

**EXHIBIT A**  
**Work Plan, Schedule and Budget**  
**For Fiscal Years 2019-2020 through 2021-2022**

**PROJECT NAME: Redwood Region Greenhouse Gas Calculator Toolkit**

**SUBGRANTEE NAME: Mendocino County Resource Conservation District**

**PROJECT DESCRIPTION:**

This demonstration project was selected to help the North Coast Resource Partnership (NCRP) realize the goals of the Regional Forest and Fire Capacity (RFFC) Program. Under the RFFC Program, the NCRP will develop a North Coast Regional Priority Plan (RPP). The RPP will include a comprehensive and integrated set of strategies, actions and projects to support forest and community health and long-term resilience to wildfire. The purpose of the demonstration projects selected by the NCRP is to model processes and on-the-ground projects designed to test concepts, methods, and innovative techniques to identify effective management practices for fuel load reduction and forest health that can be quantified and scaled up in the region and elsewhere. Data, performance measures, and project outcomes/lessons learned from this demonstration project will be documented and integrated into the RPP to ensure adaptive learning and information sharing throughout the region.

This project will develop a unique, user-friendly greenhouse gas (GHG) benefit calculator toolkit tailored to the North Coast's redwood region. No similar tool currently exists. The purpose is to facilitate GHG calculations required as part of the application process for some California Climate Investments (CCI) funding programs. The toolkit's standardized inventory methodology and analytical tool, calibrated to the North Coast's redwood region, will streamline the process of GHG calculation and reduce costs to local applicants seeking funding. The tool will analyze several fuel reduction activity types based on pre-modeled forest stands and will comply with methodology required for CAL FIRE's CCI-funded Forest Health grant applications, specifically. This toolkit allows end-users to produce rigorous GHG modeling results through a cost-effective process and will empower local communities to apply for climate resiliency funding for forestlands on the North Coast.

A 2017 beta version of the GHG Calculator Toolkit was developed by John Nickerson of the Climate Action Reserve. The Toolkit will be updated through this project to broaden applicability, expand treatment types analyzed, and add more report types and graphics for users to better understand proposed treatments. A user manual and at least one training webinar will be completed for use as reference tools.

Expected benefits include an increased number of North Coast CCI applicants and consequently, more funding in the region for implementation of forest health and wildfire resiliency projects. This tool can also be used for developing Forest Management Plans to increase efficiency in forest stand modeling, saving the landowner and RPF time and money.

The Toolkit directly supports the NCRP RFFC objectives of benefiting and serving the NCRP area and builds capacity and extends services to DACs by creating a rigorous, cost-effective process to GHG calculations. This Toolkit will assist in effective management practice identification for fuel load reduction and forest health treatments applied throughout the region. It holds potential for use in other regions with calibration to other forest types.

## **Task 11.1 Project Management**

General project management, including compliance with subgrantee requirements, project planning and oversight, necessary meetings, as well as invoicing and reporting.

### Task 11.1.A Demonstration Project Detailed Work Plan and Budget Development

Work with the NCRP staff team to develop a detailed work plan and budget based on the successful project concept proposal. This will include at least one strategic planning meeting with NCRP staff and may involve additional meetings with NCRP staff and consultants as well as other demonstration project sponsors.

#### **Deliverable:**

- Detailed work plan and budget

### Task 11.1.B Sub-grantee Agreement Execution and Management

Execute a sub-grantee agreement with COUNTY for work to be completed on this project. Manage the sub-grantee agreement including compliance with grant requirements, and preparation and submission of supporting grant documents.

#### **Deliverables:**

- Fully Executed Sub-Grantee Agreement

### Task 11.1.C Invoicing

Compile invoices including relevant supporting documentation. Submit invoices to COUNTY according to the Subgrantee schedule presented in Table 3 below for review and inclusion in the master invoice packet.

#### **Deliverables:**

- Invoices, provided in a format approved by, and including backup documentation as specified by COUNTY

### Task 11.1.D Progress Reporting

Prepare progress reports detailing work completed during reporting period. Submit reports to COUNTY according to the Subgrantee schedule presented in Table 3 below for review and inclusion in the master progress report

#### **Deliverables:**

- Quarterly Project Progress Reports, using the format required by COUNTY

### Task 11.1.E Environmental Compliance Documentation and Permitting

There is no on-the-ground work associated with this project and therefore this project will not require official environmental documentation or permits of any kind.

#### **Deliverables:**

- Environmental Compliance Checklist, using the form provided by COUNTY

### Task 11.1.F Labor Compliance Program

Take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

#### **Deliverables:**

- Proof of labor compliance as applicable, upon request

### Task 11.1.G Contractor Acquisition and Management

As applicable and based on subgrantee purchasing policies, secure contractors and award contracts. Climate Action Reserve will be subcontracted to develop the existing GHG Calculator Toolkit.

#### **Deliverables:**

- Sole source justification, if required by purchasing policy
- Documentation of subcontractor insurance, upon request

### **Task 11.2 Integration with NCRP Regional Priority Planning Process**

This task will ensure that the project is well integrated into the RPP and NCRP planning processes for information sharing to other parts of the region. This will include at least one kickoff planning meeting with NCRP staff and subsequent meetings as needed to ensure integration of the demonstration project results.

#### Task 11.2.A Project Reporting

Develop a section for inclusion in the RPP that describes the project, outcomes and project applicability to the North Coast region. Provide outline, annotated outline and drafts to NCRP staff for review and input.

In addition, document the assumptions and process of creating the GHG calculator tool to enable its use as a template for other ecoregions. Include description of one standardized forest inventory methodology to guide end-user data collection.

If timing and budget allow, the NCRP may want to use the tool as a potential resource through its technical assistance program.

#### **Deliverables:**

- Applicable data, maps, documents, methodology, and reports on lessons learned to be integrated into the RPP: review outline, draft and final

### **Task 11.3 Project Activities**

Create a user-friendly GHG calculator toolkit to facilitate project development and increase CCI funding requests for forest health and wildfire resiliency projects. Develop training materials, including a user manual and a webinar, to introduce end-users to the tool.

When planning for meetings described below, COVID guidelines will need to be considered. Remote virtual meetings may be an alternative to holding them in person.

#### Task 11.3.A GHG Calculator Toolkit Development

Develop a Redwood Region GHG Calculator Toolkit capable of calculating various carbon stock scenarios (i.e. with/without fuels reduction; with/without wildfire) based on project area inventory data that has been generalized, by the tool, into pre-modeled standardized forest structural classes using LANDIFRE or other appropriate vegetation classification dataset. Enhance the tool-generated reports with graphics and other visual aids to facilitate interpretation of results. The Toolkit will be built out in Microsoft Access and made available on the NCRP and MCRCD websites.

Gather and incorporate feedback from a minimum two (2) RCDs (Sonoma, Gold Ridge, Mendocino, and Humboldt) within the project area.

#### **Deliverables:**

- Redwood Region GHG Calculator Toolkit
- Redwood Region GHG Calculator Toolkit User Manual

### Task 11.3.B Public Outreach and Education

Host at least one webinar training on use of the toolkit, aiming for participation of 50 to 100 potential end-users (e.g., landowners, tribes, conservation organizations, Fire Safe Councils, RPFs, state and federal agencies etc.).

#### **Deliverables:**

- Recorded Training Webinar on use of the Redwood Region GHG Calculator Toolkit
- Webinar advertisement and outreach materials for NCRP web calendar and email distribution

### **Task 11.4 Project Closeout**

Compile a Project Closeout Packet including, but not limited to California Climate Investments (CCI) reporting metrics; a summary of contributions to NCRP goals and objectives; a section for the RPP that describes the project, outcomes and project applicability to the North Coast region; photographic documentation; final project location map, as applicable; and an RFFC Program feedback survey. Submit the packet to COUNTY according to the schedule presented in Table 3 below.

#### **Deliverables:**

- Project Closeout Packet, using the format required by COUNTY