

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

PROJECT NAME: North Coast All Hands All Lands Prescribed Fire Team

SUBGRANTEE NAME: The Watershed Research and Training Center

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.

The purpose of this demonstration project is to create a North Coast All Hands All Lands Prescribed Fire Team. This team will leverage the skill sets and capacity of federal, state, tribal, and non-governmental partners, to improve forest health and fire resiliency by increasing the use and scale of cooperative prescribed fire across a pilot area or areas within the NCRP region.

Working together, partners will use a variety of mechanisms to align organizational goals, build trust across agencies and organizations, and combine resources and skill sets. There will be three major components to this demonstration project: (1) Build an organizational structure to identify prescribed fire planning and implementation opportunities and needs across a pilot area of the NCRP region; (2) Create a Planning and Agreements Team to start building key infrastructure needed to make interorganizational work possible; and (3) Develop and deploy a regionalized workforce with the ability to share personnel and equipment for increased workforce capacity, diversified training opportunities, and technical expertise utilization.

The North Coast All Hands All Lands Prescribed Fire Team is expected to increase the scope and scale of landscape-level management in the North Coast and enhance workforce capacity and development throughout the NCRP region. Project work will focus on a pilot area or areas within the NCRP region, including Tribal lands, and the counties of Humboldt, Mendocino, Trinity and Siskiyou. Developing partnerships in Sonoma and Lake County may allow for an All Hands All Lands deployment across the entire NCRP. This project will demonstrate how the benefits conferred on these areas can be replicated elsewhere or scaled up to include more partners and/or a larger geographic region.

Task 6.1 Project Management

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

Task 6.1.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 6.1.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 6.1.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 6.1.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 6.1.E Environmental Compliance Documentation and Permitting

Prior to implementation, compile and submit appropriate environmental documentation for all cooperative burn units. In addition, and as applicable, confirm acquisition of all necessary federal, state, and local permits.

Deliverables:

- Environmental Compliance Checklist, using the form provided by COUNTY
- Copy of applicable environmental documentation
- Copy of all required permits

Task 6.1.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 6.1.G Contractor Acquisition and Management

In a manner consistent with SUBGRANTEE's purchasing policies, secure contracts with partners, including Mid Klamath Watershed Council, Karuk Tribe, and UC Cooperative Extension. The Team will work together to develop and pilot deployment of a regional All Hands All Lands workforce and will contribute to organization and prioritization of prescribed burn opportunities etc. as described under Task 6.3.

Deliverables:

- Bid/RFP documents or sole source justification, if required by purchasing policy
- Documentation of subcontractor insurance, upon request

Task 6.2 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 6.2.A Project Reporting

In coordination with NCRP staff, develop a section for the RPP that describes the project, outcomes and project applicability to the North Coast region.

Host a project-level after action review (AAR) to capture lessons learned and facilitate adaptive management. Notes from the AAR will be integrated into the final report.

Create a final report documenting the outputs of the project, outcomes of each Task, and activities of the North Coast All Hands All Lands Prescribed Fire Team, including the role of all involved partners and cooperators, challenges that were encountered during the project, and lessons learned.

Collaborate, and periodically meet with, other RFFC subgrantees to share information, tools, and resources relevant to implementation of the demonstration projects and their incorporation into the Regional Priority Plan.

Share final report and lessons learned through peer-networking.

Deliverables:

- Applicable data, documents, photos and/or videos, and reports on lessons learned to be integrated into the RPP.
- After action review (AAR) meeting summary, including lessons learned
- Project Final Report

Task 6.3 Project Activities

This task will build an organizational structure, develop tools, and deploy a regional All Hands All Lands workforce to increase the scope and scale of prescribed burning within the target area. WRTC, MKWC, Karuk Tribe, and UCCE will work together on a Planning and Agreements Team to create a Master Agreement that will define expectations and rules of engagement for sharing resources on cooperative prescribed fires across the region. These partners will also contribute to an organizational structure database that tracks regional prescribed fire needs,

opportunities, capacity, and training events. The group will prioritize cooperative prescribed fire opportunities, and deploy a regional workforce to accomplish the prioritized prescribed fires. 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 6.3.A Organizational Structure Development

Build and deploy an organizational structure, tools and processes to identify and prioritize prescribed fire planning and implementation opportunities and needs within a pilot area or areas of the NCRP region. Plan and host pre-season regional meetings with cooperators' aggregate database of burn opportunities, resources, needs and limiting factors.

Deliverables:

- Agenda and Sign-In Sheets from Fall 2020 and Spring 2021 pre-season coordination meetings
- Access to or copy of database identifying prescribed fire project needs, opportunities, and training events, as well as associated spatial data for priority cooperative prescribed fires.
- Organizational structure governance document

Task 6.3.B Planning and Agreements Team

Create a Planning and Agreements Team to build legal and logistical framework for interorganizational resource sharing. Develop and execute strategy for identification, prioritization, and development of agreements needed for cross-boundary work (i.e. Cooperative Agreements, Memorandums of Understanding, Supplemental Project Agreements, etc.). Develop and adopt new legal instruments. Monitor use of new agreements.

Deliverables:

- 2-4 completed strategic agreements to enable interorganizational resource sharing

Task 6.3.C Cooperative Burning Workforce Deployment

Develop and pilot deployment of regional All Hands All Lands workforce with the ability to share personnel and equipment for increased workforce capacity, diversified training opportunities, and technical expertise utilization. Prioritize pilot cooperative burn deployments. Purchase and deploy a cooperative burning demonstration engine, equipment, and a supplies cache. Conduct 2 to 4 cooperative burns using the strategic agreements developed through this project. Host After Action Review of each cooperative burn.

Deliverables:

- Access to or copy of database of cooperating partners' personnel, qualifications, and equipment available for sharing across boundaries
- Map(s), photos, and other documentation of 2-4 cooperative prescribed fire projects completed in the pilot project area(s)
- Itemized receipt(s) for purchase of demonstration fire engine, equipment, and a supplies cache

Task 6.4 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