Title II Project Submission Form Instructions

SECURE RURAL SCHOOLS AND COMMUNITY SELF-DETERMINATION ACT OF 2000
PUBLIC LAW 106-393

GENERAL INFORMATION

Projects must:

- Be located on or demonstrate a clear benefit to National Forest lands and/or waters.
- Comply with all federal and state laws and regulations.
- Be consistent with applicable resource management plans.
- Incorporate appropriate administrative fees
- Have NEPA/CEQA analysis completed for ground disturbing projects.

Project proponents must contact the appropriate Forest Service District Ranger for coordination and support.
Projects may offer letters of support.
Project representatives may be invited to present their project at a RAC meeting.
Project proponents may be asked to provide additional information or make minor modifications to their proposal.
Projects are *recommended* by the RAC~~,~~ and are only *approved* if signed by the Forest Supervisor.

GENERAL INSTRUCTIONS

A. The form is mostly self-explanatory. Much of the information requested on the form is required by P.L. 106-393 in Section 203 (b).

B. Use as few abbreviations as possible and minimize the use of technical jargon that may not be widely understood.

C. In the electronic version of the form the shaded areas identify places where information is required.

D. The only attachment to accompany the Project Submission Form is to be a project area map described under Specific Instructions #8 Project Location. Additional attachments are discouraged.

E. **For Submissions:** The project submission form will need to be submitted to the Shasta, Trinity, and Siskiyou County Resource Advisory Committee, RAC Coordinator (lejon.hamann@usda.gov).

F. District Rangers:

Klamath NF

- Goosenest District – Drew Stroberg (drew.stroberg@usda.gov)
- Happy Camp/Oak Knoll Districts – Roberto Beltran (roberto.beltran@usda.gov)

- Salmon/Scott River Districts – Ruth D'Amico (ruth.damico@usda.gov)

Lassen NF
- Almanor District – Russell Nickerson (russell.nickerson@usda.gov)
- Eagle Lake District – Carol Thornton (carol.thornton@usda.gov)

Mendocino NF
- Grindstone District – Christine Hill (christine.hill@usda.gov)
- Upper Lake District – Frank Aebly (frank.aebly@usda.gov)

Modoc NF
- Big Valley/Double Head District – Milton Stubbs (milton.stubbs@usda.gov)

Shasta-Trinity NF
- Mt. Shasta/McCloud Districts – Carolyn Napper (carolyn.napper@usda.gov)
- National Recreation Area Management Unit – Sara Acridge (sara.acridge@usda.gov)
- South Fork Management Unit – Christopher Losi (christopher.losi@usda.gov)
- Trinity River Management Unit – Tara Jones (tara.jones@usda.gov)

Six Rivers NF
- Lower Trinity/Orleans Districts – Nolan Colegrove (nolan.colegrove@usda.gov)
- Mad River District – Kristen Lark (kristen.lark@usda.gov)

SPECIFIC INSTRUCTIONS

1. **Project Number**. Leave blank.

2. **Project Name**. Provide a *Project Name* that is short, yet descriptive.

3. **State/County**. Specify the *County* in which the project is located. If the project area encompasses more than one county, then specify.

4. **Project Submitted By**. Identify the name of the entity, individual, or group proposing the project (project sponsor). If several collaborators are involved specify the primary *Project Sponsor* only (the person to be reached for further information if necessary), and provide a list of other collaborators in Block 10 – "Project Description."

5. **Date**. Enter the *Date* of project submission.

6. **Sponsor's Phone Number**. Enter the *Project Sponsor's* daytime *Phone Number*.

7. **Sponsor's E-mail**. Enter the *Project Sponsor's E-mail address*. If none, enter N/A.

8. **Project Location (attach project area map)**. Specify National Forest(s), and Forest Service Ranger District(s). Submit an appropriate *Project Area Map* along with the submission form. The following information should be contained on the map: project title; project boundary; stream names; road numbers; legal location; township, range, and section designations; scale bar; compass orientation; and legend. The map scale should be no larger than 2.64 inches/mile and no smaller than 1 inch/mile. Specify non-federal lands included

within the project area boundaries. Identify adjacent land ownerships if relevant to the project.

9. **Statement of Project Goals and Objectives**. State the *Project Goals and Objectives* in a clear, succinct manner. (max. 7 lines)

10. **Project Description**. In the space allotted, provide a concise *Project Description*. Do not reiterate other descriptive details provided elsewhere in the project submission form. Be sure to highlight any unique aspects or special circumstances. (max. 30 lines)

11. **Types of Lands – Land Status.**
    Check the appropriate box. If yes, then provide a brief description of land ownership within the project boundary and the type of coordination needed. If the project is related to a project on adjacent lands, provide a brief description of adjacent land ownership, and what type of coordination is needed with regard to other related project(s) on adjacent lands. E.g. Is the sequence of project implementation important for achieving a successful outcome? Will the achievement of stated project goals and objectives be contingent on the implementation of other related or complimentary project(s) on adjacent lands?
    (max. 10 lines)

12. **How Does Proposed Project Meet Purposes of the Legislation**? Check each box that is applicable.

13. **Project Type**. Check each box that is applicable *Project Type*. If none apply, then check the box entitled "Other Project Type" and specify.

14. **Measure of Project Accomplishments/Expected Outcomes**. Fill in the estimated project accomplishment measures listed. If certain measures do not apply, then leave them blank. For Jobs generated, describe in full time equivalents to the nearest tenth. One FTE = 2,080 hours. For example, 10 people working 40 hours would equal 400 hours or 19.2%.

    Other (specify). Identify *Other* measures of proposed project accomplishments or expected outcomes if the other categories are inadequate for an accurate description. Make sure to specify the units of measure.

15. **Estimated Start Date.** Enter the *Estimated Start Date*.

16. **Estimated Completion Date.** Enter the *Estimated Completion Date*.

17. **Known partnerships or collaborative opportunities.** If cooperators/partners are confirmed for the project list them and their roles and responsibilities. If there are known partners that have not yet been confirmed list them as potential cooperators.

18. **Identify benefits to communities.** Provide a rational for how the proposed project will benefit communities, and identify those communities. For example, will relationships be improved? Is the project in the best interest of the public, and if yes, provide that rational? Will jobs be created? Does it provide fire protection?

19. **How does project benefit federal lands/resources**? Specifically for those Title II projects where implementation is proposed on non-federal lands. Title II projects to be implemented on state, county, or private lands must have a clear description of benefits for federal lands and/or resources. For example, a culvert replacement on non-federal lands may improve passage of coho salmon migrating upstream to federal lands. (max. 12 lines)

20. **Proposed Method(s) of Accomplishment**. Check the method(s) of accomplishment that apply and/or specify "other" and describe.

21. **Will the Project Generate Merchantable Materials**? Check "yes" or "no." This applies to those projects involving the sale of merchantable material using separate contracts for:

    i. the harvesting or collection of merchantable material; and
    ii. the sale of such material.

22. **Anticipated Project Costs**.

    22a. **Total Title II Funds Requested**. Identify the total amount of Title II funds requested. This amount will equal that identified for the Total Cost Estimate in *Column B* of Worksheet 1.

    22b. **Is this a multi-year funding request**? Check "yes" or "no." If a multi-year request identify subsequent fiscal year requests.

23. **Identify Source(s) of Other Funding.** For all other contributions identified in *Column C* (Worksheet 1), identify the source(s) of contribution and the amount(s) being contributed by the source(s). (max. 7 lines)

24. **Monitoring Plan (provide as attachment)**.

24a. Plan should describe what measures or evaluations will be made to determine how well the proposed project meets the desired conditions? Describe the specific tracking and evaluations to be made in order to determine how well the proposed project meets its stated environmental and community goals and objectives.

24b. Identify who will be responsible for completing this monitoring item.

24c. Identify total funding needed to carry out specified monitoring tasks (Worksheet 1, Item k).

25. **Identify remedies for failure to comply with the terms of the agreement.** If project agreements are not completed unused funds may be returned to the RAC for possible reallocation or carry over. If the proponent has a remedy planned in advance for any shortfall in project completion/compliance, explain it under "Other."

Project Cost Analysis Worksheet (*Worksheet 1*)

Column A – Federal Agency Appropriated Contribution. If the project sponsor is a non-federal entity, this requires coordination with the Forest Service to identify any FS costs that may be incurred as part of the proposal. If the project sponsor is a federal entity, this identifies FS funds and matching contributions provided through Federal agency appropriations for each cost item in *Column A.*

Column B – Requested Title II Contribution. Identify all Title II funds requested for each cost item in *Column B.*

Column C – Other Contributions. Identify any other matching contributions provided by the proponent or third parties (non-federal) for each cost item in *Column C*.

Column D – Total Available Funds. *Column D* is the sum of *Columns A, B, and C.*

Items.

a. Field Work & Site Surveys. Identify the costs for all necessary *Field Work and Site Surveys,* including data collection. Include only *planning* costs, not project *implementation* costs.

b and c. NEPA/CEQA/ESA Consultation. Proponents must coordinate with applicable District Rangers and get approval in advance to request Title II funding to complete NEPA/CEQA analyses including Section 7 ESA Consultation (Column B).

d. Permit Acquisition. Identify the costs for acquiring all required permits for project implementation.

e. Project Design & Engineering. Identify the costs for *Project Design and Engineering* support.

f. Contract/Grant Preparation. Identify the costs for developing necessary contracts for advertisement and award. If the Project Sponsor is a federal entity, then include costs for contracting officer support.

g. Contract/Grant Administration. Identify the costs for administering all necessary contracts. Include costs for contracting officer's support. If the Project Sponsor is a federal entity, then include costs for contracting officer support.

h. Contract/Grant Cost. Provide an estimate for the actual *Contract Cost*.

i. Salaries. Provide an estimate for the actual *Workforce Cost*.

j. Materials & Supplies. Identify the costs associated with all *Materials and Supplies* necessary to complete the project.

k. Monitoring. Identify the costs to complete the required *Monitoring* components outlined in the Monitoring Plan, (from #24).

l. Other (specify, e.g. partners indirect cost). Identify any other costs associated with the project and specify.

m. Project Sub-Total. The sum of Columns A-D, items a-l.

n. FS Indirect Costs. Include a percent indirect cost applied to the Project Sub-Total. For multi-year funding requests, the total amount of *Indirect Costs* for the entire project should be reflected.