



NORTH COAST RESOURCE PARTNERSHIP NCRP FOREST HEALTH PILOT IMPLEMENTATION PROJECT GRANT INSTRUCTIONS

The [North Coast Resource Partnership](#) (NCRP) is soliciting implementation projects that improve forest health and increase wildfire resilience via a \$10 million CAL FIRE Pilot Grant awarded to the NCRP. Project implementation must be completed by December 31, 2028.

The [NCRP CAL FIRE Forest Health Pilot Implementation webpage](#) includes background information and links to the NCRP CAL FIRE Forest Health Pilot Guidelines, Application materials and instructions, [NCRP Landscape Priority Areas for Forest Health Projects](#), informational workshop dates and application support office hours.

Important note: *Potential project proposal applicants should read through this entire document before beginning to develop a project application. Scoring criteria are listed in the [NCRP CAL FIRE Forest Health Pilot Guidelines and applicants are advised to address each criterion in their proposal.](#)*

DUE DATE – AUGUST 4, 2024

Project Applications will be accepted until 5:00 pm, AUGUST 4, 2024. The project solicitation will be closed after this date/time and edits to project applications and new applications will no longer be accepted.

INQUIRIES, PROPOSAL OR PROJECT TRACKER SUPPORT:

- Contact Rose Roberts at rroberts@northcoastresourcepartnership.org
- Contact NCRP Director of Tribal Engagement, Sherri Norris sherri@cieaweb.org, 510-848-2043, and/or Tribal Technical Assistance Coordinator, Javier Silva, jsilva9806@gmail.com. Note that Tribal project sponsors can request proposal assistance from the NCRP Tribal Engagement Team.

BACKGROUND

In 2023, the NCRP was awarded a CAL FIRE Forest Health Grant as a pilot project to demonstrate an integrated approach to achieving the mutual objectives of the RFFC program and CAL FIRE's Forest Health Grant Program. The pilot project will be implemented by NCRP in partnership with CAL FIRE's Forest Health Program. The NCRP CAL FIRE Forest Health Pilot will adhere to the goals and requirements as defined in the California Climate Investments, Department of Forestry and Fire Protection, Forest Health Program, Regional Grant Pilot Guidelines, December 2023.

The Forest Health Program addresses the risk to California's forests from extreme disturbance events including catastrophic wildfires, drought, and pest mortality. These events are the result of climate change, forest overcrowding, past land management practices, and an increasing number of people living in the wildland and urban interface.



CAL FIRE's Forest Health Program awards funding to landscape-scale land management projects that achieve the following objectives:

- Restore forest health and disaster resilience to California's forests.
- Protect upper watersheds where California's water supply originates.
- Promote long-term storage of carbon in forest trees and soils.
- Minimize the loss of forest carbon from unnaturally severe disturbance events.
- Further the goals of the [California Forest Carbon Plan](#), [California's Natural and Working Lands Implementation Plan](#) and [AB 32 Climate Change Scoping Plan](#).

COMPLETE PROPOSAL

Applicants must complete a project proposal in the [NCRP Project Tracker](#), following the detailed instructions in this document found on the [NCRP Project Tracker: Request for Forest Health Pilot Project Proposals webpage](#). A complete proposal is made up of the following elements.

1. **NCRP Project Tracker Project Proposal** [[Project Tracker Webpage Reference](#)]
2. [NCRP CAL FIRE Forest Health Pilot Project Supplemental Application](#)
3. [NCRP CAL FIRE Forest Health Pilot Project Workbook Excel File: Work Plan, Treatment Activities, Environmental Compliance & Budget](#)
4. **Supporting Documents:**
 - a) [Certification of Authority](#)
 - b) **Organization Statement of Qualifications** that briefly describes the organization's key personnel and their qualifications and list/hyperlinks to examples of relevant work that support the proposal.
 - c) **Technical & Reference Supporting Document:** copies of letters of support, maps, permits, environmental compliance documentation, studies, plans and designs - these should be bundled into one PDF document that includes a Table of Contents and is limited to approximately 50 pages
 - d) [NCRP MOMU](#) (if not already submitted)

WORKSHOPS

It is recommended that project proponents attend one of the informational webinars being held in May and June 2024 to become familiar with the project application preparation and submission requirements. Workshops will be held via zoom with opportunities for participants to ask questions. The zoom meetings will be recorded and posted to the website. Webinars will be announced via eblast and dates and times will be posted to the [NCRP CAL FIRE Forest Health Pilot Implementation webpage](#).

- NCRP CAL FIRE Forest Health Pilot Solicitation Process, Materials and Requirements
- [NCRP Landscape Priority Areas for Forest Health Projects Assessment](#)
- NCRP Project Implementation Contract Administration



PROPOSAL DEVELOPMENT TECHNICAL SUPPORT

GOAL: To support project proponents, develop application materials for the NCRP CAL FIRE Forest Health Pilot Solicitation in accordance with the source funding guidelines and eligibility requirements. This includes but is not limited to the following:

- Project and sponsor eligibility
- Identifying whether a project area is entirely or partially within a Disadvantaged Community (DAC), Severely Disadvantaged Community (SDAC), Economically Distressed Area or Tribal Community
- Strategies for gaining political support and notifying affected agencies, including the County and/or Tribes within the proposed project impact area
- Reviewing and developing project tasks, budget and schedule documentation
- Support for the project environmental compliance and permit acquisition plan
- Describing cost considerations, project budget and matching funds
- Support for developing the NCRP CAL FIRE Pilot Project Workbook and Budget
- Describing and quantifying project benefits

WHO: The team of technical assistance providers is made up of regional experts that can provide peer-to-peer proposal development support based on project need. The time allotted to each entity receiving proposal support may vary but is estimated between 2-6 hours or more based on need and availability. It is recommended that project proponents attend one of the informational workshops and become familiar with the project application preparation and submission requirements.

HOW: Attend the weekly office hours on Wednesdays at 12:30 for real-time question/answer sessions and to schedule peer-to-peer proposal development support meetings. Weekly office hours will also include Tribal only break-out sessions to meet with the Tribal Engagement support team. Office hours will occur June 5 – July 31.

SPATIAL DATA TECHNICAL SUPPORT

GOAL: To provide GIS support to project proponents. This includes but is not limited to the following:

- Help project proponents develop and fine-tune GIS polygons representing their proposed project areas and the proposed activities within the project area.
- Provide basic mapping and reporting to produce maps and summary reports for the proposed project area.
- Provide general information on available GIS datasets relevant to forest health project planning in the NCRP region.

WHO: NCRP's GIS support team, Tukman Geospatial staff.

HOW: Contact Mark Tukman (mark@tukmangeospatial.net)



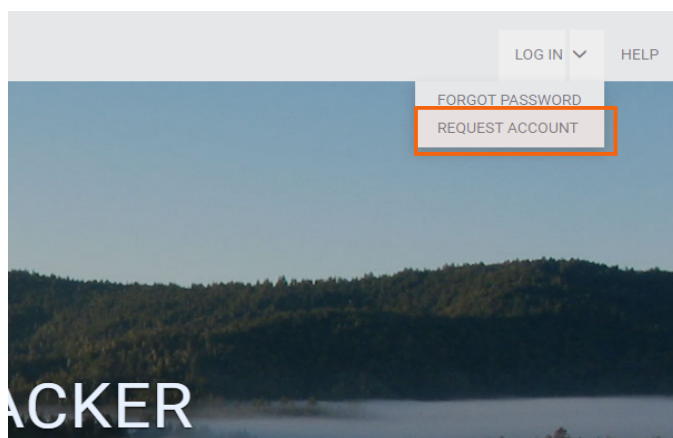
PROJECT TRACKER PROJECT PROPOSAL INSTRUCTIONS SECTION

SETTING UP AN ACCOUNT

This is a two-step process: 1) create an account on the Keystone Identity Manager; 2) obtain permission from NCRP staff to upload a project. NOTE: This process only needs to be completed once; skip this step if you've already created an account. Instead, sign in and move to "Create a Proposal" on p.4.

STEP 1

1. Navigate to the [Project Tracker home page](#).
2. At the right side of the banner at the top of the page, click "Log In."
3. Click the "Request Account" link under the "Login" menu.



4. On the next page, fill out the information and click the "Create Account" button. Project sponsors who are adding projects on behalf of an organization or entity must choose "Associated with an Organization" and select the organization from the drop-down menu. If the organization is not listed, please check the "Request a new organization" box and enter the name of the organization to be added.

CREATE ACCOUNT

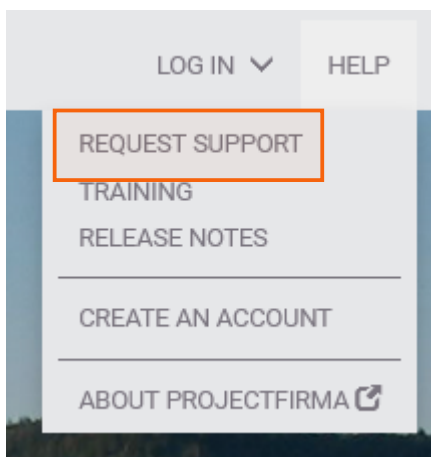
for NCRP Project Tracker

5. An email will be sent that allows the system to verify the email address. Respond to the email as instructed to finalize the account.



STEP 2

1. Navigate to the [Project Tracker home page](#).
2. At the right side of the banner at the top of the page, click “Help.”
3. Click the “Request Support” link.



4. Select “Request Permission to Add Projects” as the subject line.

Request Support

Name *

Email Address *

Organization (optional)

Phone (optional)

Subject * Request permission to add Projects

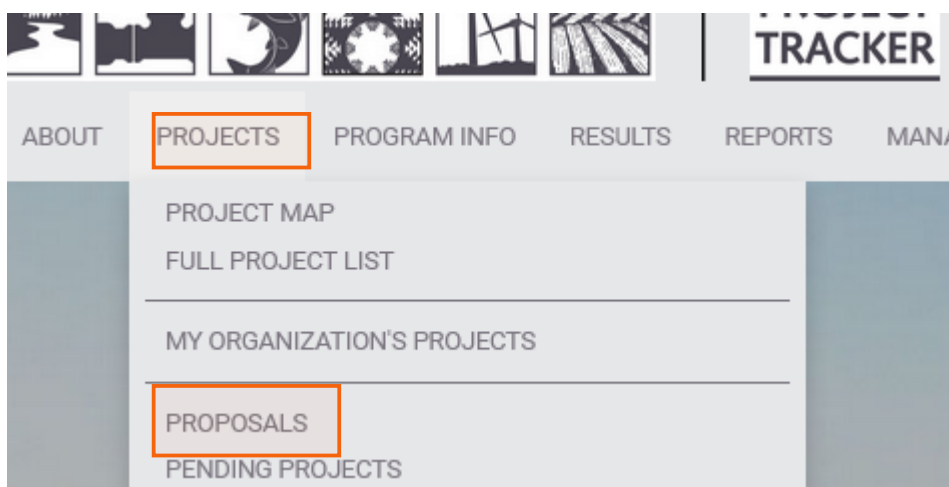
Description *

5. Provide a brief description of the request.
6. Within 24 hours, a site administrator will grant the relevant site permissions or contact you for further information.



CREATE A PROPOSAL

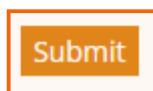
1. After logging in, go to the [NCRP Project Tracker Forest Health Pilot webpage](#). Click on the orange “I Have an Account and Want to Add a Proposal” button.
2. Carefully read the instructions. These provide an overview of the proposal workflow. When ready, click on the orange “Begin” button on the bottom right of the screen.
3. Fill out each section as described below. Sections can be completed in any order after the first one is complete, but once a section is opened, it cannot be saved until responses have been provided for all required items, which are denoted by a red lightning bolt to the left. If unsure how to fill out a required field, enter “help” or “0” and continue. A NCRP Administrator will be able to assist with filling out the field correctly later.
4. It is not necessary to complete the project application in one session. To return to the Proposal later, log in to Project Tracker and navigate to the “Proposals” page from the “Projects” option on the menu bar. Scroll down the “Proposals” list, find the project name, and click on the blue edit icon to the left of the project name to open the proposal for editing.



5. Once all required sections are complete and any specified supplementary documents have been uploaded, submit the proposal for review. Once the proposal is submitted project sponsors cannot re-open and edit it, although if a reviewer returns it with comments, it can then be re-opened and edited.



New Project Status: Draft



6. If you need to withdraw your project after submittal (but before it is approved), log in to Project Tracker and navigate to the “Proposals” page from the “Projects” option on the menu bar. Scroll down the “Proposals” list and select the name of the proposal to edit that proposal and click on the “Withdraw this Proposal” button on the right.



Detailed Instructions for Filling Out the Add Project Form

OVERVIEW

BASICS

1. **Solicitation.** Use the drop-down menu to choose the solicitation being responded to: “NCRP CAL FIRE Forest Health Pilot.”
2. **Objective.** Use the drop-down menu to select the primary [NCRP Objective](#) the project addresses. For forest health projects, which will usually result in direct on-the-ground implementation, the following are the most likely Primary Objectives for Forest Health projects:
 - Conserve and Restore Salmonid Habitats and Ecosystems
 - Conserve, Enhance and Restore Watersheds and Ecosystems that Support Biological Diversity
 - Protect and Enhance Forest Based Carbon
 - Protect and Enhance Watersheds and Ecosystems that Provide Water Quality and Supply Benefits
3. **Secondary Objectives.** Use the drop-down menu to select **all** additional NCRP objectives that apply to the project by adding them as secondary objectives. To do this, select an objective, click the “Add” button to add it to the list. If you make a mistake, click the trash can icon to the left of the objective to remove it from the list. Add additional secondary objectives in the same way until all relevant objectives have been included. You can add secondary objectives from the above list, as well as others, but choose objectives that describe the focus of the proposed project.
4. **Project Name.** Each Project in PT must have a unique name, so if the project has multiple phases include the phase number in the project’s name to make it unique.
5. **Project Abstract.** The abstract should succinctly describe the project. The project abstract will be used in reporting and outreach materials about the project and should be as wholistic as possible given the character limit. Character limit is 700.
6. **Planning/Design Start Year.** Use the drop-down menu to select the anticipated (or existing) start year for planning or design for the project.
7. **Implementation Start Year.** Use the drop-down menu to select anticipated (or existing) project implementation start year.
8. **Completion Year.** Use the drop-down menu to select the year implementation is anticipated to be completed and no later than December 31, 2028.

CUSTOM ATTRIBUTES

1. **Authorized Representative.** The person in the project sponsor’s organization responsible for signing any contracts or agreements.
2. **Authorized Representative email**
3. **Primary Contact.** The person in the project sponsor’s organization who should receive communication about the project and/or who will manage the day-to-day implementation of the project. If this is the same as the Authorized Representative, re-enter their name.
4. **Primary Contact email**



5. **Project Description Narrative.** The Project Description should include:
 - a. The intended purpose of the project
 - b. Problem statement and proposed solution
 - c. Project goals/objectives in brief quantitative terms where possible (i.e. acres of treatment, plants installed, people trained).
 - d. There is a 1,000-character limit. Please note that there is an opportunity to describe the project in detail in the [Supplemental Application](#).
6. **How does the project address the selected NCRP Goals and Objectives?** Describe how the project will address the Primary and Secondary Objectives selected on the “Overview: Basics” tab. There is a 1,000-character limit.
7. **Solutions.** Select the [NCRP Vision for North Coast Resilience Plan Solutions](#) the project addresses. Select all Solutions that the project implements.
8. **Project Area.** Briefly describe the project area.
9. **Project Size.** Using the arrow to the right of the box, provide the size of the project area in acres.

SIMPLE LOCATION

1. **How do you want to specify your simple project location?** This "Simple" information is used to indicate the general location of the Project within the region. Enter the Project’s approximate location by selecting a point on the map or entering the latitude and longitude.
 - a. **Plot a point on the map.** To use the mapping function to specify a point on the map, click on the “Plot a point on the map” button. To plot a point, hold down the Shift key and drag a rectangle on the map to zoom in on the project area. Use the mouse to right-click on the project location, which will label the map with a yellow and black pin point. If that is not the right location, simply click a different spot to move the location.
 - b. **Enter lat/Ing coordinates.** To enter a latitude and longitude, click the “Enter lat/Ing coordinates” button. If you do not know the coordinates, you can use [Google Maps](#) to search for your project’s city, office, or other point. Use the search bar in the upper left corner of the screen and select the closest match. Place the mouse pointer on the red pinpoint denoting your search item and right click. An information box will appear with the latitude and longitude listed for that point.
 - c. **No location.** If the project does not have a specific location, click the “No location” button and provide a brief explanation of the location information in the Notes field.
 - d. **Location Privacy.** Check the box to hide the project’s location from most Project Tracker users. Location will remain visible to reviewers.

DETAILED LOCATION

The project’s implementation area can be added by either uploading a GIS file or by drawing a polygon on the map. Note that the implementation area is the area where work will be completed, but not the full area affected by the project. **It is not necessary to provide detailed location information to continue with the project application.**

To draw the project’s detailed location by hand, do the following:

- Zoom to the project area by holding down the Shift key and dragging to make a rectangle.
- Use the edit tools on the left of the map to add point, line, and polygon features representing details of the project, such as the project boundary, a specific stream segment, or an area of interest.
- After adding a feature, click on it to provide a brief description of the feature.



ORGANIZATIONS

1. **Project Sponsor.** The Project Sponsor is the entity that is applying for funding. Use the drop-down list to select the Project Sponsor organization's name. If the name is not on the drop-down menu, use the Help feature on the upper right to request that an Administrator add it.
2. **Contract Manager.** For Forest Health projects, please select "County of Humboldt" from the drop-down menu. The County of Humboldt serves as the contract manager for implementation projects for the NCRP.
3. **Partner.** Use the drop-down list to select any organizations that will or did serve as partner(s) or in an advisory role on the project, if applicable. Click the "Add" button to add each organization to your list. If you make a mistake, you can remove an organization by clicking on the "trash can" to the left of its name. If a partner organization is not listed, add them as "Local and/or political support" in the field below.
4. **Local and/or political support.** Briefly list the individuals and entities providing local and political support for the project (who were not selected in the previous step – i.e., County Supervisors, Tribes, organizations not yet listed as Partners, etc.)

CONTACTS

1. **Administrative Contact/IT Support.** The NCRP staff person who is responsible for project data management, database function, and IT support. For Forest Health projects, please select "Rose Roberts, NCRP" from the drop-down menu.
2. **Authorized Contact.** The authorized contact from the project sponsor's organization. This is the same as the Authorized Representative provided on the Project Attributes page. Please note that this person will need to sign the Certificate of Authority. If the relevant person is not listed on the drop-down menu, and they do not intend to edit the Project Tracker project information, please leave this field blank.
3. **Additional Representative.** Use the drop-down menu to select the names of additional Project Tracker account members who will work on submitting this project. Click the "Add" button to add each person to your list. If you make a mistake, you can remove a person by clicking on the "trash can" to the left of their name.

Note: if a Project Developer is assisting a project sponsor with the application, list them in this field so they will be able to access and update the project in future. For Tribal project sponsors who would like proposal assistance from the NCRP Tribal Engagement Team, please choose "Sherri Norris" and "Javier Silva" as Additional Representatives.

SPATIAL INFORMATION

BULK SET SPATIAL INFORMATION

Use this page to quickly set the geographic relationships for your Project by following these steps:

- Check the box to the right of "Select All" which will check the boxes on all the following attributes.
- Click the orange button "Set Selected Layers from Simple Location."
- Click "Save" or "Save & Continue" at the bottom right of the screen.



These steps will automatically fill in all the spatial information based on the Simple Location selected in a previous step. On this Add Project form, it will appear that the whole region is highlighted in yellow, but the map generated for the Project Summary will show the correct spatial location.

Instructions

- Overview
- Spatial Information
- Bulk Set Spatial Information
- BIA Tribal Boundaries
- Counties
- Disadvantaged Community Status
- Watersheds - HUC 12
- Watersheds - HUC 8
- Accomplishments
- Financials
- Classifications
- Additional Data

Bulk Set Spatial Information

Use this page to quickly set the geographic relationships for your Project. If needed, you can refine the selection, add additional selections, and add notes on the subsequent pages of the workflow. If everything looks good on this page, you can skip to the Accomplishments.

Set Selected Layers from Simple Location

Select All

BIA Tribal Boundary

County

Disadvantaged Community Status

Watershed - HUC 12

Watershed - HUC 8

Simple and/or Detailed Project location (for reference)

Save
Save & Continue >

For most projects, you do not need to manually select any further spatial information, and you can click the orange “Save and Continue” button to move to the next page. Select “Expected Accomplishments” from the list on the left to proceed to the next section if no more changes are needed to Spatial Information.

If you need to add additional or more precise spatial locations – for example, if your project covers more than one county – please Click Save & Continue, then see the following instructions. If you have trouble with this step, an Administrator can assist you.

- **COUNTIES.** Click on “Counties” in the “Spatial Information” list to the left of the grey box. Select one County to associate with this Project. If the project takes place in multiple counties, add the other(s) in the “Notes” text box. If you make a mistake, you can remove a name by clicking on the trash can icon to the left of the name. Please choose at least one county to associate with your project and use the “Notes” field to provide additional information. Click on the “Save” or “Save and Continue” button to save your changes.



Instructions

- Overview
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 - BIA Tribal Boundaries
 - Counties
 - Disadvantaged Community Status
 - Watersheds - HUC 12
 - Watersheds - HUC 8
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Counties

Select one or more Counties to associate with this Project. You can select Counties by clicking on the map or searching by County name. If your Project is not associated with any Counties, please provide an explanation in the Notes field.

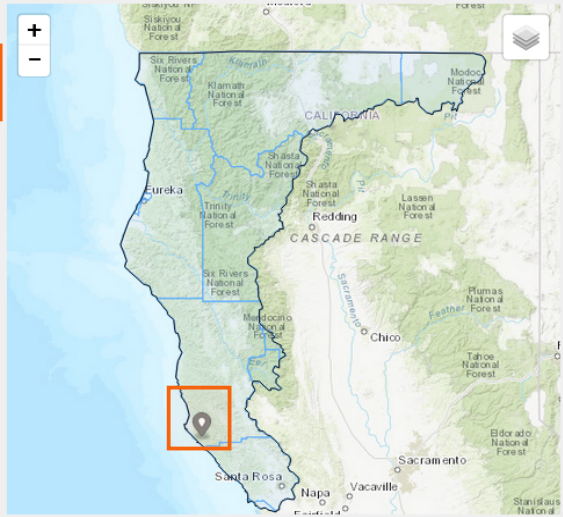
Set from Simple Location

No Counties selected for this Project, provide an explanation in the Notes field or select a County.

Notes

Save

Save & Continue >



Simple and/or Detailed Project location (for reference)

- **DISADVANTAGED COMMUNITY STATUS.** Click on “Disadvantaged Community Status” in the “Spatial Information” list to the left of the grey box. Select one or more Disadvantaged Community Statuses to associate with this Project. You can select Disadvantaged Community Status by clicking on the map or searching by Disadvantaged Community Status name. If you make a mistake, you can remove a status by clicking on the trash can icon to the left of it. If your Project is not associated with any Disadvantaged Community Status, please provide an explanation in the Notes field.
- **TRIBAL BOUNDARIES.** Click on “Tribal Boundaries” in the “Spatial Information” list to the left of the grey box. Select one or more Tribal Boundaries to associate with this Project. You can select Tribal Boundaries by clicking on the map or searching by Tribal Boundary name. If you make a mistake, you can remove a name by clicking on the trash can icon to the left of the name.
- **WATERSHEDS - HUC 12.** Click on “Watersheds – HUC 12” in the “Spatial Information” list to the left of the grey box. Select one or more HUC 12 watershed to associate with this Project. You can select a watershed by clicking on the map or searching by HUC 12 watershed name. If you make a mistake, you can remove a name by clicking on the trash can icon to the left of the name.
- **WATERSHEDS - HUC 8.** Click on “Watersheds – HUC 8” in the “Spatial Information” list to the left of the grey box. Select one or more HUC 8 watershed to associate with this Project. You can select a watershed by clicking on the map or searching by HUC 8 watershed name. If you make a mistake, you can remove a name by clicking on the trash can icon to the left of the name



ACCOMPLISHMENTS

EXPECTED ACCOMPLISHMENTS

To enter the project's expected accomplishments, for each Project Benefit Performance Measure do the following:

- Add the appropriate Performance Measure by clicking on the drop-down list to scroll through possible options. Select the measure by highlighting it, then clicking the orange “+Add” button.
- Select subcategory options to provide greater detail about the anticipated accomplishment, if applicable.
- See the Detailed Instructions below for suggested Project Benefit Performance Measures for specific NCRP CAL FIRE Forest Health Pilot project types.

PROJECT BENEFIT PERFORMANCE MEASURES FOR FOREST HEALTH PROJECTS

Forest health projects generally result in on-the-ground benefits that can be quantified. See below for a sample of a forest restoration project that is expected to provide C sequestration benefits. The project sponsor should estimate the CO2 storage using an accepted sequestration calculator such as the [USDA Comet Planner](#).

Instructions

- + Overview ▼
- + Spatial Information ▼
- Accomplishments
- Expected Accomplishments ▶
- Financials ▼
- + Classifications ▼
- Additional Data ▼

Expected Accomplishments

To enter your Project's anticipated accomplishments:

- Add the appropriate Project Benefit Performance Measures to the list below
- Select Subcategory options for each Project Benefit Performance Measure in order to more accurately describe the anticipated accomplishment
- Enter the anticipated accomplishment value if known

Once a Project Benefit Performance Measure is added, click the ⓘ icon to view reporting guidance on that Project Benefit Performance Measure.

Project Benefit Performance Measure to Add:

Habitat Restoration - Acres restored
+ Add

ⓘ **Habitat Restoration - Acres restored**

	Habitat type	Project type	Value
🗑️	Forest	Revegetation	23 Acre (acres)
+ Add a Row			

ⓘ **Carbon storage**

	Habitat type	Value
🗑️	Forest	50 Metric Ton (metric tons)
+ Add a Row		

If no Project Benefit Performance Measures are included, please explain why:

Characters Remaining: 500

Save
Save & Continue ▶



- Provide the closest values for subcategories as modeled above.
- Enter the anticipated accomplishment value, if known.
 - If the value says “Each Unit (count),” the count is for each project, so enter 1.
 - If the value says "Each Unit (number),” or specifies a unit (i.e., acres) add the number expected to be achieved through project implementation.
- If there are multiple items in the drop-down menu that relate to the project, you can click on the down arrow to select an additional project benefit performance measure, then click “+Add.”
- Continue this process for all project benefit performance measures that can be used to account for benefits provided by the project’s implementation.
- If you make a mistake, you can delete an entry by clicking on the trash can icon.

Instructions

- ✓ Overview ▾
- ✓ Spatial Information ▾
- Accomplishments
- Expected Accomplishments
- Financials ▾
- 🚩 Classifications ▾
- Additional Data ▾

Expected Accomplishments

To enter your Project's anticipated accomplishments:

- Add the appropriate Project Benefit Performance Measures to the list below
- Select Subcategory options for each Project Benefit Performance Measure in order to more accurately describe the anticipated accomplishment
- Enter the anticipated accomplishment value if known

Once a Project Benefit Performance Measure is added, click the ⓘ icon to view reporting guidance on that Project Benefit Performance Measure.

Project Benefit Performance Measure to Add:

+ Add

📘 **Agricultural heritage preservation**

	Working land category		Value
🗑️	<input style="width: 90%;" type="text" value="Forestry"/>	▾	<input style="width: 50px;" type="text"/> Each Unit (count)
🗑️	<input style="width: 90%;" type="text" value="Ranching"/>	▾	<input style="width: 50px;" type="text"/> Each Unit (count)

+ Add a Row

📘 **Technical Assistance - Type(s) of TA**

	Type of Technical Assistance		Value
🗑️	<input style="width: 90%;" type="text" value="Grant applications"/>	▾	<input style="width: 50px;" type="text"/> Each Unit (number)

+ Add a Row

📘 **Jobs created or retained (FTE)**

	Value
🗑️	<input style="width: 80%;" type="text" value="100"/> Each Unit (number)

+ Add a Row



PROJECT BENEFIT PERFORMANCE MEASURES DETAILED INSTRUCTIONS

Please see below for suggested Project Benefit Performance Measures for specific NCRP CAL FIRE Forest Health Pilot project types. The lists are not comprehensive; they represent benefits provided by past projects of that type. If you are proposing a multi-benefit project, be sure to check each project type for which your project provides benefits. It is important to record the breadth of benefits your project is expected to provide.

For each PBPM chosen, enter the expected project performance value.

- For “count” categories such as “Agricultural heritage preservation,” choose the appropriate subcategory and enter “1.” This counts your project as contributing to regional agricultural heritage preservation.
- For “number” categories such as “Fuels reduction (area),” choose a subcategory if applicable and then the expected value. For this example, if 25 acres of land was to be grazed to reduce fuel loads, you would choose “Grazing” as the subcategory and enter “25” for the value.
- “Count” and “Number” are visible after you’ve added the Project Benefit Performance Measure.
- Suggested subcategories are provided below; if a subcategory has not been suggested, choose the one that best fits your project.
- For a description of any of the Project Benefit Performance Measures, click on the “?” to the left of its name once you’ve added it to your project.
- If you need assistance, please contact NCRP staff Rose Roberts, roberts@northcoastresourcepartnership.org, or request support through the “HELP” function at the top left of the Project Tracker webpage.

Project Benefit Performance Measure to Add:

Education & outreach - # of participants

Education & outreach - # of participants

Value

Each Unit (number)

Capacity Enhancement - # of projects

Value

Each Unit (count)

Community Health

- Environmental justice and social equity (Subcategory: environmental improvement) – *only if this project benefits a disadvantaged community, Tribe, or other marginalized or underserved group*
- Jobs created or retained (FTE) – ALL PROJECTS SHOULD INCLUDE THIS PERFORMANCE MEASURE

Cultural Fire

- Agricultural heritage preservation (Subcategory: forestry or Tribal/cultural)
- Avoided costs (Subcategory: project costs, injury and/or property damage, other)
- Carbon storage (Subcategory: forest) NOTE: DO NOT USE BOTH THIS MEASURE AND THE GHG REDUCTION MEASURE TO AVOID DOUBLE COUNTING BENEFITS.
- Community Health and Safety (Subcategory: Other)
- Environmental justice and social equity (Subcategory: environmental improvement) – *only if this project benefits a disadvantaged community, Tribe, or other marginalized or underserved group*
- GHG reduction – avoided/reduced emissions (Subcategory: forest health) NOTE: DO NOT USE BOTH THIS MEASURE AND THE CARBON STORAGE MEASURE TO AVOID DOUBLE COUNTING BENEFITS.
- Honoring & incorporating Tribal priorities
- Invasive Species/pest management (Subcategory habitat type: forest/woodland or grassland/wetland; Subcategory treatment type: choose all applicable and add rows as needed)
- Special status species protection (Subcategories: choose all applicable and add rows as needed)
- Special status species protection - # of projects
- Water supply improved – estimated increased instream flow (acre-feet)
- Water supply improved – estimated increased instream flow (CFS)



Forest Fuels Reduction

- Agricultural heritage preservation (Subcategory: forestry or Tribal/cultural)
- Avoided costs (Subcategory: project costs, injury and/or property damage, other)
- Carbon storage (Subcategory: forest or oak woodlands) NOTE: DO NOT USE BOTH THIS MEASURE AND THE GHG REDUCTION MEASURE TO AVOID DOUBLE COUNTING BENEFITS.
- Community Health and Safety (Subcategory: Other)
- Environmental justice and social equity (Subcategory: environmental improvement) – *only if this project benefits a disadvantaged community, Tribe, or other marginalized or underserved group*
- Fuels reduction (area) (Subcategory: choose all applicable)
- Fuels reduction (length) (Subcategory: choose all applicable)
- GHG reduction – avoided/reduced emissions (Subcategory: forest health) NOTE: DO NOT USE BOTH THIS MEASURE AND THE CARBON STORAGE MEASURE TO AVOID DOUBLE COUNTING BENEFITS.
- Honoring & incorporating Tribal priorities
- Invasive Species/pest management (Subcategory habitat type: forest/woodland; Subcategory treatment type: choose all applicable and add rows as needed)
- Special status species protection (Subcategories: choose all applicable and add rows as needed)
- Special status species protection - # of projects
- Water supply improved – estimated increased instream flow (acre-feet)
- Water supply improved – estimated increased instream flow (CFS)

Prescribed Fire

- Agricultural heritage preservation (Subcategory: forestry or Tribal/cultural)
- Avoided costs (Subcategory: project costs, injury and/or property damage, other)
- Carbon storage (Subcategory: forest) NOTE: DO NOT USE BOTH THIS MEASURE AND THE GHG REDUCTION MEASURE TO AVOID DOUBLE COUNTING BENEFITS.
- Community Health and Safety (Subcategory: Other)
- Environmental justice and social equity (Subcategory: environmental improvement) – *only if this project benefits a disadvantaged community, Tribe, or other marginalized or underserved group*
- GHG reduction – avoided/reduced emissions (Subcategory: forest health) NOTE: DO NOT USE BOTH THIS MEASURE AND THE CARBON STORAGE MEASURE TO AVOID DOUBLE COUNTING BENEFITS.
- Honoring & incorporating Tribal priorities
- Invasive Species/pest management (Subcategory habitat type: forest/woodland or grassland/wetland; Subcategory treatment type: choose all applicable and add rows as needed)
- Special status species protection (Subcategories: choose all applicable and add rows as needed)
- Special status species protection - # of projects
- Water supply improved – estimated increased instream flow (acre-feet)
- Water supply improved – estimated increased instream flow (CFS)

Pest Management

- Agricultural heritage preservation (Subcategory: forestry or Tribal/cultural)
- Avoided costs (Subcategory: project costs, injury and/or property damage, other)



- Community Health and Safety (Subcategory: Other)
- Environmental justice and social equity (Subcategory: environmental improvement) – *only if this project benefits a disadvantaged community, Tribe, or other marginalized or underserved group*
- Honoring & incorporating Tribal priorities
- Invasive Species/pest management (Subcategory habitat type: forest/woodland or grassland/wetland; Subcategory treatment type: choose all applicable and add rows as needed)
- Special status species protection (Subcategories: choose all applicable and add rows as needed)
- Special status species protection - # of projects

Reforestation

- Agricultural heritage preservation (Subcategory: forestry or Tribal/cultural)
- Avoided costs (Subcategory: project costs, injury and/or property damage, other)
- Carbon storage (Subcategory: forest)
- Community Health and Safety (Subcategory: Other)
- Environmental justice and social equity (Subcategory: environmental improvement) – *only if this project benefits a disadvantaged community, Tribe, or other marginalized or underserved group*
- Habitat Restoration – # plants (Subcategory: choose all applicable)
- Habitat restoration – acres (Subcategories: choose all applicable and add rows as needed to record all habitat and project types)
- Habitat restoration – stream channel improved (Subcategories: choose all applicable and add rows as needed to record all habitat and project types)
- Honoring & incorporating Tribal priorities
- Invasive Species/pest management (Subcategory habitat type: forest/woodland; Subcategory treatment type: choose all applicable and add rows as needed)
- Special status species protection (Subcategories: choose all applicable and add rows as needed)
- Special status species protection - # of projects
- Water supply improved – estimated increased instream flow (acre-feet)
- Water supply improved – estimated increased instream flow (CFS)

Biomass Utilization

- Agricultural heritage preservation (Subcategory: choose most relevant)
- Agricultural soil improved (Subcategory: choose all applicable and add rows as needed)
- Avoided costs (Subcategory: choose all applicable and add rows as needed)
- Biomass Utilization (Subcategory: choose all applicable and add rows as needed)
- Environmental justice and social equity (Subcategory: environmental improvement) – *only if this project benefits a disadvantaged community, Tribe, or other marginalized or underserved group*

FINANCIALS

BUDGET

1. **Does the Project budget vary by year or is it the same?** Choose “Budget varies by year, or it’s a one-year project”
2. **Identify your Project’s Funding Sources.** Choose “CAL FIRE Forest Health Pilot Project (CAL FIRE)” from the drop-down menu, hit the orange Add button, and then add the amount you are requesting in the “Targeted Funding” box.



Enter 0 in the “Secured Funding box. If the project includes funding from other sources, add additional funding sources by selecting them from the drop-down menu and clicking the orange “Add” button. If no additional funding source has been identified, use the default “No Funding Source Identified Yet” line.

Instructions

- Overview
- Spatial Information
- Accomplishments
- Financials**
- Reported Expenditures
- Classifications
- Additional Data

Budget

Enter your Project's total budget by Funding Source and based on whether the funding is Secured Funding or Targeted Funding. Enter the value of any funding gaps for which you have not identified a Funding Source in the "No Funding Source Identified Yet" row. If you haven't yet identified any Funding Sources, you can skip step 2 and just enter values in the "No Funding Source Identified Yet" row.

1. Does the Project budget vary by year or is it the same?
 Budget varies by year, or it's a one-year project

2. Identify your Project's Funding Sources.
 Select a Funding Source to Add Add Not listed? Contact support

3. Enter amount provided by each Funding Source.

Funding Source	2022 - End
Forest Health Grants (CAL FIRE) - Secured Funding	\$0.00
Forest Health Grants (CAL FIRE) - Targeted Funding	\$500,000.00
Matching Funds (Matching Funds) - Secured Funding	\$79,853.00
Matching Funds (Matching Funds) - Targeted Funding	\$12,900.00
No Funding Source Identified Yet	\$584,322.00
Estimated Total Cost	\$1,177,075.00

4. Confirm this summary of your Project's Estimated Total Cost

Secured Funding	Targeted Funding	No Funding Source Identified Yet	TOTAL
\$79,853.00	\$512,900.00	\$584,322.00	\$1,177,075.00

Save Save & Continue

3. **Enter amount provided by each Funding Source.** “Secured funding” means that the funding has been awarded or received; “Targeted Funding” means that the funding is in the process of being obtained. The system will not let you continue without entering a number in all displayed boxes, so if you do not know, enter 0. If you make a mistake, you can remove a funding source by clicking on the trash can icon to the left of each funding source.
4. **Click “Save and Continue” or “Save”** when you have finished entering budget information.

CLASSIFICATIONS (required)

Click the checkboxes to associate this Project with one or more Project Types. Project Types correspond to the Outcomes in the [NCRP Regional Resilience Plan](#). In the box to the right, briefly describe how the project addresses the desired Outcome. Please use complete sentences. You must choose at least one Project Type. **For Forest Health projects, two project types that are likely to be relevant are “Fire Resilient Forests: Forest Health,” “Ecosystem Conservation and Restoration: Watershed Enhancement,” and “Climate Action: Mitigation and Adaptation.”** Select all relevant Project Types and provide a brief description of how your project fits in this category. Only choose Project Types that the project directly addresses.



Capacity: Regional and Local Planning
 Projects that advance local and regional resilience and capacity through coordinated, collaborative planning efforts.

Capacity: Organizational Support and Funding
 Projects that enhance local capacity by supporting organizations and entities and/or provide TA.

Capacity: Local Workforce
 Projects that develop and support the local workforce and local businesses participating in the stewardship economy.

Capacity: Community Engagement
 Projects that include outreach such as workshops, flyers, tabling events, webinars, or other types of engagement.

Fire Resilient Forests: Forest Health
 Projects that improve forest health and mitigate fire risk, including beneficial fire, fuel management, forest biomass use, and restoration.

Select the Project Type and describe how it applies to the Project.

This project will engage volunteer community members in tree planting events.

Characters Remaining: 523

This project will restore native conifers to hillsides after invasive plant removal.

Characters Remaining: 516

ADDITIONAL DATA

PHOTOS (optional)

Upload any 'before' photos of the project site documenting the current conditions. Choose a photo to upload and provide the relevant information.

Overview
 Spatial Information
 Accomplishments
 Financials
 Classifications
 Additional Data
 Photos
 Attachments and Notes
 External Links

Add New Photo

Image File ^{*}

Max File Size: 3.8 MB. Allowed Extensions: jpg, jpeg, gif, png

Photo Caption ^{*}

Be concise yet still descriptive. Thumbnails above will display alphabetically by caption.

Photo Credit ^{*}

Photo Timing ^{*}

Include in Fact Sheet ^{*}



ATTACHMENTS AND NOTES (required)

Upload the documents or files that are required and support your NCRP CAL FIRE Forest Health Pilot proposal.

To add your attachment, click the orange “+Add Attachment” button.

1. **Attachment Type.** Choose the Attachment Type that best corresponds to the document you are uploading.
2. **File.** Use the “Browse” button to navigate to your files and choose the document to upload. Select the file and click “Open.” The file name will appear to the right of the “Browse” button.
3. **Display Name.** Type in the name of the file as you want it displayed in the text box to the right.
4. **Description.** Type in a short description of the file in the text box to the right, if necessary.

If you wish to attach additional documents, repeat the process above for each document you wish to attach. If you wish to remove any of the attachments, click on the trash can icon to the left of the Display Name.

To add a Note, click the orange “+ Add Note” and enter information into the text box; there is an 8,000-character limit. When you are finished, click the orange “Save” button. If you wish to delete a note, click on the trash can icon to the left of the note.

SUBMIT YOUR PROPOSAL

Once all required sections are complete and you have submitted the required attachments, you may submit your proposal for review by clicking the “Submit” button in the bottom right corner of the page. If you are not able to Submit your proposal, it is probably because one or more required fields were left blank. All the headers on the left should have a green check to their left, indicating that the information on that tab is complete. If there is an orange exclamation point by any of the headers, click on it to return to that page, fill in the missing information (you can put “NA” or “help” or “0” if it is unknown) and then click the orange Save button at the bottom. Once all required fields are complete, the “Submit” button on the bottom right corner of the page will turn orange and you will be able to submit your proposal. Note: once you have submitted a proposal, you cannot re-open and edit it, although if a reviewer returns it with comments, you will receive a link to re-open and edit it to respond to the comments.

Submitting your proposal will notify the NCRP staff reviewer, who will review it and contact you if further information is needed. If more information is needed, you will receive an email from the NCRP Project Tracker with a link to your project proposal.

- Click on the link to re-open your proposal and follow the prompts to update your proposal.
- Explanatory comments from the reviewer are included at the bottom of any page that needs to be updated.
- Once you have finished updating your proposal, re-submit it using the button at the bottom right of the page.



SUPPLEMENTAL INFORMATION APPLICATION INSTRUCTIONS

A. NCRP LANDSCAPE PRIORITY AREAS FOR FOREST HEALTH PROJECTS

The NCRP developed a regional Forest Health screening assessment to prioritize forest health project areas, per CAL FIRE Forest Health categories. This regional assessment and its corresponding maps are intended to objectively filter and stratify the landscape through the lens of CAL FIRE Forest Health priorities in the North Coast Region, as well as provide background information for the development of projects by partners in the Region. The [NCRP CAL FIRE Forest Health Pilot Regional Assessment](#) resulted in a series of maps of the high priority areas for forest health projects that are described in the following [Story Map](#).

The mapping of forest health treatment priority areas is meant to be used as a screening tool, not as a definitive ranking and is intended to be used in combination with local knowledge and field assessments. The mapping is based on a number of regional geospatial inputs and the NCRP has intentionally chosen **not** to use datasets derived from moderate resolution satellite data that purport to map forest condition or forest structure, since such datasets often have low or unknown accuracy. The NCRP has chosen to keep the model simple, and to limit the inputs that are known to have reasonable accuracy and it is understood that the data may not be available at the resolution necessary to identify all high priority areas in the region.

1. Select whether the project is located within (or partially within) one of the high priority areas identified by the [NCRP Landscape Priority Areas for Forest Health Projects assessment](#). A high priority area, per the Regional Screening Assessment is defined as an area scored as 4-5, in either the Regional Forest Health Priority Area Map or the Sub-Regional Forest Health Priority Area Map.
2. If the proposed project is not located within the [NCRP Landscape Priority Areas for Forest Health Projects](#), describe local conditions not captured in the regional screening level analysis that would support the prioritization of the proposed project area. Please note that only some of the CAL FIRE Forest Health categories are addressed by this regional assessment and story map – some of the categories do not have regional data at the scale or resolution appropriate to this type of regional assessment, including reforestation, prescribed fire and cultural fire.

B. FOREST HEALTH PROJECT INFORMATION

1. **DETAILED PROJECT DESCRIPTION:** (12,000 characters, 3 pages) The Detailed Project Description should build on the Project Description provided in the Project Tracker and include a description of:
 - a. Current conditions and how the project addresses a critical need
 - b. Detailed Scope of Work describing the major components of the project and how the project will be implemented. Note: that the scope of work tasks should align with the tasks presented in the [Project Workbook: Work Plan, Major Tasks list](#).
 - c. Expected benefits: make the case that the project is of critical and immediate importance to the community it serves, especially for Tribal or disadvantaged communities. Identify direct benefits, such as acres of forest treated or increased water supply reliability and define anticipated indirect benefits such as improvements to watershed health, Beneficial Uses, or ecosystem services.



2. ORGANIZATION TYPE

Select the type of Organization the implementing project sponsor is.

3. CAL FIRE FOREST HEALTH ACTIVITY OBJECTIVES

Select all the CAL FIRE Forest Health Activity objectives that apply to the proposed project and provide the number of acres (and number of trees to be planted, if appropriate) that will be completed for each activity. See the Appendix C of the [Guidelines](#) for more information.

Forest Fuels Reduction: Work conducted in an area where the primary objective is to reduce fuel loads. Work should be focused on treating understory trees and brush with the goals of reducing fire hazards, improving tree growth, protection of old growth trees, stabilizing carbon in retained trees, and increasing forest resilience. Forest thinning activities can be manual or mechanical and must be designed to change stand structure to: 1) concentrate carbon storage in widely spaced and larger trees that are more resilient to wildfire, drought, and pest outbreaks; and 2) reduce the likelihood of wildfire transitioning from the forest floor into the forest canopy and adjacent areas.

Reforestation: Work conducted to promote the reforestation of understocked forestland and areas burned by wildfire to increase carbon sequestration and rebuild natural habitats and ecosystems. Planting should establish a diverse, native forest, which will result in stable carbon sequestration and storage, improved watershed and habitat functions, and forest resilience.

Prescribed Fire: Work conducted in an area where the primary objective is to reintroduce fire to fire-adapted forest ecosystems. The work may serve multiple purposes, including reducing fuel loads; creating heterogenous and diverse vegetation; maintaining ancestral practices of indigenous communities; and/or promoting healthy ecosystem processes (e.g., water storage, pest resistance).

Cultural Fire: Distinguished from Prescribed Fire. Cultural Fire is the intentional application of fire to the land by an Indigenous person or cultural group (e.g., family unit, Tribe, clan/moiety, or society) to achieve cultural goals or objectives and based in Tribal or Traditional Indigenous law.

Pest Management: Work conducted in an area where the primary objective is to address pest control and related forest health improvement, while reducing pest-related mortality, improving tree growth and vigor, stabilizing carbon retained in trees, and increasing forest resilience.

Biomass Utilization: Work conducted in an area where the primary objective is to utilize woody biomass for wood products, and/or generate energy through combustion or gasification, and/or utilize woody biomass to help develop markets for beneficial uses of the material.

Note: Modification of vegetation adjacent to roads may be an eligible treatment in a Forest Health project, if the roads are connecting large forested landscapes and are critical to maintaining forest health via forest fuels reduction, prescribed fire, pest management, reforestation and/or biomass utilization. Roadside fuel reduction to improve public safety (for egress of evacuating residents and ingress of responding emergency personnel) as a major project component is not an eligible activity for Forest Health grants.

4. PROJECT MANAGEMENT GOALS:

Please describe how the project will utilize a diverse mix of management actions that follow industry standards, are appropriate activities for the project landscape, and how they combine or connect to promote landscape scale forest health and other co-benefits including emergency resilience, ecosystem



enhancement, endangered or threatened species support, water quality & quantity improvement, cultural resource protection, and built infrastructure upgrades. [1,000 characters]

5. **MITIGATING IMPACTS:** Provide a brief overview of potential adverse impacts from project implementation and how they will be mitigated. Describe how the project team will identify and mitigate the risk of introducing exotic and/or invasive species, including identifying potential issues in the project area, prevention practices to be implemented, monitoring, and mitigation. [1,000 characters]
6. **PROJECT EFFECTIVENESS REPORTING:** Briefly describe how the project will be monitored to determine whether goals and objectives are realized. Define the overall approach to measuring and reporting project effectiveness related to this project including methods and length of time monitoring is expected to be conducted. If the project is a continuation or part of a larger project or program, please describe the effectiveness monitoring being conducted and the results obtained to date. Also describe whether the project area or a portion of the project area include an existing carbon offset project or other environmental credit project. [1,000 characters]
7. **WHICH CAL FIRE UNIT IS THE PROJECT LOCATED IN?**
Please select the CAL FIRE Unit the proposed project is located in. See ([CAL FIRE Administrative Units Map](#)).
8. **CAL FIRE UNIT(S) OUTREACH AND PROJECT PLANNING.** Describe the outreach and project planning that has occurred with the above listed CAL FIRE Unit(s). Provide the contact information for all local CAL FIRE Unit staff (name, unit identifier, phone/email) that have been briefed on the proposed project. [1,000 characters]

NOTE: It is highly recommended that project sponsors contact CAL FIRE Unit staff to inform them of the proposed project and request input on the project details and coordination support with other projects in the area. See the following [webpage](#) for a listing and contact information for the Northern Region Chief, Assistant Chiefs and Northern Region Units.

9. **ALIGNMENT WITH OTHER WILDFIRE PLANNING PROCESSES.** Describe how the project supports and aligns with other wildfire planning processes including the [NCRP Vision for North Coast Resilience Plan](#), [2018 Strategic Fire Plan For California](#), [CA Forest Carbon Plan](#), Local CAL FIRE Unit Fire Plans, or Community Wildfire Protection Plans. [1,000 characters]
10. **EXISTING CALFIRE APPROVED PLANS.** Will the project be completed under an approved timber harvest plan (THP), non-industrial timber management plan (NTMP), a working forest management plan (WFMP) or Program Timberland Environmental Impact Report (PTEIR)? [500 characters]
11. **IS THE PROJECT PART OF AN EXISTING CALFIRE GRANT, CALFIRE SPONSORED LEAD AGENCY PROJECT OR OTHER FUNDED PROJECT?**
If yes, provide the name of the other project(s), the funder and a brief description of the larger project and how this project is being integrated into the larger project. Indicate whether the project is part or a phase of a larger project. Explain whether other groups are conducting similar projects in the area that collectively represent a larger project or effort in the area. Discuss ways that the other projects support the proposed project or help to leverage resources. [1000 characters]
12. **CALMAPPER ID.** The CAL FIRE Management Activity Project Planning and Event Reporter (CalMAPPER) is a CAL FIRE internal GIS application for capturing forest and fuels management projects and associated activities across



programs within CAL FIRE. If the project is part of an existing CAL FIRE project or grant, please provide the CalMAPPER ID for the GIS data associated with the project.

13. **OUTREACH EFFORTS AND LOCAL / POLITICAL SUPPORT.** Describe the kind of notification, outreach and collaboration that has been conducted with the county(ies) and/or Tribes within the proposed project impact area, including the source and receiving watersheds, if applicable. List and briefly describe the collaborative partnerships involved in and the local and/or political support for this project.

At a minimum, please provide a letter of support from each Tribe listed as well as other communities or entities that support the project. Letters of support or other evidence of support, can be included in the Supporting Documents package (see below). [2000 characters]

14. **IS THERE OPPOSITION TO THE PROPOSED PROJECT EFFORT?** If so, describe the opposition and explain how it will be addressed. Opposition will not necessarily result in fewer points. [1000 characters]

C. PROJECT INFORMATION

1. **DESCRIBE THE FINANCIAL NEED FOR THE PROJECT.** Describe the financial need for the project and why the project cannot be completed with the existing financial resources of the project proponent, landowner and/or beneficiary. This question must be answered for the application to be considered for funding. [2000 characters]

2. **IS THE PROJECT BUDGET SCALABLE?**

Describe how a scaled budget would impact the overall project, its expected benefits and state the minimum budget amount that would be viable. Given the limited amount of overall funding available for the NCRP CAL FIRE Forest Health Pilot solicitation, budget and scalability are important project selection factors (see the [NCRP Project Evaluation and Selection Guidelines](#)). [1000 characters]

Please note that if a project proponent states that their project is not scalable and the TPRC determines that the proposed budget amount is greater than the available funding resources, a highly ranked project may not be recommended for funding.

3. **BUDGET NARRATIVE: DESCRIBE THE BASIS FOR THE COSTS USED TO DERIVE THE PROJECT BUDGET.**

- Describe the basis for the costs in enough detail to allow the technical reviewers understand how the costs were derived for the project budget. Include the source of the unit cost estimates used.
- Explain any costs that are higher than the average market value. If labor costs are higher than those required by prevailing wage, explain why and what those labor costs are based on.
- Indicate whether the project is the least cost alternative and provide more information to support the assertion.
- Provide a narrative on other cost considerations including alternative project costs. For example, what are other advantages that the proposed project provides from a cost perspective.
- *Note: Project elements that do not produce a direct greenhouse gas (GHG) benefit (e.g., education, planning, etc.) must be linked with on the ground activities that do, or they will not be eligible costs.* [2000 characters]



4. WILL DOCUMENTATION OF ENVIRONMENTAL COMPLIANCE COMPLETION BE AVAILABLE WITHIN 12 MONTHS OF FINAL AWARD?

If a finding has been made that the project is exempt from CEQA include a citation to the appropriate exemption; and a brief statement of the reasons to support the finding that the project is exempt, (i.e. Finding of No Significant Impact notice, Categorical Exclusion or Environmental Impact Statement record prepared in compliance with the National Environmental Policy Act)

5. DESCRIBE IN DETAIL, THE ENVIRONMENTAL COMPLIANCE AND PERMITTING PATHWAY FOR THE PROJECT
[2000 characters]

- NEPA COMPLIANCE
 - Describe the method and all associated noticing documents already in place or planned to ensure the project is in compliance with NEPA.

- CEQA COMPLIANCE
 - Describe the method and all associated noticing documents already in place or planned to ensure the project is in compliance with CEQA (i.e. Notice of exemption; statutory exemption; initial study and negative declaration or mitigated negative declaration; draft and final environmental impact report; timber harvesting permit or notice in compliance with the California Forest Practice Act and Rules; or completed and approved Project-Specific Analysis (PSA) under the California Vegetation Treatment Program (CalVTP PEIR)

- IDENTIFY THE CEQA LEAD AGENCY FOR THE PROJECT (“Lead agency” means the public agency which has the principal responsibility for carrying out or approving a project which may have a significant effect upon the environment. “Public agency” includes any state agency, board, or commission, any county, city and county, city, regional agency, public district, redevelopment agency, or other political subdivision.)
 - Subgrantee/Applicant (identifying as the Lead Agency is taken as confirmation that the Subgrantee is eligible to assume the role)
 - Partner agency, such as an RCD, City, County, Special District, etc.
 - County

6. WILL THE PROJECT INCLUDE GROUND-DISTURBING ACTIVITIES (an activity that exposes, works or redistributes soil, including but not limited to excavating, filling, stockpiling, grading, grubbing, clearing, off road heavy equipment use, burn piles, reforestation, cultural or prescribed fire)? If yes, please describe the plan for conducting archaeological review. [2000 characters]

7. DESCRIBE PERMITS IN PLACE OR NEEDED TO COMPLETE THE PROJECT (encroachment permits, CDFW 1600 Agreement, Air District Burn Permit, landowner access agreements, etc.) [2000 characters]

8. DOES THE PROJECT REQUIRE TRIBAL CONSULTATION?

Please indicate whether the project requires Tribal consultation. If yes, describe the plan and requirements for Tribal consultation for the project. [2000 characters]



D. PROJECT WORKBOOK: WORK PLAN, TREATMENT TRACKING AND BUDGET

9. PROJECT WORKBOOK: WORK PLAN, TREATMENT ACTIVITIES, ENVIRONMENTAL COMPLIANCE & BUDGET

Please complete MS Excel table available on the [NCRP CAL FIRE Forest Health Pilot Implementation webpage](#); see instructions below for submitting the required Excel workbook document with the application materials.

Treatment Tracking

Enter the Total Footprint Acres of the proposed project in the red box above the table.

1. The **Treatment Tracking** worksheet must specify the eligible activities, treatment areas, ownership type, and funds to be spent by treatment. List only one ownership type and only one treatment type per row. All treatment areas must be included and a treatment area may need to be listed more than once.
 - Include only **one treatment and activity per row**. A given treatment area may have multiple activities, and each activity may have multiple treatments: In such cases, it will be necessary to list the same treatment area more than once, and to list the same objective in as many rows as necessary to capture all associated ground-disturbing treatment activities.
 - Please add notes in column M if the Project Treatment = Other
 - Include only **one ownership type and jurisdiction per row**. If the different parts of a treatment area fall under different ownership types or jurisdictions, include as many rows as necessary so that there is only one ownership and one jurisdiction per row.
2. Complete all columns. Click any cell in a column for specific instructions to appear. Refer to the Guidelines and Instructions for more detailed information.

Treatment Work Plan

Complete the **Treatment Work Plan** worksheet with appropriate detail describing the phases of work and tasks necessary to successfully implement the project. The first two columns will auto-populate based on responses in the Treatment Tracking worksheet. Revise these columns if necessary for your project. Use the dropdown menu to choose the appropriate stage for each phase by quarter for each project or treatment area included in the application. Add all relevant non-ground-disturbing tasks from the budget narrative. Choose “In progress” for the planning, regulatory, design, and implementation phases and “Completed” for when the project is expected to be complete. Ensure that all phases of work will be completed before the end of the project performance period. Please note that the assumed end date is no later than December 31, 2028.

Environmental Compliance

Treatment numbers will auto-populate from the Treatment Tracking worksheet. Make sure that all the treatment areas and treatments proposed to be funded under the grant in the **Environmental Compliance** worksheet are listed. Identify the environmental compliance document(s) needed for each treatment number (use multiple rows if needed) and the status. The documents that have been completed and filed should be submitted with the grant application. All environmental compliance and regulatory permitting must be completed within one year of the grant agreement start date.

Major Tasks and Budget

- In the **Major Tasks and Budget** worksheet, in the table starting on Row 6, list the title for the Major Tasks, a brief Task Description, and a short phrase for Major Deliverables for the project. These tasks should correspond to the detailed Scope of Work provided in the Project Description.
- Major Tasks should include the following Categories in detail:



- Direct Project Administration including contracting, invoicing, deliverable development and reporting
- Planning/Environmental Documentation:
 - A listing of all project permits
 - Include any environmental mitigation or enhancement actions or tasks necessary to comply with recommended mitigation measures.
 - Necessary plans and specifications
- ACTIVITIES /TREATMENT /IMPLEMENTATION: All construction/implementation activities including salary/wages, employee benefits, contractual services (contractors), mobilization, site prep, installation/construction activities, travel, demobilization, and other activities. Add rows as necessary to list all Project Activities whether performed by staff or contractors and specify which in the brief description.
- BUDGET: For each major task, include a budget total for labor and materials including the non-state funding match and the NCRP CAL FIRE Pilot budget request amount. Eligible costs incurred after the final award date will be eligible for reimbursement. Project elements that do not produce a direct greenhouse gas (GHG) benefit (e.g., education, planning, etc.) must be linked with on the ground activities that do, or they will not be eligible costs.
- INDIRECT COSTS: Enter the Indirect Budget % in the cell provided. Indirect Costs are costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the subgrantee organization; equipment costs do not apply. These costs are not usually identified specifically within the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, janitorial, and salaries of supervisors and managers; and rent, utilities, supplies, etc. Functions included as direct versus indirect costs must be applied consistently for all activities within the grantee organization, regardless of fund source.
- SCALED BUDGET: In the columns provided, indicate whether the budget request amount for the NCRP CAL FIRE Pilot Project funding, project budget total and funding match is scalable and include the scaled totals. The Budget Template spreadsheet automatically scales the budget by task by 25% and 50% for ease. If the project is scalable by another amount for any of the tasks, please make changes to the cell and/or cell formula. If the Budget is not scalable by 25% or 50%, delete scaled budget amount provided in the cell. Given the limited amount of overall funding available for the Project solicitation, budget and scalability are important project selection factors. *Please note that if a project proponent states that their project is not scalable and the TPRC determines that the budget amount is greater than the available funding resources, a highly ranked project may not be selected for funding.*
- Add information about the sources of matching funds to the table below.

Detailed Budget

Large lump sum budgets are strongly discouraged. Any lump sum budgets greater than \$100,000 should be detailed and described in a project proponent designed Detailed Budget tab including, salaries, contractual services, supplies, equipment and other costs. It is recommended that the budget detail be defined by unit of measurement and the unit cost; following are suggested Unit of Measurement labels: Hours, Days, Each, Report, Contract, Miles, Daily, Acres. A sample template is provided for a detailed budget for use. *If you are having trouble developing a detailed budget, please contact NCRP staff to determine what technical support might be available.*



E. BENEFITS AND CO-BENEFITS

1. **TO SUPPORT CAL FIRE'S REPORTING TO CARB ON CCI (California Climate Investments) EXPENDITURES.** Please check the box for any co-benefits the project will provide.
2. **SUSTAINABLE BENEFITS.** Describe the extent to which the project will deliver enduring and sustainable benefits and co-benefits including: emergency resilience; ecosystem, habit & species benefits; water quality & supply; cultural resources; endangered/threatened species; and built infrastructure. Reference the scoring criteria listed in the [NCRP CAL FIRE Forest Health Pilot Project Review & Selection Process Guidelines](#) for more information about how to address this question. [4000 characters]
3. **COMMUNITY BENEFITS.** Describe how the project will provide important benefits to Tribal and economically disadvantaged communities and how potential adverse impacts would be avoided. [2000 characters]
4. **CLIMATE CHANGE BENEFITS.** Describe how the project measurably addresses climate change by emissions avoidance or reduction or climate adaptation using nature-based solutions. [2000 characters]
5. **LONG-TERM MAINTENANCE OF PROJECT BENEFITS.** Describe plans for long-term maintenance of project benefits including the responsible parties, funding, and partner assistance. [2000 characters]
6. **TECHNICAL BASIS FOR THE PROJECT.** Provide a narrative for the technical basis for the project, including how the project can achieve the claimed level of benefits listed above. [4000 characters]

Copies of technical supporting documents referenced in this narrative can be included in the Technical & Reference Supporting Document packet described below.

F. PROJECT TECHNICAL SUPPORTING DOCUMENTS AND DATA

Technical & Reference Supporting Document: copies of the maps, permits, environmental compliance documentation, studies, plans and designs completed for the project, as well as letters of support or other documentation of support. These documents should be bundled into one document (.pdf formatted) that includes a Table of Contents and is limited to approximately 50 pages.

ATTACHMENTS AND NOTES (required)

Upload the supplemental application, technical supporting documents and any other documents or files that are required and support your NCRP CAL FIRE Forest Health Pilot proposal. To add your attachment, click the orange "+Add Attachment" button.

1. **Attachment Type.** Choose the Attachment Type that best corresponds to the document you are uploading.
2. **File.** Use the "Browse" button to navigate to your files and choose the document to upload. Select the file and click "Open." The file name will appear to the right of the "Browse" button.
3. **Display Name.** Type in the name of the file as you want it displayed in the text box to the right.
4. **Description.** Type in a short description of the file in the text box to the right, if necessary.



If you wish to attach additional documents, repeat the process above for each document you wish to attach. If you wish to remove any of the attachments, click on the trash can icon to the left of the Display Name.

To add a Note, click the orange “+ Add Note” and enter information into the text box; there is an 8,000-character limit. When you are finished, click the orange “Save” button. If you wish to delete a note, click on the trash can icon to the left of the note.

SUBMIT YOUR PROPOSAL

Once all required sections are complete and you have submitted the required attachments, you may submit your proposal for review by clicking the “Submit” button in the bottom right corner of the page. If you are not able to Submit your proposal, it is probably because one or more required fields were left blank. All the headers on the left should have a green check to their left, indicating that the information on that tab is complete. If there is an orange exclamation point by any of the headers, click on it to return to that page, fill in the missing information (you can put “NA” or “help” or “0” if it is unknown) and then click the orange Save button at the bottom. Once all required fields are complete, the “Submit” button on the bottom right corner of the page will turn orange and you will be able to submit your proposal. Note: once you have submitted a proposal, you cannot re-open and edit it, although if a reviewer returns it with comments, you will receive a link to re-open and edit it to respond to the comments.

Submitting your proposal will notify the NCRP staff reviewer, who will review it and contact you if further information is needed. If more information is needed, you will receive an email from the NCRP Project Tracker with a link to your project proposal.

- Click on the link to re-open your proposal and follow the prompts to update your proposal.
- Explanatory comments from the reviewer are included at the bottom of any page that needs to be updated.
- Once you have finished updating your proposal, re-submit it using the button at the bottom right of the page.