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# NORTH COAST RESOURCE PARTNERSHIP CAL FIRE FOREST HEALTH PILOT IMPLEMENTATION PROJECT REVIEW & SELECTION PROCESS GUIDELINES

## Table of Contents

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1. BACKGROUND.....	1
2. CAL FIRE FOREST HEALTH PILOT GRANT: SPECIFIC GUIDELINES .....	1
3. NCRP LANDSCAPE PRIORITY AREAS FOR FOREST HEALTH PROJECTS .....	2
4. ELIGIBLE SUB-AWARD PROJECT SPONSOR APPLICANTS .....	2
5. FUNDING LIMITS.....	2
6. PROJECT READINESS .....	3
7. ELIGIBLE PROJECT ACTIVITIES.....	3
8. SUB-GRANTEE PROJECT ADMINISTRATION .....	3
9. SCHEDULE FOR THE NCRP 2023 PROJECT SOLICITATION, PROPOSAL REVIEW & SELECTION PROCESS .....	4
10. SUB-AWARD PROJECT INFORMATION .....	5
11. NORTH COAST RESOURCE PARTNERSHIP PROJECT PROPOSAL SCORING CRITERIA .....	6
APPENDIX A - NORTH COAST RESOURCE PARTNERSHIP PROJECT REVIEW & SELECTION PROCESS GUIDELINES ..	19
APPENDIX B - CAL FIRE FOREST HEALTH PROGRAM & REGIONAL GRANT PILOT SUMMARIES .....	27
APPENDIX C - ELIGIBLE ACTIVITIES .....	29
APPENDIX D - SUB-GRANTEE PROJECT ADMINISTRATION .....	32
APPENDIX E - STANDARD INSURANCE REQUIREMENTS.....	51
APPENDIX F - TRIBAL LIMITED WAIVER OF SOVEREIGN IMMUNITY .....	55

## 1. BACKGROUND

The [North Coast Resource Partnership](#) (NCRP) is a long term, innovative and successful collaboration among Northern California Tribes, counties, NGOs, RCDs, business, and diverse partners. The NCRP region covers over 19,000 square miles – 12% of the California landscape – and includes the Tribal lands and the counties of Del Norte, Humboldt, Trinity, Siskiyou, Modoc, Mendocino and Sonoma. The NCRP is governed by a Leadership Council comprised of appointees from the 30 federally recognized Tribes in the region as well as county boards of supervisors. Since 2004, the partnership has engaged in collaborative, integrated planning and project implementation, and with key state, federal and philanthropic partners, has invested over \$110 million in hundreds of projects that benefit the North Coast region’s communities and watersheds.

The North Coast Resource Partnership (NCRP) has an established project prioritization, evaluation, and selection process which is included in [Appendix A](#) and is regularly updated in the [NCRP Policies and Procedures Handbook](#). It outlines the NCRP [Adaptive Planning and Prioritization Framework](#) (APPF) that uses the best available science and data – combined with local knowledge and expertise – to prioritize geographic areas for investment in the North Coast Region. The project evaluation and selection criteria rely on objective regional-scale criteria, partner agency goals and objectives and Leadership Council directed guidelines. The objective ranking and scoring process is shared with project proponents and the general public, and is conducted via multiple steps to ensure equity and transparency at each phase.

## 2. CAL FIRE FOREST HEALTH PILOT GRANT: SPECIFIC GUIDELINES

The NCRP was awarded block grant funding from the California Natural Resources Agency and Department of Conservation for planning and the identification and implementation of local and regional projects and initiatives to improve community capacity, forest and watershed health, and increase fire resiliency. The goal of the [Regional Forest and Fire Capacity \(RFFC\)](#) grant was to develop a [NCRP Vision for North Coast Resilience Plan](#) and to prioritize, develop, and implement projects that improve community, health and safety, the capacity of partners in the region, enhance forest and watershed health, climate adaptation and fire resilience, facilitate greenhouse gas emissions reductions, and increase carbon sequestration.

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 NCRP, 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*. Excerpts from the CAL FIRE Regional Grant Pilot Guidelines were modified for the NCRP CAL FIRE Forest Health Pilot process and are included in these Guidelines as appendices and referenced below:

- [Appendix B](#): CAL FIRE Forest Health Program and the Regional Grant Pilot summaries
- [Appendix C](#): Eligible Activities
- [Appendix D](#): Sub-Award Project Administration

At the April 26, 2019 NCRP meeting, the NCRP Leadership Council directed the formation of an NCRP Forest Resiliency Ad Hoc Committee comprised of Leadership Council (LC) and Technical Peer Review Committee (TPRC) members to advise on the implementation of the NCRP RFFC grant. This Ad Hoc Committee will also advise and provide guidance for the NCRP CAL FIRE Forest Health Pilot grants. Staff developed the draft NCRP CAL FIRE Forest Health Pilot Solicitation process, guidelines and application materials for review and consideration by the LC. During the January 2024 NCRP meeting the LC approved the Draft NCRP CAL FIRE Forest Health Pilot Implementation Project Review and Selection Process Guidelines, Scoring Criteria and draft Application materials, with provisions for finalizing the materials with oversight of the RFFC Ad Hoc Committee and TPRC Co-Chairs and input from CAL FIRE to allow for the commencement of the NCRP CAL FIRE Forest Health Pilot Implementation Project Solicitation in one round of funding totaling \$10 million.

### **3. NCRP LANDSCAPE PRIORITY AREAS FOR FOREST HEALTH PROJECTS**

As one step in the overall project identification and evaluation process (described in [Appendix A](#)), 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 act as a screening tool to support the objective filtering and stratifying of 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. This screening assessment will support and work in concert with the transparent evaluation and decision-making process that the NCRP uses to select projects (see [Appendix A](#)). The [NCRP CAL FIRE Forest Health Pilot Regional Assessment](#) resulted in a series of maps that will act as a screening tool to identify high priority areas for forest health projects that are described in the following [Story Map](#). 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. Therefore, projects in those forest health categories will be evaluated via local knowledge and data.

### **4. ELIGIBLE SUB-AWARD PROJECT SPONSOR APPLICANTS**

Eligible applicants are: federally recognized Native American tribes or non-federally recognized California Native American tribes listed on the California Tribal Contact List maintained by the Native American Heritage Commission as described in Section 65352.4 of the Government Code; local, state, and federal public agencies; universities; special districts; industrial and nonindustrial private forest landowners; and non-profit organizations. If selected, the project sponsor will enter into a sub-agreement with the County of Humboldt, acting as the fiscal and administrative lead for the NCRP.

### **5. FUNDING LIMITS**

Eligible Forest Health projects must be large, landscape-scale projects with multiple, integrated benefits. The grant amounts will generally range between \$500,000 - \$2 million. The NCRP may choose to fund a portion of the proposed project based on funding availability and other considerations, including removing ineligible or ancillary treatments not directly supporting the primary Forest Health goals and activities. Project applicants will be asked whether their project budget is scalable and how a scaled budget will impact the overall project.

## 6. PROJECT READINESS

Eligible projects must complete grant-related activities no later than December 31, 2028. All projects selected for inclusion into the NCRP CAL FIRE Forest Health Pilot portfolio must have their environmental compliance completed within one year of project portfolio approval and must demonstrate progress toward completing the work within six months of award. The NCRP will begin to review all awarded projects within 12 months of the subgrant award and may reallocate awarded funds to a different sub-grantee within the project portfolio, in accordance with the [NCRP Policies and Procedures Handbook](#) reallocation protocol, if environmental compliance is not complete or reasonable progress toward completing the project work cannot be demonstrated.

## 7. ELIGIBLE PROJECT ACTIVITIES

Eligible projects must yield substantial benefits, have a well-defined scope of work, be feasible to implement within the grant term, and contribute to the goals of CAL FIRE's Forest Health program and the [NCRP Vision for North Coast Resilience Plan](#). All projects must include one or more activities supported by the Forest Health Program:

- Forest Fuels Reduction
- Prescribed Fire
- Cultural Fire
- Pest Management
- Reforestation
- Biomass Utilization

Detailed information about the eligible project activities is excerpted and modified from the *California Climate Investments, Department of Forestry and Fire Protection, Forest Health Program, Regional Grant Pilot Guidelines, December 2023* and can be found in [Appendix C](#).

## 8. SUB-GRANTEE PROJECT ADMINISTRATION

The County of Humboldt acts as the fiscal sponsor and Regional Manager of grant funds for the NCRP. The Regional Contract Management Team will provide QA/QC on all invoices and progress reports submitted by sub-grantees prior to compiling regular grant progress reports and invoices to submit to CAL FIRE. The Team will maintain auditable files and will act as the liaison between the project sponsors (sub-grantees, sub-contractors) and CAL FIRE to streamline communications.

Detailed information about the eligible project costs and other project administration requirements has been excerpted and modified from the *California Climate Investments, Department of Forestry and Fire Protection, Forest Health Program, Regional Grant Pilot Guidelines, December 2023*, and can be found in [Appendix D](#). Standard Insurance Requirements are provided in [Appendix E](#). Guidelines and requirements related to Tribal Limited Waiver of Sovereign Immunity can be found in [Appendix F](#).

## 9. SCHEDULE FOR THE NCRP 2024 PROJECT SOLICITATION, PROPOSAL REVIEW & SELECTION PROCESS

This schedule is subject to change based on new information.

- **September 2023:** The Draft North Coast Regional Forest Health Assessment released for public review and reference.
- **September 2023:** The NCRP Technical Assistance (TA) solicitation for CAL FIRE Forest Health Pilot Projects is announced and accepted on a rolling basis through June 1. Project development technical assistance is provided to eligible disadvantaged communities and Tribes via contracts with TA providers.
- **October 2023 – early January, 2024:** NCRP staff develop the draft NCRP Project Review and Selection Process Guidelines and draft application materials; meet with CAL FIRE, ad hoc committee and Technical Peer Review Committee (TPRC) Co-chairs to review materials.
- **January 19, 2024 NCRP Quarterly Meeting:** Leadership Council (LC) review, consider, provide direction, edit and approve the draft NCRP Project Review and Selection Process Guidelines and draft NCRP Project Application materials with a provision for changes to the materials based on input from CAL FIRE, NCRP TPRC Co-chairs & ad hoc committee.
- **February - March:** The NCRP staff (working w/ CAL FIRE, TPRC Co-chairs, ad hoc committee) refine the NCRP Project Application materials and NCRP Project Review and Selection Process Guidelines based on LC direction.
- **May 5:** NCRP CAL FIRE Forest Health Pilot Implementation Project Grant Solicitation is announced via the NCRP Project Tracker webpage and eblast. NCRP staff and sub-contractors provide project application support and on-going project TA is provided to disadvantaged communities and Tribes.
- **May - June:** Informational webinars will be held and recorded. Recorded webinars will be posted to the NCRP Project Tracker webpage.
- **May – July Proposal Support:** Regional experts and NCRP staff will hold weekly office hours where project proponents are invited to bring preliminary proposals and questions for discussion by NCRP staff and technical assistance providers. One-on-one meetings will be coordinated to assist those interested in submitting applications. Types of support may include answering questions about the assessment findings and application process as well as help with the NCRP Project Tracker platform, project specific environmental compliance requirements, cost estimation, project scalability, project benefits, geospatial data packet for project area and general proposal review.
- **August 4:** NCRP CAL FIRE Pilot Forest Health Implementation Project applications due
- **August:** TPRC and expert consultant project review period; a TPRC pre-project evaluation meeting will be held prior to the TPRC project review period.
- **Aug 28 & 29, TPRC Project Review Meeting (2-days):** scoring and draft Project Portfolio selection meeting of the TPRC, to review project proposal and select a draft TPRC Project Portfolio to present as a recommendation during the Quarterly Meeting for approval or final selection. At this public meeting, project proponents and the public are welcome to attend and provide public comment.
- **Early September:** Draft Project Portfolio presentation with CAL FIRE; CAL FIRE review and input.
- **Mid-September – Mid October:** staff work with project sponsors to address CAL FIRE input and get CAL FIRE Forest Health approval.

- **October 18 – NCRP Quarterly Meeting:** LC consider/approve TPRC recommended suite of Priority North Coast Projects for NCRP CAL FIRE Pilot Forest Health Implementation Project Regional Grant at an in-person meeting (Del Norte).
- **October – November:** Priority North Coast Project sponsors work with NCRP staff and technical leads to develop materials for the NCRP CAL FIRE Pilot Forest Health Regional Portfolio of Implementation Projects including CAL FIRE required documents; NCRP provides technical assistance for environmental compliance.
- **December 2024:** NCRP CAL FIRE Forest Health Pilot Regional Portfolio of Implementation Projects (and required documentation) provided to CAL FIRE and CAL MAPPER.

## 10. SUB-AWARD PROJECT INFORMATION

The NCRP priority project sponsors selected by the LC on October 18, 2024, to be included in the NCRP CAL FIRE Forest Health Pilot Regional Portfolio will be expected to work with NCRP staff and consultants to provide the following project and applicant eligibility information prior to regional sub-awards of projects, within 1 month of award announcement:

- 1) Project Sponsor Letter of Commitment
- 2) Environmental Compliance Documents and Permits – National Environmental Policy Act (NEPA)/California Environmental Quality Act (CEQA) documents (for projects that already have environmental compliance documentation in place)

NCRP Staff will be developing NCRP CAL FIRE Forest Health Pilot Regional Portfolio materials for submittal to CAL FIRE and may request information from project sponsors to support NCRP development of the following:

- NCRP Regional Forest Health Project Report Form worksheets: Treatment Tracking; Work Plan; and Environmental Compliance
- Spatial Data and/or maps of the project area
- Priority Population Benefit Criteria Table
- GHG Emissions Workbook
- CARB-CCI Job Co-Benefit Modeling Tool
- CARB-CCI Co-Benefit Assessment Methodology Community Engagement Questionnaire
- UC/CSU Model Agreement Template (Required for UC/CSU and associated auxiliary entities)

## 11. NORTH COAST RESOURCE PARTNERSHIP PROJECT PROPOSAL SCORING CRITERIA

Every NCRP proposal will be evaluated by the TPRC and may include external, technical expert review. All reviewers agree to comply with the [NCRP Conflict of Interest policy](#) and receive training on reviewing proposals, during the TPRC pre-review meeting.

Proposals will be reviewed, evaluated, and scored based on the extent to which they meet the criteria listed in the categories below, which correspond to the questions in the application sections. Reviewers consider the degree to which the proposals align with these criteria when determining the score for each category.

Each of the criteria will be evaluated on a scale of 1 to 5, where the following generally apply: 1 is insufficient or does not meet target, 2 is significantly deficient or only marginally meets target, 3 is satisfactory, 4 is excellent and 5 is outstanding. Reviewers may choose to use fractional scores. The Scoring Scale Guidance below that is associated with the criteria are intended as a guide for reviewers and applicants are encouraged consider them when preparing their proposals.

Once all of the proposals are reviewed per the criteria listed below, final funding decisions will be made by the NCRP Leadership Council, based on proposal scoring as well as additional factors applied to the overall slate of funded projects according to the [LC Directed Criteria for Project Selection](#) found in [Appendix A](#). These factors include: geographic distribution of projects, variety of NCRP priorities addressed, representation of project type and applicant, alignment with available funding, and performance on prior and/or current NCRP grants.

NCRP PROJECT PROPOSAL CRITERIA	APPLICATION SECTIONS & QUESTIONS	Weighting Factor	SCORING SCALE GUIDANCE (criteria evaluated on a scale of 1 to 5)
<p><b>ELIGIBILITY CRITERIA</b></p> <p>Is the project sponsor an eligible grant applicant?</p> <p>Does the project address at least one of the NCRP Objectives?</p> <p>Is the project type eligible for the current funding solicitation?</p> <p>Does the project fit the purpose and objectives of the CAL FIRE Forest Health Program?</p>	<p>Project Tracker Section</p> <p>A. Q - 2</p> <p>B. Q - 1</p> <p>Supplemental Section</p> <p>B. Q – 2 &amp; 3</p>		<p>Yes / No: Staff to determine eligibility</p>



NCRP PROJECT PROPOSAL CRITERIA	APPLICATION SECTIONS & QUESTIONS	Weighting Factor	SCORING SCALE GUIDANCE (criteria evaluated on a scale of 1 to 5)
<p><b>NCRP LANDSCAPE PRIORITY AREAS FOR FOREST HEALTH PROJECTS SCREENING ASSESSMENT</b></p> <p>Is the project located within one of the high priority areas identified by the <a href="#">NCRP Landscape Priority Areas for Forest Health Projects assessment?</a></p> <p>OR</p> <p>If the proposed project is not located within the <a href="#">NCRP Landscape Priority Areas for Forest Health Projects assessment</a>, does the project description thoroughly describe local conditions not captured in the regional screening level analysis (including priority areas for reforestation, prescribed fire and cultural fire) that would support the prioritization of the proposed project area?</p>	<p>Supplemental Section</p> <p>A. Q - 1 &amp; 2</p>	<p>2</p>	<ol style="list-style-type: none"> <li>1. The project is located within one (or more) of the low priority areas (level 0 - 2) as identified by the <i>NCRP Landscape Priority Areas for Forest Health Projects</i> assessment and does not include a description of local conditions that supports the prioritization of the proposed project area.</li> <li>2. The project is located within one (or more) of the low priority areas (level 0 - 2) as identified by the <i>NCRP Landscape Priority Areas for Forest Health Projects</i> assessment and marginally describes local conditions that support the prioritization of the proposed project area including substantial justification that is unclear.</li> <li>3. The project is located within one (or more) of the priority areas (level 0 - 4) as identified by the <i>NCRP Landscape Priority Areas for Forest Health Projects</i> assessment and describes local conditions that support the prioritization of the proposed project area, though substantial justification is unclear.</li> <li>4. The project is located within one (or more) of the priority areas (level 0 - 4) as identified by the <i>NCRP Landscape Priority Areas for Forest Health Projects</i> assessment and describes local conditions that support the prioritization of the proposed project area, though a minimal portion of the justification is unclear.</li> <li>5. The project is located within the highest priority area (level 5) as identified by the <i>NCRP Landscape Priority Areas for Forest Health Projects</i> assessment; or is located within one of the other priority areas and thoroughly describes local conditions that strongly supports the prioritization of the proposed project area.</li> </ol>



NCRP PROJECT PROPOSAL CRITERIA	APPLICATION SECTIONS & QUESTIONS	Weighting Factor	SCORING SCALE GUIDANCE (criteria evaluated on a scale of 1 to 5)
<p><b>PROJECT FOREST HEALTH ACTIVITIES &amp; MAGNITUDE OF BENEFITS</b></p> <p>To what degree does the project yield forest health benefits that contribute to the goals of CAL FIRE’s Forest Health program and include one or more Forest Health activities:</p> <ul style="list-style-type: none"> <li>● Forest Fuels Reduction</li> <li>● Prescribed Fire</li> <li>● Cultural Fire</li> <li>● Pest Management</li> <li>● Reforestation</li> <li>● Biomass Utilization</li> </ul> <p>To what degree will the proposed project result in substantial Forest Health benefits: resilient forests of diverse species, successional stages, sizes, and ages?</p>	<p>Project Tracker Section</p> <p>A. Q - 2</p> <p>Supplemental Section</p> <p>B. Q – 3, 5</p> <p>D. Q – All</p>	<p>2</p>	<ol style="list-style-type: none"> <li>1. Project includes limited Forest Health activities that do not provide substantial benefits.</li> <li>2. Project includes Forest Health activities that provide limited benefits.</li> <li>3. Project includes Forest Health activities that provide some benefits.</li> <li>4. Project includes Forest Health activities that provide significant benefits, though some justification is unclear.</li> <li>5. Project includes Forest Health activities that provide significant benefits and stands out as having substantial additional benefits such as regional impacts and/or will result in notable shifts in widespread adoption of fire-wise behaviors in the community that will have lasting benefits beyond the project’s physical benefits.</li> </ol>
<p><b>PROJECT TEAM CAPACITY &amp; EXPERIENCE</b></p> <p>Has the project proponent successfully implemented similar projects in the past?</p> <p>Does the proposal demonstrate that the sponsor/project team has the qualifications, experience, capacity, and commitment to the project goals to perform the proposed tasks successfully and cost effectively?</p>	<p>Organization Statement of Qualifications</p>		<ol style="list-style-type: none"> <li>1. Significant concern that the project team does not have the capacity and experience to effectively implement the project.</li> <li>2. Some concern that the project team does not have the capacity and experience to effectively implement the project.</li> <li>3. The project team likely has the capacity and experience to effectively implement the project, but there are some concerns.</li> <li>4. The project team has the capacity and experience to effectively implement the project with only minimal concerns.</li> </ol>

NCRP PROJECT PROPOSAL CRITERIA	APPLICATION SECTIONS & QUESTIONS	Weighting Factor	SCORING SCALE GUIDANCE (criteria evaluated on a scale of 1 to 5)
			5. The project team clearly has the capacity and experience to effectively implement the project with no concerns.
<p><b>PROJECT INFORMATION</b></p> <p>Does the Project Description include a clear problem statement? Does the scope of the project and the projected outcomes of the project provide an adequate solution to the problem?</p> <p>Does the Project Description summarize the major components and the intended purpose of the project?</p> <p>Do the Project goals and objectives help to achieve the goals and objectives of the NCRP and the <a href="#">NCRP Vision for North Coast Resilience Plan</a>?</p> <p>Does the proposal adequately describe the need for the project?</p> <p>Does the project respond to a critical need that will not be met if the project is not funded?</p> <p>Is this an important project for the project community? region?</p> <p>Is the project the best way to alleviate the critical need (e.g., hazard mitigation, critical infrastructure, etc.)?</p>	<p>Project Tracker Section</p> <p>A. Q - 8</p> <p>Supplemental Section</p> <p>B. Q – 1, 5, 6</p> <p>C. Q – 1</p>	2	<p>1. The scope and outcomes do not provide an adequate solution to the problem and it is either that the impacts are unreasonable or unclear whether the projects impacts are reasonable. The proposal does not adequately describe the project need and objectives.</p> <p>2. The scope and outcomes may provide an adequate solution to the problem and the impacts may be reasonable, but no justification is provided. Project negligibly addresses a critical project need and objectives of the NCRP and the <i>NCRP Vision for North Coast Resilience Plan</i>. Project marginally includes a long-term maintenance plan.</p> <p>3. The scope and outcomes may provide an adequate solution to the problem and the impacts may be reasonable, but limited justification is provided. Project somewhat addresses a critical project need and objectives of the NCRP and the <i>NCRP Vision for North Coast Resilience Plan</i>, but some justification is unclear.</p> <p>4. The scope and outcomes likely provide an adequate solution to the problem and the impacts appear to be reasonable and justified, though a minimal portion of the justification is unclear. Project addresses a critical project need and objectives of the NCRP and the <i>NCRP Vision for North Coast Resilience Plan</i>, a minimal portion of the justification is unclear.</p> <p>5. The scope and outcomes provide a clear solution to the problem and the impacts are reasonable and justified. Project addresses a critical project need and objectives of the NCRP and the <i>NCRP Vision for North Coast Resilience Plan</i>.</p>

NCRP PROJECT PROPOSAL CRITERIA	APPLICATION SECTIONS & QUESTIONS	Weighting Factor	SCORING SCALE GUIDANCE (criteria evaluated on a scale of 1 to 5)
<p>Are the potential adverse impacts reasonable? Can they be mitigated?</p>			
<p><b>LONG TERM MAINTENANCE/O&amp;M &amp; PERFORMANCE REPORTING</b> (during and after the grant period)</p> <p>Does the proposal include a clear approach to measuring and reporting project effectiveness including data management, performance measures, and assessing project benefits and lessons learned?</p> <p>Does the project include a long-term maintenance plan for the project that identifies responsible parties, funding, and partner assistance?</p>	<p>Project Tracker Section: F - All</p> <p>Supplemental Section: B. Q - 7 D - All</p>		<ol style="list-style-type: none"> <li>1. Project does not include a clear approach to measuring and reporting project effectiveness nor a long-term maintenance plan.</li> <li>2. Project marginally includes a long-term maintenance plan. Project lacks specific, quantifiable performance metrics to evaluate project success or benefits.</li> <li>3. Project includes an approach to measuring and reporting project effectiveness and a long-term maintenance plan. Project has at least one specific, quantifiable performance metric to evaluate project success or benefits.</li> <li>4. Project includes an approach to measuring and reporting project effectiveness and a long-term maintenance plan. Project has more than one specific, quantifiable performance metric to evaluate project success and/or benefits.</li> <li>5. Project includes a clear approach to measuring and reporting project effectiveness and a long-term maintenance plan. Project has multiple specific, quantifiable performance metrics to evaluate project success and benefits.</li> </ol>
<p><b>PROJECT BENEFITS TO ECONOMICALLY DISADVANTAGED COMMUNITIES</b></p> <p>Is the project located in an economically disadvantaged community or severely disadvantaged community?</p> <p>Does the project benefit Tribe(s) or historically underrepresented communities?</p> <p>Does the project significantly improve a Tribal or disadvantaged community's</p>	<p>Project Tracker Section: D. Q - 3 - 5</p> <p>Supplemental Section: D. Q - 1 - 5</p>	2	<ol style="list-style-type: none"> <li>1. Project is not located in a historically underrepresented and/or disadvantaged community OR is located in such a community, but does not accrue benefits to the community.</li> <li>2. Project is located in a historically underrepresented and/or disadvantaged community and the project benefits that community to a limited degree.</li> <li>3. Project is located in a historically underrepresented and/or disadvantaged community and the project substantially benefits that community OR Project is located in a severely</li> </ol>

NCRP PROJECT PROPOSAL CRITERIA	APPLICATION SECTIONS & QUESTIONS	Weighting Factor	SCORING SCALE GUIDANCE (criteria evaluated on a scale of 1 to 5)
<p>economic vitality via jobs, local revenue or long-term enhancements to capacity?</p> <p>Will the project provide important benefits to a Tribal or economically disadvantaged community such as public health, safety, air quality, water supply/quality?</p> <p>If the project includes potentially adverse impacts, such as smoke, does the applicant adequately explain how disproportionate impacts to Tribal or disadvantaged communities would be avoided?</p>			<p>disadvantaged community and the project benefits that community to a limited degree.</p> <p>4. Project is located in a historically underrepresented and/or disadvantaged community and the project substantially benefits that community. AND Project is located in a severely disadvantaged community and the project benefits that community to a limited degree.</p> <p>5. Project is located in a severely disadvantaged community and the project substantially benefits that community.</p>
<p><b>PROJECT CO-BENEFITS</b> (co-benefits must align with and support the primary Forest Health goals and activities)</p> <p><b>Emergency Resilience:</b> Does the project reduce wildfire risk, increase firefighting capacity, protect infrastructure against these or other hazards, or in other ways contribute to regional or local emergency resiliency?</p> <p><b>Ecosystem, Habitat, and Species Benefits:</b> To what degree does the project document long term benefits from Forest Health investments - such as ecosystem function, biodiversity, water quality and supply, human community safety and health benefits?</p>	<p>Supplemental Section: D. Q - 1 - 5</p>	<p>1</p>	<p>1. Project provides negligible project co-benefits.</p> <p>2. Project provides some co-benefits of limited magnitude.</p> <p>3. Project provides co-benefits of moderate magnitude, though it is unclear whether they directly support the primary Forest Health goals and activities</p> <p>4. Project delivers enduring and sustainable project co-benefits of moderate magnitude, although may not directly support the primary Forest Health goals and activities.</p> <p>5. Project delivers enduring and sustainable project co-benefits of substantial magnitude and clearly supports the primary Forest Health goals and activities.</p>

NCRP PROJECT PROPOSAL CRITERIA	APPLICATION SECTIONS & QUESTIONS	Weighting Factor	SCORING SCALE GUIDANCE (criteria evaluated on a scale of 1 to 5)
<p><b>Water Quality &amp; Supply Benefits:</b> Does the project appreciably benefit impaired water bodies, sensitive habitats or protected areas?</p> <p><b>Cultural Resources and Priorities:</b> Does the project improve watershed &amp; forest health, cultural priorities or ecosystem services?</p> <p><b>Endangered/Threatened Species:</b> Will the project effectively improve conditions for salmonids and other endangered/threatened species?</p> <p><b>Built Infrastructure Benefits:</b> Does the project improve water supply, communications infrastructure, energy transmission infrastructure?</p> <p><b>Magnitude of Benefits:</b> Are the benefits claimed of a magnitude appropriate to the cost of the project and the grant request?</p>			
<p><b>CLIMATE CHANGE</b></p> <p><b>Emissions Avoidance or Reduction:</b> Does the project measurably address climate change by sustaining forest-based carbon, reducing or avoiding GHG emissions or water demand or by incorporating energy efficiency or other strategies to reduce or avoid emissions?</p> <p><b>Climate Adaptation:</b> Does the project contribute to climate adaptation using</p>	<p>Supplemental Section: D. Q - 4</p>	<p>1</p>	<ol style="list-style-type: none"> <li>1. The project does not address climate change through emissions avoidance/reduction nor contributes to climate adaptation using nature-based solutions.</li> <li>2. The project may address climate change through emissions avoidance/reduction or may contribute to climate adaptation using nature-based solutions, but substantial justification is unclear.</li> <li>3. The project addresses climate change through emissions avoidance/reduction or contributes to climate adaptation</li> </ol>

NCRP PROJECT PROPOSAL CRITERIA	APPLICATION SECTIONS & QUESTIONS	Weighting Factor	SCORING SCALE GUIDANCE (criteria evaluated on a scale of 1 to 5)
<p>nature-based solutions such as habitat or ecosystem enhancement, biodiversity conservation, water quality and supply, climate adaptive infrastructure (tanks, pipes, energy infrastructure)?</p>			<p>using nature-based solutions, but some justification is unclear.</p> <p>4. The project reasonably addresses climate change through emissions avoidance/reduction or contributes to climate adaptation using nature-based solutions.</p> <p>5. The project measurably addresses climate change through emissions avoidance/reduction or significantly contributes to climate adaptation using nature-based solutions.</p>
<p><b>PROJECT JUSTIFICATION &amp; TECHNICAL BASIS</b></p> <p>Is the description of the scientific and technical basis for the project adequate considering the size of the project and physical benefits claimed?</p> <p>Did applicant consider other solutions to the problems being targeted and select the most efficient and cost-effective method?</p> <p>Does the technical analysis support the claimed physical benefits?</p> <p>Does the project engage appropriate technical experts throughout project planning, design, and implementation to ensure activities are technically sound and feasible?</p> <p>Does the project support/align with other wildfire planning processes including the <a href="#">2018 Strategic Fire Plan for California</a>, local CAL FIRE Unit fire plans, or Tribal</p>	<p>Supplemental Section:</p> <p>B. Q - 3, 9, 108- 11</p> <p>C. Q - 3</p> <p>D. Q - 5</p> <p>E. Project Technical &amp; Supporting Documents</p>	<p>1</p>	<p>1. Significant concern that the project is not technically sound as proposed and does not support the claimed benefits. Project includes negligible engagement with technical experts in planning, design, and/or implementation. The project does not actively support/align with other wildfire planning processes.</p> <p>2. Some concern that project may not be technically sound and may not support the claimed benefits but does include limited justification. Project includes limited engagement with technical experts in planning, design, and implementation. The project may support/align with other wildfire planning processes, but it is unclear.</p> <p>3. Project is likely technically sound, likely supports the claimed benefits, and includes justification, but some justification is unclear. Project engages some technical experts in project planning, design, and implementation to ensure that the project is feasible, efficient and effective. The project likely supports/aligns with other wildfire planning processes.</p> <p>4. Project is technically sound and supports the claimed physical benefits, though a minimal portion of the justification may be unclear. Project engages technical experts in project planning, design, and implementation to ensure that the</p>

NCRP PROJECT PROPOSAL CRITERIA	APPLICATION SECTIONS & QUESTIONS	Weighting Factor	SCORING SCALE GUIDANCE (criteria evaluated on a scale of 1 to 5)
<p>and Community Wildfire Protection Plans? Projects should demonstrate how their activities are consistent with or in support of other statewide climate initiatives, landscape conservation efforts and other state actions plans such as the California Forest Carbon Plan, Safeguarding California Plan, Natural and Working Lands Climate Change Implementation Plan, California’s Wildfire and Forest Resilience Action Plan, CA Wildlife Action Plan, CA Water Action Plan, Habitat Conservation Plans, or Natural Community Conservation Plans.</p>			<p>project is feasible, efficient and effective. The project supports/aligns with other wildfire planning processes, though a minimal portion of the justification is unclear.</p> <p>5. Project is technically sound and well supports the claimed physical benefits with clear justification. Project engages appropriate technical experts throughout project planning, design, and implementation to ensure activities are feasible, efficient and effective. The project strongly supports/aligns with other wildfire planning processes.</p>
<p><b>ACHIEVABILITY OF PROJECT TASKS, ACTIVITIES (OPERATIONS &amp; LOGISTICS)</b></p> <p>Does the Proposal include appropriate and reasonable Tasks and Deliverables for implementing the project?</p> <p>Are the Major Tasks and Deliverables of adequate detail and completeness that it is clear that the project can be implemented?</p> <p>Does the Proposal include appropriate administrative tasks?</p> <p>Does the Proposal include appropriate environmental documentation and permitting or a clear plan to achieve environmental compliance within 1 year of award?</p>	<p>Supplemental Section:</p> <p>C. Project Workbook</p> <p>C - All</p>	<p>2</p>	<ol style="list-style-type: none"> <li>1. Significant concern that the project is not achievable as proposed. The proposal’s work plan is not adequately detailed or complete and does not include appropriate administrative, environmental documentation and permitting tasks.</li> <li>2. Some concern that the project may not be achievable. The proposal includes a limited work plan and it is unclear whether the administrative, environmental documentation and permitting tasks are appropriate.</li> <li>3. Project is likely achievable but lacks some detail. The proposal contains a basic work plan that includes administrative, environmental documentation and permitting information.</li> <li>4. Project is clearly achievable and the proposal sets forth a clear work plan with reasonable administrative, environmental documentation and permitting tasks, though a minimal portion of the justification may be unclear.</li> </ol>



NCRP PROJECT PROPOSAL CRITERIA	APPLICATION SECTIONS & QUESTIONS	Weighting Factor	SCORING SCALE GUIDANCE (criteria evaluated on a scale of 1 to 5)
			<p>5. Project is clearly achievable, and the proposal sets forth a detailed and logical work plan that includes appropriate administrative, environmental documentation and permitting tasks.</p>
<p><b>SCHEDULE AND READINESS</b></p> <p>Will the project be completed by December 31, 2028?</p> <p>Does the Proposal include a reasonable Schedule for implementing the project?</p> <p>Does the Proposal include adequate design and planning support materials to ensure that the project has been well thought through and is ready to implement?</p> <p>Will the project have environmental compliance clearance documentation, such as CEQA, complete and the permits in place no later than 1 year after the funding award date?</p> <p>Does the project have environmental compliance already completed?</p>	<p>Supplemental Section:</p> <p>C. Project Workbook</p> <p>C. Q - 4-8</p>	<p>1</p>	<ol style="list-style-type: none"> <li>1. Significant concern that project can be completed by December 31, 2028. The proposal’s schedule is not adequately detailed or complete and does not include appropriate environmental documentation and permitting.</li> <li>2. Some concern that project may not be completed by December 31, 2028. The proposal includes a limited schedule and it is unclear whether the environmental documentation and permitting will be completed no later than 1 year after the funding award date.</li> <li>3. Project is likely to be completed by December 31, 2028, but lacks sufficient detail. The proposal contains a basic schedule that includes some environmental documentation and permitting information, that indicates completion no later than 1 year after the funding award date, but there are concerns about the justification provided.</li> <li>4. Project clearly can be completed by December 31, 2028. The proposal sets forth a schedule with environmental documentation and permitting tasks that will be in place no later than 1 year after the funding award date, but some information is unclear.</li> <li>5. Project clearly can be completed by December 31, 2028, and the proposal sets forth a detailed and logical schedule that includes appropriate permitting tasks that will be in place no later than 1 year after the funding award date.</li> </ol>

NCRP PROJECT PROPOSAL CRITERIA	APPLICATION SECTIONS & QUESTIONS	Weighting Factor	SCORING SCALE GUIDANCE (criteria evaluated on a scale of 1 to 5)
<p><b>PROJECT BUDGET</b></p> <p>Is the budget of adequate detail and completeness so that it is clear that the project can be implemented?</p> <p>Are the task budget and the overall budget reasonable for the project type and current stage of the project?</p> <p>Does this Proposal and budget respond to a valid financial need?</p> <p>Is the project budget appropriate for this funding solicitation? Can the project budget be scaled to be appropriate for this funding solicitation?</p> <p>Does the budget specify the number of salaried employees and contractors to be funded under the grant and the cost basis for each?</p> <p>Are budget items reasonable and appropriately substantiated? Do they demonstrate an understanding of the task at hand and align well with the tasks, scheduling, and environmental documentation/ permitting?</p> <p>Does the budget identify adequate funding match? Is this partial funding to complete a quality project, partially funded by other sources?</p> <p>Does the budget identify anticipated income received from the sale of forest products or other income generated from</p>	<p>Supplemental Section:</p> <p>C. Project Workbook</p> <p>C. Q - 1-3</p>	<p>2</p>	<ol style="list-style-type: none"> <li>1. Amount requested is not proportionate to proposed outcomes and project is not cost-effective. Costs are not allowable, reasonable, and responding to a valid financial need. Anticipated project income (if relevant) and funding match is insufficient. Costs are not justified.</li> <li>2. Amount requested does not seem proportionate to proposed outcomes and project is likely not cost-effective. Some costs are allowable, reasonable, and respond to a valid financial need. The budget does not include enough detail to determine overall cost effectiveness. Anticipated project income (if relevant) and funding match contributions are unclear. The costs are not reasonable for the area where work is being performed and for the tasks being proposed.</li> <li>3. Amount requested is mostly proportionate to proposed outcomes. Costs are mostly allowable, reasonable, and respond to a valid financial need. The budget includes some details, but overall cost effectiveness is unclear. Anticipated project income (if relevant) and funding match contributions are likely sufficient but lack details. The costs are fairly reasonable for the area where work is being performed and for the tasks being proposed.</li> <li>4. Amount requested is proportionate to proposed outcomes. Costs are allowable, reasonable, and respond to a valid financial need. The budget includes sufficient details to assess overall cost effectiveness (e.g., no large lump sums). Anticipated project income (if relevant) and funding match is sufficient and most details are clear. The costs are reasonable for the area where work is being performed and for the tasks being proposed.</li> <li>5. Amount requested is proportionate to proposed outcomes. Costs are allowable, reasonable, and respond to a valid</li> </ol>

NCRP PROJECT PROPOSAL CRITERIA	APPLICATION SECTIONS & QUESTIONS	Weighting Factor	SCORING SCALE GUIDANCE (criteria evaluated on a scale of 1 to 5)
<p>the project and how those funds will be reinvested in the project?</p> <p>Did the applicant provide a project budget narrative that allows for additional justification of how or why a budget line item helps to meet the project deliverable?</p>			<p>financial need. The budget includes robust detail enabling a clear picture of overall cost effectiveness. Anticipated project income (if relevant) and funding match is sufficient, detailed, and fully eligible. Costs are reasonable for the area where work is being performed and for the tasks being proposed. The budget and match include sufficient detail and justification to instill confidence that proposed outcomes will be achieved in a cost-effective manner.</p>
<p><b>COLLABORATION, COMMUNITY ENGAGEMENT AND LOCAL SUPPORT</b></p> <p>Is this project supported locally and/or politically, by NCRP region Tribes and local governments?</p> <p>Are there collaborative partnerships involved in the project?</p> <p>Does the project include broad community engagement, partnerships, or collaborative efforts?</p> <p>Has the Project proponent notified Counties and Tribes about the project?</p> <p>Does the proposal include letters of support or other documentation of support in the technical packet?</p> <p>Does the Project include appropriate Tribal Consultation?</p> <p>Is the Proposal part of a larger multi-phased project that leverages other benefits and resources?</p>	<p>Project Tracker Section</p> <p>A. Q - 8 B. Q – 7-8</p> <p>Supplemental Section:</p> <p>B. Q - 9, 11, 12, 14, 15</p>	<p>2</p>	<ol style="list-style-type: none"> <li>1. The project is not supported by a partnership or larger multi-phased project. The applicant does not engage or contribute to the capacity of local community members, leaders impacted Tribe(s), and other relevant or impacted stakeholders.</li> <li>2. The project appears to be supported by a partnership or larger multi-phased project, but the proposal lacks details. The applicant acknowledges but does not engage local community members, leaders, Tribe(s) and other relevant stakeholders in the project. Project does not develop capacity in non-traditional partners, engage an underserved community, uplift Tribal and Indigenous led efforts, or boost the restoration/forest management workforce.</li> <li>3. The project is supported by a narrow but adequate partnership or larger multi-phased project. The applicant informs, partners with, and engages with some local community members, leaders, Tribe(s) and other relevant stakeholders to develop and implement the project. Project is likely to do one of the following: develop capacity in non-traditional partners, engage an underserved community, uplift Tribal and Indigenous led efforts, and/or develop the restoration/forest management workforce.</li> </ol>

NCRP PROJECT PROPOSAL CRITERIA	APPLICATION SECTIONS & QUESTIONS	Weighting Factor	SCORING SCALE GUIDANCE (criteria evaluated on a scale of 1 to 5)
<p>Does the Project develop capacity in non-traditional partners, uplift Tribal and Indigenous led efforts, and/or develop the restoration/forest management workforce?</p>			<p>4. The project is supported by a comprehensive partnership or larger multi-phased project with necessary expertise and capacity. The applicant partners with, elevates, and engages collaboratively with diverse local community members, leaders, Tribe(s) community-based organizations, and other relevant stakeholders to develop and implement the project but may omit some key constituencies. Project directly engages non-traditional partners or underserved communities and broadens the sustained impact from the project. Project is likely to do more than one of the following: develop capacity in non-traditional partners, uplift Tribal and Indigenous led efforts, and/or develop the restoration/forest management workforce.</p> <p>5. The project is supported by a robust partnership or larger multi-phased project with necessary expertise and capacity. The applicant partners with, elevates, and engages collaboratively with or directly represents diverse local community members, leaders, Tribe(s), community-based organizations, and other relevant stakeholders to develop and implement the project. Project substantially engages non-traditional partners or communities—or are applicants themselves—thereby broadening the sustained impact from the project. Project develops capacity in non-traditional partners, uplifts Tribal and Indigenous led efforts, and/or develops the restoration/forest management workforce.</p>

# NCRP CAL FIRE FOREST HEALTH PILOT PROJECT REVIEW & SELECTION PROCESS GUIDELINES

## APPENDIX A - NORTH COAST RESOURCE PARTNERSHIP PROJECT REVIEW & SELECTION PROCESS GUIDELINES

### 1. BACKGROUND

The North Coast Resource Partnership (NCRP) has an established project prioritization, evaluation, and selection process which is included in the [NCRP Policies and Procedures Handbook](#) and is regularly updated. It relies on objective regional-scale information (including biophysical and socio-economic data), local knowledge and expertise, as well as a diversity of criteria informed by partner and funder goals and objectives. NCRP's process for project evaluation and selection relies on an objective ranking and scoring process that is shared with project sponsors and the general public, and is conducted via multiple steps to ensure equity and transparency at each phase.

### 2. SOURCE FUNDING SPECIFIC GUIDELINES

The NCRP may be awarded grant or contract funding from state, federal or local agencies, and philanthropic organizations that include specific requirements and guidelines that allow for regional funding dissemination for targeted projects according to the funding program goals. Specific guidelines will be developed for each NCRP funding opportunity that aligns with the funders requirements, solicitation process and technical project selection criteria. These source funding specific guidelines will tier from and align with the NCRP Project Evaluation and Selection protocol and Leadership Council directed guidelines.

### 3. ADAPTIVE PLANNING AND PRIORITIZATION FRAMEWORK

Regional projects are identified via regional assessments, review of regional plans, interviews, solicitations, technical assistance, and projects uploaded into the [NCRP Project Tracker](#), that reflect the priorities of regional partners. NCRP's prioritization and selection of projects relies on an [Adaptive Planning and Prioritization Framework](#) (APPF) that uses the best available science and data – combined with local knowledge and expertise – to prioritize geographic areas for investment in the North Coast region and support project identification. The APPF includes processes that integrate regional assessments with local knowledge and expertise, combined with rigorous, equitable, and transparent evaluation and selection processes and performance reporting. This framework intentionally integrates and aligns with the goals and objectives of partner agencies and has processes in place to:

- a) Ensure that there is an equitable opportunity for all project sponsors to participate in regional, state, and federal funding opportunities, via competitive and publicly accessible Requests for Proposals
- b) Evaluate and rank projects via the NCRP Technical Peer Review Committee (TPRC) and a technical expert team where appropriate
- c) Ensure transparent and criteria-driven decision making by elected and appointed members of the NCRP Leadership Council, representing North Coast Tribes and counties

- d) Support project sponsors with technical assistance to ensure project readiness and ensure equitable access to NCRP investments
- e) Document all projects in a regional [NCRP Project Tracking](#) tool
- f) Report on performance for individual projects and the regional portfolio of projects

#### 4. DESCRIPTION OF THE NCRP PROJECT EVALUATION ROLES

##### LEADERSHIP COUNCIL

The Leadership Council (LC) is the governing and decision-making body for the NCRP. The composition of the LC and decision-making process is defined in the [NCRP Policies and Procedures Handbook](#). The role of the LC in the NCRP project review and selection process is to set policy, and establish the decision-making criteria and framework for the process and to ensure that the process is fair, open and transparent. As the NCRP's governing and decision-making body, the LC provides direction about how the project evaluation and selection process aligns with the NCRP priorities by defining project review and selection guidelines (*see LC Directed Guidelines for Project Scoring and Selection section*). Considering the review and recommendations from the Technical Peer Review Committee, the LC takes final action to approve all projects for the NCRP and approves the region's highest priority projects for grant submittals. As defined in the Handbook, the LC is subject to the Ralph M. Brown Act and is committed to transparency and inclusion, supporting input from partners throughout the region. All NCRP meetings are noticed in advance, open to the public, with opportunities for public comment on every agenda, and all meeting summaries and information are posted on the NCRP website.

##### TECHNICAL PEER REVIEW COMMITTEE

The Technical Peer Review Committee (TPRC) is advisory to the LC and evaluates and makes recommendations based on technical expertise and scientific data. The composition of the TPRC includes appointees from the NCRP region's Tribes and counties, and is defined in the [NCRP Policies and Procedures Handbook](#). TPRC meetings adhere to the Ralph M. Brown Act. The TPRC is comprised of technical staff with expertise that includes fisheries, traditional ecological knowledge, ecology, engineering, geology, agriculture, climate change, forest health, watershed planning and management, water infrastructure and energy. The role of the TPRC in the project review and selection process is to evaluate projects for technical merit based on their professional judgment and expertise, as well as on guidelines developed by the LC and set by the funding solicitation. The TPRC prepares a draft suite of priority projects for review by the LC. Scoring criteria and evaluation summaries from the TPRC are available for public review. TPRC Co-Chairs facilitate the project review meetings to ensure integrity in the process and present the draft suite of priority projects to the LC during the NCRP meeting.

##### EXPERT TECHNICAL CONSULTANTS

Additional technical consultants may be retained to inform the technical review process on an as needed basis. External technical consultants will not advocate for any projects, nor will they score or rank projects. They may contribute to the TPRC review process in the following ways:

- Participate in the project review meetings to answer questions and provide objective expertise
- Provide objective written review comments

## NCRP STAFF

The role of NCRP staff during the project application, review and selection process is to facilitate and coordinate. Staff develops and coordinates project application materials; performs outreach and makes information available to the LC, TPRC and stakeholders; clarifies outstanding issues; makes sure decisions are understood; maintains records; consolidates and summarizes TPRC review of project grant applications, and performs fact checking of state guidelines and criteria as necessary. Staff will not advocate for any projects. Per the direction of the LC, staff will support project proponents in developing the application materials where timing allows and in accordance with the source funding proposal process and eligibility requirements. The NCRP staff team is defined in the [NCRP Policies and Procedures Handbook](#).

## 5. NCRP PROJECT APPLICATION, REVIEW & SELECTION PROCESS

The NCRP project application, review and selection process is multi-stepped:

### a) NCRP Project Solicitation and Project Information

At the direction of the LC and when there is a funding opportunity, a call for proposals will be announced to North Coast partners. The LC will review and refine the LC directed guidelines and criteria for project scoring and selection based on NCRP goals and objectives, specific regional priorities and funding source requirements and preferences. Staff will develop and make available Project Solicitation application materials based on the NCRP priorities and the funding source solicitation and requirements. The project application materials will include an application, detailed instructions, and a clear description of scoring guidelines and evaluation criteria. Project applicants will provide application materials to NCRP staff via email or via the NCRP website. Microsoft Word and Excel files that make up the NCRP project application will be made available for reference, for application development and for submittal to NCRP staff. Staff will provide outreach, education and application support via workshops and informal meetings by phone, internet and in person.

### b) Individual TPRC review of NCRP Project Applications

Staff will compile and provide application materials to the TPRC for review and scoring along with scoring/evaluation forms. This will include:

- A brief summary description of each project
- Technical reference section that includes a table of contents and is limited to 50 pages
- Solicitation FAQ regarding funding round specific requirements
- For projects that received technical assistance, a brief synopsis of the type of technical assistance provided, who provided it and the status of any future technical assistance to be provided by the NCRP or other Technical Assistance entity will also be included.

A TPRC project evaluation conference call meeting will be held prior to the TPRC project review period to discuss the general review process and go over scoring definitions to ensure calibration and clarity. When packaging the project application materials for the TPRC members, a system will be developed to randomize chronology of the project applications that TPRC members review so that project applications are reviewed in different order. The TPRC members will strive to individually review and score the NCRP project applications for technical merit based on criteria as defined by the funding solicitation, NCRP LC defined guidelines (see [LC Directed Guidelines for Project Scoring and Selection](#) section), and their professional



expertise and judgment. TPRC members will review all projects referred to them unless they recuse themselves due to a potential conflict of interest (*see the [NCRP Conflict of Interest](#) section*). TPRC members will provide individual scores to staff for compilation. Time allowance for the individual TPRC review of project applications will be at least 2 weeks depending on the proposal solicitation timeframe. If two weeks is not available, the Executive Committee will determine the suitable duration to meet grant solicitation needs.

**c) Group TPRC review of NCRP Project Applications**

Staff will compile all individual scores submitted by TPRC members prior to the group TPRC review meeting to determine an initial average project score; these scores are meant to facilitate discussion and will be presented at the TPRC meeting. Adhering to a high standard of professional conduct, TPRC members and staff will meet to discuss each project and may adjust their individual scores based on the group discussion. To ensure a comprehensive project proposal review process, TPRC member attendance during the entire meeting is strongly encouraged, including in-person attendance during in-person meetings. It is recommended that all TPRC members bring laptops to the review session to ensure an efficient and thorough review and the NCRP will provide a laptop for use should a TPRC member not have one. Staff will compile all updated TPRC individual scores to determine an updated average project score. TPRC review meetings are open to project proponents and the public. The agenda at a formally noticed public meeting will include a thorough review of the NCRP Conflict of Interest Guidelines as well as time for comment from the public (*see [Conflict of Interest](#) and [Public Input Guidelines](#) sections below*). All meeting deliberations, project scores, applicant and public input, and recusals will be recorded.

**d) TPRC Selection of Draft Suite of NCRP Priority Projects**

During the project review meeting, the TPRC will select a draft suite of NCRP Priority Projects and draft budget amounts for each project. The selection will be based on a number of factors including: technical project scores; project scalability and potential funding allowance; the overall balance of projects based on the LC's defined guidelines for project selection (*see [LC Directed Guidelines for Project Scoring and Selection](#) section*); and the collective ability of the projects to meet NCRP goals and be competitive for the funding opportunity. A contingency list of projects will also be developed for consideration in the event that a selected project cannot move forward for inclusion into the regional application for any reason. To ensure an open and fair project selection process, only TPRC members who have reviewed all the project proposals (excepting project recusals), provided project review scores, and participated in the majority of the TPRC group discussions can be involved in the project selection process and deliberations. All meeting deliberations, public input, and Conflict of Interest recusals will be recorded in the meeting minutes.

**e) LC Review, Consideration and Final Approval of the Suite of NCRP Priority Projects**

The NCRP LC will convene an in-person quarterly meeting held within the North Coast boundary to present, review, and approve the final list of NCRP Priority Projects. During this quarterly, publicly noticed NCRP meeting, the TPRC will provide a summary of the project review process and present their recommended draft suite of NCRP Priority Projects and contingency project list. The LC will review, may amend, and will approve by majority vote a final suite of NCRP Priority Projects and contingency projects to forward to the funding entity. During the LC's review of the draft suite of NCRP Priority Projects, the TPRC will answer

questions and provide information as requested by the LC. The LC – comprised of elected public officials and elected Tribal representatives – will make their final decision based on TPRC recommendations, NCRP staff advice, LC guidelines, and other factors that they believe represent the best interest of the North Coast region. The NCRP Priority Projects list will be posted to the website and made available to the public. Project review scores and review meeting materials will be made available to the project proponents and to the general public, upon request.

f) **NCRP Priority Project Application Materials for Regional Proposal**

Depending on the source funding solicitation, NCRP Priority Project proponents will be asked to provide additional project information that may include, but not be limited to, supplemental information related to funding source requirements and technical documentation that support the project. The timeframe to submit this additional information may be very short for expedited funding solicitations. In the event that sufficient additional information for a project cannot be provided within the requested timeframe, that project may not be able to be included in the regional application and another project may instead be selected from the contingency list. Where feasible, NCRP staff will provide technical assistance to project sponsors who require it.

Once the regional application has been approved and selected for funding, individual project sponsors will enter into an agreement with Humboldt County, the NCRP regional grant administrator, to implement each project. It is imperative that an agreement between a project proponent and the NCRP regional grant administrator be executed in a timely fashion.

## **6. GUIDELINES FOR PUBLIC INPUT AND PROJECT SPONSOR INPUT DURING THE PROJECT REVIEW PROCESS**

All TPRC project review meetings will be noticed at least 72 hours in advance and will be open and welcoming to the public. A conference call-in number will be provided for project proponents so that they may listen to the meeting and provide input during the public comment period if desired. Staff will mute the phone during breaks and include a statement in the agenda. A time keeper can be assigned to ensure that the break times follow the agenda. The meeting agenda and background materials to be used in the TPRC's decision-making will be available at the meeting location, posted to the NCRP website 72 hours in advance of the meeting, and mailed to any interested member of the public upon request.

All TPRC meeting agendas include time for public comment, which will typically be limited to 3 minutes for each speaker. Public Comment portions of the meeting are not meant to be interactive and TPRC members will not engage in discussion or debate an issue with any member of the public. Public comment and materials delivered to staff from the public will be published on the NCRP website. Project proponents, interested members of the public and members of the public will be invited to provide comment:

- on items not on the agenda;
- after the TPRC discusses the projects amongst themselves, but before the TPRC members submit their final scores;

- after the TPRC develops their draft recommended list, but before the TPRC submits their final recommendation to the LC.

## 7. NCRP CONFLICT OF INTEREST POLICY

The NCRP Conflict of Interest Policy follows the [California Fair Political Practices Commission](#) (FPPC) guidelines and the intent of the guidelines to address obligations under the Political Reform Act's conflict of interest rules.

Under the FPPC rules, when a member has a conflict of interest with a specific project, that member must publicly disclose the specific nature of the conflict and recuse themselves (i.e. leave the room or remain silent) during discussion of that specific project. The FPPC guidelines seek to prevent conflicts of interest in two ways - disclosure and recusal.

"No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest." (Political Reform Act; Gov. Code Section 87100)

"Assets and income of public officials which may be materially affected by their official actions should be disclosed and in appropriate circumstances the officials should be disqualified from acting in order that conflicts of interest may be avoided." (Gov. Code section 81002)

During the NCRP project review and selection process, TPRC and LC members will disclose any potential financial interest in a project. If a TPRC or LC member has a potential conflict of interest, they will be expected to recuse themselves (i.e. leave the room or remain silent) from making, participating in or in any way influencing a project scoring or selection decision.

In the interest of transparency, TPRC and LC members will also disclose any history of contribution to the project, including input in the grant development or project planning or other involvement that could potentially represent a real or perceived conflict of interest. Once disclosed, the TPRC and LC member will determine whether these actions constitute a conflict of interest or will prevent an objective review of the NCRP implementation project(s) and will determine if recusal is necessary. The LC or TPRC member may wish to request the advice of their colleagues on the LC or TPRC to make their determination.

Opportunities for disclosure and reporting will occur during the individual TPRC review of NCRP projects, during the group TPRC project review, and during the TPRC and LC selection meetings. The project score sheets will include a checklist and comment box for TPRC members to disclose potential conflict of interest. Project review score sheets and meeting notes will document any conflict of interest disclosures and recusals. In addition, the TPRC Chair(s), or his/her designee, will be selected to provide oversight during the project review meetings and act as a facilitator of TPRC discussion should conflict of interest issues arise. The TPRC Chair(s), or his/her designee, will be supported by staff to ensure the process adheres to the Conflict of Interest Policy established by the LC.

## 8. LEADERSHIP COUNCIL DIRECTED GUIDELINES FOR PROJECT SCORING AND SELECTION

### Background

The intent of the following LC-directed project scoring and selection guidelines is to promote the implementation of NCRP goals while allowing the flexibility to address specific regional priorities and funding source requirements. These guidelines are in addition to those defined by the NCRP goals & objectives and other funding source guidelines and scoring criteria. The LC includes the following preferences and priority considerations in its decision-making process:

### Regional Representation

The LC will make every effort to ensure geographic representation by including projects from each of the seven counties and from the north, central and southern tribal areas of the North Coast region. This guideline will apply only to those projects which are eligible for funding under the NCRP and other state and federal requirements, and which have met the technical criteria established by the LC and evaluated by the Technical Peer Review Committee.

### Economically Disadvantaged Community <sup>1</sup>

In an effort to build capacity and extend services to communities that are under-served and/or limited by economic barriers, the NCRP will include screening criteria that will confer additional weight to projects that, in addition to meeting other NCRP criteria, will benefit North Coast disadvantaged communities. The LC reserves the right to prioritize disadvantaged community projects, based on a project's ability to mitigate threats to public health, watershed health, and the economic and public health benefits that project implementation would bring to these communities.

### Jurisdictional Notification & Coordination

Project applicants are required to demonstrate that they have notified counties and Tribes re: proposed projects in the proposed project impact area of a particular watershed or relevant area of County or Tribal interest. Project applicants are required to demonstrate coordination and outreach to potentially interested partners including Tribes in the relevant watershed, sub-watershed or project impact area, including source and receiving water areas.

### Programmatic Integration & Balance of Project Type to effectively implement NCRP Goals & Objectives

The NCRP embraces a set of integrated [Goals and Objectives](#) related to ecosystem function and resilience, climate adaptation and energy independence, water quality and supply, economic vitality, collaboration, and the health and safety of North Coast communities.

- a) All project types should address grant requirements as well as NCRP goals, objectives, principles, and priorities.

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<sup>1</sup> Definition for: Economically Disadvantaged Community (DAC): A community with an annual median household income (MHI) that is less than 80% of the statewide annual median household income.

Severely Economically Disadvantaged Community (SDAC): A community with an annual household income that is less than 60% of the statewide MHI.

- b) Programmatic integration and project type diversity will be achieved at the portfolio level - (e.g. small /individual projects not required to demonstrate integration of all priorities, yet they must contribute to a comprehensive suite of projects that achieve a multi-benefit, integrated program or portfolio of impactful projects).
- c) Programmatic integration and project type diversity will be achieved over time and through multiple rounds of funding, resulting in a comprehensive, impactful portfolio of projects and initiatives.
- d) Projects that provide multi-benefits will be prioritized (where all else is equal).
- e) Projects that address specific targets as identified by the LC, including specific North Coast objectives, challenges, and opportunities (e.g., promote biomass-related projects, effective in-stream flow approaches, energy retrofits, drought or flood preparedness, effective instream flow approaches or specific funding opportunities) may be prioritized by the LC during a particular funding round.

# NCRP CAL FIRE FOREST HEALTH PILOT PROJECT REVIEW & SELECTION PROCESS GUIDELINES

## APPENDIX B - CAL FIRE FOREST HEALTH PROGRAM & REGIONAL GRANT PILOT SUMMARIES

*[Excerpted from the California Climate Investments, Department of Forestry and Fire Protection, Forest Health Program, Regional Grant Pilot Guidelines, December 1, 2023, Version 3.0]*

### FOREST HEALTH PROGRAM SUMMARY

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](#) and [AB 32 Climate Change Scoping Plan](#)

CAL FIRE seeks to significantly increase fuels management, fire reintroduction, and reforestation of forests degraded by overcrowding, drought, pest infestation, and catastrophic fire. All Forest Health projects must have climate benefits from 1) treatment activities, 2) avoided future wildfire and fossil fuel use, and/or 3) reforestation and/or growth and yield of remaining vegetation. Applicants are required to submit supporting documentation to enable CAL FIRE staff to validate benefits using the [Forest Health Quantification Methodology and Calculator Tool](#) developed by CAL FIRE and the California Air Resources Board (CARB).

Forest Health projects must focus on large, landscape-scale forestlands composed of one or more landowners, which may cover multiple jurisdictions. Large landscapes will usually include watersheds, firesheds, or larger logical management units and do not have to be contiguous.

The Forest Health Program is part of [California Climate Investments](#) (CCI), a statewide program that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas (GHG) emissions, strengthening the economy, and improving public health and the environment – particularly in disadvantaged communities. As required by AB 1550, at least 35 percent of all CCI investments are to be located within, and benefit, residents of disadvantaged communities, low-income communities, and low-income households across California. The Forest Health Program has a target of investing at least 40% of grant funding in low-income communities or households.

## REGIONAL GRANT PILOT SUMMARY

State and federal policymakers and agencies came together in 2021 through the California Wildfire and Forest Resilience Task Force (Task Force), to bolster efforts and expand investments to address the key drivers of catastrophic fires, significantly increase the pace and scale of forest management, and improve the resilience of increasingly threatened communities. The Task Force recognizes that central to achieving the goals of the California Wildfire and Forest Resilience Action Plan is the need to mobilize regional approaches to improve the health and resilience of forested landscapes. Department of Conservation's (DOC) Regional Forest and Fire Capacity Program (RFFCP) is a key component of the regional framework adopted by the Task Force providing a structure for state, federal, and local entities to coordinate efforts to enhance regional leadership and capacity to be able to increase the pace and scale of forest and fire stewardship through landscape scale, multi-benefit planning, and project implementation.

CAL FIRE's Forest Health Program has developed a Regional Grant Pilot opportunity that is aligned with, but not limited to, the principles for regional priority plans established by the DOC's [RFFCP 2022 Final Grant Guidelines](#). The NCRP equivalent to a regional priority plan is: [A Vision for North Coast Resilience: Priorities of the Enhancing Watershed, Fireshed, Forest, and Community Resilience in the North Coast Region](#). The goal of the Regional Grant Pilot is coordinating, leveraging, and scaling CAL FIRE's investment across individual regions of California to accelerate the development and implementation of landscape-scale forest health initiatives. With Regional Grants as a mechanism, the Forest Health Program will direct significant funding to collaborative land management partnerships and entities that develop, plan, and implement portfolios of multi-benefit projects across a landscape. Regional Grant Pilots have the potential to bring funding to high-priority projects that would not otherwise access Forest Health or similar grant funding. They may also foster regional capacity building and partnerships by providing resources to carry out the regional priority projects.

The Forest Health Program requires Regional Grantees to perform an assessment of landscape conditions and utilize the decision-support tools and/or subject matter expertise of their choice to prioritize a portfolio of projects for funding. Optionally, Grantees may utilize [Regional Profiles and Resource Kits](#) developed by the Task Force.

Prior to Regional sub-awards of projects, CAL FIRE's Forest Health Program Leadership must review and approve the portfolio of proposed projects to ensure that the portfolio of projects in each CAL FIRE Regional Forest Health Pilot Grant meet the minimum requirements of the applicable funding authority, individually and collectively. Grantees are responsible for reporting on all projects completed according to the standard reporting schema.



# NCRP CAL FIRE FOREST HEALTH PILOT PROJECT REVIEW & SELECTION PROCESS GUIDELINES

## APPENDIX C - ELIGIBLE ACTIVITIES

*[Excerpted and modified from the California Climate Investments, Department of Forestry and Fire Protection, Forest Health Program, Regional Grant Pilot Guidelines, December 1, 2023, Version 3.0]*

Under the Regional Grant Pilot, CAL FIRE will fund forest restoration projects that meet legal requirements of California Public Resources Code 4799.05 and are consistent with the activities and contribute to the goals of CAL FIRE's Forest Health program. Activities supported by the Forest Health Program include the following

### **Treatment Objectives and associated eligible Treatment Activities:**

#### **a) Treatment Objective: Forest Fuels Reduction**

Eligible activities must focus on treating understory trees and brush with the goals of reducing fire hazards, improving tree growth, stabilizing carbon in retained trees, and increasing forest resilience to catastrophic disturbances. 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 into the forest canopy. Commercial harvesting activities should focus on promoting carbon storage in remaining trees and must be compatible with achieving resilient forests with stable carbon storage that provide co-benefits such as fish and wildlife habitat, increased biodiversity, and wildlife adaptation to climate change. Pre-commercial and brush removal activities are also eligible.

#### **Treatment Activities**

- Chipping
- Commercial Thinning (Cable Yarding)
- Commercial Thinning (Tractor Yarding)
- Fuel Break (shaded)
- Grazing
- Herbicide
- Invasive Plant Removal
- Lop and Scatter
- Mastication
- Oak Woodland Restoration
- Pile Burning
- Piling (Manual)
- Piling (Mechanical)
- Pruning
- Right of Way Clearance
- Thinning (Manual)
- Thinning (Mechanical)

#### **b) Treatment Objective: Prescribed Fire**

Eligible activities must focus on the need to reintroduce fires to fire-adapted forest ecosystems. Applying fire to the landscape may serve multiple purposes including, reducing fuel loads, creating heterogenous and diverse vegetation, maintaining cultural practices of indigenous communities, and/or promoting healthy ecosystem processes such as water storage and pest control. Prescribed burns may be completed with private or public burn crews.

#### **Treatment Activities**

- Broadcast Burning
- Cultural Burning
- Oak Woodland Restoration
- Site Preparation

c) **Treatment Objective: 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.

**Treatment Activities**

- Broadcast Burning
- Cultural Burning
- Oak Woodland Restoration
- Site Preparation

d) **Pest Management** – Eligible activities must address pest control and related forest health improvement, while reducing pest-related mortality, improving tree growth, stabilizing carbon retained in trees, and increasing forest resilience. Activities may include forest thinning and/or brush removal. Forest thinning activities (manual or mechanical) should change stand structure to increase carbon storage in more widely spaced trees that are more resistant to wildfire, drought, and insect attacks. Harvesting activities should focus on removing dead, diseased, suppressed, or slow-growing trees for the purpose of promoting carbon storage in remaining trees and must be compatible with achieving resilient forests with stable carbon storage that provide co-benefits such as fish and wildlife habitat, increased biodiversity, and wildlife adaptation to climate change.

**Treatment Activities**

- Chipping
- Crushing
- Fungicide
- Herbicide
- Insecticide
- Invasive Plant Removal
- Pile Burning
- Piling (Manual)
- Piling (Mechanical)
- Pruning
- Removal of Diseased/Infested Trees
- Tarping
- Thinning (Manual)
- Thinning (Mechanical)

e) **Reforestation** – Eligible activities should establish a diverse, native forest, which will result in stable carbon sequestration and storage, improved watershed and habitat functions, and forest resilience. Species selection must be appropriate for the site and may be used to address climate adaptation. Climate appropriate seed lots may be identified using the [U.S. Forest Service’s Seedlot Selection Tool](#). Reforestation of recently burned areas is also eligible for funding including planning, site preparation and planting; fire suppression repair costs are not eligible. The Forest Health program does not fund afforestation or the establishment of forests in historically non-forested areas.

**Treatment Activities**

- Fencing
- Herbicide
- Invasive Plant Removal
- Oak Woodland Restoration
- Site Preparation
- Tree Planting (Manual)
- Tree Planting (Mechanical)
- Tree Shelters

- f) **Biomass Utilization** – Eligible activities must: 1) utilize woody biomass for wood products such as post and pole, firewood, dimensional lumber, plywood, or other products which allows for continued carbon storage; 2) generate energy through combustion or gasification, which displaces carbon-intensive fossil fuel-based energy; or 3) utilize woody biomass to help develop markets for beneficial uses of the material. Beneficial uses include, but are not limited to, dimensional lumber, animal bedding, biochar, artistic and cultural products, cross-laminated timber, mulch, oriented strandboard, pulp, post, shredding, and veneer products.

**Treatment Activities**

- Biomass Removal (Biochar)
- Biomass Removal (Electricity)
- Biomass Removal (Heat)
- Biomass Removal (Renewable Fuels)
- Biomass Removal (Wood Products)
- Piling (Manual)
- Piling (Mechanical)

*Note:* Modification of vegetation adjacent to roads may be an eligible treatment activity 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.

*All revenues collected as a result of activities paid for, in full or in part, with Forest Health Program grant funds must be tracked and re-invested into the project to further grant objectives.*

# NCRP CAL FIRE FOREST HEALTH PILOT PROJECT REVIEW & SELECTION PROCESS GUIDELINES

## APPENDIX D - SUB-GRANTEE PROJECT ADMINISTRATION

[Excerpted and modified from the California Climate Investments, Department of Forestry and Fire Protection, Forest Health Program, Regional Grant Pilot Guidelines, December 1, 2023, Version 3.0]

### TABLE OF CONTENTS

<a href="#">Sub-award Project Information</a>	33
<a href="#">Project Reporting</a>	34
<a href="#">Changes to an Approved Project and Amendments</a>	35
<a href="#">Project Termination</a>	35
<a href="#">Accounting Requirements</a>	35
<a href="#">Loss of Funding</a>	35
<a href="#">Eligible Costs</a>	36
<a href="#">Ineligible Costs</a>	40
<a href="#">Payment of Grant Funds</a>	40
<a href="#">Advances</a>	40
<a href="#">Prevailing Wage Requirements</a>	40
<a href="#">State Audit</a>	41
<a href="#">ATTACHMENT A - Spatial Data</a>	<b>Error! Bookmark not defined.</b>
<a href="#">ATTACHMENT B - ENVIRONMENTAL COMPLIANCE</a>	45
<a href="#">NEPA Compliance</a>	45
<a href="#">California Environmental Quality Act (CEQA) Compliance</a>	45
<a href="#">ATTACHMENT C – PRIORITY POPULATIONS</a>	47

## Sub-award Project Information

After sub-grantees are selected, within a period of time agreed upon by Forest Health Program Leadership and the NCRP, the County of Humboldt, on behalf of the NCRP, will submit the following on each of the approved sub-awarded projects:

- 1) Letter of Commitment from project partner that receives a sub-award.
- 2) Forest Health Project Report Form
  - a. Treatment Areas, Work Plan, and Environmental Compliance – Using the Grants Portal system, the sub-grantee will submit specifics about each sub-award. NCRP/Humboldt County will work with sub-grantees to update these forms based on the application materials submitted.
  - b. Map of Project Area (s).
- 3) Spatial Data Shapefiles:

Once a sub-award is granted and treatment areas have been defined, the NCRP/Humboldt County will be required to submit shapefiles depicting the treatment areas and overall project boundary. Please refer to [Attachment A](#) for additional details on spatial data requirements. *NCRP/Humboldt County will work with sub-grantees to develop this data.*
- 4) Environmental Compliance Documents – National Environmental Policy Act (NEPA)/California Environmental Quality Act (CEQA) documents. See [Attachment B](#).
- 5) Examples of measures that projects will use to avoid adverse impacts to soil health and fish, wildlife and native plant resources in project design and development. Within 6 months of announcing sub-awards, the NCRP/Humboldt County will be required to submit a plan for identifying and mitigating the risk of introducing exotic and/or invasive species. This includes identifying potential issues in the project area, prevention practices to be implemented, monitoring, and mitigation. Activities to mitigate existing invasive species may be specified in the budget. This information may be more detailed than information that is required in the Environmental Compliance documentation.
- 6) Priority Population Benefit Criteria Table – See [Attachment C](#). NCRP/Humboldt County will work with sub-grantees (as needed) to develop this table.
- 7) GHG Emissions Workbook:

NCRP/Humboldt County will request the GHG Emissions Workbook from Forest Health Program staff and follow the instructions on the “Read Me” tab to complete the tabbed worksheet for each planned project activity. Please note, that Sub-grantees may be asked for additional information to complete this workbook.
- 8) CARB-CCI Job Co-Benefit Modeling Tool & Co-Benefit Assessment Methodology Community Engagement Questionnaire – If the source of grant funding is the Greenhouse Gas Reduction Fund through the California Air Resources Board (CARB’s) California Climate Investments program, the [CCI Job Co-Benefit Modeling Tool](#) must be completed and submitted. NCRP/Humboldt County will work with sub-grantees to develop this tool.

## Project Reporting

Using forms provided by the NCRP/Humboldt County, sub-grantees are required to report on progress toward completion of their sub agreement scope of work according to a provided quarterly schedule. Unless otherwise specified, progress reports are due on the 15th day of the month following the end of a quarter.

### Quarterly Reporting:

Information to be submitted includes, but is not limited to:

- Project accomplishments
- Challenges and obstacles
- State dollars allocated and matching funds contributed
- Acres of land treated, activities completed, and GIS shapefiles that map those treatments
- Number of trees and acres planted
- Bone dry tons of biomass delivered to a renewable energy facility, tons of biomass delivered to a sawmill, renewable energy produced
- Before and after photographs
- Benefits to disadvantaged and/or low-income communities, and other co-benefits.
- Per [Public Resource Code \(PRC\) § 4137](#) subdivision (d) and (f), the NCRP/Humboldt County will be required to maintain records, provide links to relevant documents for each of the items below, and report *annually by November 15*, or as requested by CAL FIRE the following for each sub-award: 1) What permitting mechanism was used for each project (if using a NEPA document, additional requirements apply – See Section #5 in the *CEQA Compliance* section); 2) A description of any maintenance plan or other mechanism, if available, that is in place to support maintenance of vegetation improvements over time; and 3) A description of any mitigation required for each project, and whether the mitigation has been completed. These requirements extend to federal actions and projects exempt from CEQA per PRC § 4799.05(d).
- NCRP/Humboldt County will also be required to provide project information to CAL FIRE for entry into CalMAPPER, CAL FIRE’s geospatial database that facilitates mapping and monitoring of CCI and other CAL FIRE vegetation treatment projects. Information from sub-grantees will include shapefiles or feature class of project boundary (use Esri Arc GIS, Esri ArcView geodatabase, or Google Earth KMZ file types), project type, sub-grantee contact information, project activities and costs, and other information. CalMAPPER information from sub-grantees will be required at specific times throughout the effective period of the grant, including at initial grant award and at periodic invoice billing submissions. Some reported project information will be publicly available on the CARB website and/or CAL FIRE website.
- Employment outcome reporting is due every six months to CAL FIRE – early June and early December.

Final Reporting: All sub-grantees are required to submit a final project report to NCRP/Humboldt County with the final invoice. Final report will include final summary of all metrics reported in prior periodic progress reports, as well as narrative summary of project outcomes including co-benefits, lessons learned, and photographic documentation of project activities and outcomes.

Long-term Monitoring: A subset of randomly selected CAL FIRE Forest Health funded projects will be required to report results of the project and permanence conditions for 10 years after project completion in accordance with the CARB Funding Guidelines. CAL FIRE staff will collect monitoring data on these projects during that period. Projects may be selected for monitoring during the Project Performance period and/or the subsequent ten years. All costs involved in the monitoring will be borne by CAL FIRE. Sub-grantees will need to provide access to the property and be available to advise CAL FIRE when necessary.

## **Changes to an Approved Project and Amendments**

A sub-grantee wishing to change the scope of work, budget, or project performance period of an approved project must submit the proposed change in writing to NCRP/Humboldt County for review and approval. Any change must be consistent with the statutes, regulations, and guidance governing the program. Requested budget changes may not increase the amount of funds awarded, unless such changes are initiated by the NCRP/Humboldt County.

NCRP/Humboldt County reserves the right to reject proposed changes to an approved project and/or budget. Once a sub-grantee agreement has been signed, it may only be amended with advanced written consent of the NCRP/Humboldt County and the sub-grantee. Any amendment requests to extend the project timeline, where permissible, must be submitted sixty (60) days before the agreement end date.

## **Project Termination**

A sub-grantee agreement may be terminated upon 30 days advanced written notice to the other party. Further details on this process will be provided in the sub-grantee agreement.

## **Accounting Requirements**

The sub-grantee must maintain an accounting system that accurately reflects fiscal transactions. The accounting system must provide an adequate audit trail, including original source documents, such as receipts, progress payments, invoices, purchase orders, timecards, cancelled checks, etc. The accounting system must document the total cost of the project. The sub-grantee must maintain accounting records and source documents for three years following the duration of the Project Performance Period or one year after final disposition of any disputed audit findings, whichever occurs later.

## **Loss of Funding**

NCRP reserves the right to withdraw funding award if stated requirements are not met. The following are examples of actions that may result in a sub-grantee's loss of funding. This is not a complete list and is intended only to show examples.

- 1) Sub-grantee has not satisfied all legal requirements (e.g., CEQA, NEPA, ancillary contracts, agreements, MOUs, etc.) necessary to initiate ground disturbing project work within one year of grant agreement execution and sub-award approval.
- 2) Sub-grantee fails to use all the grant funds.
- 3) Sub-grantee withdraws from the grant program.
- 4) Sub-grantee fails to complete the funded project described in the Grant Agreement Scope of Work.
- 5) Sub-grantee fails to submit all documentation within the time periods specified in the Grant Agreement.
- 6) Sub-grantee changes the Project Scope of Work or project implementation without NCRP's prior written approval.
- 7) Sub-grantee changes the Project Scope of Work in a way that is inconsistent with the overall program goals or eligible activities.
- 8) Sub-grantee or NCRP terminates the Agreement.
- 9) Sub-grantee does not reinvest project income into the project.

## Eligible Costs

Project costs must be consistent with the approved Project Application and incurred during the Project Performance Period as specified in the sub-grantee agreement. Costs associated with meeting grant reporting requirements, managing spatial data, and complying with the California Environmental Quality Act or National Environmental Policy Act may be eligible costs. Project elements that do not produce a direct GHG benefit (e.g., education, planning, etc.) must be linked with on the ground activities that do, or they will not be eligible costs.

Budget Item	Eligible Cost	Required Documentation
<p><b>Personnel</b></p>	<p>Salary at an hourly rate, benefits, taxes, and leave of personnel employed by the sub-grantee who are DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Leave benefits (i.e., sick leave, vacation, etc.) that are consistent with the sub-grantee’s leave benefit policy may be charged to the grant in proportion to the percentage of time worked on the grant within the pay period. Examples of expenditures include time related to site visits and project monitoring, and completion of reporting related to the grant project. Staff time related to accounting, business services, etc. are allowed only if those functions are not included in the sub-grantee's overhead cost.</p>	<p>A payroll summary of all employees’ time spent on the project (i.e., who, rate, time worked, brief description of activity) must be provided with invoices. Payroll documentation should show a nexus between time worked on the project and wages paid to the employee after the fact. Timesheets or similar documentation detailing days and hours worked on the project must be maintained and retained by the sub-grantee for audit purposes but should not be submitted to the NCRP unless otherwise instructed. Any leave charged to the grant must reflect the calculation of time spent on the grant compared to overall time worked. A statement certifying that leave charged to the grant is in proportion to employee’s time spent must be included as part of the supporting documentation. All salary and wages charged to the grant must tie back to the sub-grantee’s accounting records.</p>



Budget Item	Eligible Cost	Required Documentation
<b>Contractual</b>	Direct consultant and contractual services necessary to achieve the objectives of the grant and subgrants. Examples of contractual costs will be RPF supervision/certification, professional/consultant services (the costs of consultant services necessary for project planning and implementation), fire prevention contractor, etc. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of price analysis.	Invoices from consultant/contractor identifying expenditure (including staff labor rate and hours), services performed and period of services. Documents related to consultant/contractor selection analysis shall be kept by the sub-grantee but available for audit purposes unless requested by NCRP.
<b>Supplies</b>	Supplies that are used in the direct support of the project are allowable. Supplies exceeding \$500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of price analysis.	Receipts identifying items purchased, cost and date of purchase. Documentation related to cost analysis of procurement of supplies exceeding \$500 shall be kept by the sub-grantee but available for audit purposes.
<b>Travel</b>	Travel cost associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Reimbursement rates shall be consistent with the Sub-grantee 's written travel policy. Absent a written policy, per diem shall not exceed the California Standard Per Diem Rate allowable by the <a href="#">U.S. General Services Administration</a> . Mileage rates shall not exceed the <a href="#">rates allowable by IRS</a> .	Receipts identifying travel cost (i.e., lodging, rental cars). Mileage must be documented by either employee travel claims that are signed by the employee or vehicle mileage logs for vehicles owned by the sub-grantee. Per Diem must be documented by employee travel claims. Sub-grantee s may be requested to provide a copy of their written travel policy.

Budget Item	Eligible Cost	Required Documentation
<b>Equipment</b>	Equipment is an item exceeding \$5,000 or more per unit cost and has a tangible useful life of more than one year. Cost to lease equipment to use in the grant project may be charged to the grant. A cost-benefit analysis to justify the cost of purchasing equipment versus leasing must be provided. Procurement of equipment must be done on a competitive basis and include documentation of price analysis. Sub-grantee must include in the application package the proposed use and maintenance plans for equipment after the performance period of the grant. Disposition of equipment beyond the project performance period is subject to NCRP approval.	Cost of equipment purchased shall be substantiated by purchase receipt. Documentation related to price analysis of procurement of equipment shall be kept by the sub-grantee but available for audit purposes. Disposition of the equipment must be approved by NCRP in writing at the end of the grant term.
<b>Other</b>	Other costs that do not fit in any of the above categories. Cost must be directly related to the grant project. Use of equipment owned by the sub-grantee may be charged to the grant at a rate set by the California Department of Transportation (Caltrans) " <a href="#">Labor Surcharge and Equipment Rental Rate</a> " guide. Rates assessed on equipment not addressed in the Caltrans guide must obtain NCRP approval prior to equipment use. Cost (such as rent, utilities, phones, general office supplies, etc.) that must be apportioned to the grant is considered indirect cost unless written justification is submitted and approved by NCRP.	Invoices or receipts identifying the item and cost charged to the grant. Cost of leased equipment charged to the grant must be substantiated with receipts identifying equipment leased, dates equipment was leased, lease rate and total cost. Usage of sub-grantee equipment must be substantiated with an equipment usage log, equipment used, rate and total rental cost.
<b>Indirect Costs</b>	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 sub-grantee organization. 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	Applied on a percentage (%) basis on direct costs <u>except for equipment</u> . Documentation related to the determination of the sub-grantee's indirect cost rate must be retained by the sub-grantee for audit purposes.  Sub-grantees must provide acceptable supporting documentation if claiming an administrative cost rate higher

Budget Item	Eligible Cost	Required Documentation
	<p>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 sub-grantee organization, regardless of fund source.</p>	<p>than 10%; including but not limited to one or a combination of the following methods:</p> <p>Cost allocation plan: This would include direct and indirect expenses of the operating costs of the organization, and would describe how the organization pays all of those costs, including but not limited to: staff time, rent, internet, phones, basic operating costs, and training.</p> <p>Cost justification: A crosswalk of claimed administrative cost rate to real costs. Cost justification documentation could be narrative or tabular, and at a minimum it should explain what the administrative cost rate is, how the administrative rate was determined, and what costs the rate will be applied to (AKA cost basis).</p> <p>Current federally approved Negotiated Indirect Cost Rate Agreement (NICRA): Each NICRA defines the indirect cost rate and "cost base" of the agreement. The NCRP will honor whatever terms were established by the cognizant agency.</p> <p>Provisional NICRA: Each NICRA defines the "cost base" of the agreement. A provisional NICRA must also certify that the represented rates are accurate and applicable during the subgrant agreement term.</p> <p>Other supporting documentation: This would need to be approved by the NCRP to show that administrative costs are real costs.</p>

## Ineligible Costs

The following are ineligible for reimbursement under the grant:

- 1) Costs incurred before or after the Project Performance Period.
- 2) Cost of preparing the Project Application or other grant proposals.
- 3) Overtime for employees and/or contractors. Overtime hours will be reimbursed at the straight time rate.
- 4) Late fees, penalties, and bank fees.
- 5) Any activity that would lead to the project not achieving a GHG reduction.
- 6) Any practice or activity that, in the NCRP's judgment, is not a best management practice or that is, or could be, harmful to the forested landscape.
- 7) Any indirect costs based on percentage of equipment costs (see above).

## Payment of Grant Funds

**Payments will be made on a reimbursement basis** (i.e., the sub-grantee pays for services, products, or supplies; invoices the NCRP/Humboldt County for the same; and a reimbursement payment is processed upon approval of the invoice). No work prior to or after the term of the sub-grantee agreement will be reimbursable. Advance funds may be provided (see Advances below) in lieu of reimbursement.

The sub-grantee will submit an invoice with appropriate documentation to support the claimed costs (e.g., paid vendor receipts, payroll documents, other back-up documentation of expenses). An invoice template will be provided.

A progress report or final report shall accompany all invoices.

NCRP representatives and, in some cases, CAL FIRE may conduct a site inspection to verify that work invoiced has been satisfactorily completed. **Expect payment to be issued 45 calendar days from the time an acceptable invoice is received.** If an invoice is incomplete or non-reimbursable, it will be returned to the sub-grantee.

## Advances

Although payment for services rendered, and costs and expenses incurred, will customarily be made in arrears, advance payments may be considered. Advance payments are solely at the NCRPs discretion and decisions will be made on a case-by-case basis. The availability of advance payments to sub-grantees will be contingent upon the ability of Humboldt County (NCRP Grantee) to secure an advance payment from CAL FIRE (Grantor). Further details on this process will be provided in the sub-grantee agreement and associated forms will be provided.

## Prevailing Wage Requirements

For determination for prevailing wages, please contact the [Department of Industrial Relations](#). It is the applicant's responsibility to budget for prevailing wages in their project cost if applicable.

## **State Audit**

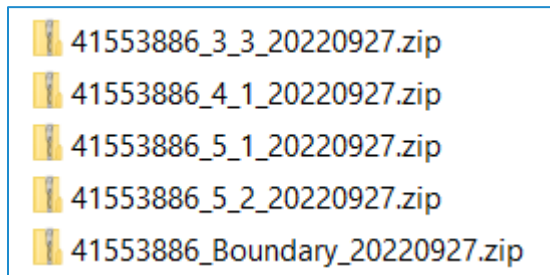
The State may audit the project records at any time over the Project Performance Period and three years following Project completion. A project is considered complete upon receipt of final grant payment from the State. The purpose of the audit is to verify that project expenditures were properly documented and consistent with the project scope of work. Sub-grantees must be prepared to provide documentation requested during a state audit of the Regional Pilot.

Sub-grantees are required to keep source documents for all expenditures related to each grant for at least three years following Project completion and one year following an audit.

## ATTACHMENT A - Spatial Data

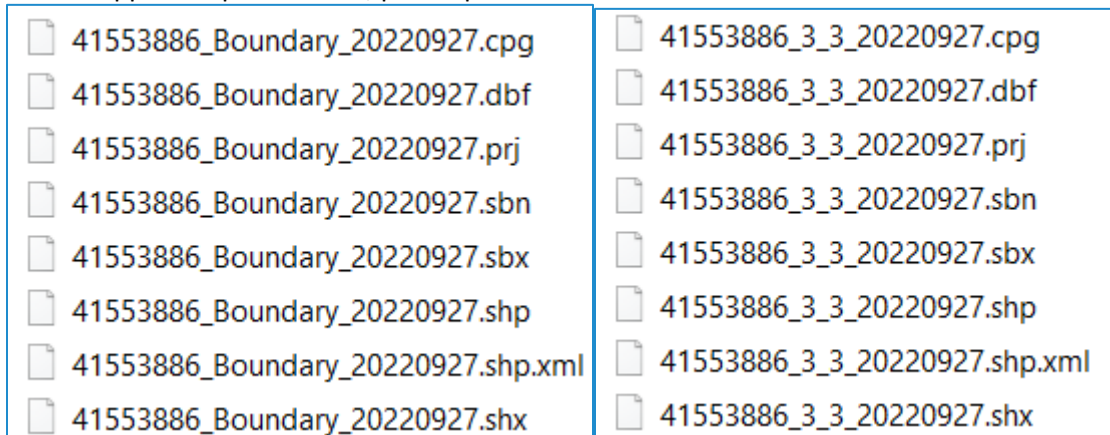
### General Requirements for All Spatial Data Submittals

1. Format: Shapefile (KMZ or GDB will not be accepted.)
2. Coordinate reference system: NAD\_1983\_California\_Teale\_albers (EPSG: 3310)
3. Note file: Include source information, methodology, and other relevant details, if any, in a note file and place it in a zipped folder with the shapefile.
4. Separate zipped folders for each shapefile: One for the project boundary and one for each treatment activity boundary, as shown below.



For example, if a project has 15 individual treatment components listed on the Treatment Tracking sheet of the progress report (i.e., a total of 15 rows of information in the Ground-Disturbing Activity Information table), there should be a total of 16 zipped shapefile folders submitted: one zipped folder for the project boundary and 15 separate zipped files for the 15 different treatment components listed on the Treatment Tracking sheet in the progress report.

5. Within each zipped shapefile folder, please provide all associated file extensions as shown below.



### Types of Shapefiles

Please include a project boundary shapefile, and a separate shapefile for each of the treatment components (rows) listed in the Treatment Tracking sheet in the progress report, as follows.

#### *Project Boundary Shapefile*

1. The project boundary shapefile should have only one feature. The project boundary can be a multipart feature in the case of dispersed treatment areas.

- The shapefile should define the acres on which ground-disturbing activity will take place (in a shapefile showing planned work) or has taken place (in a shapefile representing completed work), within the project scope. It is important to exclude any “dead” or “skip-over” or areas to give an accurate map of where ground-disturbing work occurs. Please be sure to exclude any “impact areas” where benefits are expected to result, but ground-disturbing work is not directly implemented. There should be no overlapping areas, and the project boundary acreage should not exceed the cumulative treatment activity polygons acres. In summary, the project boundary shapefile should be one feature that covers all and only the areas on which the grant project conducts ground-disturbing work – i.e., a cumulative feature that includes all treatment activity boundaries.
- Please submit your project boundary shapefile with the following naming convention.  
 eCivisApplicationNumber\_Boundary\_Date.zip  
 Example: 41553886\_Boundary.zip
- The attribute table for the project boundary shapefile must include these fields: eCivis Application Number, Project Name, Sub-Grantee, Acres (see example below).

FID	Shape	AppNumber	Proj_Name	Grantee	Acres	
1	0	Polygon ZM	41553886	Sierra Nevada Adaptive Management Experiment	Board of Regents, Uni...	1676.787447
Click to add new row.						

### Treatment Activity Shapefiles

Each project will have multiple treatment component or activity shapefiles.

- The number of treatment activity shapefiles must match the number of treatment components (rows) listed in the Treatment Tracking sheet of the progress report. For example, if the Treatment Tracking sheet lists 15 different treatment activities (one activity per row, across a total of 15 rows), there must be 15 treatment activity shapefiles.
- Each treatment activity boundary should only have one feature; it can be a multipart feature if treatment areas are dispersed.
- All treatment activities must fall within the project boundary footprint.
- Each treatment activity shapefile should include the associated treatment number (TN) as listed on the Treatment Tracking worksheet in the project workbook.
- Each treatment activity shapefile must have one and only one responsibility area (“jurisdiction”). Please see the “Determining Jurisdiction” section for requirements and guidance.
- Please submit your treatment activity boundary shapefiles with the following naming convention.
  - eCivisApplicationNumber\_TreatmentNumber\_Date.zip
  - Example: 41553886\_6.zip
- The attribute table for the treatment activity boundary shapefiles must include these fields: TN (treatment number), eCivis Application Number, Treatment Name, Ownership Type, Jurisdiction, Treatment Objective, Treatment Activity, Vegetation Type, Acres (see example below).

FID	Shape	TNumber	AppNumber	TName	OwnType	Jurisdiction	TObjective	VegType	Acres	
1	0	Polygon ZM	3	41553886	North Complex SPI	Private (industrial forestry)	SRA	Reforestation	Timber	2.974324
Click to add new row.										

### Templates

- CAL FIRE’s [Forest Health Grantee Resources](#) page includes [Templates](#) for empty shapefile zip file to use for submitting project boundary shapefiles and treatment activity shapefiles.

## Determining Jurisdiction

When providing shapefiles of treatment activities, each treatment activity polygon must fall entirely within one responsibility area (“jurisdiction”): Federal Responsibility Area (FRA), State Responsibility Area (SRA), or Local Responsibility (LRA).

CAL FIRE’s Fire and Resource Assessment Program (FRAP) maintains a GIS responsibility area layer publicly available online. Using this layer is necessary to ensure polygons do not span multiple responsibility areas.

Sub-grantees may view the layer while first drawing polygons, and/or to check polygons drawn in the field (for example, if problems with connectivity might affect the accuracy of map work in remote locations).

Below are tips on using the layer.

1. Download the responsibility area geodatabase under the SRA-LRA-FRA tab from <https://frap.fire.ca.gov/mapping/gis-data/>.
2. Load the geodatabase into a survey application (e.g., Avenza, Collector, or Survey123) to use it offline while in the field.
3. Apply spatial join (one-to-many) or overlay (intersection) tools by using the responsibility area and the activity shapefile in GIS software (e.g., ArcMap).
4. The resultant dataset will produce a new shapefile that has a combination of activity attributes with responsibility area attributes.
5. If an activity shape falls into multiple responsibility areas, then there will be multiple rows, each with a different responsibility area, for the one activity. Then:
  - a. Correct any drawing errors found that could eliminate inaccurate overlapping by the polygon of more than one responsibility area.
  - b. If the correctly drawn activity polygon still covers more than one responsibility area, the polygon will need to be broken into multiple polygons so that each polygon falls into only one responsibility area. In this case, add a row in the Treatment Tracking sheet (in the progress report form) for each new activity polygon. At the end, there should be a one-to-one relationship: one activity, one row in the Treatment Tracking sheet, one activity polygon



## ATTACHMENT B - ENVIRONMENTAL COMPLIANCE

**NOTE:** Proof of California Environmental Quality Act (CEQA) and/or National Environmental Policy Act (NEPA) compliance must be submitted within one year of sub-award approval. No grant funds shall be spent on any project activity that may have an effect on the environment, including any ground-disturbing activity, without environmental compliance approval.

### NEPA Compliance

Project work involving Federal actions must comply with NEPA.

If the requirements of Public Resources Code (PRC) §4799.05(d)(1) are met, CEQA may not apply to the project. This means that prescribed fire, reforestation, habitat restoration, thinning, or fuel reduction projects undertaken, in whole or in part, on federal lands to reduce the risk of high-severity wildfire that have been reviewed under the NEPA may not need additional CEQA analysis. However, CEQA Compliance is still required when using Forest Health Program grant funds and a CEQA notice of exemption will need to be filed. See CEQA Compliance, #5.

### California Environmental Quality Act (CEQA) Compliance

Within one year of the approval of sub-awards, and prior to commencing any on-the-ground work, CAL FIRE requires proof of adequate compliance with CEQA.

CEQA compliance may be demonstrated by one or more of the following methods, depending on the potential impacts associated with the project:

1. Notice of exemption filed with Office of Planning and Research - State Clearinghouse and with the county clerk in the county in which the project will be located, in the manner specified in subdivisions (b) and (c) of Section 21108 or subdivisions (b) and (c) of Section 21152. **Note:** Effective January 1, 2024, if a local agency files the NOE with the county clerk, it *must also be filed* with the State Clearinghouse.
2. Initial study and negative declaration or mitigated negative declaration and all associated noticing documents filed with the State Clearinghouse or the county clerk in the county in which the project will be located, in the manner specified in subdivisions (b) and (c) of Section 21108 or subdivisions (b) and (c) of Section 21152. **Note:** Effective January 1, 2024, all notices of determination (NODs) filed with the county clerk *must also be filed* at the State Clearinghouse.
3. Draft and final environmental impact report and all associated noticing documents filed with the State Clearinghouse or the county clerk in the county in which the project will be located, in the manner specified in subdivisions (b) and (c) of Section 21108 or subdivisions (b) and (c) of Section 21152. **Note:** Effective January 1, 2024, all NODs filed with the county clerk *must also be filed* at the State Clearinghouse.
4. Timber harvesting permit or notice in compliance with the California Forest Practice Act and Rules for projects that undertake timber operations per PRC § 4527.
5. Finding of no significant impact decision notice, categorical exclusion- decision memo or environmental impact statement-record of decision prepared in compliance with the National Environmental Policy Act for projects that are exempt from CEQA pursuant to Public Resources Code § 4799.05(d)(1). When using a NEPA document, per section 4799.05(d)(4)(A), a CEQA notice of exemption needs to be filed with the Office of Planning and Research and with the county clerk in the county in which the project will be located, in the manner specified in subdivisions (b) and (c) of Section 21108 or subdivisions (b) and (c) of Section 21152. **Note:** Effective January 1, 2024, when a local agency files the notice of exemption with

the county clerk, it *must also be filed* at the State Clearinghouse. The lead agency will also need to post the notice of exemption on its internet website together with a description and provide a link to where the documents analyzing the environmental impacts of the project under the National Environmental Policy Act are available for public review.

6. Completed and accepted Project-Specific Analysis (PSA) under the [California Vegetation Treatment Program](#) (CalVTP) and all associated noticing documents filed with the State Clearinghouse or the county clerk in the county in which the project will be located, in the manner specified in subdivisions (b) and (c) of Section 21108 or subdivisions (b) and (c) of Section 21152. **Note:** Effective January 1, 2024, all NODs filed with the county clerk *must also be filed* at the State Clearinghouse. For exempt projects, the NCRP/Humboldt County (County of Humboldt on behalf of the NCRP) as a public agency or a sub-award organization or partner that is a public agency will be responsible for: (a) completing their due diligence for an Exempt Project and preparing the notice of exemption; and (b) filing the notice of exemption with the State Clearinghouse **and** the county clerk.

For non-exempt projects, the NCRP/Humboldt County as a public agency<sup>2</sup> or a sub-award organization or partner that is a public agency will assume the role of lead agency<sup>3</sup>. The lead agency is responsible for: (a) performing the necessary environmental effects analysis; (b) preparing environmental documents; and (c) filing associated notices. For these projects, CAL FIRE will be a responsible agency, and as such will review the lead agency's CEQA documents and any supporting documentation to develop its own CEQA findings and make a discretionary decision for a project.

**Note:** Per CAL FIRE's procedures, CAL FIRE Certified Archaeological Surveyor certificate can only be used when CAL FIRE is the lead agency for CEQA. For this program, since NCRP/Humboldt County or a sub-award organization or partner that is a public agency will assume the role of lead agency, the CAL FIRE Certified Archaeological Surveyor certificate CANNOT be used. Therefore, the NCRP and/or or sub-award organizations will need to utilize appropriate archeological professionals to complete this work.

CAL FIRE Forest Health will review all environmental documents and associated notices for adequate compliance with applicable procedures and CEQA. The environmental documents required for demonstrating adequate compliance with CEQA must be completed prior to any project activity that may have an effect on the environment and needs to be submitted to CAL FIRE Forest Health prior to using grant funds. The NCRP is responsible for compiling this information for CAL FIRE review with contributions provided by or completed in collaboration with sub-award organizations.

**Note:** Per PRC §4137(d)(f), as identified in the *Project Reporting* section of the Guidelines, NCRP/Humboldt County will be required to provide links to relevant documents and report the permitting mechanism, maintenance plans and a description of any mitigation required for each project, and whether the mitigation has been completed. This requirement extends to federal actions and projects exempt from CEQA per PRC 4799.05(d)(1). Sub-award organizations shall provide these details to the NCRP to comply with this requirement.

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<sup>2</sup> Per PRC § 21063 "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.

<sup>3</sup> Per PRC § 21067 "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.

## ATTACHMENT C – PRIORITY POPULATIONS



### California Climate Investments

[2018 Funding Guidelines](#)

### Benefit Criteria Table

#### Project Type:

#### LAND RESTORATION AND FOREST HEALTH

California Climate Investments are required to meet minimum levels of investments to projects that benefit residents of disadvantaged communities, low-income communities, and low-income households, collectively referred to as “priority populations.” [2022 Update to Section VII.B on Priority Population Definitions](#)

All projects counting toward the statutory investment minimums must be located within an identified community and benefit individuals living within that community, or directly benefit residents of low-income households anywhere in the State. Administering agencies must determine if a project meets the criteria for providing direct, meaningful, and assured benefits to priority populations using the following evaluation approach:

**Step 1: Identify the Priority Population(s).** Be located within a census tract identified as a disadvantaged community or low-income community, or directly benefit residents of a low-income household;

**Step 2: Address a Need.** Meaningfully address an important community or household need for the disadvantaged community, low-income community, or low-income household; and

**Step 3: Provide a Benefit.** Using the evaluation criteria, identify at least one direct, meaningful, and assured benefit that the project provides to priority populations. The benefit provided must directly address the identified need.

Only investments that meet these criteria will be counted toward achieving the statutory investment minimums identified for priority populations. Administering agencies can fund projects that otherwise provide meaningful benefits, but do not meet these criteria; however, those projects will not be counted toward investment minimums.

The following table includes criteria for administering agencies to use to determine whether projects satisfy each of the three steps. The criteria are designed to enable administering agencies to readily make an objective “yes” or “no” decision about whether a particular project provides a benefit to a priority population.

Administering agencies must use the criteria table that is applicable to the specific project type(s) funded. For complex projects, there may be more than one applicable criteria table. A complete list of available criteria tables is available at: [www.arb.ca.gov/cci-fundingguidelines](http://www.arb.ca.gov/cci-fundingguidelines).

Administering agencies must refer to CARB’s Funding Guidelines for direction on how to use the criteria table in program design and implementation, project evaluation, project selection, and reporting ([www.arb.ca.gov/ci-fundingguidelines](http://www.arb.ca.gov/ci-fundingguidelines)).

**Evaluation Criteria for Providing Benefits to Priority Populations  
LAND RESTORATION AND FOREST HEALTH**

<p><b>Project Type:</b> Projects will increase carbon storage through restoration and management of natural lands.</p>
<p><i>Projects must satisfy the applicable criteria through Step 3 to be considered to provide direct, meaningful, and assured benefits to priority populations and count toward statutory investment minimums.</i></p>
<p><b>Step 1 – Identify the Priority Population(s).</b><sup>4</sup> Evaluate the project against each of the following criteria. Check all boxes that apply.</p>
<p><u>Note:</u> For this project type, the majority of the project must be located within a disadvantaged or low-income community census tract.</p> <p><a href="#">California Climate Investments Priority Populations 2022 CES 4.0</a></p> <p><input type="checkbox"/> A. Is the project located within the boundaries of a <b>disadvantaged community census tract</b>?</p> <p><input type="checkbox"/> B. Is the project located within the boundaries of a <b>low-income community census tract</b>?</p> <p><input type="checkbox"/> C. Is the project located outside of a disadvantaged community, but <b>within ½-mile of a disadvantaged community and within a low-income community census tract</b>?</p> <p><input type="checkbox"/> D. Is the project located within the boundaries of a <b>low-income household</b>?</p>
<p><i>If a project does not meet at least one of the qualifying criteria in Step 1, the project does not count toward statutory investment minimums and no further evaluation is needed. If the project meets at least one Step 1 criterion, continue the evaluation in Step 2.</i></p>
<p><b>Step 2 – Address a Need.</b> Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need.</p>
<p>To identify a need that the project will address, agencies and/or applicants can use a variety of approaches:</p> <p><input type="checkbox"/> A. <b>Recommended Approach:</b> Host community meetings, workshops, outreach efforts, or public meetings as part of the planning process to engage local residents and community groups for input on community or household needs, and document how the received input was considered in the design and/or selection of projects to address those needs;</p> <p><input type="checkbox"/> B. <b>Recommended Approach:</b> Receive documentation of support from local community-based organizations and/or residents (e.g., letters, emails) identifying a need that the project addresses and demonstrating that the project has broad community support;</p>

<sup>4</sup> An online mapping tool of identified disadvantaged communities and low-income communities, and a “look-up” tool list of “low-income” thresholds by county and household size are available at: <https://www.arb.ca.gov/ci-communityinvestments>.

**Step 2 – Address a Need (continued).** Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need.

- C. Alternative Approach:** Where direct engagement is infeasible, look at the individual factors in CalEnviroScreen that are most impacting an identified disadvantaged or low-income community (i.e., factors that score above the 75<sup>th</sup> percentile), and confirm that the project will reduce the impacts of at least one of those factors; or
- D. Alternative Approach:** Where direct engagement is infeasible, refer to the list of common needs for priority populations in CARB’s Funding Guidelines Table 5 and confirm that the project addresses at least one listed need.

**Describe identified community or household need(s):**

*If the project addresses a community or household need as described in Step 2, proceed to Step 3. If the project does not address a community or household need, it will not count toward statutory investment minimums and no further evaluation is needed.*

**Step 3 – Provide a Benefit.** Evaluate the project against each of the following criteria to determine if it provides direct, meaningful, and assured benefits to priority populations. The benefit provided must directly address the identified need.

Project must meet at least one of the following benefit criteria:

- A. Project restores a site that allows public access;
- B. Project significantly reduces flood risk to households within one or more disadvantaged or low-income communities;
- C. Project significantly reduces fire risk to households within one or more disadvantaged or low-income communities;
- D. Project provides regular and ongoing educational opportunities through partnerships with schools or non-profit organizations located in disadvantaged or low-income communities and site access to residents of these communities.

*If the project meets the criteria in Steps 1, 2, and 3, it will be considered as providing direct, meaningful, and assured benefits to priority populations and will be counted toward statutory investment minimums.*

## California Air Resources Board (CARB) 2018 Funding Guidelines

### Examples of Common Needs of Priority Populations

<b>Public Health</b>
<ol style="list-style-type: none"> <li>1. Reduce health harms (e.g., asthma) suffered disproportionately by priority populations due to air pollutants.</li> <li>2. Reduce health harms (e.g., obesity) suffered disproportionately by priority populations due to the built environment (e.g., provide active transportation, parks, playgrounds).</li> <li>3. Increase community safety.</li> <li>4. Reduce heat-related illnesses and increase thermal comfort (e.g., weatherization and solar energy can provide more efficient and affordable air-conditioning; urban forestry can reduce heat-island effect).</li> <li>5. Increase access to parks, greenways, open space, and other community assets.</li> </ol>
<b>Economic</b>
<ol style="list-style-type: none"> <li>1. Create quality jobs and increase family income (e.g., targeted hiring for living-wage jobs that provide access to health insurance and retirement benefits with long-term job retention, using project labor agreements with targeted hire commitments, community benefit agreements, community workforce agreements, partnerships with community-based workforce development and job training entities, State-certified community conservation corps).</li> <li>2. Increase job readiness and career opportunities (e.g., workforce development programs, on-the-job training, industry-recognized certifications).</li> <li>3. Revitalize local economies (e.g., increased use of local businesses) and support California-based small businesses.</li> <li>4. Reduce housing costs (e.g., affordable housing).</li> <li>5. Reduce transportation costs (e.g., free or reduced cost transit passes) and improve access to public transportation (e.g., new services in under-served communities).</li> <li>6. Reduce energy costs for residents (e.g., weatherization, solar).</li> <li>7. Improve transit service levels and reliability on systems/routes that have high use by disadvantaged and/or low-income community residents or low-income riders.</li> <li>8. Bring jobs and housing closer together (e.g., affordable housing in transit-oriented development and in healthy, high-opportunity neighborhoods).</li> <li>9. Preserve community stability and maintain housing affordability for low-income households (e.g., prioritize projects in jurisdictions with anti-displacement policies).</li> <li>10. Provide educational and community capacity building opportunities through community engagement and leadership.</li> </ol>
<b>Environmental</b>
<ol style="list-style-type: none"> <li>1. Reduce exposure to local environmental contaminants, such as toxic air contaminants, criteria air pollutants, and drinking water contaminants (e.g., provide a buffer between bike/walk paths and transportation corridors).</li> <li>2. Prioritize zero-emission vehicle projects for areas with high diesel air pollution, especially around schools or other sensitive populations with near-roadway exposure.</li> <li>3. Reduce exposure to pesticides in communities near agricultural operations.</li> <li>4. Greening communities through restoring local ecosystems and planting of native species, improving aesthetics of the landscape, and/or increasing public access for recreation.</li> </ol>

# NCRP CAL FIRE FOREST HEALTH PILOT PROJECT REVIEW & SELECTION PROCESS GUIDELINES

## APPENDIX E - STANDARD INSURANCE REQUIREMENTS

Note: Depending on the nature of the project activity, additional insurance requirements may apply.

### 1. INDEMNIFICATION:

- A. Hold Harmless, Defense and Indemnification. SUB-GRANTEE shall hold harmless, defend and indemnify COUNTY and its agents, officers, officials, employees and volunteers from and against any and all liabilities, including, without limitation, liability under the Woody Feedstock Aggregation Pilot Project Agreement, claims, demands, losses, damages, expenses and costs of any kind or nature, including, but not limited to, attorney fees and other costs of litigation, arising out of, or in connection with, SUB-GRANTEE's negligent performance of, or failure to comply with, any of the obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY.
- B. Effect of Insurance. Acceptance of the insurance required by this Agreement shall not relieve SUB-GRANTEE from liability under this provision. This provision shall apply to any and all claims for damages related SUB-GRANTEE's performance hereunder, regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided hereunder.

### 2. INSURANCE REQUIREMENTS:

This Agreement shall not be executed by COUNTY, and SUB-GRANTEE is not entitled to any rights hereunder, unless certificates of insurance, or other proof that the following provisions have been complied with, are filed with the Clerk of the Humboldt County Board of Supervisors.

- A. General Insurance Requirements. Without limiting SUB-GRANTEE's indemnification obligations set forth herein, SUB-GRANTEE, and its subcontractors hereunder, shall take out and maintain, throughout the entire term of this Agreement, and any extensions thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities performed pursuant to the terms and conditions of this Agreement by SUB-GRANTEE and its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:
  - 1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of Two Million Dollars (\$2,000,000.00) per occurrence for any one (1) incident,



including, without limitation, personal injury, death and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.

2. Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Offices Form Code 1 (any auto).<sup>5</sup>

## OR

2. SUB-GRANTEE will not drive an automobile in the performance of the services required hereunder. If SUB-GRANTEE's responsibilities are changed in such a way that driving will be required during the performance of the services provided pursuant to the terms and conditions of this Agreement, SUB-GRANTEE shall take out and maintain any and all appropriate Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Offices Form Code 1 (any auto).<sup>6</sup>
3. Workers' Compensation Insurance, as required by the California Labor Code, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against COUNTY and its agents, officers, officials, employees and volunteers.<sup>7</sup>

## OR

3. Workers' Compensation Insurance, as required by the California Labor Code, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against COUNTY and its agents, officers, officials, employees and volunteers. If SUB-GRANTEE has no employees, the following certification may be filed in lieu of Workers' Compensation Insurance:

"I hereby agree to comply with the provisions of California Labor Code Section 3700, which require every employer to be insured against liability for workers' compensation

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<sup>5</sup> Include this provision only in instances where Sub-Grantee is required to drive as part of the scope of services. Remove in instances where Sub-Grantee is not required to drive.

<sup>6</sup> Include this provision where Sub-Grantee is not required to drive in order to complete the scope of work. Otherwise remove.

<sup>7</sup> Include this provision when Sub-Grantee has one or more employees. Otherwise remove.



or to undertake self-insurance in accordance with state law, throughout the term of this Agreement.”

SUB-GRANTEE: \_\_\_\_\_  
[Name of Sub-Grantee]                      Date  
[Job Title] <sup>8</sup>

B. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

1. The Comprehensive or Commercial General Liability Policy shall provide that COUNTY, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by or on behalf of SUB-GRANTEE. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:
  - a. Includes contractual liability.
  - b. Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as “XCU Hazards.”
  - c. Is the primary insurance with regard to COUNTY.
  - d. Does not contain a pro-rata, excess only and/or escape clause.
  - e. Contains a cross liability, severability of interest or separation of insureds clause.
2. The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY in accordance with the notice requirements set forth herein. It is further understood that SUB-GRANTEE shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.
3. The inclusion of more than one (1) insured shall not operate to impair the rights of one (1) insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one (1) insured shall not operate to increase the limits of the insurer’s liability.
4. For claims related to this Agreement, SUB-GRANTEE’s insurance is the primary coverage to COUNTY, and any insurance or self-insurance programs maintained thereby are excess to SUB-GRANTEE’s insurance and will not be used to contribute therewith.

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<sup>8</sup> Include this provision when Sub-Grantee does not have any employees. Otherwise remove.

5. Any failure to comply with the provisions of this Agreement shall not affect the coverage provided to COUNTY or its agents, officers, officials, employees and volunteers.
  6. SUB-GRANTEE shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this Agreement. The endorsements shall be on forms approved by the Humboldt County Risk Manager. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000.00) shall be disclosed to, and approved by, COUNTY. If SUB-GRANTEE does not keep all required policies in full force and effect, COUNTY may, in addition to any other available remedies, take out the necessary insurance and deduct the cost of said insurance from the monies owed to SUB-GRANTEE under this Agreement.
  7. COUNTY is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered, and SUB-GRANTEE shall be required to purchase additional coverage to meet the above-referenced aggregate limits.
- C. Insurance Notices. Any and all insurance notices required to be given pursuant to the terms of this Agreement shall be sent to the addresses set forth below in accordance with the notice requirements contained herein.

COUNTY: County of Humboldt  
Attention: Risk Management  
825 Fifth Street, Room 131  
Eureka, California 95501

AND

Humboldt County Department of Public Works – Natural Resources Planning  
Attention: Cybelle Immitt, Natural Resources Planning Manager  
Email: cimmitt@co.humboldt.ca.us

SUB-GRANTEE: [Name of Sub-Grantee]  
Attention: [Name of Contact Person], [Job Title]  
[Street Address]  
[City], [State] [Zip Code]

## **NCRP CAL FIRE FOREST HEALTH PILOT PROJECT REVIEW & SELECTION PROCESS GUIDELINES**

### **APPENDIX F - TRIBAL LIMITED WAIVER OF SOVEREIGN IMMUNITY**

Tribal Projects will require the submittal of a Resolution, approved by Tribal Council, of Limited Waiver of Sovereign Immunity for the sub-grantee agreement between the County of Humboldt and the Tribe specifically limited by the scope and term of the agreement. A template resolution is included below. The associated language in the sub-grantee agreement will be substantially similar to the following:

#### LIMITED WAIVER OF TRIBAL SOVEREIGN IMMUNITY:

SUB-GRANTEE does not waive its sovereign immunity or consent to suit in any court except as expressly stated, and subject to the limitations and considerations set forth herein.

- A. Limited Waiver and Consent to Suit. SUB-GRANTEE waives its sovereign immunity and consents to suit as to “Covered Claims” as defined herein. SUB-GRANTEE’s governing body has executed a formal resolution of Limited Waiver of Sovereign Immunity, which is attached hereto and incorporated herein by reference as if set forth in full.
- B. Conditions and Limitations. The limited waiver of sovereign immunity and consent to suit set forth herein is subject to the following conditions and limitations:
  1. The limited waiver of sovereign immunity and consent to suit set forth herein only applies to claims by COUNTY that SUB-GRANTEE has violated this Agreement or that seek to resolve a dispute concerning the interpretation, implementation or enforcement of this Agreement (“Covered Claims”). It does not include tort claims, claims for indirect, special, exemplary or punitive damages or any other claims not sounding in contract.
  2. The limited waiver of sovereign immunity and consent to suit set forth herein only applies to COUNTY, and not to any other person, group or entity, including, without limitation, any commercial or governmental entities.
  3. The limited waiver of sovereign immunity and consent to suit set forth herein only applies to the California State Courts in Humboldt County and appropriate state appellate courts. SUB-GRANTEE does not consent to suit in any other court.
  4. The limited waiver of sovereign immunity and consent to suit set forth herein is specifically limited to monetary damages constituting a reimbursement of Grant Funds for obligations not performed by SUB-GRANTEE under the terms and conditions of this Agreement, not to exceed to the total Project cost contemplated under this Agreement, and/or specific performance to compel enforcement of this Agreement. The limited waiver of sovereign immunity and consent to suit set forth herein specifically does not allow for recovery of attorneys’ fees or other costs associated with litigation of Covered Claims, or post-judgment interest.
  5. Notwithstanding any applicable statute of limitations or other law, the limited waiver of sovereign immunity and consent to suit set forth herein shall be enforceable only for such period as this Agreement remains in effect, and only as to claims arising during the effective period of this Agreement, except that the limited waiver of sovereign immunity and consent to suit set forth herein shall remain effective for any proceeding then pending, and all appeals therefrom, until the underlying legal issues have been fully resolved.

## Template Resolution of Limited Waiver of Sovereign Immunity

RESOLUTION NO. \_\_\_\_

### A RESOLUTION OF LIMITED WAIVER OF SOVEREIGN IMMUNITY FOR THE AGREEMENT BETWEEN THE COUNTY OF HUMBOLDT AND [TRIBAL ORGANIZATION] RELATING TO THE NCRP CAL FIRE FORST HEALTH PILOT FOR THE [PROJECT NAME]

**WHEREAS**, the [Tribal Council] governing body of the [Tribal Organization], is a federally recognized Indian Tribe, located in California; and

**WHEREAS**, the [Tribal Organization] is eligible for all rights and privileges afforded to federally- recognized tribes; and

**WHEREAS**, the Tribe wishes to enter into an agreement with the County of Humboldt (“County”) by which it facilitates [Project Goals]; and

**WHEREAS**, the Tribe and County are entering into an agreement entitled [Project Name] SUB-GRANTEE AGREEMENT BY AND BETWEEN THE COUNTY OF HUMBOLDT AND [Tribal Organization] for the purposes of defining the parties responsibilities and legal obligations; and

**WHEREAS**, said Agreement requires in paragraph [Sub-grantee Agreement Section] that the Tribe execute and attach as and exhibit XX formal Resolution of Limited Waiver of Sovereign Immunity; and

NOW, THEREFORE, THE [Tribal Council] HEREBY RESOLVES AS FOLLOWS:

1. That the [Tribal Organization] agrees to a limited waiver of its sovereign immunity in favor of the County. The Tribe agrees to waive its sovereign immunity in favor of the County of Humboldt as to any dispute which arises out of the above referenced Agreement or the activities undertaken by the Tribe pursuant to the terms set forth therein for enforcement.
2. That the [Tribal Council] hereby incorporates this Resolution by reference into the above referenced Agreement and authorizes its attachment thereto as an exhibit.

### CERTIFICATION

As Chairman of the [Tribal Council], I do hereby certify that at a regular meeting duly called, noticed, and convened on the [date] at which time a quorum of [number in quorum] were present, this Resolution was adopted by a vote of [number] in favor, and [number] against, and [number] abstentions and said Resolution has not been rescinded or amended in any manner.

[Signatures and Dates]