards. The immediate upgrades to the sidewalk pathways and railings included in this application will ensure the school can continue to operate safely while work towards full DSA compliance progresses. This proposal will enable Whale Gulch

School to continue serving its critical role in providing education to a diverse, low-income community. MCOE, in partnership with LVUSD and the Whale Gulch School Education Association, will oversee the planning and execution of these improvements to ensure the school's facilities meet all necessary safety and accessibility standards.

Key Personnel

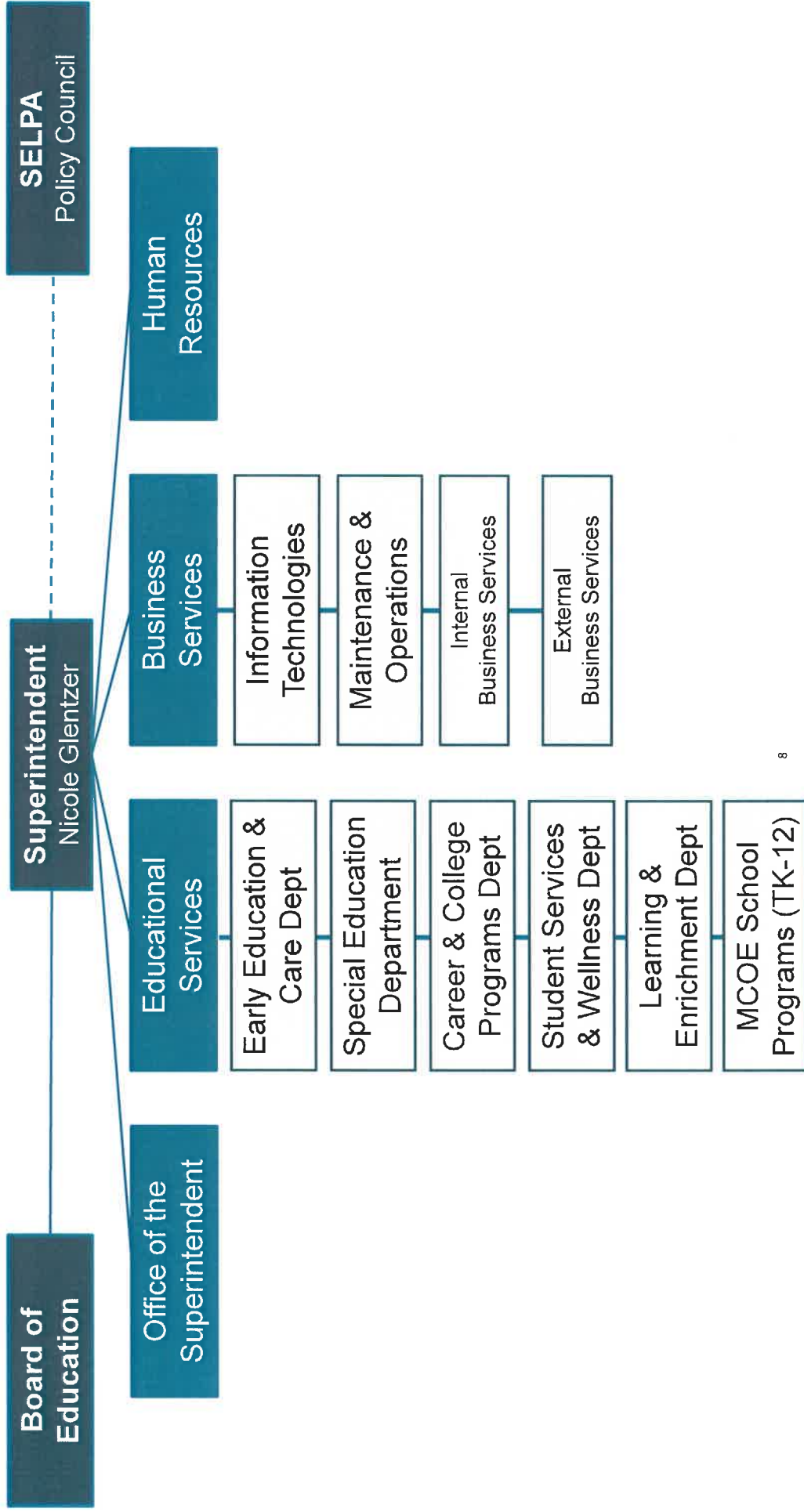
Nicole Glentzer
Position: Superintendent of Schools

Heather Rantala
Position: Assistant Superintendent of Business and Administrative Services

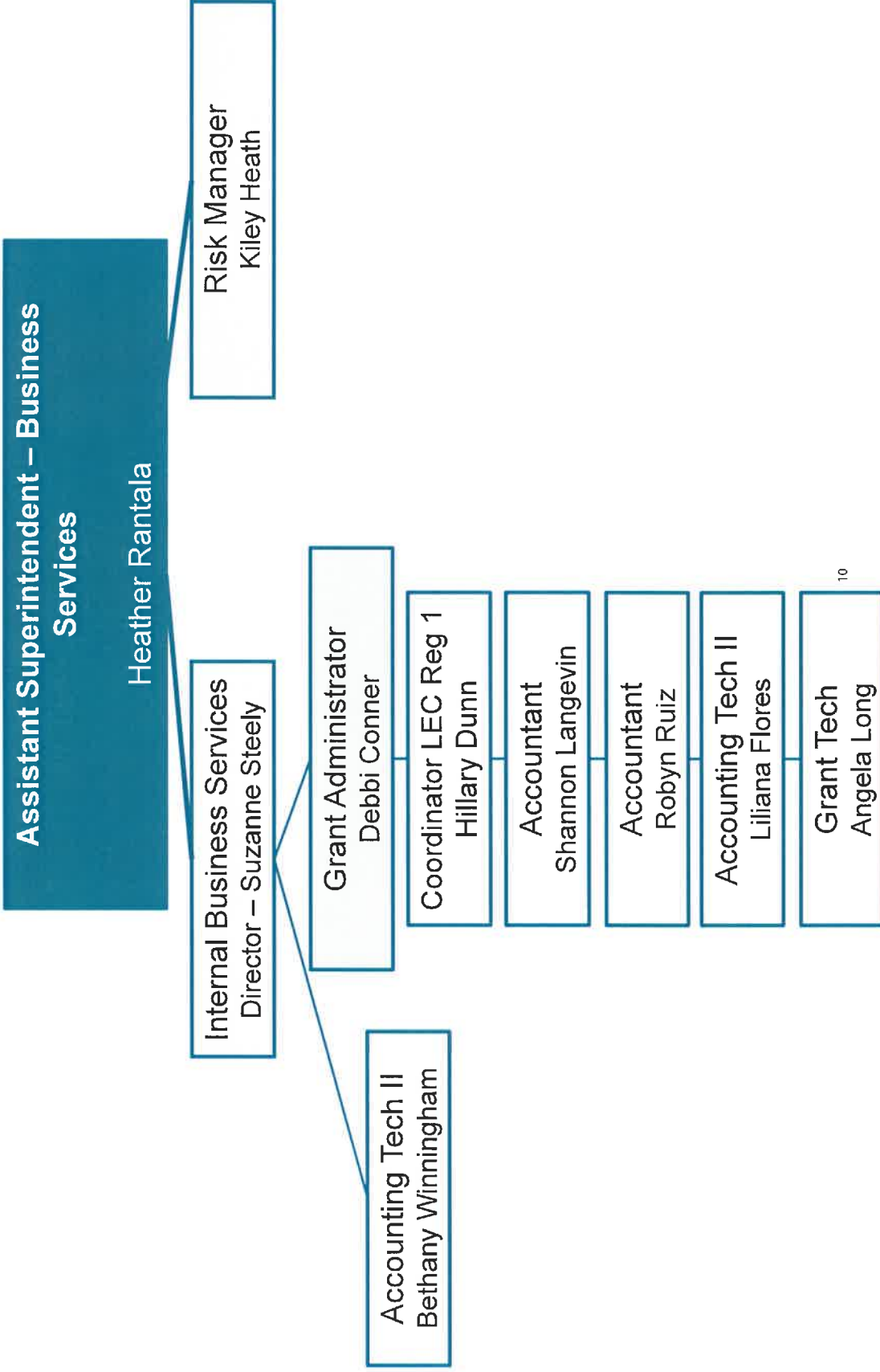
Suzanne Steely
Position: Director of Internal Business

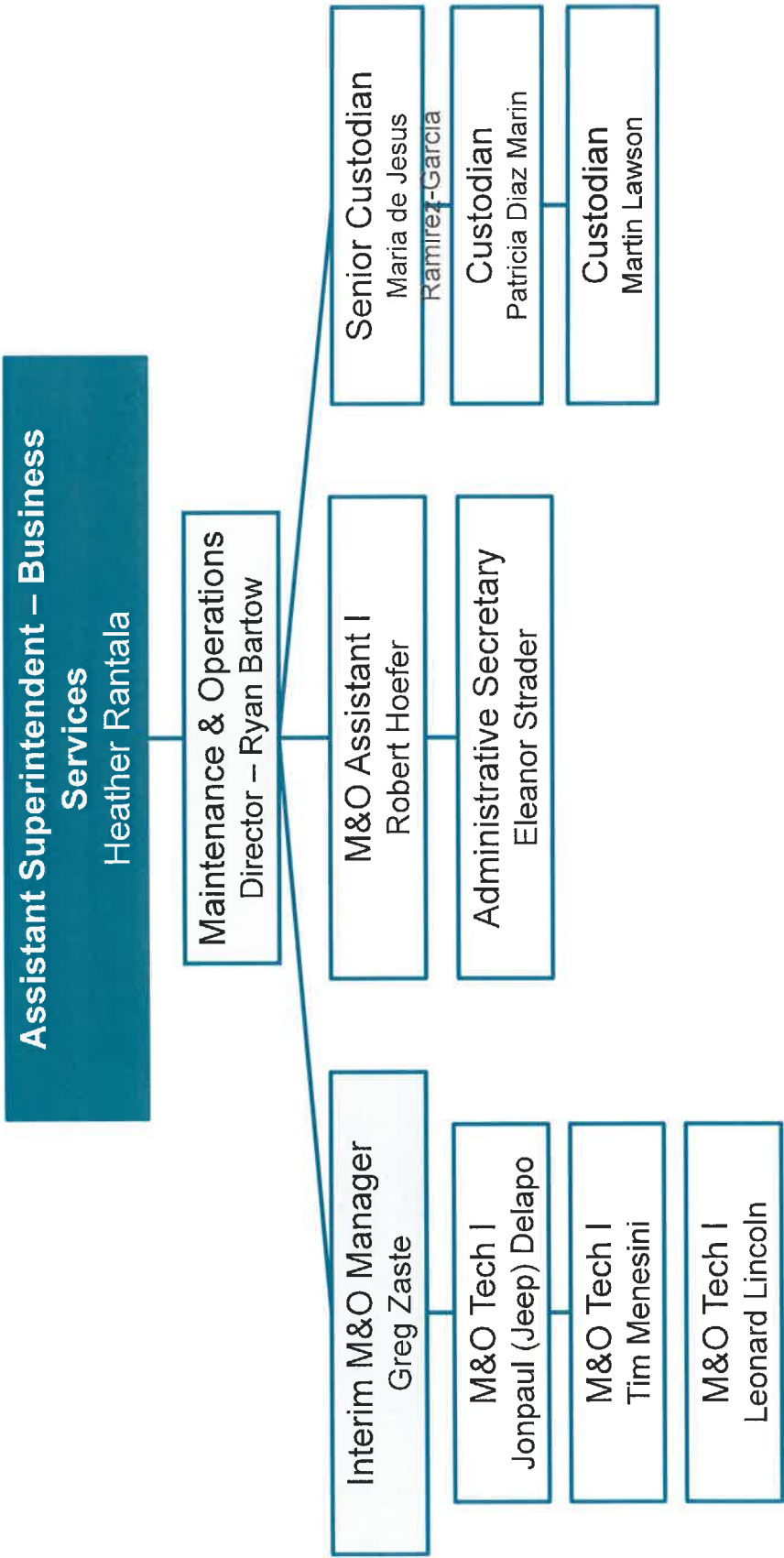
Ryan Bartow
Position: Director of Maintenance and Operations

Nadia Tipton
Position: Confidential Administrative Secretary









Leggett Valley
Unified School
District

Superintendent/Principal
Joanie Potter

Teacher Whale Gulch School
Director
Julia George

Business Manager
Jenna Crone

Scope of Services

Project Management & Administration

- **Project Work Plan & Timeline:** This project seeks to address accessibility requirements for a pathway connecting the elementary school building and the restroom building. This project will reconstruct a crucial pathway, remove barriers and meet compliance with current California Building Code standards and Americans with Disabilities Act (ADA) requirements. Funding will be utilized for the construction activities required to complete the project. Leggett Valley School District will fund the design, engineering, and permitting costs for the project.

The project will be completed within a 12-month period, structured as follows:

- Month 1: Initial assessments and evaluations of all facilities
 - Months 2-4: Development of detailed construction documents
 - Months 5-6: Submission of plans to the Department of State Architects for Access Compliance
 - Month 7: Competitive procurement of Construction Services as required
 - Months 8-9: Completion of pathway reconstruction
- **Monthly Progress Reports:** MCOE will work with Leggett Valley Unified School District to submit a monthly report to stakeholders, including a summary of completed activities, challenges encountered, and planned next steps. The report will track the progress of the project according to the work plan.
 - **Budget Tracking & Invoices:** MCOE will work with Leggett Valley Unified School District to maintain and submit accurate financial reports, including invoices and supporting documentation, in compliance with CDBG guidelines. Additionally, we will ensure that all expenditures align with the project budget.
 - **Stakeholder Coordination:** MCOE will work with Leggett Valley Unified School District to document and coordinate meetings and communications with county staff, project partners, and community members. We will ensure transparent and open engagement throughout the project.

Community Engagement & Outreach

- **Community Outreach Plan:** While the Leggett Valley Unified School District is already currently engaging its community, MCOE will work with Leggett Valley Unified School District to develop and execute a strategy to engage relevant community stakeholders, including residents, local businesses, and school staff, parents, and students. The outreach plan will ensure that all key groups are informed and have an opportunity to participate.
- **Public Meetings & Workshops:** MCOE will work with Leggett Valley Unified School district to plan and conduct community meetings and workshops to inform stakeholders about the project, address concerns, and gather input. These meetings will be essential for ensuring that the community is informed and involved in the process.
- **Marketing & Communication Materials:** MCOE will work with Leggett Valley Unified School District to design and distribute communication materials, including social media posts, and website updates, to keep the community informed about the project's progress and opportunities for involvement.
- **Stakeholder Feedback Reports:** MCOE will work with Leggett Valley Unified School District to compile and summarize stakeholder feedback gathered through community meetings, workshops, and other engagement efforts. Provide a report that includes the key input and how it is being addressed in the project.

Compliance & Regulatory Requirements

- **Reporting Requirements by National Objectives:** MCOE will work with Leggett Valley Unified School District to ensure that the project meets the CDBG national objective of benefiting low and moderate-income persons, collect and report the required data, including beneficiary application forms, proof of residence, income verifications, and demographic information for all program participants. This data will be submitted quarterly to the County as part of CDBG reporting requirements.
- **Environmental Review Compliance:** MCOE will work with Leggett Valley Unified School District to complete and submit documentation required for environmental assessments, including any necessary NEPA reviews. Ensure that all environmental compliance requirements are met before the installation begins, including a completed environmental review record and necessary permits.
- **Labor Standards & Davis-Bacon Act Compliance:** MCOE will work with Leggett Valley Unified School District to provide certified payroll records and

labor compliance documentation to ensure that all labor practices comply with federal wage standards.

- **Section 3 Compliance:** MCOE will work with Leggett Valley Unified School District to track and report on hiring and procurement activities to ensure compliance with HUD Section 3 requirements, if applicable, promoting employment and contracting opportunities for low and moderate-income persons.
- **Grant Reports:** MCOE will work with Leggett Valley Unified School District to deliver required narrative and data reports to the County and HCD, detailing project progress, financial expenditures, and any other information necessary for compliance.

Project Implementation & Deliverables

- **Scope of Work Completion:** MCOE will work with Leggett Valley Unified School District to provide evidence of completed work, including ensuring that all architectural and engineering design activities are finished according to the approved plan and meet the necessary safety standards, as required through DSA.
- **Performance Metrics Report:** MCOE will work with Leggett Valley Unified School District to submit data on the project's impact, such as the number of classrooms, staff, and students now covered by the proposed facility updates, including improvements to safety protocols resulting from the project.
- **Before-and-After Documentation:** MCOE will work with Leggett Valley Unified School District to provide before and after documentation, which may include photos, case studies, and testimonials that document the progress of the project, from the initial state to the completed design work.
- **Final Project Report:** MCOE will work with Leggett Valley Unified School District to provide a comprehensive report at the project's conclusion, summarizing achievements, challenges faced during implementation, and lessons learned for future projects.

Closeout & Evaluation

- **Final Financial Reconciliation:** MCOE will work with Leggett Valley Unified School District to submit a final financial report reconciling all project expenses,

ensuring that all costs align with the approved budget and CDBG guidelines.

- **Compliance Closeout Checklist:** MCOE will work with Leggett Valley Unified School District to provide documentation that verifies all grant requirements have been met, including final inspections, approvals, and reports.
- **Final Presentation to County/Funders:** MCOE will work with Leggett Valley Unified School District to deliver a final presentation to the County and any relevant funders, summarizing project outcomes, performance metrics, and lessons learned.

CDBG Project Proposal Requirements

Project Description: The Whale Gulch School Elementary Access Project seeks funding to address accessibility requirements for a pathway connecting the elementary school building and the restroom building. Whale Gulch School is a vital educational facility serving rural northern Mendocino County within the Leggett Valley School District. This project will reconstruct a crucial pathway, remove barriers, and meet compliance with current California Building Code standards and Americans with Disabilities Act (ADA) requirements. Funding will be utilized for the construction activities required to complete the project. Leggett Valley School District will fund the design, engineering, and permitting costs for the project.

1. Perform a comprehensive ADA compliance evaluation of elementary and middle school buildings and interconnecting pathways
2. Create detailed design solutions for accessible routes between all school buildings and restroom facilities
3. Produce construction documents suitable for Department of State Architects (DSA) approval
4. Develop cost estimates and implementation strategies for the construction phase

The expected outcome is to have complete, DSA-ready architectural and engineering design for accessible routes between all school buildings and restroom facilities and to construct ADA-compliant accessible pathways connecting all school facilities.

Eligibility Justification and National Objective: The proposed Whale Gulch School Elementary Accessibility project meets National Objective 3 due to the urgency that exists because existing conditions pose a serious and immediate threat to the health or welfare of the community. The proposed work at Whale Gulch School focuses on assessing and identifying specific areas of need across the entire campus to improve

safety and accessibility. This project will help ensure that the school addresses infrastructure deficiencies and creates a safer, more accessible environment for students, staff, and the community.

Although Whale Gulch School's community does not meet the 51% Low to Moderate Income (LMI) threshold by just 2% (49.4%), this data does not fully reflect the economic reality of the school's student population. Nearly 80% of the students at Whale Gulch School qualify for free or reduced-price meals, which is a more accurate indicator of the community's low-income status. This discrepancy in LMI data stems from the broader community's demographic makeup and does not capture the actual socio-economic challenges faced by the families of Whale Gulch School students. The data, therefore, understates the true extent of the school's need for support. Additionally, Leggett Valley Unified School District's student Medi-Cal eligibility is 67.67%.

Therefore, we feel there is justification that this project is also aligned with the National Objective 1. It will aid in the creation of and retaining permanent jobs for low and moderate-income individuals. By supporting the planning and construction efforts for these critical upgrades, the project will generate employment opportunities for local workers. These jobs will provide stable, full-time employment for low and moderate-income individuals in the community. This aligns with the objective to promote economic development and job opportunities for those in need, creating a direct benefit for the community.

Eligible Activities: The eligible activities identified under this proposal align with:

(b) Public Facilities and Improvements and Privately-Owned Utilities:

- The project will allow safety and accessibility improvements across the entire Whale Gulch School campus which qualifies as a public facility improvement under CDBG guidelines. By assessing and identifying areas in need of safety upgrades and accessibility modifications, this project ensures that the school's infrastructure will meet the necessary codes and standards. This work supports the development of a safer and more accessible school environment for all students and staff, which is critical to the overall success of the project.

(d) Clearance, Rehabilitation, Reconstruction, and Construction of Buildings

- This project directly supports activities related to rehabilitation, reconstruction, and construction of buildings and accessibility pathways on campus. The project will include accessibility upgrades to bring the school into compliance with current codes and regulations. By identifying areas that require rehabilitation or reconstruction, the design work sets the

foundation for the physical improvements necessary for campus safety and accessibility.

(e) Architectural Barrier Removal

- The project will focus on architectural barrier removal to ensure that Whale Gulch School complies with the Americans with Disabilities Act (ADA). The assessments will identify areas where physical barriers exist, such as inaccessible entrances, pathways, or restroom facilities, and develop comprehensive design solutions to address these issues. The construction is crucial in creating accessible routes and spaces that will eliminate barriers for students, staff, and visitors with disabilities, fostering an inclusive environment for all individuals on campus.

Applicant Eligibility: The Mendocino County Office of Education (MCOE), applying on behalf of the Leggett Valley Unified School District (LVUSD) meets the applicant eligibility due to being public entities. The CDBG program is open to local governments and other public agencies, which includes school districts and educational bodies like MCOE and LVUSD. As public educational institutions, the application for CDBG funding for activities will benefit the public, such as improving safety, accessibility, and infrastructure within the schools.

- **MCOE** is a public entity responsible for overseeing educational services and programs across Mendocino County, including supporting rural school districts like LVUSD.
- **LVUSD** is a public school district that serves a rural, low-income community, and as such, it is eligible for CDBG funding for public facility improvements that benefit its students and staff.

Budget and Use of Funds: This proposal outlines the budget for the Whale Gulch School Accessibility Project to address the ADA accessibility deficiencies at Whale Gulch School. The initiative aims to bring the school facilities into compliance with California Building Code seismic standards and Americans with Disabilities Act (ADA) requirements. The project will involve ADA compliance evaluations, and submission to the Department of State Architects (DSA) for approval.

The total estimated cost of the project is **\$17,000**. This proposal outlines a comprehensive approach to address critical infrastructure needs at Whale Gulch School, ensuring the facility meets both seismic safety standards and ADA requirements. This project will improve the safety and accessibility of the school for all students and the community.

The total project funding request is \$17,000.

- \$2,500 for demolition and disposal of existing non-compliant pathways.
- \$14,500 for materials, equipment and installation of a new ADA compliant pathway.

Implementation Plan: Below is the estimated timeline for the ADA accessibility work needed at Whale Gulch School. The architect and contractor(s) hired through public procurement will work closely with the Leggett Valley Unified School District Superintendent and the Mendocino County Office of Education assigned to this project. Regular weekly/bi-weekly meetings will be scheduled to ensure the project is on target for completion within 9 months. Additionally, quarterly written performance and financial reports will be provided.

- Month 1: Initial assessments and evaluations of all facilities
- Months 2-4: Development of detailed construction documents
- Months 5-6: Submission of plans to the Department of State Architects for Access Compliance
- Month 7: Competitive procurement of Construction Services as required
- Months 8-9: Completion of pathway reconstruction

Experience and Capacity: MCOE has extensive experience managing and overseeing facility improvement projects, with a focus on ensuring that schools meet state and federal requirements. MCOE has assisted school districts in maintaining and upgrading their facilities to improve safety, accessibility, and functionality. This experience includes guiding districts through the process of conducting facility needs assessments, developing master plans, and securing funding for capital improvement projects.

A key part of MCOE's expertise lies in its ability to successfully navigate the complexities of school facility management and funding processes. MCOE has a proven track record of working with the California Department of Education (CDE) and the Office of Public School Construction (OPSC) to secure funding and ensure compliance with the latest state codes and regulations. Its experience spans a wide range of projects, from basic repairs to large-scale modernization efforts, ensuring that schools are equipped to provide a safe and effective learning environment.

MCOE's success in securing funding is particularly significant for districts with limited financial resources. It has demonstrated an ability to help districts apply for state and federal funds, such as the State School Facility Program (SFP), and to identify alternative funding sources. This expertise is crucial for rural districts like Whale Gulch,

where financial constraints often limit the ability to undertake necessary infrastructure improvements.

MCOE's capacity to manage similar projects is demonstrated by its long history of successful program performance, the qualifications of its staff, and its proven ability to accomplish proposed goals. MCOE has been operating for over 165 years, developing a robust organizational infrastructure and a strong team of experienced professionals. The staff managing facility projects at MCOE are highly qualified, with expertise in project management, educational facility planning, regulatory compliance, and public funding.

MCOE employs a dedicated team of program managers, facility specialists, and financial experts, all of whom work together to ensure the successful implementation of facility projects. This team is supported by MCOE's extensive network of partners, including local governments, school districts, and community organizations, which enables MCOE to address the unique challenges faced by rural schools. The agency's ability to coordinate and manage multiple partners ensures that projects are completed on time, within budget, and in compliance with all applicable regulations. Additionally, MCOE's team assigned to this project include talented staff who have direct experience working with and managing Community Development Block Grant (CDBG).

In addition to managing facility projects, MCOE has a strong history of providing ongoing support to school districts. This includes offering technical assistance, conducting compliance audits, coordinating funding applications, and providing oversight to ensure that all district projects meet the highest standards. MCOE's capacity to manage multiple projects simultaneously, while maintaining a high level of accountability, is a testament to its organizational strength and its deep commitment to the educational success of Mendocino County's students.

Community Benefit: The ADA accessibility work at Whale Gulch School directly benefits the students, staff, and community, all of whom reside in a low-income, rural area in northern Mendocino County. The project will upgrade accessibility, ensuring compliance with California Building Code seismic standards and the Americans with Disabilities Act (ADA).

1. Low and Moderate-Income Beneficiaries:

- Whale Gulch School serves a predominantly low-income population, many of whom face financial challenges. The design work will help ensure that improvements are made to benefit this vulnerable group, enhancing their educational experience and ensuring their safety.

- The community surrounding the school is in a census tract where over 51% of residents are classified as low- and moderate-income, meeting the criteria for CDBG funding eligibility.

2. Critical Safety and Accessibility Needs:

- The design phase will assess the entire campus to identify areas where safety and accessibility measures are lacking. This assessment will guide the necessary upgrades to ensure that the school's facilities meet all required safety standards and are fully accessible to all students and staff.
- Addressing these deficiencies will directly improve the learning environment and promote the safety and well-being of students and staff, particularly those from low-income families who may have limited resources to address these issues independently.

Alignment with Existing Community Plans: The proposed project aligns with the County of Mendocino Strategic Plan 2022-2027, the Sonoma Mendocino Economic Development District's Comprehensive Economic Development Strategy (CEDS), and the Redwood RISE Regional Roadmap by addressing key objectives related to infrastructure improvement, economic development, and community well-being. The project supports the County's goal of fostering inclusive and sustainable development by improving safety and accessibility at Whale Gulch School, a critical public facility in a rural, low-income community. This initiative directly enhances the safety, educational environment, and accessibility for students and staff, which aligns with the County's strategic priorities of improving public health and safety.

This project aligns with CEDS's focus on investing in rural infrastructure to promote economic resilience. By providing a safe, ADA-compliant school environment, the project contributes to economic stability and supports long-term community development. The Redwood RISE Regional Roadmap emphasizes collaboration between public and private stakeholders to strengthen regional economies. This project exemplifies such collaboration, with MCOE and Leggett Valley Unified School District working together to engage community members and stakeholders in the planning process, ensuring the project reflects local needs and priorities. This alignment highlights how the project not only addresses immediate safety and accessibility concerns but also lays the groundwork for sustained economic growth and community well-being in the region.

Implementing ADA accessible pathways from the classrooms to the bathrooms, as well as repairing railings at Whale Gulch School, aligns with the Leggett Valley Unified

School District's 2024-25 Local Control and Accountability Plan (LCAP), which focuses on improving student outcomes and ensuring an equitable learning environment for all students. The LCAP prioritizes creating safe, accessible, and supportive school environments, and these improvements are key to meeting those goals. By providing ADA-compliant pathways and repairing railings, the district ensures that all students, including those with disabilities, have equal access to essential school facilities. Throughout this process, the district engaged various stakeholders, including students, parents, teachers, staff, and community members, to gather input on accessibility needs and determine areas requiring attention. These improvements demonstrate the district's commitment to enhancing the physical environment and making the school more inclusive, aligning with the LCAP's focus on equity and ensuring that every student can fully participate in their education.

Company Background and Experience

The Mendocino County Office of Education (MCOE), established in 1857, has a long-standing commitment to supporting all students and educators in Mendocino County. Mendocino County Office of Education builds capacity to support others to learn and excel through leadership, resources, services, and programs that improve the educational experience and outcomes for all Mendocino County students and schools.

MCOE works with 12 public school districts serving more than 12,000 PK-12 students, as well as 19 charter and private schools serving another 1,900 PK-12 students. Additionally, MCOE programs directly serve infants through adults. MCOE is an invaluable partner to local school districts, including Leggett Valley Unified School District (LVUSD), in addressing facility needs and ensuring compliance with state regulations.

Experience Managing Similar Projects

MCOE has extensive experience managing and overseeing facility improvement projects, with a focus on ensuring that schools meet state and federal requirements. MCOE has assisted school districts in maintaining and upgrading their facilities to improve safety, accessibility, and functionality. This experience includes guiding districts through the process of conducting facility needs assessments, developing master plans, and securing funding for capital improvement projects.

A key part of MCOE's expertise lies in its ability to successfully navigate the complexities of school facility management and funding processes. MCOE has a proven track record of working with the California Department of Education (CDE) and the Office of Public School Construction (OPSC) to secure funding and ensure compliance with the latest state codes and regulations. Its experience spans a wide range of projects, from basic repairs to large-scale modernization efforts, ensuring that schools are equipped to provide a safe and effective learning environment.

MCOE's success in securing funding is particularly significant for districts with limited financial resources. It has demonstrated an ability to help districts apply for state and federal funds, such as the State School Facility Program (SFP), and to identify alternative funding sources. This expertise is crucial for rural districts like Whale Gulch, where financial constraints often limit the ability to undertake necessary infrastructure improvements.

Organizational Capacity

MCOE's capacity to manage similar projects is demonstrated by its long history of successful program performance, the qualifications of its staff, and its proven ability to accomplish proposed goals. MCOE has been operating for over 165 years, developing a robust organizational infrastructure and a strong team of experienced professionals. The staff managing facility projects at MCOE are highly qualified, with expertise in project management, educational facility planning, regulatory compliance, and public funding.

MCOE employs a dedicated team of program managers, facility specialists, and financial experts, all of whom work together to ensure the successful implementation of facility projects. This team is supported by MCOE's extensive network of partners, including local governments, school districts, and community organizations, which enables MCOE to address the unique challenges faced by rural schools. The agency's ability to coordinate and manage multiple partners ensures that projects are completed on time, within budget, and in compliance with all applicable regulations. Additionally, MCOE's team assigned to this project include talented staff who have direct experience working with and managing Community Development Block Grant (CDBG).

In addition to managing facility projects, MCOE has a strong history of providing ongoing support to school districts. This includes offering technical assistance, conducting compliance audits, coordinating funding applications, and providing oversight to ensure that all district projects meet the highest standards. MCOE's capacity to manage multiple projects simultaneously, while maintaining a high level of accountability, is a testament to its organizational strength and its deep commitment to the educational success of Mendocino County's students.

Programs Administered by MCOE

MCOE administers a wide range of programs designed to support educational outcomes and the well-being of students in Mendocino County. In addition to its work on school facilities, MCOE provides professional development for educators, coordinates special education services, offers career and technical education programs, provides special education services, and mental health services. Additionally, MCOE operates Orr Creek School, Community School, and West Hills. Orr Creek School provides comprehensive educational services for students who have been identified as having significant behavioral or social-emotional learning needs. West Hills Juvenile Hall Court School is a WASC accredited program that is supported and staffed by the Mendocino County Office of Education Alternative Education Department to serve incarcerated students through a collaborative MOU between Mendocino County Office of Education and the Mendocino County Probation Department. Mendocino County Community School is a WASC accredited academic program offered through the Mendocino County

Office of Education. This program is designed to serve expelled, probation referred, School Attendance Review Board (SARB) referred, district referred, foster/homeless youth under Education Code 1981 residing in and/or enrolled in schools located within Mendocino County. These programs are designed to address the diverse needs of students, particularly those in rural and underserved areas, and to ensure that all students have access to a high-quality education.

Through its extensive experience, organizational capacity, and commitment to the communities it serves, MCOE has proven itself to be a trusted and capable partner in managing school facility improvement projects. Its expertise, staff qualifications, and long history of successful program implementation make MCOE uniquely qualified to continue to support school districts in Mendocino County and to address the ongoing needs of students and educational facilities across the region.

Cost Proposal for Whale Gulch School ADA Accessibility Project

Project Overview: This project aims to address accessibility requirements for a pathway connecting the elementary school building and the restroom building. Whale Gulch School is a vital educational facility serving rural northern Mendocino County within the Leggett Valley Unified School District. This project will reconstruct a crucial pathway, remove barriers, and meet compliance with current California Building Code standards and Americans with Disabilities Act (ADA) requirements. Funding will be utilized for the construction activities required to complete the project. Leggett Valley Unified School District will fund the design, engineering, and permitting costs for the project.

The total project funding request is \$17,000.


1. \$2,500 for demolition and disposal of existing non-compliant pathway.
2. \$14,500 for materials, equipment and installation of a new ADA compliant pathway.

**ATTACHMENT C
EXCEPTIONS TO RFP**

Company Name:	Mendocino County Office of Education		
Representative:	Heather Rantala		
Title:	Assistant Superintendent of Business and Administrative Services		
Address:	2240 Old River Rd., Ukiah, CA 95482		
Phone:	707-467-5034	Email:	hrantala@mcoe.us

I have reviewed the RFP and General Contract Terms in their entirety and have the following exceptions: (Please identify and list your exceptions by indicating the section or paragraph and page no. as applicable. Be specific about your proposed exception(s) to content, language, or omissions. Add as many pages as required.)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Authorized Representative: Heather Rantala
 Signature:  (Printed name)
 Date: April 3, 2025

**ATTACHMENT D
LETTERS OF SUPPORT**

Please list the supporting organizations (minimum of two (2)) in the section provided below and attach corresponding letters to this form.

Agency	Contact Name/Address	Phone No.
Leggett Valley Unified School District	Tonie Traina PO Box 186 Leggett, CA 95585	707-925-6396
Small School Districts' Association	Yuri Calderon 925 L Street, Suite 1185 Sacramento, CA 95814	916-750-0722
Whale Gulch School Education Association	Eva Carpenter 76811 Usal Road Whitehorn, CA 95589	707-986-7131
Mendocino County Office of Education	Nicole Glentzer 2240 Old River Road Ukiah, CA 95482	707-467-5001



Leggett Valley Unified School District

PO Box 186, 1 School Way, Leggett, CA 95585

Phone (707) 925-6285 Fax (707) 925-6396

www.leggett.k12.ca.us

Joan Viada Potter, Interim Superintendent Principal

Tonie Traina, LVUSD Board President

March 21, 2025

County of Mendocino

Executive Office

501 Low Gap Road, Room 1010

Ukiah, CA 95482

Subject: Urgent Support for CDBG Funding

Dear County of Mendocino,

On behalf of the Leggett Valley Unified School District (LVUSD) Board of Trustees, I am writing to express our strong and urgent support for the Mendocino County Office of Education's (MCOE) application for Community Development Block Grant (CDBG) funding on behalf of Leggett Valley Unified. The funding is essential for rebuilding Whale Gulch School to meet critical ADA accessibility requirements and ensure that our students have a safe, accessible, and functional learning environment.

Whale Gulch School is a lifeline for our rural community. Located over an hour and a half away from the other schools in our district, it serves a unique and vulnerable population of students. Many of our families are already facing significant hardship due to the remote location, and the long commute to the nearest schools creates added strain on both the children and their families. This situation underscores the urgent need to keep Whale Gulch School operational, as students who would otherwise be forced to travel excessive distances or attend a different school would face barriers to regular attendance, contributing to educational disruption and hardship.

The financial burden of rebuilding Whale Gulch School to be ADA-compliant and DSA-approved is substantial. LVUSD has very limited bonding capacity, and it is unlikely that voters in our community could support a bond measure. Furthermore, Whale Gulch School is not eligible for Proposition 2 funding, which means that without CDBG funding, we face a daunting challenge in meeting the needs of our students. This funding is vital for ensuring that Whale Gulch School can continue to serve as an accessible, safe, and equitable educational environment for our students.

The 2024-25 school year has revealed that our district's unduplicated pupil count (UPC) stands at 80%, with a significant portion of our students qualifying for free or reduced-price meals, as well as being homeless or foster youth. The need for this rebuild is even more critical for these vulnerable students, as it will ensure they can remain in school and not be further impacted by the physical barriers of the current school facility.

The continued operation of Whale Gulch School is not just a convenience—it is a necessity for our students' academic success and well-being. The school provides a foundation for their education, and without the improvements, we risk losing a safe, accessible learning environment for a portion of our district's most vulnerable children. These children should not have to endure further educational disruptions, and we hope that through the approval of this funding, we can ensure they remain in school and continue to thrive.

We greatly appreciate your consideration of this funding application and ask for your support in ensuring that Whale Gulch School can continue to serve the students and families of our district. Please feel free to contact me if you need further information or if we can assist in any way.

Sincerely,

A handwritten signature in cursive script, reading "Tonie Traina". The signature is written in dark ink and is positioned below the word "Sincerely,".

Tonie Traina, LVUSD Board President

March 31, 2025

County of Mendocino
Executive Office
501 Low Gap Road, Room 1010
Ukiah, CA 95482

Re: Letter of Support for Mendocino County Office of Education's Application for
CDBG Funding on Behalf of Leggett Valley Unified School District

Dear Mendocino County Officials,

On behalf of the Small School Districts' Association (SSDA), I am writing to express our **strong and enthusiastic support** for the Mendocino County Office of Education's (MCOE) application for Community Development Block Grant (CDBG) funds on behalf of **Leggett Valley Unified School District (LVUSD)**.

This funding is critical to rebuilding and upgrading **Whale Gulch School** to meet ADA accessibility requirements—ensuring that students in this remote, rural community retain access to a safe, inclusive, and equitable education.

At SSDA, we represent and advocate for California's smallest and most rural school districts—districts like Leggett Valley Unified—whose communities are often isolated, underserved, and deeply reliant on a single local school. These districts face unique challenges: geographic isolation, limited access to services, and restricted financial capacity to support essential infrastructure improvements. Many, like LVUSD, simply **do not have the bonding capacity or eligibility for other state modernization funds**, such as Proposition 2.

Whale Gulch School is located over 90 minutes from the nearest alternative school within the district. Without this facility, students—many from low-income, foster, or homeless backgrounds—would face **extreme commutes and insurmountable barriers** to attending school. Rebuilding the school to meet ADA and DSA standards is more than a construction project—it's a **lifeline** for educational access in this community.

The need is especially urgent: LVUSD's unduplicated pupil count (UPC) is 78% for the 2024-25 school year, underscoring the high number of vulnerable students who depend on nearby, accessible education. Without this funding, the future of Whale Gulch School—and the educational future of its students—is at serious risk.

SSDA is proud to stand behind MCOE's application. The proposed improvements will not only benefit the Leggett Valley community, but also serve as a model for how rural schools can be supported through smart, targeted investment. We urge you to prioritize this essential project.

If you have any questions or need additional information, please don't hesitate to contact me directly. SSDA remains committed to advocating for equity and opportunity for all of California's small and rural schools.

Sincerely,

A handwritten signature in black ink, appearing to read 'Yuri Calderon', with a stylized flourish at the end.

Yuri Calderon

Executive Director

Small School Districts' Association

County of Mendocino
Executive Office
501 Low Gap Road, Room 1010
Ukiah, CA 95482

- Subject: Urgent Support for CDBG Funding

Dear County of Mendocino,

On behalf of the Whale Gulch School Education Association (WGSEA) I am writing to express our strong and urgent support for the Mendocino County Office of Education's (MCOE) application for Community Development Block Grant (CDBG) funding on behalf of Leggett Valley Unified School District. The funding is essential for upgrading Whale Gulch School to meet critical ADA accessibility requirements and ensure that our students have a more accessible, and functional campus.

Whale Gulch School is a lifeline for our rural community. Located over an hour and a half away from the other schools in our district, it serves a unique and vulnerable population of students. Many of our families are already facing significant hardship due to the remote location, and the long commute to the nearest schools creates added strain on both the children and their families. This situation underscores the urgent need to keep Whale Gulch School operational, as students who would otherwise be forced to travel excessive distances or attend a different school would face barriers to regular attendance, contributing to educational disruption and hardship.

The financial burden of upgrading and improving Whale Gulch School campus to be ADA-compliant is substantial. LVUSD has very limited bonding capacity, and it is unlikely that voters in our community could support a bond measure. Furthermore, our district is not eligible for Proposition 2 funding, which means that without CDBG funding, we face a daunting challenge of bringing our campus into ADA compliance and allowing us to better serve our current and future students. With this funding we can make vital improvements to our campus and ensure that Whale Gulch School can continue to serve as an accessible, safe, and equitable educational environment for our students.

The 2024-25 school year has revealed that our district's unduplicated pupil count (UPC) stands at 80%, with a significant portion of our students qualifying for free or reduced-price meals, as well as being homeless or foster youth. The need for these modifications is even more critical for these vulnerable students, as it will ensure they can remain in school and not be further impacted by the physical barriers of the current school facility.

The continued operation of Whale Gulch School is not just a convenience—it is a necessity for our students' academic success and well-being. The school provides a foundation for their education, and without the improvements, we risk losing a safe, accessible learning environment for a portion of our district's most vulnerable children. These children should not

have to endure further educational disruptions, and we hope that through the approval of this funding, we can ensure they remain in school and continue to thrive.

We greatly appreciate your consideration of this funding application and ask for your support in ensuring that Whale Gulch School can continue to serve the students and families of our district. Please feel free to contact me if you need further information or if we can assist in any way.

Sincerely,

A rectangular image showing a handwritten signature in blue ink on a light-colored background. The signature is cursive and reads "Eva Carpenter".

Eva Carpenter, WGSEA Board President



2240 Old River Road
Ukiah, CA 95482-6156

Ph. (707) 467-5001
Fax (707) 462-0379

NICOLE H. GLENTZER
Superintendent of Schools

SERVICE

EXCELLENCE

INNOVATION

TEAMWORK

County of Mendocino
Executive Office
501 Low Gap Road, Room 1010
Ukiah, CA 95482

Subject: Letter of Support for CDBG Funding for Whale Gulch School Accessibility and Improvements

Dear County of Mendocino,

On behalf of the Mendocino County Office of Education (MCOE), I am writing to express our strong support for Leggett Valley Unified School District's application for Community Development Block Grant (CDBG) funds to rebuild and make significant accessibility improvements to Whale Gulch School. We recognize the critical need for this funding, as the school's current condition fails to meet essential Americans with Disabilities Act (ADA) accessibility standards and poses an ongoing challenge for the families and students who depend on it.

Whale Gulch School serves a geographically isolated community located approximately one hour and thirty minutes away from the main schools in Leggett Valley. This long distance creates a significant hardship for families, leading to logistical, financial, and emotional strain as they try to maintain educational consistency for their children.

In the 2024-25 school year, Leggett Valley Unified School District's unduplicated pupil count (UPC) is 80%, representing students eligible for free or reduced-price meals, homeless youth, and foster youth. This high percentage of vulnerable students demonstrates the profound impact that the proposed improvements at Whale Gulch School would have on the community. The rebuilding efforts, focused on ADA compliance and Department of State Architect's (DSA) approval, would ensure that these children have access to an equitable, safe, and conducive learning environment.

Unfortunately, the district faces significant financial challenges. The cost to bring the Whale Gulch School into compliance with ADA and DSA standards is prohibitive, and given the district's limited bonding capacity, the likelihood of securing funds through voter-approved bonds is extremely low. Additionally, Leggett Valley Unified is not eligible for Proposition 2 funding, further exacerbating the financial burden. Without the CDBG funding, the district would struggle to fulfill these critical infrastructure needs, jeopardizing their students' continued access to education at Whale Gulch School.

The rebuild of Whale Gulch School is an essential step in ensuring that students remain in school, have access to the services they need, and are not forced to endure burdensome commutes that contribute to absenteeism and educational inequities. For these reasons, MCOE fully supports Leggett Valley Unified School District's application for CDBG funding and urges your favorable consideration.

If you require any further information or have questions, please do not hesitate to contact me directly. We are committed to supporting Leggett Valley Unified in any way we can and look forward to seeing the positive impact these improvements will have on the students and families of Whale Gulch.

Sincerely,



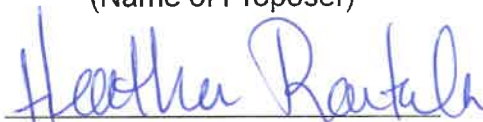
Nicole H. Glentzer
Mendocino County Superintendent of Schools

ATTACHMENT E
CERTIFICATE OF NON-COLLUSION

The undersigned certifies, under penalty of perjury, that this proposal has been made in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Mendocino County Office of Education

(Name of Proposer)



(Signature of Authorized Agent)

April 2, 2025, 2025

Date

MENDOCINO COUNTY, CA REQUEST FOR PROPOSAL

**ATTACHMENT E
CERTIFICATE OF NON-COLLUSION**

The undersigned certifies, under penalty of perjury, that this proposal has been made in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Joan Viada Potter, Leggett Valley USD Interim Superintendent
(Name of Proposer)


(Signature of Authorized Agent)

March 31, 2025
Date

ATTACHMENT F
COUNTY OF MENDOCINO SAMPLE PROPOSAL EVALUATION FORM
RFP No. 011-25

Vendor Name: Mendocino County Office of Education

Evaluated By: _____

A.	Completeness of Response	Pass/Fail	
B.	Financial Stability	Pass/Fail	
C.	Technical Criteria	Pass/Fail	
	Meets CDBG National Objective	Pass/Fail	
	Eligible CDBG Activity	Pass/Fail	
	Eligible Applicant	Pass/Fail	

NOTE: In the event that the proposal rates a 'Fail' on any of the above, please seek the guidance of the General Services Agency

		Weight	*Rating Scale	Points Total
D.	Project Cost & Leveraging of Additional Funds	20 points		
E.	Implementation Plan & Schedule	20 points		
F.	Alignment with County Plans & Priorities	20 points		
G.	Community Impact & Benefit to LMI populations	20 points		
H.	Organizational Capacity & Relevant Experience	15 points		
I.	Letters of Support	5 points		


Evaluation Total (Maximum 500)		
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Comments:

Scoring: (To be performed by the Executive Office/Purchasing Agent)


Weight X *Rating (per Scale) = Points Total

*Rating Scale: 5 = Excellent 4 = Above Average 3 = Average 2 = Fair 1 = Poor 0 = Unacceptable

Northern California Schools Insurance Group Northern California ReLiEF				CERTIFICATE OF COVERAGE		Issue Date <div style="text-align: right;">3/28/2025</div>	
ADMINISTRATOR: InterWest Insurance Services, LLC 310 Hemsted Drive #200 Redding, CA 96002-0935 Joy Moll License No. 0G75780 jmoll@iwins.com			LICENSE # 0B01094		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.		
COVERED PARTY: Mendocino County Office of Education Northern California Schools Insurance Group 2240 Old River Road Ukiah CA 95482			ENTITIES AFFORDING COVERAGE: ENTITY A: Northern California Schools Insurance Group ENTITY B: Northern California ReLiEF ENTITY C: ENTITY D: ENTITY E:				
THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.							
ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE/ EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS		
A/B	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input checked="" type="checkbox"/> ERRORS & OMISSIONS <input checked="" type="checkbox"/> SEXUAL ABUSE AND MOLESTATION	NCR 00600-33	7/1/2024 7/1/2025	\$ 1,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000		
A/B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE	NCR 00600-33	7/1/2024 7/1/2025	\$ 1,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000		
A/B	PROPERTY <input checked="" type="checkbox"/> ALL RISK <input checked="" type="checkbox"/> EXCLUDES EARTHQUAKE & FLOOD <input type="checkbox"/> BUILDER'S RISK	NCR 00600-33	7/1/2024 7/1/2025	\$ 5,000	\$ 500,250,000 EACH OCCURRENCE		
A/B	STUDENT PROFESSIONAL LIABILITY	NCR 00600-33	7/1/2024 7/1/2025	\$ 1,000	\$ Included EACH OCCURRENCE		
	WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT		
	EXCESS WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	\$ E.L. DISEASE - EACH EMPLOYEE \$ E.L. DISEASE - POLICY LIMITS		
A/B	OTHER Auto Physical Damage Comprehensive & Collision	NCR 00600-33	7/1/2024 7/1/2025	\$ 1,000	Included		
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS: Proof of Coverage Only Entity A: Member Retained Limit of \$150,000							
CERTIFICATE HOLDER: Proof of Coverage Only				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS			
				 Brett Faulknor AUTHORIZED REPRESENTATIVE			

DISCLAIMER

The Certificate of Coverage on the reverse side of this form does not constitute a contract between the issuing entity(ies), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the coverage documents listed thereon.

Northern California Schools Insurance Group Northern California ReLiEF					CERTIFICATE OF COVERAGE		Issue Date <div style="text-align: right;">4/1/2025</div>	
ADMINISTRATOR: InterWest Insurance Services, LLC 310 Hemsted Drive #200 Redding, CA 96002-0935 Joy Moll License No. 0G75780 jmoll@iwins.com				LICENSE # 0B01094		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.		
COVERED PARTY: Leggett Valley Unified School District Northern California Schools Ins. Group P.O. Box 186 Leggett CA 95585				ENTITIES AFFORDING COVERAGE: ENTITY A: Northern California Schools Insurance Group ENTITY B: Northern California ReLiEF ENTITY C: ENTITY D: ENTITY E:				
THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.								
ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE/ EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS			
A/B	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input checked="" type="checkbox"/> ERRORS & OMISSIONS <input checked="" type="checkbox"/> SEXUAL ABUSE AND MOLESTATION	NCR 00600-33	7/1/2024 7/1/2025	\$ 1,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000			
A/B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE	NCR 00600-33	7/1/2024 7/1/2025	\$ 1,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000			
A/B	PROPERTY <input checked="" type="checkbox"/> ALL RISK <input checked="" type="checkbox"/> EXCLUDES EARTHQUAKE & FLOOD <input type="checkbox"/> BUILDER'S RISK	NCR 00600-33	7/1/2024 7/1/2025	\$ 5,000	\$ 500,250,000 EACH OCCURRENCE			
A/B	STUDENT PROFESSIONAL LIABILITY	NCR 00600-33	7/1/2024 7/1/2025	\$ 1,000	\$ Included EACH OCCURRENCE			
	WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT			
	EXCESS WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	\$ E.L. DISEASE - EACH EMPLOYEE \$ E.L. DISEASE - POLICY LIMITS			
A/B	OTHER Auto Physical Damage Comprehensive & Collision	NCR 00600-33	7/1/2024 7/1/2025	\$ 1,000	Included			
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS: Proof of Coverage Only								
Entity A: Member Retained Limit of \$150,000								
CERTIFICATE HOLDER: Proof of Coverage Only				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS				
				 42 Brett Faulknor AUTHORIZED REPRESENTATIVE				

DISCLAIMER

The Certificate of Coverage on the reverse side of this form does not constitute a contract between the issuing entity(ies), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the coverage documents listed thereon.

ATTACHMENT H
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FORM

A. Applicant Information

Legal Name of Organization: Mendocino County Office of Education
Mailing Address: 2240 Old River Road
City, State, Zip Code: Ukiah, CA 95482
Contact Person Name: Heather Rantala
Title: Assistant Superintendent of Business and Administrative Services
Email Address: hrantala@mcoe.us
Telephone Number: 707-467-5034
UEI Number: NUFFNLYAA4C1
Registered on SAM.gov: Yes / No SAM Registration Expiration Date: 5/8/2025

B. Project Description

Project Name: WHALE GULCH SCHOOL MINOR ADA PATHWAY IMPROVEMENTS
Project Location: 768
City, State, Zip: _____

Brief Project Description. *Please limit response to no more than half a page*

The Whale Gulch School Elementary Access Project seeks funding to address accessibility requirements for a pathway connecting the elementary school building and the restroom building. Whale Gulch School is a vital educational facility serving rural northern Mendocino County within the Leggett Valley School District. This project will reconstruct a crucial pathway, remove barriers and meet compliance with current California Building Code standards and Americans with Disabilities Act (ADA) requirements. Funding will be utilized for the construction activities required to complete the project. Leggett Valley School District will fund the design, engineering, and permitting costs for the project.

C. Project Eligibility Section

1. This project is located in an eligible area

Yes / ☒ No

[View Map](#)

Activities may qualify for CDBG assistance if the activity will benefit all the residents of a primarily residential area where at least 51% of the residents are low- and moderate-income persons, i.e. area-benefit (LMA).

2. This project meets at least one of the HUD national objectives listed below:



Benefits low/moderate income individuals/households



Addresses the prevention or elimination of slums or blight

3. Check one statement below that best describes HOW this project or activity meets one of the CDBG National Objectives above:



L/M Area Benefit: the project meets the identified needs of low/moderate income persons residing in an area where at least 51% of those residents are low/moderate income persons. The benefits of this type of activity are available to all persons in the area regardless of income. Examples: street improvements, water/sewer lines, neighborhood facilities, facade improvements in neighborhood commercial districts.



L/M Limited Clientele: the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are low/moderate income persons. The following groups are presumed to be low/moderate: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. Examples: construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.



L/M Housing: the project adds or improves permanent residential units that will be occupied by low/moderate income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family units. Rental units for low/moderate income persons must be occupied at affordable rents. Examples: property acquisition for permanent housing, permanent housing rehabilitation, and conversion of non-residential units into permanent housing



L/M Jobs: the project creates or retains permanent jobs, at least 51% of which are taken by low/moderate income persons or considered to be available to low/moderate income persons. Examples: loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close w/resultant loss of jobs, a majority of which are held by low/moderate persons.

☐ Microenterprise Assistance: the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

☒ Slum or Blighted Area: the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.

☒ Spot Blight: the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to extent necessary to eliminate conditions detrimental to public health and safety. Examples: historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

4. Indicate how the project or activity meets one of the CDBG Eligible Activities:

- ☐ Acquisition of Real Property
- ☒ Public Facilities and Improvements and Privately-Owned Utilities
- ☒ Code Enforcement
- ☐ Clearance, Rehabilitation, Reconstruction, & Construction of Buildings (including Housing)
- ☒ Architectural Barrier Removal
- ☐ Loss of Rental Income Public Services
(*not eligible for Program Income funding*)
- ☐ Payment of Non-Federal Share Relocation
- ☐ Planning and Capacity Building
(*not eligible for Program Income funding*)
- ☐ Planning Related to Another Activity
(*not eligible for Program Income funding*)
- ☐ Assistance to For Profit-Businesses
- ☐ Housing Services
- ☐ Microenterprise Assistance
- ☐ Homeownership Assistance
- ☐ Lead Based Paint Hazard Evaluation and Reduction
- ☐ Disposition of Real Property

D. Budget & Use of Funds

* HCD encourages CDBG funds be utilized as *gap funding*. A gap is defined as the amount of funding necessary to run a program after all other funding sources have been identified, thus leveraging is very important in the application process. Please continue budget on an additional page if needed.

Project Funding				
Budget Line Item	Total Project Budgeted Amount	Requested CDBG Funds	Funding Leveraged From Other Sources	Name of Other Sources
ACTIVITY				
Demolition and disposal	\$2,500	\$2,500	TBD	
Materials, equipment and installation	\$14,500	\$14,500		
ACTIVITY DELIVERY				
GENERAL ADMINISTRATION (7% Max)				
TOTALS	\$17,000	\$17,000	TBD	

E. Proposed Project Accomplishments/Community Benefit

Please briefly describe proposed project accomplishment(s) if funding is awarded in the questions below. (Accomplishments must be described in terms of households served, people served, businesses created, housing units created, jobs created or public facilities undertaken. Example: This program will serve 485 LMI individuals, this program will create 25 jobs, etc.)

For reference the [2024 HUD income](#) limit standards for Mendocino County are provided below

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
0% - 30% AMI Extremely Low Income	\$19,000	\$21,700	\$25,820	\$31,200	\$36,580	\$41,960	\$47,340
31% - 50% AMI Very Low Income	\$31,650	\$36,200	\$40,700	\$45,200	\$48,850	\$52,450	\$56,050
51% - 80% AMI Low Income	\$50,650	\$57,850	\$65,100	\$72,300	\$78,100	\$83,900	\$89,700

1. Unduplicated Participants –

How many people will this project serve? Please provide the number of unduplicated participants the CDBG grant would support each year. An unduplicated participant is counted only once per fiscal year. If there are other funding sources, focus on the percentage this grant would serve.

Unduplicated Participants			
Year 1 (12 mo.)	Year 2 (12 mo.)	Year 3 (9 mo.)	Total
43	43	43	129

What is the total estimated number of persons to be served by this project?

	# of Clients
Extremely Low Income (0%-30% AMI)	14
Very Low Income (31%-50% AMI)	14
Low Income (51%-80% AMI)	15
Moderate Income (81%-120% AMI)	
Above Moderate Income (120%+ AMI)	

	# of Clients
Youth (0-18 years)	43
Adults (19-61 years)	4
Seniors (62+ years)	
Disabled Individuals	
Other Special Needs	34

2. Milestones/Service Units – A unit of service is something that will be tracked every month (i.e. job, meal, shelter night, etc.). List the activity name, define what one unit of service is, and state how many units of service you plan to provide each year for the proposed CDBG project.

<p>Activity 1:</p> <p>Site assessment. This activity shall be funded by the applicant therefore no unit of service will be accounted for. To be completed during Year 1.</p> <p>Unit of Service: As described above.</p> <p>Activity Goal:</p>	
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Year 1 (12 mo.)	Year 2 (12 mo.)	Year 3 (9 mo.)	Total

Activity 2: Design of necessary concrete work to ensure ADA compliant pathway from Elementary School building to restroom facility. This activity shall be funded by the applicant therefore no unit of service will be accounted for. To be completed during Year 1.

Unit of Service: As described above.

Activity Goal:

Year 1 (12 mo.)	Year 2 (12 mo.)	Year 3 (9 mo.)	Total

Activity 3: Construction: demolition of existing, non-compliant pathway, preparation and installation of compliant concrete pathway.

Unit of Service: Construction Phase

Activity Goal:

Year 1 (12 mo.)	Year 2 (12 mo.)	Year 3 (9 mo.)	Total
100%			100%

3. Outcomes– Please provide outcome measures as a percentage, highlighting the specific results the project aims to achieve. Include the measurement tools you will use and explain how the project will assess results to determine the achieved percentage.

Outcome Measure #1: Possession of completed design.

Measurement Methodology:

Outcome Goal:

Year 1 (12 mo.)	Year 2 (12 mo.)	Year 3 (9 mo.)	Total
100%			

Outcome Measure #2: Completed demolition and reconstruction of concrete pathway and guardrails.

Measurement Methodology: Completed County Building Permit and DSA approval.

Outcome Goal:

Year 1 (12 mo.)	Year 2 (12 mo.)	Year 3 (9 mo.)	Total
75%	25%		100%

Outcome Measure #3:

Measurement Methodology:

Outcome Goal:

Year 1 (12 mo.)	Year 2 (12 mo.)	Year 3 (9 mo.)	Total
0	0		

4. Provide a detailed description of the proposed project including how the activity will address the well-defined community need. Identify whether the activity is new, ongoing, or expanded from previous years and how it aligns with existing community plans.

See attachment titled Attachment H. Section E. 4.

5. Identify the accomplishments you intend to achieve with this activity. Provide an activity time frame / schedule.

Timeline

Month 1: Initial assessments and evaluations of all facilities
Months 2-4: Development of detailed construction documents
Months 5-6: Submission of plans to the Department of State Architects for Access Compliance
Month 7: Competitive procurement of Construction Services as required
Months 8-9: Completion of pathway reconstruction

Expected Outcomes

1. Remove barriers to education by creating accessible pathways for students, staff, and the community.
2. Accessibility between the elementary school and the restroom facility.

F. Project Administration & Monitoring *Limit each response to no more than half a page*

1. Describe how the project will be managed and administered, included proposed staff, their time and functions, noting whether these positions are current or new, pending this award.

Mendocino County Office of Education Maintenance & Operations Director, Ryan Bartow, will assist Leggett Valley Unified School District Superintendent, Joanie Potter, with Architectural and Engineering procurement, ensuring compliance with required processes. Joanie will act as project manager as part of her existing role as Superintendent, overseeing the procurement process, building the proposal evaluation panel, and providing recommendation of award to the Leggett Valley School Board. Ryan will provide technical assistance to Joanie during the procurement process and evaluation.

2. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

The Mendocino County Office of Education (MCOE), established in 1857, is committed to enhancing educational opportunities and supporting the success of students throughout Mendocino County. Its mission is to provide leadership, advocacy, and services that improve educational outcomes, with an emphasis on fostering equity and excellence in local schools.

With a long history of supporting education in the region, MCOE plays a vital role in providing oversight and assistance to school districts and charter schools, including overseeing facility projects for small, rural schools in the county. MCOE offers support in conducting facility needs assessments, assisting with facility master planning, and helping secure funding for school construction and renovation projects. In collaboration with the California Department of Education (CDE), MCOE is currently working to ensure that all districts in Mendocino County have the necessary resources and guidance to address their facility needs, including assisting with funding applications and ensuring compliance with state regulations and best practices in facility management.

3. Identify any other agencies, partners or consultants in this activity and define the roles and responsibilities of these partners.

In addition to collaborating with the California Department of Education (CDE) and the Division of State Architects (DSA), the Mendocino County Office of Education (MCOE) will work closely with several key local agencies on this project. This includes the Leggett Valley Unified School District (LVUSD), which serves the educational needs of the Leggett Valley community, and the Whale Gulch School Education Association (WGSEA), a non-profit 501(c)(3) organization dedicated to supporting the educational mission of Whale Gulch School. A lease agreement is in place between LVUSD and WGSEA, which facilitates the continued partnership and collaboration between the district and the association. These efforts will ensure a coordinated approach to addressing facility needs and providing the necessary support for the success of the schools and students in these districts.

4. Explain how your agency collects and reports client and customer service data, including income, race/ethnicity, and disability data.

Leggett Valley Unified School District (LVUSD) systematically collects and reports comprehensive student data, including income, race/ethnicity, and disability status, through key systems such as the California Longitudinal Pupil Achievement Data System (CALPADS), Special Education Information System (SEIS), and other relevant platforms. This data is essential for monitoring student progress and ensuring equitable access to educational opportunities across the district. The Mendocino County Office of Education (MCOE) has direct access to this data and provides critical oversight, support services, and guidance to ensure compliance with state and federal reporting requirements.

MCOE collaborates closely with LVUSD to analyze the data, identify specific student needs, and assist with resource allocation and strategic educational planning. As reflected in the CALPADS snapshot for the 2024-25 school year, Whale Gulch School—serving students from elementary through high school as a vital small school—has a total enrollment of 43 students. Of these, 32 students qualify for free or reduced-price meals, indicating a high level of socio-economic disadvantage. Additionally, 2 students are classified as English Learners, 1 student qualifies under Title III Immigrant status, and 4 students have disabilities. This data underscores the significant, diverse needs of the student body, emphasizing the importance of targeted, responsive support and resources to ensure the academic success and well-being of every student.

Please be advised that the following documents will be necessary for organizations to demonstrate compliance with CDBG program eligibility requirements, should their project be selected for further consideration by the County of Mendocino.

- a. **Articles of Incorporation and Bylaws** (submit any amendments).
- b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.(for nonprofits)
- d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the funding request. This consists of copies of the resolution (if applicable) and/or of the minutes of the meeting in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.

- f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- h. **Current Financial Statement and Audit and Management Letter**, if applicable. Also, if applicable, describe any actions taken to correct identified findings or concerns.
- i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

G. Authorization

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by eligible organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute an eligible CDBG program;
2. The agency's governing body will adopt or pass as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit a funding application and all associated information and assurances;
3. It will affirmatively further fair housing.
4. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
5. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

6. The grant will be conducted and administered in compliance with:

- a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
- b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
- c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
- d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
- e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
- f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
- g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
- h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. (Attach documentation that verifies the signer has the authority to submit this application and execute the contract).

AUTHORIZED SIGNATURE:



Date:

April 3, 2025

NAME (Please Print):

Heather Rantala

TITLE:

Assistant Superintendent of Business and Administrative Services

Attachment H. Section E. 4. Continued

Project Description and Community Need

Whale Gulch School serves a vital role in its rural community, providing education to students in an area that is geographically isolated. The school is located approximately 90 minutes away from other district schools, making it difficult for families to access alternative education options. Many of our families are already facing significant hardships due to the remoteness of the area, and the long commute to neighboring schools exacerbates the challenges.

The proposed project involves rebuilding Whale Gulch School to meet ADA accessibility requirements and achieve DSA approval. This includes significant infrastructure improvements to bring the building up to code and ensure it is accessible to all students. Currently, the school is not ADA-compliant, which creates barriers for students with disabilities and limits their ability to participate fully in their education. The proposed upgrades will create a fully accessible and safe environment for all students, ensuring equal access to education and meeting legal standards.

How the Project Addresses the Community Need

The rebuilding of Whale Gulch School directly addresses the well-defined community need for accessible and safe educational facilities. For families in this rural area, Whale Gulch School is a critical institution. Without it, students would be forced to endure long daily commutes to attend the nearest schools, which contributes to absenteeism, educational disruption, and increased stress on both students and families. By upgrading the facilities to be ADA-compliant and DSA-approved, this project will ensure that all students—regardless of their physical needs—are able to attend school locally, participate fully, and remain in an environment conducive to learning.

Additionally, this project supports our district's broader goals of providing equitable education to all students. The 2024-25 school year's unduplicated pupil count (UPC) for LVUSD is 78%, with a significant portion of students eligible for free or reduced-price meals, as well as being homeless or foster youth. Additionally, 9% of the student population currently attending Whale Gulch Schools are students with disabilities. These vulnerable students will benefit from a safe and accessible school environment, where they can remain engaged in their education and achieve success without the added burden of physical barriers.

New or Ongoing Activity & Alignment with Community Plans

The rebuilding of Whale Gulch School is a new activity that aligns with the community and district plans for the district and will address a longstanding issue that has not been

fully addressed due to a lack of resources. This project has become increasingly urgent as the condition of the school building has deteriorated and as the district has experienced challenges in accessing funding through traditional means. LVUSD has limited bonding capacity, and it is unlikely that a bond measure would be approved in this rural area. Furthermore, Whale Gulch School is not eligible for Proposition 2 funding to modernize facilities. As a result, this project is critical to ensure that Whale Gulch School can continue to serve its students and meet the needs of its community.

The proposed project aligns with the district's long-term educational goals and community plans. We are committed to providing all students with a safe, accessible, and high-quality education, regardless of their physical needs or geographical location. The proposed upgrades to Whale Gulch School will support these goals by making the facility more accessible, sustainable, and supportive of the academic success of our most vulnerable students.

Conclusion

The improvements to Whale Gulch School are a critical step in ensuring that our students remain in school and have access to an environment where they can thrive. This project directly addresses the need for safe, accessible facilities in our rural community and will reduce the barriers that students currently face. We urge your support for the Mendocino County Office of Education's application for CDBG funding to make this vital project a reality.

Acknowledgement of Receipt of Addenda

March 31, 2025

Dear County of Mendocino,

This letter serves as an acknowledgement of receipt of the following addenda related to the County of Mendocino Request for Proposal (RFP) No. 011-25, Community Development Block Grant (CDBG) Program Use of Program Income Funds & 2025 NOFA Application Projects:

- Addendum No. 1: Attachment H - Community Development Block Grant (CDBG) Program Form
- Addendum No. 2: Vendor Inquiries/Mendocino County Responses

We confirm that we have received the aforementioned addenda and understand the information contained therein. We acknowledge that these addenda form part of the official documents related to the Request for Proposal and are fully incorporated into the proposal we are submitting.

Please feel free to contact us should you require any additional information or clarification.

Sincerely,



Heather Rantala
Assistant Superintendent, Business and Administrative Services