



Truckee North Tahoe Forest Management Program 2024 Draft Evaluation Rubric

Review Process: Review Process: The 2024 funding application will close on February 18th, 2024 at 11:59pm. At that time, TTCF staff will do a preliminary review of all applications to prepare them for review by the Application Review Committee. Any incomplete applications will not be moved further in the review process. The Application Review Committee will independently review and score each application using the following rubric. All applicants will complete and be evaluated on Sections I., II., and IV. Applicants will complete different questions in Section III. depending on what they are seeking funding for. Following independent review, the committee scores will be averaged and the committee will meet to discuss and determine funding recommendation. The total score for each application is to be used as a basis for discussion and will not be the sole decision making factor for funding or not funding applicants. The funding recommendation will receive final approval by the TTCF Board of Directors.

Overall section score breakdown:

Section #	Section Name	Possible Points
I.	Applicant Information	0
II.	General Property Information	20
III.	Conditional Application: Forest Management Plan or Project Development Application	25
III.	Conditional Application: CEQA Application	25
III.	Conditional Application: Project Implementation Application	25
IV.	Project Financial Information and Administrative Capacity	45
Total		90

Section I. Applicant Information - <i>No Points Scored This Section</i>	
Project Name	Not Scored – TTCF Generated
Project Location <ul style="list-style-type: none"> ● Street Address ● City ● State ● Postal Code 	Not Scored

<p>Please indicate which of the following legal entity described your applicant status. You may only select one.</p> <ul style="list-style-type: none">• 501(c)3 nonprofit corporation• B corporation• C corporation• Individual• Limited Liability Company• Partnership• S Corporation• Sole Proprietorship• Agency applying on behalf of (a) private landowner(s)• Other applying on behalf of private landowner	Not Scored
<p>What is the name of the point person who will be responsible for managing the grant?</p>	Not Scored
<p>What is the relationship of the project manager to the property owner?</p>	Not Scored
<p>What is the total acreage of the property you own? Your total land</p>	Not Scored

<p>ownership of private, non-industrial forestland cannot exceed 5,000 acres.</p>	
<p>Please enter the Assessor's Parcel Number (APN) for your project location. You may only include one APN for the purpose of the LOI. This should be where the majority of your project acreage is located. Please do not use dashes.</p>	<p>Not Scored</p>
<p>Is this a multi-ownership project where all property owners individually meet the eligibility criteria? (I.e. each landowner must individually own greater than 3 but fewer than 5,000 acres of private, non-industrial forestland within the program boundary).</p> <p>Please include the names and contact email for all owners in this multi-ownership project.</p>	<p>Not Scored</p>

<p>Please list all the APNs where the project or scope of work would take place.</p>	<p>Not Scored</p>
<p>Please upload a copy of your W-9 here. If awarded, this information will serve as payee data for the applicant.</p>	<p>Not Scored</p>
<p>Please indicate what scope of work you are seeking to accomplish if awarded funding through this program; you may only choose one. Please reference the flowchart below to assist you in determining what to apply for:</p> <ul style="list-style-type: none">• Develop a project or a forest management plan for my property• Complete CEQA environmental compliance process for a defined project• Implement a project with completed CEQA environmental compliance	<p>Not Scored</p>

Section II. General Property Information (20 Possible Points)

Question	Evaluation	Possible Points
<p>Please describe the current vegetation and fuel loading conditions of the property that contributes to wildfire threat.</p>	<p>The current vegetation and fuel loading conditions on the property described indicate a threat if a fire started in this area or to spreading wildfire. Award between zero and five points where zero points indicates there is little to no threat and five points indicates there is great threat.</p>	<p>5</p>
<p>Please provide context to your surrounding area which could include proximity to populated areas, public lands, recreational amenities, critical infrastructure, etc.</p>	<p>Wildfire resilience work on this property is strategic to protecting assets to our region. Award between zero and five points where zero indicates no assets of concern or no threat and five indicates great threat to high value assets of concern.</p>	<p>5</p>
<p>Please briefly describe your intended end-goals for this project. This could include a range of outcomes depending on what you're applying to accomplish. Outcomes could include learning how to sustainably manage your forested land, obtain CEQA compliance and necessary permits to implement a wildfire</p>	<p>The applicant clearly articulates their intended goals of their project or scope of work and they are aligned to the TNTFMP program goals. Award between zero and five points where zero indicates misaligned goals and five indicates well-articulated and strongly aligned goals.</p>	<p>5</p>

<p>resilience project, pre and post treatment description of site conditions and project results relative to hazardous tree and vegetative conditions, wildfire hazard reduction goals, etc.</p>		
<p>Please describe how your project/property work will support existing regional wildfire resilience efforts and highlight if your project is part of a larger plan, coordinated effort, or is proximate to other ongoing wildfire resilience projects. Please see the program goals document on the TNTFMP website to reference several community plans and wildfire hazard document for reference of regional wildfire resilience efforts.</p>	<p>The project or scope of work is aligned to regional efforts and will build upon the wildfire resilience of the region. Award between zero and five points where zero indicates there is no alignment and five indicates there is strong alignment to existing regional wildfire resilience efforts.</p>	<p>5</p>
<p>Site Pre-Work - Please explain what forest management, tree removal or wildfire resilience work has taken place on your property prior to completing this application, if any?</p>	<p>Not scored</p>	

<p>Community Partnerships - Have you worked with any local fire districts, resource conservation districts, public utility districts or other agencies or nonprofit organizations to plan or make improvements to the forest health on your property?</p> <p>If you answered yes please provide the name(s) of partner agencies and organizations and a description of the improvement to forest health on your property.</p>	Not Scored	
<p>Property Map - Please upload a map of the property if available.</p>	Not Scored	
<p>(Conditional Application I.) Section III. Forest Management Plan or Project Development (25 Points)</p>		
<p>Question</p>	<p>Evaluation</p>	<p>Possible Points</p>
<p>Does your property have a management plan written by a Registered Professional Forester?</p>	Not Scored	

<p>Does your property have a well defined project that has specified objectives, goals, acreage, and types of work that will take place in particular zones of the property?</p>	<p>Not Scored</p>	
<p>Forest Management Goals - Using page 17 "Landowner Management Objectives" of the CA Cooperative Forest Management Plan template, please describe your forest management goals for your property.</p>	<p>The applicant detailed their forest management goals for their property and those goals are aligned to the TNTFMP program goals and contribute to wildfire resilience in the region. Award between zero and ten points where zero indicates weak alignment to program goals and regional wildfire resilience and ten indicates very strong alignment to program goals, regional wildfire resilience efforts, and indicates funding this landowner a strategic use of TNTFMP funding.</p>	<p>10</p>
<p>We encourage you to reach out to a Registered Professional Forester (RPF) in advance of applying to the program to ensure they would be able to support your project or Forest Management Plan development. Please include the name of the forester you would intend to have support this process. Please utilize the</p>	<p>The applicant has been in contact with an RPF to verify their availability to support the development of a Forest Management Plan or project plan. Award between zero and five points where zero points indicates there is no RPF name included and five points indicates an RPF has been contacted and their name included.</p>	<p>5</p>

<p>CAL FIRE database of foresters to find a potential RPF if you do not have a standing relationship with one.</p> <p>Please elaborate on the information provided by the RPF, if any.</p>		
<p>Please include the acreage that your forest management plan or project design would encompass if different from your total land ownership acreage.</p>	Not scored	
<p>Please indicate the intended time frame in which the project or Forest Management Plan development would occur if awarded funding. We intend to have funding decisions approved by the TTCF Board in mid-April. We would notify applicants following approval by the Board and would hope to have contracts executed by May 2024.</p>	<p>The indicated time frame in which the scope of work would take place is aligned to the program timeline needs. Award between zero and five points where zero points indicates the proposed timeline is not aligned to the program timeline needs and five points indicates the proposed timeline is aligned to the program timeline needs of being completed by December 31, 2025.</p>	5
	<p>Overall, this project and/or Forest Management Plan development technical assistance (T.A.) request would be a strategic use of T.A. funding when compared</p>	5

	to other T.A. requests. Award between zero and five points where zero indicates this would not be a strategic use of T.A. funding and five indicates this would be a highly strategic use of T.A. funding when compared to other proposed projects.	
(Conditional Application II.) Section III. CEQA (25 Points Possible)		
Question	Evaluation	Possible Points
<p>Forest Management Plan - Does your property have a management plan written by a Registered Professional Forester?</p> <p>Please upload a copy of your FMP if applicable.</p>	Not Scored	
<p>Does your property have a project plan that has specified objectives, goals, acreage, and types of work that will take place in particular zones of the property? Please describe the proposed work to be conducted and desired post-project stand conditions. Include</p>	<p>The applicant has a thorough project plan and details the specified objectives, goals, acreage, and types of work that will be completed as a part of their project. This project could be identified in a forest management plan or could be independently identified and thoroughly planned. Award between zero and five points where zero points indicates a limited project plan that</p>	5

<p>Management Plan units work that will be conducted, if it is available.</p>	<p>would not be ready to complete CEQA. Five indicates a thorough project plan that is ready to complete CEQA.</p>	
<p>Project Map - Please upload a project map if available.</p>	<p>Not Scored</p>	
<p>Project Acreage - What is the project acreage?</p>	<p>Not Scored</p>	
<p>CAL FIRE Approved Activities - Please indicate which of the following activities are part of your project plan. Check all that apply.</p> <ul style="list-style-type: none"> ● Follow-up to previous work ● Pruning ● Site preparation ● Timber Stand Improvement ● Tree Planting ● Tree Protection 	<p>The project description includes work that is allowable under this grant. Award between zero and five points where zero points indicates no activities proposed are allowed to be completed with funding from this program. Three indicates activities that are allowed to be completed with funding from this program.</p>	<p>3</p>
<p>Follow-up to previous work - If you selected follow-up to previous work in the CAL FIRE approved activities list, please provide a short description of the work that will take place.</p>	<p>There is either no follow up work proposed or the proposed follow up work does not include anything not allowed under the grant agreement with CAL FIRE. Award either zero or one point where zero indicates the follow up work is not allowed to be completed with</p>	<p>1</p>

	<p>funding through this program and one point if the work indicated is allowed to be completed under the grant agreement. Award one point if there is no follow up work planned.</p>	
<p>Environmental Compliance and Permits - Please describe any existing or needed permits or regulatory approvals needed to meet environmental compliance in order to complete the project. This includes CEQA document type or additional permits.</p>	<p>The applicant has an understanding of what permits they need to obtain prior to beginning project implementation. Zero is they do not understand or have not included a necessary permit. One is that they do understand and have included reference to the additional permits they will need.</p>	<p>1</p>
<p>Anticipated CEQA Timeline - Please indicate the approach (exemption, EIR, etc.) and intended timeline to obtain CEQA if awarded funding. We intend to have funding decisions approved by the TTCF Board in mid-April 2024. We would notify applicants following approval by the Board and would hope to have contracts executed by May 2024. Projects should not be forecasted to extend past March 31, 2026 due to</p>	<p>The applicant has included an anticipated CEQA timeline and will be able to obtain CEQA in a reasonable amount of time with funding through this program. If additionally seeking implementation funding through this program in this application round or hoping to in a future funding round, their timeline aligns with a spend down of funds prior to TTCF's grant expiration with CAL FIRE of March 31, 2026.</p> <p>Award between zero and five points where zero indicates no timeline was included or a timeline was included that is not aligned with</p>	<p>5</p>

<p>TTCF's grant agreement with CAL FIRE closing March 31, 2026.</p>	<p>TNTFMP program needs and five indicates there is a thorough timeline that is fully aligned with program and project specific needs.</p>	
<p>CEQA Review - Has any CEQA review taken place for your project to date? This would include a California Natural Diversity Database Search, an Information Center Records search, or determination of any known archaeological or historical sites within the project areas.</p> <p>If yes, please attach a copy of this review.</p>	<p>Not Scored</p>	
<p>CEQA Lead Agency - Has a CEQA Lead Agency been identified for this project? Yes/No</p> <p>Please include the name of the CEQA Lead Agency. If you are unsure of who this is, please contact anne@ttcf.net. You CANNOT apply for CEQA technical assistance without a lead agency</p>	<p>Applicants that do not already have CEQA in place for their project scope MUST have a lead agency identified and a letter of support from said agency for the project they are applying to the program for. Award between zero and five points where zero points indicates the applicant does not have an identified lead agency and their application will not advance to the application review committee. Zero points if they have a lead</p>	<p>5</p>

<p>identified and a letter of support from that agency.</p> <p>Please attach your letter of support from the Lead Agency.</p>	<p>agency, but no letter of support. Five points if they have identified a lead agency and have a letter of support that indicates the agency will take responsibility for the project they are proposing.</p>	
<p>Implementation Funding Following CEQA Compliance - Would you be seeking project implementation funding through the Truckee North Tahoe Forest Management Program following completion of the CEQA process? If yes, you will be prompted to additionally provide information about the implementation timeline of your project.</p>	<p>Not Scored</p>	
<p>Anticipated Project Timeline if yes to the previous question - Please indicate the tentative implementation timeline if awarded funding. This should include a detailed timeline that addresses specific tasks and milestones to measure progress during implementation of the project. We intend to have funding decisions approved by the TTCF Board</p>	<p>The applicant has clearly laid out the anticipated timeline of the entirety of the project including CEQA and implementation timeline of the project and indicates that their timeline aligns with spending down funding if awarded prior to December 31, 2025.</p> <p>Award between zero and five points where zero points indicates an unreasonable or no timeline included and five points indicates a</p>	<p>5</p>

in mid-April 2024. We would notify applicants following approval by the Board and would hope to have contracts executed by May 2024. You will need to factor in when you intend to have CEQA obtained prior to starting the implementation of your project given that CEQA will need to be reviewed and approved by CAL FIRE prior to beginning implementation. Projects should not be forecasted to extend past December 31, 2025 due to TTCF's grant agreement with CAL FIRE closing March 31, 2026.

Please be sure to delineate in your budget the difference between funds you are requesting for CEQA and those you are requesting for implementation. The committee will evaluate whether to fund you for just the CEQA portion or for the entirety of your request.

reasonable timeline with clearly spelled out milestones that are obtainable within the program timeline needs. Award three points if applicant is only applying for CEQA compliance funding and intends to apply to the TNTFMP at a later time for implementation. Award five points if applicant is only applying for CEQA compliance funding and intends to implement their project with outside funding.

(Conditional Application III.) Section III. Project Implementation Application (25 Points

Possible)		
Question	Evaluation	Possible Points
<p>Forest Management Plan - Does your property have a management plan written by a Registered Professional Forester? Yes/No</p> <p>Please attach a copy of your FMP if applicable.</p>	Not Scored	
<p>Please describe the proposed project plan that has specified objectives, goals, acreage, and types of work that will take in particular zones of the property? Please describe the proposed work to be conducted and desired post-project stand conditions. Include Management Plan units work that will be conducted, if it is available.</p>	<p>The applicant has a thorough project plan and details the specified objectives, goals, acreage, and types of work that will be completed as a part of their project. This project could be identified in a forest management plan or could be independently identified and thoroughly planned. Award between zero and five points where zero points indicates a limited project plan that would not be ready to complete CEQA. Five indicates a thorough project plan that is ready to complete CEQA.</p>	5
<p>Project Map - Please upload a project map if available.</p>	Not Scored	

<p>CAL FIRE Approved Activities - Please indicate which of the following activities are part of your project plan. Check all that apply.</p> <ul style="list-style-type: none"> ● Follow-up to previous work ● Pruning ● Site preparation ● Timber Stand Improvement ● Tree Planting ● Tree Protection 	<p>The project description includes work that is allowable under this grant. Award between zero and five points where zero points indicates no activities proposed are allowed to be completed with funding from this program. Three indicates activities that are allowed to be completed with funding from this program.</p>	<p>3</p>
<p>Follow-up to previous work - If you selected follow-up to previous work in the CAL FIRE approved activities list, please provide a short description of the work that will take place.</p>	<p>There is either no follow up work proposed or the proposed follow up work does not include anything not allowed under the grant agreement with CAL FIRE. Award either zero or one point where zero indicates the follow up work is not allowed to be completed with funding through this program and one point if the work indicated is allowed to be completed under the grant agreement. Award one point if there is no follow up work planned.</p>	<p>1</p>
<p>CEQA Has environmental compliance under the California Environmental Quality Act</p>	<p>Not Scored</p>	

<p>been completed for this proposed project? Yes/no</p>		
<p>CEQA Documentation - If CEQA has been satisfied - Please provide a copy of your CEQA documentation indicating you are able to begin project implementation if awarded funding. Prior to awarding implementation funding, your CEQA documentation must be reviewed and approved by CAL FIRE.</p>	<p>The applicant has completed CEQA and provided a document that covers specific project activities indicating that if awarded funding they would be able to begin project implementation. Award between zero and ten points where zero points indicates no or an insufficient CEQA document and ten points is an appropriate CEQA document meaning a project can begin implementation if awarded funding.</p>	<p>10</p>
<p>Environmental Compliance and Permits - Please describe any existing or needed permits or regulatory approvals needed to be able to implement this project in addition to your CEQA document, if any.</p>	<p>The applicant has an understanding of what permits they need to obtain prior to beginning project implementation. Award either zero or one point where zero indicates the applicant does not understand or has not included a necessary permit and/or approvals and one is that they do understand and have included reference to the additional permits they will need or indicated they have already obtained any necessary permits and/or approvals.</p>	<p>1</p>
<p>Anticipated Project Timeline - Please indicate the tentative implementation</p>	<p>The applicant has clearly laid out the anticipated timeline of the entirety of the project and indicates that their timeline</p>	<p>5</p>

<p>timeline if awarded funding. This should include a detailed timeline that addresses specific tasks and milestones to measure progress during implementation of the project. We intend to have funding decisions approved by the TTCF Board in mid-April 2024. We would notify applicants following approval by the Board and would hope to have contracts executed by May 2024. Projects should not be forecasted to extend past December 31, 2025 due to TTCF's grant agreement with CAL FIRE closing March 31, 2026.</p>	<p>aligns with spending down funding if awarded prior to December 31, 2025.</p> <p>Award between zero and five points where zero points indicates an unreasonable or no timeline included and five points is a reasonable timeline with clearly spelled out milestones that are obtainable within the program timeline needs.</p>	
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Section IV. Project Financial Information and Administrative Capacity (45 Possible Points)

Question	Evaluation	Possible Points
<p>Administrative Capacity - Please explain why you are able to administer the grant requirements including quarterly reporting and spend down of grant</p>	<p>The applicant has indicated their capacity to manage grant funds, see their scope of work through to completion, and meet necessary reporting requirements to TTCF if awarded funding. Zero points awarded indicates</p>	<p>5</p>

<p>funds within the grant terms. This can be based on a variety of work experience and can, but does not have to include, previous grant management experience.</p>	<p>concern for the applicant to manage grant funds. Five points awarded indicates no concern for the applicant to manage grant funds.</p>	
<p>Total Project Cost - What is the total cost to complete this project?</p>	<p>Not Scored</p>	
<p>Request Amount - How much funding are you requesting from the Truckee North Tahoe Forest Management Program to complete this project or scope of work?</p>	<p>The applicant has provided a request for funding from the program for their proposed scope of work. Zero points awarded means the applicant has either not included a request amount or has included an unreasonable and/or unsupported request amount. Five points awarded means the applicant has included a reasonable request amount for the proposed scope of work.</p>	<p>5</p>
<p>Financial Need - Please detail why you would not be able to fund this scope of work without a grant from this program or why funding would bolster your work given the match (in-kind or monetary) you will contribute to this project.</p>	<p>The applicant has indicated a clear financial need and is unable to complete the proposed scope of work without funding through this program. If the applicant has not indicated a clear financial need to complete the proposed scope of work, they have indicated the match they will bring to the proposed scope of work that would greatly bolster the</p>	<p>10</p>

	<p>work they are looking to complete.</p> <p>Zero points awarded indicates the applicant has neither indicated financial need nor is planning to bring any match to the project. Ten points awarded indicates the applicant has indicated a strong financial need whereas they would not be able to implement the proposed scope of work without funding through this program, or has proposed a use of match that with complementary funding from this program will greatly increase the wildfire resilience to the Truckee North Tahoe region.</p>	
<p>Match Amount – Please highlight any additional funding from either personal funds, other grant programs or another source you bring to this project, if any. Please enter \$0 if you do not have any matching dollars available.</p>	<p>The applicant has indicated the amount of matching funds they are contributing to the proposed scope of work. Award between zero and ten points where zero points indicates no match and no accompanying statement of financial need whereas they are not able to complete the proposed scope of work without funding from this program. One point indicates a match between 0-4% of the total project cost. Two points indicates a match between 5-9% of the total project cost. Three points indicates a match between 10-14% of the total project cost. Four points indicates a match between 15-19%. Five</p>	<p>5</p>

	points indicates a match of at least 20% OR \$0 in match but a compelling statement of financial need in the previous question.	
In-Kind Match – Please described the in-kind contribution that will be made towards this project or scope of work (i.e. do you have an ability to do any of the project work yourself, volunteers to support this project, or some other kind of in-kind match).	The applicant has indicated in-kind match that they are able to contribute to the proposed scope of work. Award between zero and three points where zero points indicates no in-kind match and also no monetary match or statement of financial need. Award three points if in-kind match has been included and is relevant to the proposed scope of work and will further the goal of wildfire resilience being accomplished through this project.	3
Does any of the indicated match have an expiration date? If no match is being included due to financial need of the property owner, please indicate that.	The matching funds must be able to be used within the forecasted timeline of the scope of work. Award between zero and two points where zero points indicates the indicated matching funds are incompatible with the proposed scope of work timeline and two points indicates the matching funds are compatible with the proposed scope of work timeline.	2
Budget Upload - Using the provided standard Budget File Template, please	The applicant has used the template provided and included a budget file that clearly spells out the various expenses that	5

<p>provide financial details on your funding request. When complete, upload the file here.</p>	<p>will help them accomplish their proposed scope of work. This budget should include the full project cost and indicate which expenses would be covered by TNTFMP grant funds and which expenses would be covered by match (either in-kind or monetary). Budget items to be covered by TNTFMP grant funds must be allowed to be covered under the grant requirements.</p> <p>CAL FIRE allows Registered Professional Forester time to be covered by grant funds. CAL FIRE allows contractor costs to be covered by grant funds. All other costs are subject to being disqualified from grant funding.</p> <p>Award between zero and five points where zero points indicates either no or an inaccurate budget and five indicates a complete budget using the TNTFMP budget template where all scope of work expenses are justified based on other information in the application.</p>	
<p>Budget Narrative – Please justify the expenses included in the budget file and elaborate on how the budget line items</p>	<p>The budget narrative is clear and provides adequate justification of how and/or why a budget line item helps to meet the project deliverables. Award between zero and five</p>	<p>5</p>

<p>help meet the scope of work deliverables.</p>	<p>points where zero indicates there is no or an insufficient budget narrative and five indicates a strong budget narrative where there are no outstanding questions regarding line items in the budget.</p>	
<p>Bid/Quote Documentation - Please include a file upload with the bid or quote information for the scope of work to be completed to justify your ask amount. This can include a formal bid document or an email with a quote from a qualified contractor or registered professional forester.</p>	<p>The applicant has included some sort of bid/quote documentation to support the stated total project cost and their request amount from the TNTFMP. Award between zero and five points where zero indicates no bid/quote documentation was included and five indicates bid/quote documentation was included and clearly supports the funding request and information included in the budget file.</p>	<p>5</p>
<p>Other Grant Funds - Have you received any other grant funding or support for forest management work on your property?</p> <p>If so, please explain what those grants or support were.</p>	<p>Not Scored</p>	