



Regional Forest and Fire Capacity Program Round 3 Agreement Development Form



Applicant Organization or Tribe	Nevada County Office of Emergency Services
Geographic Area or Collaborative Geography Covered by Proposal	Nevada County
Funding Amount Requested	\$ 229,106.00

Applicant Authorized Representative <i>Person authorized to sign the grant agreement</i>	Name: Craig Griesbach
	Title: Director Emergency Services
	Phone: 530-265-1583
	E-mail: craig.griesbach@nevadacountyca.gov
	Address: 950 Maidu Avenue Suite 130, Nevada City, CA 95959
Applicant Day-to-Day Contact <i>Person managing the project</i>	Name: Alex Keeble-Toll
	Title: Senior Administrative Analyst
	Phone: 530-470-2521
	E-mail: alex.keeble-toll@nevadacountyca.gov
	Address: 950 Maidu Avenue Suite 130, Nevada City, CA 95959

County(ies) Covered	Nevada
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Grant Completion Date	December 31, 2026
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PROJECT SCOPE AND ACTIVITIES

What were the key Capacity Building needs identified in your 2023 Assessment process?

County of Nevada needs:

- A coordinated process for the development of the Community Wildfire Protection Plan (CWPP) Project Pipeline: The Nevada County Community Wildfire Protection Plan (CWPP) is currently being updated and this process has created an opportunity to work with diverse stakeholders to collaboratively identify priority areas for projects to address forest health and wildfire risk.
- Sustainable project management support: The completion and roll out of the new CWPP over the next two years is a pivotal moment to get collaborative projects on the ground and we need sustainable capacity in place to design, implement, and manage these projects, expeditiously complete environmental analysis and reporting, and to integrate key partners and the public.
- Continuity in staff that are playing a role in wildfire mitigation planning and implementation efforts: Creating a single position to serve as “point” for all CWPP Pipeline Projects will support the integration of information across projects and allows for coordination of partners from individuals on up through Firewise Community’s, NGOs, and regional land managers.

How do your proposed capacity building activities address these needs?

The Nevada County Office of Emergency Services (OES) proposes to hire a Nevada County Forest Management Advisor who is a Registered Professional Forester (RPF) to ensure that the County and our collaborative coalition have the capacity to carry out the pipeline of projects identified through our Community Wildfire Protection Plan (CWPP) Update using a coordinated, sustainable, and strategic approach. The Forest Management Advisor would serve as the trusted “point person” for facilitation of projects that are responsive to community need, planned with meaningful time horizons, and scoped appropriately to be successfully funded by grants. By assuring the continuity of a staff member to lead CWPP Pipeline Project implementation, OES will build lasting institutional knowledge around best-practices and create opportunities to leverage and extend projects through trusting community relationships. Though many of the specific proposed activities that would be led by the Nevada County Forest Management Advisor could be funded by individual grant proposals, typical “one-off” tactics do not embody the continuity required to ensure long-term sustainability of wildfire mitigation projects across Nevada County.



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Briefly describe your proposed Project Pipeline Development activities and why they are needed to increase the pace and scale of forest restoration in your area.

The Nevada County CWPP Update will result in a roadmap for the deployment of multi-benefit projects in priority areas of four Forecast Zones across Nevada County (details on Forecast Zones can be found here: <https://www.nevadacountyca.gov/3829/Community-Wildfire-Protection-Plan>). The *Nevada County Forest Management Advisor* will work to design an implementation strategy for CWPP Pipeline Projects with the goal of ensuring an integrated and systematic approach to increase the pace and scale of wildfire mitigation. This will minimize the incidence of “one-off” projects and will instead provide continuity to this long-term effort. Activities include:

- Design CWPP Pipeline Projects to be integrated and not “siloed” so that the outcome is a landscape-scale effort that results in healthier forest ecosystems and reduced wildfire risk.
- Interpret local, state, and federal laws, regulations, and policies, identify place-based opportunities and constraints, and leverage this information across all CWPP Pipeline Projects.
- Assist with OES and community partner’s grant program(s) including scoping projects, identifying appropriate funding sources, and writing grant proposals in support of CWPP Pipeline Project deployment.

PROJECT TASKS AND TIMELINE

DETAILED PROJECT TASKS	APPROXIMATE TIMELINE
Capacity Building Tasks (Task 1)	
1a. Produce a report on your strategies to sustain the benefit of the above capacity building activities.	October 31, 2026
1b. Provide information as needed for inclusion in SNC’s Regional Priority Plan, as outlined in ‘Project Portfolio Submission for Regional Priority Plan’ document.	The SNC will work with subgrantees on milestones and deadlines for deliverables as they develop their project schedules.
1c. Engage in regional Monitoring Plan training and produce monitoring plan for partnership/collaborative.	December 31, 2026



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1d. Identify community members, organizations, and tribes for inclusion in capacity building Forest Management Workshop series.	August 2024 – December 2024
1e. Survey Forest Management Workshop stakeholder list to ascertain topics and issues of concern.	October 2024 – January 2025
1f. Build out schedule and content for bi-annual Forest Management Workshops (4 total).	November 2024 – March 2025
1g. Hold 4 Forest Management Workshops.	January 2025 – August 2026
1h. Develop Firewise Community Action Plan Toolkit.	August 2024 – May 2025
1i. Develop private landowner Resource Access Toolkit (CFIP, EQUIP, and other resources)	August 2024 – May 2025
1j. Hold monthly Virtual Workshops for Firewise Communities on Action Plan and Resource Access Toolkits.	April 2025 – October 2026
Project Development Tasks (Task 2)	
2a. Meet with underrepresented community stakeholders (tribes, DACs, agricultural community) to ensure inclusion of priority projects in CWPP.	August 2024 – February 2025
2b. Develop Draft 5-Year CWPP Pipeline Project Implementation Strategic Plan.	January 2025 – April 2025
2c. Circulate Draft 5-Year CWPP Pipeline Project Implementation Strategic Plan with stakeholders for feedback.	May 2025 – June 2025
2d. Produce Final 5-Year CWPP Pipeline Project Implementation Strategic Plan.	July 2025
2e. Scope and design priority CWPP Pipeline Projects to create “plug and play” synopses to leverage when grant opportunities become available.	July 2025 – September 2025
2f. Submit grant proposals for CWPP Pipeline Projects (minimum 5 proposals; minimum three proposals with funding included for Forest Management Advisory position to ensure sustainability).	September 2025 – December 2026



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2g. Identify local and regional collaboratives and stakeholder meetings and have Forest Management Advisor attend as a representative of OES.	August 2024 – December 2026
2h. Develop a system for tracking the environmental compliance pathway and status of all CWPP Pipeline Projects.	August 2024 – December 2024
2i. Manage wildfire mitigation and forest health projects: ensure that environmental analysis is completed/necessary permits acquired.	October 2024 – December 2026
2j. Complete compliance steps for CWPP Pipeline Projects including collection of right of entry (as required), categorical exemptions, internal studies etc.	October 2024 – December 2026
2k. Lead community education activities: plan and hold town halls, site tours, and field inspections.	October 2024 – December 2026
2l. Create and monitor contracts and agreements; document best-practices as they are identified and evolve.	October 2024 – December 2026
General Tasks	
Attendance at SNC RFFCP Regional Annual Conference/s (if applicable) Attendance at bi-monthly Subgrantee Workshops	August 2024 – December 2026
Develop Sustainability Plan to maintain the Forest Management Advisor position; quantify minimum funding needed as a percent of each grant application submitted to support position longevity.	July 2025 – September 2025
Work Plan Activities and Financial Status Reports 3-month 6-month 9-month 12-month 15-month 18-month 21-month 24-month 27-month 30-month 33-month Final	July 31, 2024 October 31, 2024 January 31, 2025 April 30, 2025 July 31, 2025 October 31, 2025 January 31, 2026 April 30, 2026 July 31, 2026 October 31, 2026 January 31, 2027 February 28, 2027



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Project Completion Date	December 30, 2026
Request for Payment of Final Expenditures Final Report Performance Measures	February 28, 2027

PROJECT BUDGET

Cost Category	Task 1: Capacity Building	Task 2: Project Development	Total
Personnel Salary/Benefits	\$81,136.35	\$142,651.49	\$223,787.84
Materials/Supplies	\$1,509.78	\$3,808.38	\$5,318.16
Subcontracts	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Subtotal: Direct Costs			\$229,106.00
Admin Overhead Indirect (10%)	\$0	\$0	\$0
Total Costs			\$229,106.00

Budget Narrative

See attached.



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PROJECT DELIVERABLES

(Please add additional tasks and timelines to the table below from the pre-proposal and SNC email correspondence.)

DELIVERABLE	FORMAT	DUE DATE
SPECIFIC DELIVERABLES		
Regional Priority Plan information, as outlined in 'Project Portfolio Submission for Regional Priority Plan' document.		<i>The SNC will work with subgrantees on milestones and deadlines for deliverables as they develop their project schedules.</i>
Regional Priority Plan (RPP) Report 1: Status report on your collaborative/ partnership's list of priority projects	Electronic Report and Excel Spreadsheet	TBD
RPP Report 2: Plan and timeline for completing RPP requirements	Electronic report and Gantt Chart	TBD
RPP Status Reports: Quarterly status reports on completing RPP requirements	Electronic Report	TBD
RPP Final Report: Report providing list of priority projects with required project information	Electronic Report and Shapefiles	TBD
Project Monitoring Plan	Electronic Report	December 2026
List of Forest Management Workshop Series Stakeholders	Excel Spreadsheet	November 2024
Forest Management Workshop Stakeholders Survey Results	Electronic Report	December 2024
Forest Management Workshop Schedule and Content	Excel Spreadsheet, PowerPoint Presentations, and Electronic Documents	February 2025



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Forest Management Workshop Agendas and Participant Lists	Electronic Documents and Excel Spreadsheet	August 2026
Firewise Community Action Plan Toolkit	Electronic Report and Webpage	March 2025
Resource Access Toolkit	Electronic Report and Webpage	March 2025
Firewise Communities Virtual Workshops Agendas and Participant Lists	Electronic Documents and Excel Spreadsheets	October 2026
List of Under-Represented Stakeholders, Meeting Agendas, and Meeting Notes	Excel Spreadsheet and Electronic Documents	December 2024
CWPP Pipeline Project Implementation Strategic Plan	Electronic Report	July 2025
CWPP Pipeline Projects Synopses	Excel Spreadsheet and Electronic Documents	September 2025
CWPP Pipeline Project Grant Proposals (5 total; 3 with funding included for Forest Management Advisor position)	Electronic Documents	December 2026
Local and Regional Collaboratives and Stakeholder Meetings List, Agendas, and Meeting Notes	Excel Spreadsheet and Electronic Documents	December 2026
Environmental Compliance Tracking System	Excel Spreadsheet	December 2024
Project Management Summaries	Electronic Documents	December 2026
Compliance Documentation: Right-of-Entry, Categorical Exemptions, and Internal Studies	Electronic Documents	December 2026
Town Hall Agendas, Press Releases, and Participant Lists	Electronic Documents	December 2026
Site Tour Agendas, Participant Lists, and Photos	Electronic Documents and JPEGs	December 2026
Forest Management Advisor Sustainability Plan	Excel Spreadsheet (Budget, Timeline)	December 2026



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GENERAL DELIVERABLES		
Work Plan Activities and Financial Status Reports 3-month 6-month 9-month 12-month 15-month 18-month 21-month 24-month 27-month 30-month 33-month Final	SNC Report Forms	July 31, 2024 October 31, 2024 January 31, 2025 April 30, 2025 July 31, 2025 October 31, 2025 January 31, 2026 April 30, 2026 July 31, 2026 October 31, 2026 January 31, 2027 February 28, 2027
Request for Payment of Final Expenditures Final Report Performance Measures	SNC Request for Payment Form SNC Final Report Form	60 days from Project Completion or no later than the deadline identified on the signature page of the Payment Request for Final Expenditures.

Compliance

Brief Description of CEQA Status if Applicable (Please limit the response to one paragraph or less.)

Not applicable. This is a planning project and will not involve any implementation activities.

Brief Description of NEPA Status if Applicable (Please limit the response to one paragraph or less.)

Not applicable. This is a planning project and will not involve any implementation activities.



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Project Area Contact Information

If the project has a specific location identified and SNC funds will be used for either CEQA or NEPA compliance and/or implementation, please provide the information in the chart below.

If not, please put N/A here: Not Applicable.

In compliance with SNC’s governing statute, SNC will notify and may consult with project area representatives during project evaluation.

Tribal Contact(s)	
Tribe Name Contact Name Phone Number Email or Mailing Address	Nevada City Rancheria Nisenan Shelly Covert 530-570-0846 P.O. Box 2624 Nevada City, CA 95959
Tribe Name Contact Name Phone Number Email or Mailing Address	United Auburn Indian Community Rebecca Allen 530-883-2390 10720 Indian Hill Road Auburn, CA 95959
Tribe Name Contact Name Phone Number Email or Mailing Address	Washoe Tribe Kevin Rogers 775-265-8600 919 U.S. Highway 395 N. Gardnerville, NV 89410
Public Land Management Agencies, County Planning Departments, and Local Water Agencies	
Contact Name Contact Title Phone Number Email or Mailing Address	Katherine Powelson United States Forest Service, Tahoe National Forest 530-559-3946 631 Coyote Street Nevada City, CA 95959
Contact Name Contact Title Phone Number Email or Mailing Address	Jorge Pacheco Bureau of Land Management, Mother Lode Field Office 916-941-3123 jpacheco@blm.gov
Contact Name Contact Title Phone Number Email or Mailing Address	Brian Foss Director of Planning 1-530-265-1256 950 Maidu Avenue Nevada City, CA 9595



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Contact Name	Nevada Irrigation District
Contact Title	Greg Jones, Assistant General Manager
Phone Number	1-530-273-6185
Email or Mailing Address	1036 West Main Street Grass Valley, CA 95945

Performance Measures

Performance measures are currently under development and will be included in grant agreements if this proposal is awarded.

Authorization to Apply

Formal authorization to apply for the RFFCP will be obtained from the Nevada County Board of Supervisors at the August 6, 2024 Board Meeting.

Certification of Submission

Applicant Organization	Nevada County Office of Emergency Services
Project Name	(RFFCP2022) WIP Capacity Subgrant – County of Nevada

CERTIFICATION OF SUBMISSION	
By entering my name below, I certify that the information contained in this application is correct to the best of my knowledge and I am authorized to submit this application on behalf of this organization.	
Name	Craig Griesbach
Title	Director of Emergency Services
Organization	Nevada County Office of Emergency Services
Date	July 11, 2024