**Project:**  RCPP - Technical Assistance to Private Non Industrial Forest Landowners

**Lead:** Amador RCD

**Summary:** ARCD fiscal sponsor for 5 year grant, CARCD holds main contract with ARCD for technical assistance to NRCS and landowners. ARCD holds subcontracts with TCRCD and CCRCD.

**Dates:** November 1st 2023 - October 31st 2025

The purpose of this project is to provide technical assistance to private non-industrial forest landowners. Tasks include technical assistance in the form of site visits, creation of forest management plans, and promote participation in the NRCS EQIP funding through the RCPP program.

For the purposes of this project ARCD, CCRCD, and TCRCD will be providing the following inorder to facilitate the completion of tasks;

ARCD is the project lead and fiscal sponsor for this program. ARCD is the main contractor with the CARCD and will manage subcontracts with CCRCD and TCRCD through this partnership agreement. Reporting and Invoicing requirements are detailed below.

Contracted funds cover work between November 1st 2023- October 31, 2025, This covers the initial stage of the second round of the RCCP project it is anticipated there will be additional 3 years of funding.

**Office Space:** Each district will be providing office space which will include a desk and access to phone, computer, internet, and printer. Reimbursement for overhead expenses of each RCD for the RCPP project is detailed in the RCPP Budget and Charge Rate.

**Staffing:**

* ARCD will provide staffing in the form of either employees or contractors that will serve the service area of the NRCS Jackson LPO. ARCD employees will report directly to ARCD.
* CCRCD will provide staffing in the form of either employees or contractors that will serve the service area of the NRCS Jackson LPO. CCRCD employees will report directly to CCRCD.
* TCRCD will provide staffing in the form of either employees or contractors that will serve the service area of the NRCS Jackson LPO.TCRCD employees will report directly to TCRCD.

Allowable staff rates for the project are as follows:

* RCD Staff/ Natural Resource Technician: $45-71/hr
* RCD Staff/Outreach Coordinator: $45-78/hr
* RCD Staff/Executive Director: $60-125/hr

*Fringe/Benefits rate of 25%-40% and 10% indirect are included in these rates*

**Project Management:** ARCD will provide project over site for Project #1, including project records and reporting, management of staffing, and accounting.

**Invoicing**

ARCD will be responsible for invoicing to the CARCD for reimbursement. The ARCD will prepare quarterly invoices and project reporting.

TCRCD and CCRCD will provide a quarterly summary of work to ARCD by the 10th of the month after the end of a quarter. If the 10th falls on a Saturday the report is due by Friday and if it falls on a Sunday it is due by Monday.

**Documents to be submitted:**

* Timesheets for all employees and hours billed to the RCPP grant
* Invoice/Reporting Template
  + *Reporting must identify the correct item # as references in the budget for each expense billed.*
* Quarterly Activities Narratives
* Match Reporting

*ARCD will provide a template in excel format for all reporting documents.*

**Communication**

CARCD will provide all pertinent information to each RCD by email. Any hard copy documents will be mailed to ARCD, ARCD will share this information with TCRCD and CCRCD.

ARCD, CCRCD, and TCRCD will meet monthly to discuss the project and review progress in grant deliverables. ARCD will provide a summary of the quarters accomplishments.

The tasks and budget for this project are detailed in the CALIFORNIA ASSOCIATION OF RESOURCE CONSERVATION DISTRICTS AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR with Amador RCD. Project details are outlined in the Grant Agreement Scope of Work as well as summarized below.

Any amendments to the grant agreement or scope of work will be agreed upon in writing by all three districts and incorporated into this agreement.

**Project Budget:**

| ***11/1/2023 - 10/31/2025*** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Amandor/Calaveras/Tuolumne RCPP Project Budget: First 2 years** | | | | | | | | |
| **Task: Enhancement TA** | | **Item #** | **CARCD Contract Amount** | **ARCD Indirect** | **ACT Billable** | **A** | **C** | **T** |
| Outreach | Personnel | 3 | $22,800.00 | $2,075.00 | $20,725.00 | $6,909.00 | $6,908.00 | $6,908.00 |
| Supplies | 10 | $6,527.00 |  | $6,527.00 | $6,527.00 |  |  |
| Travel | 7 | $840.00 |  | $840.00 | $840.00 |  |  |
| Communication /Coordination | Personnel | 2 | $3,600.00 | $320.00 | $3,280.00 | $1,094.00 | $1,093.00 | $1,093.00 |
| Travel | 6 | $600.00 |  | $600.00 | $600.00 |  |  |
| Outcome Assessment | Personnel | 4 | $9,720.00 | $880.00 | $8,840.00 | $5,834.00 | $1,503.00 | $1,503.00 |
| Travel | 8 | $520.00 |  | $520.00 | $520.00 |  |  |
| **Task: Implementation TA** | |  |  |  |  |  |  |  |
| Pre-Application | Personnel | 11 | $90,000.00 | $8,181.00 | $81,819.00 | $61,364.25 |  | $20,454.75 |
| Travel | 17 | $4,350.00 |  | $4,350.00 | $3,262.50 |  | $1,087.50 |
| Planning | Personnel | 12 | $75,000.00 | $6,820.00 | $68,180.00 | $51,135.00 |  | $17,045.00 |
| Supplies | 16 | $6,000.00 |  | $6,000.00 | $4,500.00 |  | $1,500.00 |
| Travel | 18 | $7,500.00 |  | $7,500.00 | $5,625.00 |  | $1,875.00 |
| Design | Personnel | 13 | $18,000.00 | $1,630.00 | $16,370.00 | $12,277.50 |  | $4,092.50 |
| Travel | 19 | $1,050.00 |  | $1,050.00 | $787.50 |  | $262.50 |
| Installation (TA) of FA Contracts | Personnel | 14 | $9,000.00 | $820.00 | $8,180.00 | $6,135.00 |  | $2,045.00 |
| Travel | 20 | $1,050.00 |  | $1,050.00 | $787.50 |  | $262.50 |
| Checkout on FA Contracts | Personnel | 15 | $5,400.00 | $490.00 | $4,910.00 | $3,682.50 |  | $1,227.50 |
| Travel | 21 | $900.00 |  | $900.00 | $675.00 |  | $225.00 |
|  | **Total Cost** |  | **$262,857.00** | $21,216.00 | $241,641.00 | **$ 172,555.75** | **$ 9,504.00** | **$ 59,581.25** |

**Deliverables to be Tracked:**

*Table 1. Outcome Table.*

| **Activity/Outcomes** | **Minimum benchmark** |
| --- | --- |
| (a) Intake Forms | 65 |
| (b) Site Visits | 98 |
| (c) Tree Mortality/Resilience Templates | 10 |
| (d) Full Forest Management Plan written by RPF | 0 |
| (e) Template with Practices Planned & Signed by Client | 11 |
| (f) Location Map with Highways | 14 |
| (g) Aerial Map with Property Boundaries | 19 |
| (h) Conservation Notes & Photos | 78 |
| (i) Input Plan into NRCS Software | 20 |
| (j) Maps: Soils, CNDDB, APE, Cons Plan | 58 |
| (k) Culture Resources Requests | 21 |
| (l) Culture Resources Surveys | 2 |
| (m) CPA 52 Environmental Evaluation | 32 |
| (n) Implementation Requirements | 33 |
| (o) Collected EQIP Eligibility Documents for RCPP Applicants | 27 |
| (p) Processed EQIP Eligibility Documents for RCPP Applicants | 17 |
| (q) Protracts/Contracting Work for RCPP Applications & Contracts | 44 |
| (r) Practice Inspection & Certification for RCPP Contracts | 55 |
| (s) Contract Management for RCPP Contracts | 113 |

\*this is not a complete list of outcomes that will be required to be tracked