



## NCRP CAPACITY GRANTS PROGRAM GUIDELINES TABLE OF CONTENTS

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# NCRP CAPACITY GRANTS PROGRAM GUIDELINES

## I. KEY INFORMATION AT A GLANCE

### PROPOSALS DUE FEBRUARY 20, 2026

**NCRP Capacity Grants Program webpage:** <https://northcoastresourcepartnership.org/capacity-grants-program-request-for-proposals/>

### Capacity Grants Program Purpose

The intent of the NCRP Capacity Grants Program is to enhance the capacity of North Coast partner entities to plan and implement landscape scale portfolios of multi-objective projects that achieve the priorities and objectives identified in the [NCRP Vision for North Coast Resilience](#) – a Regional Priority Plan funded by the Department of Conservation Regional Forest and Fire Capacity Program. The NCRP defines “landscape scale portfolio of multi-objective projects” as including a single large project (hundreds or thousands of acres) or several related projects in a large geographic area (watershed, fireshed, community) that will have a positive impact on multiple objectives. Eligible activities for this NCRP Capacity Grant Program must support the capacity to plan, fund, and implement landscape scale projects that enhance forest health, as well as watershed and community resilience to wildfires (see Eligible Activities below for more information).

**THIS PROGRAM DOES NOT FUND PROJECT IMPLEMENTATION.** However, in order for reviewers to understand how the capacity grants will support implementation of the applicant’s project portfolio, the grant application requires documentation of the portfolio of planned projects, including project types, estimated size (in acres), budget, and project benefits. For Track One applicants (described below), these planned projects can include conceptual project ideas.

### Eligible Activities

Eligible activities for this NCRP Capacity Grants Program directly support the capacity to plan, fund, and implement a landscape scale portfolio of multi-objective projects that enhance forest health, as well as watershed and community resilience to wildfires. Applicants will need to articulate how funding requested from this grant program will directly support project development, grant development, and expand and sustain the applicant’s capacity for project implementation over time. General administrative support and general capacity building are not eligible activities.

Categories of eligible project activities include (funding caps and conditions apply – see budget section of Application (Appendix B), and more detail on budget requirements and limitations in Appendix A:

- Organizational capacity development (strategic planning, partner and community engagement, partner capacity support and development, etc.).
- Grant management and reporting (direct cost of project management, invoicing and reporting for the grant award. 10% cap).
- Participation in NCRP Funding & Strategy Workshops (travel, lodging - note no out-of-state travel or per diem costs allowed).

- Project Portfolio development (project design and planning, site visits and outreach, surveys, permitting, GIS/mapping, grant writing, etc.).
- Workforce development & training (staff and volunteer training & certification, including fees, travel & stipends, etc.).
- Supplies purchase (i.e., PPE, hand tools, consumables, etc. \$15,000 cap).
- Technology/software (i.e., computers, laptops, software, communications equipment, \$15,000 cap).
- Small Equipment purchase (chippers, chainsaws, small water tender, ATV, burn trailer) (cap & conditions apply).<sup>1</sup>

### **Eligible Applicants**

Eligible applicants include 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, counties and local public agencies, special districts, local Fire and Rescue service providers (including Fire Related Districts, Volunteer Fire Department/Companies, Combination Departments, Career Departments) and non-profit organizations. If selected, the applicant will enter into a sub-agreement with the County of Humboldt, acting as the fiscal and administrative lead for the NCRP, and must be able to meet the insurance requirements described in Appendix A. Only one application will be accepted per entity.

**For Tribal applicants:** Support for Tribes is offered in coordination with the NCRP Tribal Engagement Team to align Tribal programmatic offerings with this capacity grant application, and for the Tribal Engagement Team to connect applicants with technical advising on the grant application process if needed (see the [Capacity Grants Program webpage](#) for more information).

### **Available Funding: Two Funding Tracks Based on Current Capacity**

Capacity Grant amounts will generally range between \$35,000- \$200,000. The total amount awarded will be at least \$2,000,000, and additional funding may be added to successful proposals during the grant period.

The NCRP Capacity Grant Program includes two funding tracks. Applicants are encouraged to apply to the funding track that they feel is most appropriate for their entity. Note that applications in the two tracks will be scored and ranked separately:

- ***Track One – Developing Basic Capacity*** is intended to support regional partners that have limited capacity and experience in developing and implementing landscape scale multi-benefit projects. Project Portfolios for Track One applicants may be conceptual in nature and costs and acres impacted (described in Section 2 of the Application) may be rough estimates. Track One awards will range from \$35,000-\$75,000.
- ***Track Two - Expanding Existing Capacity*** is intended to support regional partners that have experience with developing and implementing landscape scale multi-benefit projects yet have identified capacity gaps that limit their ability to fully implement their identified project portfolio. Partnerships are

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<sup>1</sup> Equipment is an item of \$5,000 or more per unit cost and has a tangible useful life of more than one year. All equipment purchases must be pre-approved by NCRP to adhere to funder requirements as described in Appendix A. Sharing of equipment among partners is strongly encouraged and will be evaluated in the scoring process.

strongly encouraged for entities applying for Track Two funding. Entities in Track Two may act as a fiscal sponsor in collaboration with other project partners to expand impact. Applicants that state the intention to partner or act as a fiscal sponsor must document those partnerships and relationships. Additional detail and documentation are expected from Track Two applicants, as described in the Application. Track Two awards will range from \$75,000-\$200,000.

## II. NCRP 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 therein, and the counties of Del Norte, Humboldt, Trinity, Siskiyou, Modoc, Mendocino and Sonoma. NCRP is governed by a Leadership Council comprised of appointees from the 35 Tribes in the region as well as seven 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.

NCRP identifies, evaluates, and prioritizes activities, initiatives, and projects using an [Adaptive Planning and Prioritization Framework](#) (APPF) that relies on the best available science and data – including local knowledge and expertise – to prioritize 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 applicants and the public and is conducted via multiple steps to ensure equity and transparency at each phase.

## III. REGIONAL FOREST & FIRE CAPACITY GRANT

NCRP was awarded block grant funding from the California Natural Resources Agency and Department of Conservation for regional 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 included the development of a regional priority plan entitled [A Vision For North Coast Resilience](#). This plan includes multiple strategies focused on prioritizing, developing, and implementing projects that enhance:

- community health and safety
- capacity of partners in the region
- forest and watershed health
- wildfire and climate resilience
- reductions in greenhouse gas emissions and increases in carbon sequestration

At the April 26, 2019 NCRP meeting, the NCRP Leadership Council approved the formation of an NCRP Forest Resilience Ad Hoc Committee comprised of Leadership Council and Technical Peer Review Committee (TPRC) members to advise on the implementation of the NCRP RFFC grant. This Ad Hoc Committee advises and provides guidance for the NCRP Capacity Enhancement Strategy, described below, as well as the NCRP Capacity Grants Program. During the October 2025 NCRP Quarterly Meeting the Leadership Council met to approve the Draft NCRP Capacity Enhancement Sub-Grant Solicitation Review and Selection Process

Guidelines and Scoring Criteria, with provisions for finalizing the Guidelines and application materials with oversight of the Resilience Ad Hoc Committee and TPRC Co-Chairs to allow for the commencement, in late 2025, of the NCRP Capacity Grants Program solicitation with funding totaling \$2 million.

#### **IV. CAPACITY NEEDS ASSESSMENT AND ENHANCEMENT STRATEGY**

NCRP has foundational principles related to regional equity and access to resources, and since its inception has focused on enhancing the capacity of partners in the region to develop and implement projects that enhance the quality of life in historically underrepresented and under-resourced communities and landscapes, as well as the larger North Coast region. NCRP recently conducted a Regional Capacity Assessment that identified and quantified individual entity and regional capacity needs. The capacity assessment will allow NCRP to identify priority capacity investment needs and leverage additional funding to fill these needs. All successful applicants to this Capacity Grants Program will be required to complete the NCRP Regional Capacity Assessment if they have not already done so. NCRP staff will connect applicants with other NCRP programs that complement the Capacity Grants Program and may be appropriate for entities whose proposals are not selected for funding.

Other NCRP programs that complement this Capacity Grants Program (note that funding may not be currently available in all categories):

- Technical Assistance Program
- Tribal Programmatic Technical Assistance
- Stipends
- Regional Capacity Assessments
- Implementation Funding (NCRP regularly applies for implementation funding that is allocated to NCRP partners)
- Other planning sub-grants
- NCRP regional plans
- Workshops and trainings, including NCRP Funding & Strategy workshops planned for 2026-27.

#### **V. CAPACITY GRANTS PROGRAM APPROACH & PROCESS**

##### **Long Term Benefits to Economically Disadvantaged or Historically Underrepresented Communities**

A foundational goal of the NCRP is to ensure that disadvantaged and underrepresented communities benefit from NCRP initiatives. This Capacity Grants Program seeks to enhance the capacity of partner entities in the region in a manner that is fair, equitable, and results in benefits to economically disadvantaged and historically underrepresented communities. Scoring criteria for this Capacity Grants Program reflect the NCRP's priority of supporting entities that enhance the quality of life in economically disadvantaged communities.

##### **Regional Representation & Equitable Distribution of Program Funding**

NCRP makes 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. The NCRP Leadership Council reserves the right to consider regional representation, the equitable distribution of

program funding, and gaps in service identified via the Regional Capacity Assessment or local knowledge in their decision on a final slate of approved projects.

These guidelines regarding economically disadvantaged and historically underrepresented communities and regional representation and the equitable distribution of program funding 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 Leadership Council and evaluated by the Resilience Ad Hoc Committee.

### **Scaling Grant Awards & Modifying Scopes Based on Funding Availability, Grantee Readiness & Performance**

NCRP reserves the right to increase or decrease the capacity award amounts, depending on number of applications, available funding, quality of applicant responses, and other NCRP Leadership Council direction.

Humboldt County – NCRP's Administrative and Contracting Lead – reserves the right to modify grant awards based on the performance of grantees and progress on grant scopes during the grant period, as described in the [NCRP Policies and Procedures Handbook](#).

If additional funding becomes available during the grant period, NCRP may increase individual grant awards based on the following:

- A) Whether the grantee has demonstrated progress on their existing award.
- B) Whether the grantee can utilize additional funding within the existing grant period to expand the elements outlined in their existing award (additional funding will only be allowed for elements in the original grant proposal, not for new elements).
- C) The NCRP re-allocation process approved by the NCRP Leadership Council and included in the NCRP Policies and Procedures Handbook will guide re-allocation of funding not used by grantees, or guide distribution of additional funding that becomes available.

### **Close Collaboration with NCRP Staff Team During the Grant Period**

Successful applicants will be required to work with the NCRP Staff Team on an ongoing basis to ensure that the project portfolio and capacity investments are aligned with NCRP and funder (DOC RFFC Program) objectives and reporting requirements, and that capacity funding awarded can be utilized within the grant period. Examples include participating in the NCRP Regional Capacity Assessment survey, documenting projects in the NCRP Project Tracker, providing information for performance reporting, and supporting NCRP staff in regionwide communications and messaging. NCRP and the grant recipient may work collaboratively to modify the scope to ensure that approved grant elements are implemented within the grant period. At grant award, scope and budget elements will be added by NCRP to each grant agreement to reflect the active collaboration of the NCRP and the grantee, as described above.

NCRP intends to hold multiple workshops and meetings to inform regional plans and funding strategies that will bring benefits and resources to the North Coast region and partners. As part of this grant program, partners may include a request for capacity funding to participate in these workshops and meetings.

## **Application Process Steps**

The NCRP Capacity Grants Program proposal will be submitted via the [NCRP Capacity Grant application ArcGIS Survey123 tool](#). The application includes three required sections:

- Section One is information about the entity’s eligibility and current capacity.
- Section Two is the identification and description of a landscape scale, multi-objective Project Portfolio that will be further developed with funding from this Capacity Grants Program.
- Section Three is the identification of capacity investments that are eligible for NCRP funding through this Capacity Grants Program. These eligible activities must be directly related to supporting the capacity to plan and implement projects identified in the Project Portfolio.

## **NCRP Schedule & Decision-Making Process**

The NCRP Leadership Council approved the following high-level criteria for prioritizing and selecting Capacity Grants Program recipients:

- Criteria must align with relevant sections of [NCRP’s Vision for North Coast Resilience](#), as well as NCRP goals, objectives, principles, and past Leadership Council direction.
- Capacity grant proposals must have a clear description of how the capacity grant will result in on-the-ground outcomes and benefits that are relevant to RFFC program goals – including landscape scale resilience projects being developed, funded, and implemented.
- Capacity investments will support entities that have financial and/or capacity limitations that are barriers to their ability to implement landscape scale projects.
- Grant applicants must demonstrate that their proposals include partnerships and community support for their intended project outcomes.
- The grant submittal must be of a high quality – including documentation of an appropriate budget, capacity needs, clear connection between the capacity investment and project outcomes, and demonstrated ability of the applicant to carry out the scope of work in the timeframe of the Capacity Grants Program.
- Allocation of funding will strive for equity and balance of funding awards – both geographically and by entity type.
- These criteria may be refined by NCRP staff, TPRC, the Resilience Ad Hoc, and the NCRP Executive Committee if needed.

At the October 2025 NCRP Quarterly Meeting, the Leadership Council approved an initial funding amount of \$2 million, to be allocated via individual sub-grants ranging from \$35,000-\$200,000 award amounts. After proposals are submitted, the staff team, NCRP Resilience Ad Hoc, and Executive Committee may determine that the total funding award should be expanded beyond \$2 million based on funding availability.

The Leadership Council approved a process and schedule for Capacity Grants Program solicitation and awards generally similar to the following:

- **November 2025:** NCRP Capacity Grants Program Guidelines, Application, Scoring Criteria developed and reviewed by NCRP TPRC and approved by NCRP Resilience Ad Hoc Committee.
- **December 19, 2025:** NCRP Capacity Grants Program Request for Proposals (RFP) released.

- **January - February 2026:** Office hours, workshops, and technical advising provided for Capacity Grants Program applicants.
- **February 20, 2026:** NCRP Capacity Grants Program proposals due.
- **March - April 2026:** Proposal review by NCRP Resilience Ad Hoc and Staff Team; Resilience Ad Hoc Committee meeting with NCRP staff to discuss recommended slate for NCRP Leadership Council review and approval.
- **April 17, 2026:** NCRP Quarterly Meeting - NCRP Leadership Council approves slate of projects for funding.
- **April 17-25, 2026:** Award notifications to grantees.
- **May 2026:** Grant agreements developed.
- **December 31, 2027:** Project activities completed.

### **Office Hours, Workshops, Questions**

The NCRP Staff Team has scheduled workshops and office hours to answer questions about the guidelines, application, and evaluation process, and to discuss preliminary proposal ideas. Dates and times for office hours are listed on the [NCRP Capacity Grants webpage](https://northcoastresourcepartnership.org/capacity-grants-program-request-for-proposals/) (<https://northcoastresourcepartnership.org/capacity-grants-program-request-for-proposals/>).

Questions may be submitted using the [NCRP Capacity Grants Program Question and Request Form](#) – all questions and responses will be posted on the [NCRP Capacity Grants webpage](#) (questions will be posted anonymously).

## **VI. PROPOSAL EVALUATION AND SCORING CRITERIA**

Proposals will be evaluated based on a selection process developed by the NCRP Resilience Ad Hoc Committee and approved by the NCRP Leadership Council. Track One and Track Two proposals will be evaluated separately and ranked in comparison to other proposals within the same Track. Funding decisions will be made based on the proposal score along with considerations described in the Guidelines (above). The Leadership Council reserves the right to consider regional representation, the equitable distribution of program funding, and gaps in service identified via the Regional Capacity Assessment and other regional information in their decision regarding a final slate of approved projects.

The specific criteria used to evaluate and rank the proposals submitted for this RFP are listed below. Proposals will be evaluated based on the following criteria and scored from 0 – 10 as described in the Table.

1. A score of 9-10 points will be awarded where the criterion is fully addressed, achieves significant outcomes and is supported by thorough and well-presented documentation & logical rationale.
2. A score of 7-8 points will be awarded where the criterion is addressed, achieves significant outcomes but is not supported by thorough documentation or sufficient rationale.
3. A score of 5-6 points will be awarded where the criterion is addressed, achieves moderate outcomes and is supported by thorough and well-presented documentation & logical rationale.
4. A score of 3-4 points will be awarded where the criterion is marginally addressed, achieves moderate outcomes but is not supported by thorough documentation or sufficient rationale.
5. A score of 1-2 points will be awarded where the criterion is marginally addressed and achieves outcomes that are low in significance.
6. A score of 0 points will be awarded where the criterion is not addressed.

<b>NCRP Capacity Grants Program Proposal Scoring Criteria</b>	<b>Range of Points</b>
<b>SECTION 1: ENTITY CRITERIA</b>	
Is the entity eligible?	y/n
Does the entity fit into one of the two identified funding tracks?	y/n
Track Two: Does the SOQ demonstrate substantial experience with project planning and implementation?	
Track Two: Do the projects described in the SOQ show evidence of partnership, collaboration, or leadership in project implementation?	
<b>SECTION TWO: PROJECT PORTFOLIO EVALUATION CRITERIA</b>	
Is the Project Portfolio identified by the applicant aligned with NCRP and NCRP funding partner objectives?	
Does the Project Description thoroughly describe the purpose of the projects in the portfolio, why the projects are needed, existing challenges, the setting and background, and a summary of the expected benefits?	
Do the projects included in the Project Portfolio have the potential to achieve multiple and significant benefits for communities and watersheds? Are the scope and scale significant?	
Does the estimated Project Portfolio budget seem reasonable for the project activities described?	
Does the Project Portfolio benefit economically disadvantaged or historically underrepresented communities?	
Is this Project Portfolio supported locally and/or politically, by NCRP region Tribes and/or local governments? If Tribal partners are listed, is there evidence of engagement with the listed Tribe?	
Does the Project Portfolio include broad community engagement, partnerships, or collaborative efforts?	
<b>SECTION THREE: CAPACITY GRANT CRITERIA</b>	
Does the applicant adequately describe the need for this capacity enhancement grant funding? Is it clear how the requested funding categories and amounts will address the need?	
Are the applicant's requested capacity grant categories and amounts reasonable and relevant to the development and implementation of the proposed Project Portfolio identified in Section 2?	
Will capacity grant investments support economically disadvantaged or historically underrepresented communities?	
Does the applicant demonstrate how the NCRP capacity funding will result in long term, sustainable and expanded capacity for the applicant's entity?	
Track Two: Does the application demonstrate a clear history of partnerships/collaboration and articulate how this funding will be used to help raise the capacity of partners/collaborators?	
Has the applicant articulated their plans to leverage NCRP capacity investments?	
<b>TOTAL SCORE</b>	

## APPENDIX A: SUB-GRANTEE PROJECT ADMINISTRATION

Excerpted and modified from the State of California Department of Conservation 2022 Regional Forest and Fire Capacity Grant Guidelines and County of Humboldt standard grant agreement terms. The County of Humboldt, on behalf of the North Coast Resource Partnership (“NCRP Administrator”), is responsible for ensuring that sub-grantees successfully complete their projects in accordance with applicable guidelines and terms.

### **GRANT MANAGEMENT AND REPORTING**

#### **REPORTING**

Using forms provided by the NCRP Administrator, 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 no later than twenty (20) days after the end of each quarter, or the next business day if the 20<sup>th</sup> day falls on a weekend or holiday. Failure to submit progress reports may be the basis for withholding payment until such reports are received.

Quarterly Reporting: Sub-grantees will be required to participate in periodic meetings with NCRP staff to provide progress updates and address any issues to ensure successful project completion. In addition, quarterly written reports will be submitted, including but not limited to:

- A narrative summary of work completed.
- Key accomplishments and/or challenges.
- Data on project pipeline development, partnership and community engagement, and other key metrics to be determined in partnership with NCRP staff.

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.

#### **INVOICING AND PAYMENTS**

Using forms provided by the NCRP Administrator, sub-grantees are required to submit invoices at least quarterly, and no more frequent than monthly (monthly invoicing will require demonstration of financial hardship). Invoices will be submitted no later than twenty (20) days after the end of each quarter or month in which such services are provided, or the next business day if the 20<sup>th</sup> day falls on a weekend or holiday.

- 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.
- No work prior to or after the term of the sub-grantee agreement will be reimbursable.
- Payments will be made on a reimbursement basis (i.e., the sub-grantee pays for services, products, or supplies; invoices the NCRP Administrator for the same; and a reimbursement payment is processed upon approval of the invoice).

- 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.
- Although payment for services rendered, and costs and expenses incurred, will customarily be made in arrears, advance payments may be considered if a financial hardship is demonstrated. Advance payments will be made solely at the NCRP Administrator's 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 the Department of Conservation (Grantor). Further details of this process will be provided in the sub-agreement, and associated forms will be provided.

## **ACCOUNTING OF GRANT FUNDS**

It is essential that complete and accurate records be maintained by sub-grantees. Sub-grantees must maintain an accounting and record keeping system that reflects sound fiscal controls and safeguards. The accounting information must be sufficient so that the total cost of each aspect of the project can be readily determined and records are readily available upon demand. Sub-grantees must retain all grant transaction records for a period of four (4) years after final payment.

Any advanced funds must be kept separate in accounting records from sub-grantee's other funds. Interest earnings shall be allocated to the block subgrantee's advanced funds for use on the project or returned to the NCRP Administrator. Advanced funds that are unused shall be returned to the NCRP Administrator promptly upon completion of the project or termination of the grant sub-agreement, whichever occurs first.

## **ALLOWABLE COSTS**

### **Staff Costs**

Reimbursable staff costs are the salary costs for direct project work (including grant management) at an hourly rate, including benefits, taxes, and leave.

### **Indirect Costs**

Indirect Costs are costs associated with doing business and are necessary to support the general operation of the organization. Reimbursement by the RFFC Program for indirect costs are capped at either (1) twenty percent (20%) of direct charges (excluding equipment) for entities without a current final Negotiated Indirect Cost Rate Agreement (NICRA), or (2) up to thirty-five percent (35%) of the total subaward (excluding equipment) for entities with a current federally approved NICRA. Sub-grantees will be required to provide acceptable supporting documentation if claiming an indirect cost rate higher than 10%.

All indirect costs must be real incurred costs. For example, if an organization is billing 20% in indirect costs, all of those funds must pay for real indirect costs related to the project, and not for any other costs that are ineligible or unrelated to the project. In the event of an audit, grantees will need to be able to demonstrate that reported indirect costs were real incurred expenses.

Indirect costs include, but are not limited to:

- Office space and utilities.

- Supplies.
- Management oversight.
- Prorated general liability, Workers' Compensation, and automotive insurance.
- Equipment costs not included as direct costs in the budget.

Note: Please keep in mind that many costs which may be considered indirect by other grants/programs may be eligible as direct costs under this program. This is because of the capacity building nature of this program which funds the whole cost of positions for work on forest and fire resilience programs and projects. Some examples of these types of direct costs include the salary of a fire resilience manager, a truck that enables an organization to perform fuels reductions projects in remote areas, and laptops that will be used for planning forest resilience projects. Another example of a direct cost for capacity building would be a year of salary to hire an accounting position for an initial capacity-building fixed-term, necessary for an organization to hire and retain employees who work on forest and fire resilience projects and programs. These examples are direct capacity building costs because they would enable an organization to build their organizational capacity to plan, apply for funding, and implement forest and fire resilience projects and programs. Many capacity building costs are seen as start-up costs for organizations to hopefully leverage into self-sustaining organizations.

In general, direct project management and grant management staff time spent working on the project is a direct cost, not an indirect cost. Project/grant management time for sub-grantees may be billed as a direct cost.

### **Travel Costs**

Reimbursable travel costs include in-state travel for block grantees, subgrantees, and contractors as necessary to fulfill the deliverables of the program.

- Accommodation-related travel costs: maximum reimbursement rates based on county as shown here: <https://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203>, with no option for approval of an “excess lodging rate.”
- Mileage for travel directly related to execution of the scope of work will be reimbursed at the Reimbursement Rate Per Mile for Personal Vehicle as shown here: <https://hrmanual.calhr.ca.gov/Home/ManualItem/1/2202>
- Rental car, train, or airfare will only be reimbursed to attend those meetings outlined in the sub-grant agreement scope of work, and then only if it is the reasonable method used to get from one location to the other.
- No other travel-related costs will be reimbursed through this grant program, including per diem.

### **Project Development Costs**

This grant funding may be used for project development costs, including, but not limited to:

- Preparing project plans, specifications, and cost estimates that will result in a specific project.
- Acquiring permits (including fees) for specific, future on-the-ground projects.
- Analysis required for CEQA and/or NEPA documentation.

- Performing necessary cultural resources, biological, botanical, aquatic, soil, hydrologic, wildlife, timber, or other studies/surveys and/or developing necessary project designs related to a specific site or physical project.
- Obtaining implementation funding.

### **Capacity Building, Outreach, Engagement, and Training**

This grant funding may be used for capacity building, outreach, engagement, and training costs including, but not limited to:

- Building organizational capacity to increase pace and scale of forestry activities.
- Training costs for sub-grantee employees.
- Costs to attend professional development conferences or events.
- Materials.
- Facilitation services.
- Professional training services for educational events or workforce development.
- Participant stipends in compensation for services rendered in the development of community work products and appropriately documented with deliverables such as sign-in sheets or written surveys.
- Transportation stipends and provision of transportation services for community participants, such as a vanpool.
- Rental costs of equipment, facilities, or venues.
- Provision of childcare services for community participants at sponsored events.
- Food and refreshments that are determined to be an integral part of an event. Examples of activities where it would be appropriate to approve food purchase would include a project planning event held in the evening, where the meal is consumed as part of the event and replaces a meal otherwise missed by attending the event.

### **Equipment and Vehicles**

Equipment is an item of \$5,000 or more per unit cost and has a tangible useful life of more than one year. For any equipment or vehicles purchased or built with funds that are reimbursable as a direct cost of the project, the sub-grantee must be the sole owner on title. During the sub-grant agreement term, equipment must meaningfully increase the subgrantee's capacity to perform the tasks outlined in the grant scope of work and the sub-grantee is required to maintain an inventory record for each piece of non-expendable equipment or vehicles purchased or built with funds provided under the terms of a sub-grant agreement.

On completion or early termination of the sub-grant agreement, the NCRP Administrator will either (1) require that the equipment or vehicles be returned to the state, (2) authorize the continued use of such equipment or vehicle within the North Coast region, or (3) require that grantee refund the NCRP Administrator for the fair market value of equipment that continues to have a usable life but is no longer required for project implementation.

In making that determination, the NCRP Administrator in collaboration with the Department of Conservation, will consider among other things, the useful life of the equipment or vehicle. Equipment or vehicles that remain within the North Coast region will be required to be maintained in a state of good repair with all licenses and fees paid and made available to government entities in the event of an emergency.

## **INELIGIBLE COSTS**

- Costs that are not related to the RFFC Program.
- Costs that occur outside of the sub-grant agreement term.
- Incidentals, tips, and per diems.
- Incentive/participation gifts.
- Out-of-state travel.
- Legal costs and attorney fees associated with making or defending legal claims.
- Activities performed and equipment or vehicles purchased that are not identified in the budget/work plan or approved by the NCRP Administrator prior to purchase.
- The following costs associated with community engagement and outreach:
  - Direct cash benefits or subsidies to participants, such as cash subsidies to secure private transportation services.
  - Alcoholic refreshments.
  - Participant incentives, such as door prizes, that are unrelated to specific community work products.
  - General meetings that do not specifically discuss or advance project activities and objectives.

## **AUDITING OF FUND EXPENDITURES**

All expenditures of public funds under this program are subject to audit by the State of California. All sub-grantees shall maintain books, records, documents, and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds (including state funds, interest earned, and matching funds by the grantee) and the total cost of the project.

## **PURCHASING**

Sub-grantees are expected to adhere to their competitive bid, internal contracting, and purchasing guidelines. Documentation of the sub-grantee's contracting or purchasing guidelines, processes, and project-specific approvals may be requested in the event of an audit by the State of California.

## **LOSS OF FUNDING**

Work performed under the sub-grant agreement is subject to availability of funds through the state's budget process. Actions of the sub-grantee that may lead to suspension or cancellation of funding include, but are not limited to:

- Failure to submit required documentation within the time periods specified in the grant agreement.
- Change in project scope, schedule, or budget without prior approval.
- Failure to complete the project.
- Failure to demonstrate sufficient progress.
- Failure to comply with applicable laws or grant requirements.

## **STANDARD INSURANCE REQUIREMENTS**

Note: Insurance requirements will be substantially similar to those listed below and may change depending on the nature of the project activity.

### **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, as applicable, 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>2</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>3</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>4</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 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>5</sup>

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<sup>2</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>3</sup> Include this provision where Sub-Grantee is not required to drive in order to complete the scope of work. Otherwise remove.

<sup>4</sup> Include this provision when Sub-Grantee has one or more employees. Otherwise remove.

<sup>5</sup> Include this provision when Sub-Grantee does not have any employees. Otherwise remove.

4. Professional Liability Insurance<sup>6</sup> – Error and Omission Coverage including coverage in an amount no less than One Million Dollars (\$1,000,000.00) for each occurrence (Two Million Dollars (\$2,000,000.00) general aggregate). Said insurance shall be maintained for the statutory period during which SUB-GRANTEE may be exposed to liability regarding the services provided pursuant to the terms and conditions of this Agreement. SUB-GRANTEE shall require that such coverage be incorporated into its professional services agreements with any other entities, as applicable.

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.
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

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<sup>6</sup> If applicable, otherwise remove.

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  
Email: riskmgmt@co.humboldt.ca.us

**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]

## **TRIBAL LIMITED WAIVER OF SOVEREIGN IMMUNITY**

Projects sponsored by a federally recognized Tribe will require the submittal of a Resolution, approved by their 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 for reference and Tribes are also welcome to use their own standard Resolution format. 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 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]

## APPENDIX B: NCRP CAPACITY GRANT APPLICATION QUESTIONS

Note: The Capacity Grant Application will be submitted via [NCRP Capacity Grant application ArcGIS Survey123 tool](#). Questions included here for reference/planning purposes.

### NCRP CAPACITY GRANT APPLICATION

#### SECTION 1: APPLICANT INFORMATION

1. Entity Name

2. Entity Type (select one)

For other, please describe:

3. Entity Location/Headquarters (select one)

Please select county:

For other, please specify:

For Tribal lands, please specify:

4. Track One or Track Two:

5. Entity Statement of Qualifications & Project Implementation Experience (file upload)

#### SECTION 2: PROJECT PORTFOLIO INFORMATION: IDENTIFICATION OF MULTI-BENEFIT PROJECT(S) TO BE SUPPORTED BY CAPACITY ENHANCEMENT GRANT

6. Project Portfolio Title

7. Project Portfolio Description:

8. Comprehensive Project Portfolio Footprint:

Project Boundary Upload (Optional)

9. Project Types (up to 10 project entries)

*Project Type (select one per entry):*

*If "Other Project Type," please specify:*

*Estimated Budget for Project Type: (enter number in dollars)*

*Estimated Acres for Project Type: (enter estimated number of acres)*

10. Please explain the expected benefits to economically disadvantaged or historically underrepresented communities that will be provided by the project(s).
11. What is the status of Tribal engagement/consultation, if any is required?
12. Describe the community support and collaborative partnerships for this project portfolio including Tribes, counties, local agencies, the community, etc.
13. Technical & Reference Supporting Documents: *(Required for Track Two applicants; optional for Track One applicants)*

Please select documents to upload:

### **SECTION 3: CAPACITY GRANTS APPLICATION: PROJECT DESCRIPTION, FUNDING CATEGORIES, & AMOUNTS**

14. Describe the capacity enhancement funding needs and the gaps in organizational capacity that will be addressed by this funding.

15. Project Budget:

*a. Organizational Capacity Development (includes strategic planning, partner and community engagement, and partner capacity support and development for Track 2 entities, etc.)*

Amount requested:

Description/budget justification:

*b. Participation in NCRP Funding & Strategy Workshops (travel, lodging - note no out-of-state travel or per diems/meal costs allowed)*

Amount requested:

Description/budget justification:

*c. Project Portfolio Development (project design and planning, site visits and outreach, surveys, permitting, GIS/mapping, grant writing, etc.)*

Amount requested:

Description/budget justification:

*d. Workforce development & training (staff and volunteer training & certification, including fees, travel & stipends, etc.)*

Amount requested:

Description/budget justification:

*e. Supplies purchase (i.e., PPE, tools, etc.) (not to exceed \$15,000)*

Amount requested:

Description/budget justification:

*f. Technology/software (computers, laptops, software, communications equipment) (not to exceed \$15,000)*

Amount requested:

Description/budget justification:

*g. Small equipment purchase: Equipment is an item of \$5,000 or more per unit cost and has a tangible useful life of more than one year. (Track Two only; not to exceed \$50,000, conditions apply)*

Amount requested:

Description/budget justification:

*h. Grant Management & Reporting (direct cost of project management, invoicing and reporting for the grant award. Not to exceed 10% of total budget)*

Amount requested:

Description/budget justification:

*i. Indirect Costs - costs associated with doing business that are necessary to support the general operation of the entity. (Not to exceed 20% of total budget; See Guidelines Appendix A for more details.)*

Amount requested:

Description/budget justification:

*i. Other - costs that do not fit into any of the other categories. The cost must be directly related to the capacity grant scope of work.*

Amount requested:

Description/budget justification:

*Total amount requested (automatically calculated):*

16. Describe in detail how the capacity investments described above will support the planning and implementation of the Project Portfolio identified in Section 2.

17. Describe how the capacity investments described above will result in substantial, long-term enhancements to organizational capacity that will benefit the community, with a specific emphasis on economically disadvantaged or historically underrepresented communities.

18. Describe your entity's partnerships/collaborations with other entities and/or how your entity helps to raise the capacity of an economically disadvantaged and/or underrepresented community. *(Required for Track Two applicants; optional for Track One applicants)*

19. Describe how your entity intends to leverage your requested NCRP capacity investments to enhance the capacity of your entity, stabilize your entity's capacity, and increase the scope and scale of projects being implemented in your geographic focus area.

20. Provide an estimate of how much additional funding you expect the requested capacity investment to bring in from outside sources (examples: NCRP grant writing capacity investment is expected to result in an additional \$X million for implementation; NCRP training capacity investment will allow our staff to be certified, thereby eligible for XX in funding).

#### **SECTION 4: ACKNOWLEDGEMENTS/TERMS & CONDITIONS**

Applicant Name/Authorized Contact

Title/Role

Contact Information (Email and Phone #)

Signature