Title II Project Submission Form Instructions

SECURE RURAL SCHOOLS AND COMMUNITY SELF-DETERMINATION ACT OF 2000
PUBLIC LAW 110-343

HOOD/WILLAMETTE RESOURCE ADVISORY COMMITTEE

GENERAL INSTRUCTIONS

A. The form is mostly self-explanatory. Much of the information requested on the form is required by P.L. 110-343 in Section 203 (b). Public law references are listed in the appropriate fields in the form. A copy of the law and other information about this program can be found at http://www.fs.fed.us/srs/.

B. Use as few abbreviations as possible and minimize the use of technical jargon that may not be widely understood. Remember that the people making decisions about these projects come from a wide variety of backgrounds.

C. The only attachment to accompany the Project Submission Form is to be a project area map. Additional attachments are discouraged.

D. To submit your project, if you are a non-Forest Service sponsor, please send the form electronically followed up with a hardcopy. Forest Service sponsors must submit the form electronically. The project submission form should be sent to:

Donna Short
4431 Highway 20
Sweet Home, OR 97386
Email: dshort@fs.fed.us
541-367-3540

E. The submission form is due electronically no later than 4:00 p.m. February 13, 2009. Forms that are mailed through the post office must be postmarked no later than February 13, 2009.

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SPECIFIC INSTRUCTIONS

1. **Funding Fiscal Year**. Enter 2009, 2010, Either or Both. Funding for 2009 will be immediately available. Funding for 2010 projects will be available by January 2010. Put "Either" if the timing isn't critical to project success. This option gives the RAC the most flexibility for funding your project. Use "Both" if you want a scaleable project like road maintenance, precommercial thinning, or noxious weed control to be funded 2 years in a row. DO NOT use "Both" for something like replacing a toilet or a trail bridge or most infrastructure type projects where the project needs a specific amount of money to be successfully completed.

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

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

4. **Project Sponsor**. Identify the name of the entity, individual, or group proposing the project. 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. Use the following format: 06-25-2001.

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. **Sponsor's Mailing Address.** Enter Primary sponsor's address.

9. **Project Location (attach project area map)**. 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 and must be no bigger than 8½ x 11.

9a. **<u>4th Field Watershed Name and HUC #</u>**. Include both the 4th Field Watershed Name and Hydrologic Unit Code (HUC). If in doubt of the correct name and number, contact the local hydrologist.

Mt. Hood National Forest – Ivars Steinblums
Willamette National Forest – Johan Hogervorst
Columbia River Gorge National Scenic Area – Mark Kreiter

4thFieldWatershed	HydrologicCode
Calapooia	17090003
Clackamas River	17090011
Hood River	170701
Lower Deschutes	17070306
McKenzie River	17090004
Middle Columbia/Hood	17070105
Middle Fork Willamette	17090001
Miles Creeks	17070105
North Santiam	17090005
Sandy River	17080001
South Santiam	17090006
White River	17070306

9b. **<u>Legal Location: Township, Range, and Section(s)</u>**. Specify the legal location of the project, including all townships, ranges, and sections where the project occurs.

9c. **<u>National Forest</u>**. Identify the appropriate National Forest unit (e.g., Mt. Hood National Forest, Willamette National Forest, Columbia River Gorge National Scenic Area)

9d. **<u>Forest Service District</u>**. Identify the appropriate Forest Service District. If the project occurs within two or more districts, then specify and denote the lead district with an asterisk (*).

9e. **<u>State/Private/Other Lands Involved</u>**? List non-federal lands (outside Forest Service and BLM ownerships) where the project will be implemented.

10. **<u>Statement of Project Goals and Objectives</u>**. State the Project Goals and Objectives in a clear, succinct manner.

11. **<u>Project Description</u>**. 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.

12. **<u>Coordination of Project with Other Related Project(s) on Adjacent Lands</u>**? Check the appropriate box. If yes, then provide a brief description of what type of coordination is needed with regard to other related project(s) on adjacent lands. 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)

13. **<u>How Does Proposed Project Meet Purposes of the Legislation</u>**? Check each box that is applicable.

14. **<u>Project Type</u>**. Check the most applicable project type. If none apply, then check the box entitled "Other Project Type" and specify what the project is.

15. **<u>Measure of Project Accomplishments/Expected Outcomes</u>**. Fill in the estimated project accomplishment measures that apply in 15a through 15f. If certain measures do not apply, then leave them blank.

    15a. **<u>Total Acres</u>**. Estimate the total acres improved or benefited within the project area.

    15b. **<u>Total Miles</u>**. Estimate the total miles of road, trail, stream, etc. to be treated.

    15c. **<u>No. Structures</u>**. Estimate the total number of structures to be maintained or reconstructed.

    15d. **<u>No. Laborer Days</u>**. Estimate the *Number of Laborer Days* required for implementing the project (i.e., contractor laborer days, volunteer laborer days, federal workforce laborer days, etc.). 1 laborer day = 8 hours of work time. For example, one person working 16 hours equals 2 laborer days and two people working 8 hours each also equals 2 laborer days.

    15e. **<u>Estimated People Reached</u>**. Enter the *Estimated Number of People to be Reached* through environmental education programs, signs, brochures, etc.

    15f. **<u>Other (specify)</u>**. Identify *Other* measure 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.

16. **<u>Will the Project Generate Merchantable Materials</u>**? Check "yes" or "no."

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

18. **<u>Estimated Completion Date</u>**. Enter the estimated completion date. Use the following format: 04-31-2003.

19. **<u>Anticipated Project Costs</u>**. Double click inside the table to access the embedded spreadsheet. Round to the nearest $10 for any particular cost item. For multi-year projects only list the amount being requested for the current year.

    <u>Table 1, Column A – Federal Agency Appropriated Contribution</u>. Identify any funding matches provided through Federal agency appropriations for each cost item in *Column A.*

    <u>Table 1, Column B – Requested County Title II Contribution</u>. Identify all Title II funds requested for each cost item in *Column B.*

    <u>Table 1, Column C – Other Contributions</u>. Identify any other matching contributions provided from non-Forest Service or non-BLM appropriations for each cost item in *Column C* (e.g., funds secured through the Oregon Watershed Enhancement Board).

Table 1, Column D – Total Available Funds. *Column D* is the sum of *Columns A, B, and C*. The table will automatically calculate this number

a. **Field Work & Site Surveys**. Identify the costs for all necessary field work and site surveys, including data collection.

b. **NEPA**. Identify the costs for completing NEPA.

c. **ESA Consultation**. Identify the costs for completing Section 7 Endangered Species Act consultation.

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/grants for advertisement and award.

g. **Contract Administration**. Identify the costs for administering all necessary contracts. 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 or grant cost

i. **Salaries**. Provide an estimate for the sponsor's workforce costs if accomplishing the project in-house.

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 below in Item 27. Monitoring Plan.

l. **Other (specify)**. Identify any other costs associated with the project and specify. *(Non-federal sponsors: put your organization's indirect costs here.)*

m. **Project Sub-Total**. The spreadsheet will calculate this for you.

n. **Indirect Costs**. ***Forest Service projects:*** The spreadsheet will calculate this automatically at 8%. ***Projects submitted by non-Federal proponents:*** Include $1,000 or 8% of direct project costs, whichever is less. This covers the costs of processing the documents needed to transfer funds to your organization. Your own organization's indirect costs should be listed in item 19l.

o. **Total Cost Estimate**. The sum of Project Sub-Total (Cost Item 19m.) and Indirect Costs (Cost Item 19n.). The spreadsheet calculates this for you.

p. **Fiscal Year funding is desired**. Put the amount from Column B, Item 19.o. that you want in each fiscal year. Example 1: Item 19.o. equals $40,000 for noxious weed control and you want money both years.

p. FY2009	$20,000	FY2010	$20,000

Example 2: Item 19.o. equals $15,000 for toilet replacement and you prefer to get the project funded in 2010.

p. FY2009	$0	FY2010	$15,000

20. **Identify Source(s) of Other Funding, above, in Column C**. For all other contributions identified in *Column C* (Table 1), identify the source(s) of contribution and the amount(s) being contributed by the source(s).

21. **How Will Cooperative Relationships Between the People That Use Federal Lands and the Agencies that Manage Them Be Improved**? Describe how the proposed project will improve cooperative relationships among people that use National Forest System lands. For example, will the project bring groups with differing views on natural resource management together in an effort to achieve outcomes pursuant to common interests?

22. **How is the project in the best public interest**? Provide a rational for how the proposed project is in the public interest.

23. **How does project benefit federal lands/resources**? Answer this question only for those Title II projects where implementation is proposed on non-Forest Service or non-BLM 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.

24. **Target Species Benefited**. Identify primary species to be benefited. Specify the unique species of fish, wildlife, plant, or invertebrate. If not applicable, enter N/A.

25. **Status of Project Planning**.

a. **NEPA Complete**. Check "yes" or "no" for completion of required analysis and documentation under the National Environmental Policy Act (NEPA). NEPA completion means that a decision has been made and cleared through the appeals process. *If a project is categorically excluded from documentation then the answer is* "**Yes**".

b. **<u>If no, give estimated date of completion</u>**. If NEPA is not completed, then provide the estimated date for completion. Use the following format: 10-01-2001.

c. **<u>NOAA Fisheries Sec. 7 ESA Consultation Complete</u>**. Check "yes" or "no" if Section 7 Endangered Species Act (ESA) consultation has been completed with NOAA Fisheries. For projects covered under programmatic biological opinions, enter "yes" only if required documentation is completed. Check "not applicable" if consultation is not required.

d. **<u>USFWS Sec. 7 ESA Consultation Complete</u>**. Check "yes" or "no" if Section 7 ESA consultation is complete with the U.S. Fish and Wildlife Service (USFWS). For projects covered under programmatic biological opinions, enter "yes" only if required documentation is completed. Check "not applicable" if consultation is not required.

e. **<u>DSL/ODFW Permits for In-stream Restoration Work Obtained</u>**. Check the appropriate box denoting whether or not the required in-stream restoration work permits have been obtained from the Division of State Lands (DSL) and Oregon Department of Fish and Wildlife (ODFW).

f. **<u>DSL/COE 404 Fill/Removal Permit Obtained</u>**. Check the appropriate box denoting whether or not the required fill/removal permit has been obtained from the Division of State Lands (DSL) and Army Corps of Engineers (COE). If the proposed project work falls under the regional permit, then check "yes."

g. **<u>SHPO Concurrence Received</u>**. Check the appropriate box denoting whether or not project-level concurrence has been received from the State Historic Preservation Office (SHPO).

h. **<u>Project Design(s) Completed</u>**. Check the appropriate box denoting whether or not the required project designs are completed.

26. **<u>Monitoring Plan</u>**.

a. **<u>How will the positive or negative impacts of the project be identified and tracked</u>**? Describe the specific evaluations to be made in order to determine positive or negative impacts from implementation of the project. Identify who will be responsible for completing this monitoring item. (max. 7 lines)

b. **<u>How will the project be evaluated to determine how well the proposed project contributes towards local employment and/or training opportunities, including summer youth jobs programs such as the Youth Conservation Corps</u>**? Provide a plan for determining how well the proposed project contributes towards local employment and/or training opportunities. Identify who will be responsible for completing this monitoring item. (max. 7 lines)

c. **<u>If applicable, how will the project be evaluated to determine if the project improved the use of, or added value to, any products removed from the land</u>**?

Fill this out if you checked “yes” for Item 16 above. Identify who will be responsible for completing this monitoring item. (max. 7 lines)

d. **Identify total funding needed to carry out specified monitoring tasks (Item k., in Column D in Projects Costs table).** Enter the estimated dollar amount and the sources for the funding

Insert maps here. Place your electronic maps in this box. Keep the file size as small as possible. 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.