

**Secure Rural Schools and Community Self-Determination Act of 2000 (reauthorized and amended
2008 under Public Law 110-343)
("Payments to Counties" Program)
Title II Project Submission Form
Deschutes-Ochoco Resource Advisory Committee**

Memorandum

To: Potential Title II Applicants
From: Dan Torrence, Acting Designated Federal Official
Re: RAC Application
Date: January 15, 2009

Enclosed is an application for grant funding consideration from the Deschutes-Ochoco Resource Advisory Committee (RAC). Approximately \$850,000 may be available for natural resource projects on or adjacent to National Forest lands in Crook, Deschutes, Grant, Jefferson, Klamath and Wheeler counties. Funds are authorized under Title II of Public Law (P.L.) 110-343 (for a text of the legislation, see <http://www.fs.fed.us/srs/>)

Funds may be used for projects that improve maintenance of existing infrastructure, enhance forest ecosystems, or restore and improve land health and water quality. The legislation seeks to create employment opportunities and improve cooperative relationships between people who use and care for Federal lands and the agencies that manage these lands. Demonstrating how your project will achieve these goals will strengthen your application.

Here are a few key items to remember while filling out the application form:

This application is for the current 2009 Federal Fiscal year.

You are **required** to provide signatures (in Section C-6) for contributing funds (if applicable)

You are **required** to provide an **8 ½ X 11 map** of the project boundaries (larger maps will not be included with your packet for RAC review). Avoid color and detail that will not photocopy clearly.

You may provide (no more than 4) digital photos in (TIFF & JPEG) of the project site (if available).

We will not be hosting an application workshop this year. However, if you have any questions or would like help with your application, please feel free to contact Scott Aycock, COIC Program Administrator, at (541) 548-9525; Kelly Elzner, COIC Administrative Assistant, at (541) 548-9544; or Laurel Skelton, USFS Title II Coordinator, for more information.

General Guidelines:

Please read all instructions on the application carefully. **Incomplete applications will not be accepted.** Use only the space provided for your responses in Parts A-C, and E. In Part D, you are allowed two (2) additional pages to record your responses. If this is a continuation of a previously RAC-funded project (e.g. Year 2, 3, 4,... of a project), you will need to fill out Part G – Continuation Project Update.

Please fill out the attached application electronically and email it to kelzner@coic.org. Then, please print it out and mail with any pertinent associated documentation (e.g. letters of support, maps, photos) to the address below. An application is not considered to be submitted until COIC has received both the hard-copy mailed version and the emailed version.

You can download the application by going to <http://www.fs.fed.us/r6/centraloregon/partnership/rac/rac-index.shtml>

The form is locked; press the tab key to go through the document, or mouse click to the next response. If you have trouble with the formatting of the Word document, or **if you cannot complete the application electronically, please contact Kelly Elzner, COIC Administrative Assistant, at 541-548-9544.**

Parts B-1 – B-6 include a listing of eligibility and review criteria that must be met by grant applicants. Please review these criteria carefully to ensure that your project meets the Title II guidelines.

If your project includes ground disturbance, a NEPA planning process will be required. You may view a copy of the Law/Statute as well as many guidebooks by going to <http://www.fs.fed.us/emc/nepa/> or call: **(541) 416-6530 to request a copy.**

All application materials **must be returned no later than 4:30 p.m. on March 2, 2009. Please provide both:**

- 1) An emailed application (not including hard copy associated documentation): kelzner@coic.org
- 2) A mailed application (hard copy application and associated documentation)

ATTN: Kelly Elzner, RAC Application
COIC
2363 SW Glacier Place
Redmond, OR 97756

Please submit both the emailed and hardcopy applications by 4:30 pm, March 2, 2009. Material submitted after this time will not be accepted.

Proposal Tips:

When creating your proposal, it may be helpful to understand the history and trends of Deschutes-Ochoco RAC funding decisions. Analysis of successful projects includes the following observations. Successful applications tend to:

- Demonstrate partnerships.
 - Provide Employment opportunities
 - Clearly demonstrate benefit to Forest Service lands;
 - Demonstrate matching funds or resources (although match is not *required* by statute). “Match” can include other funding sources, donated supplies, volunteer labor, etc. The key is that successful applications have demonstrated tangible collaboration and cooperation;
 - Propose discrete projects rather than ongoing programs;
 - Focus on implementing projects on the land rather than maintaining ongoing programs.
- A full list of approved RAC projects may be viewed at:
<http://www.fs.fed.us/r6/centraloregon/partnership/rac/rac-index.shtml>

Required Items Check List:

- Application is filled out completely. Incomplete applications will not be accepted.**
- The project begins (or at least the RAC-funded portion begins) on or after October 1, 2008.**
- Signatures are provided for committed match funds (section C-6).**
- An 8.5 x 11” map showing the project boundaries is attached to the application.**

**FAXED APPLICATIONS WILL NOT BE ACCEPTED.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Agreements, Grants, and Contracts

Projects approved for funding will be implemented through authorities that are available to the Forest Service. These include:

1. Agreement: A form of financial assistance whereby the government provides another entity with dollars and/or other resources to support the implementation of their program and government is substantially involved as a partner in funded activities.
2. Grant: Same as agreement except government is not substantially involved in the project.
3. Contract: A mutually binding legal relationship obligating the seller to furnish the supplies or services and the buyer to pay for them. It includes all types of commitments that obligate the government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Contracts do not include grants and agreements.

These definitions are excerpted from *Toolkit: Promoting Health and Sustainability—A Stewardship Approach to Ecosystem Management*, a publication of USDA Forest Service, Pacific NW Region, February 7, 2003.

Part A: Project Contact & Fiscal Officer Information: In filling out Part A use no less than 10 point font and **DO NOT EXCEED THE SPACE PROVIDED.**

A-1. Project Contact Information: Please list the person who will be able to answer questions about the project as the Contact.

Project Name:		County:	
Funding Amount Requested:¹		Total Project Cost:²	
Project Contact:		Position:	
Address:		City:	ZIP Code:
Phone No.:	Fax No.:	Email:	

A-2. Fiscal Organization/Officer Information: Please provide the name of the person and entity responsible for compliance activities should grant funds be awarded.

Organization:		Contact Person:	
Address:		City:	ZIP Code:
Phone No:	Fax No:	Email:	

A-3. Time Frame Information: Please provide an estimate of start and end dates. The end date should reflect the point at which all project activities, including those supported by matching funds, will be completed.

Start Date (m/d/yy):	Completion Date (m/d/yy):
Is this a continuation of a previously RAC-funded project? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please complete section G.) If yes, what was the title of the previous project?	

A-4. Project Description: Briefly describe the project using only the space provided below.

¹ This figure should match the total for Column A in Section C-5

² This figure should match the table total at the bottom right-hand corner of Section C-5.

A-5. Project Location Information: *(if more than one location, list all)*

Project Location Type Please select one (click below): One distinct location	4th Field Watershed Name and HUC#:	5th Field Watershed Name and HUC# (if known):		
Project Location Description:	Legal Description(s): (attach additional page if necessary)	T'ship(s)	Range(s):	Section(s):
Forest Service District:	National Forest:			
Landowner(s) if project will occur on private land:				
8 1/2 X 11 area map attached? <input type="checkbox"/> Yes <input type="checkbox"/> No If available, digital photos (TIFF & JPEG) attached? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Part B: Title II Eligibility and Review Criteria. *Please use the following checklist to ensure that your project will meet the eligibility and review criteria.*

B-1. Project must meet at least one of the following:

- Improves maintenance of existing infrastructure. [sec.2(b)]
- Implements stewardship objectives that enhance forest ecosystems. [Sec. 2(b)]
- Restores and improves land health. [Sec. 2(b)]
- Restores water quality. [Sec. 2(b)]

B-2. Indicate if your project further supports the intent of legislation

- Improves Cooperative Relationships. [Sec. 2(b)3]
- Creates Employment Opportunities [Sec. 2(b)2]

B-3. Please indicate the project type: (at least one box must be checked)

- Road Maintenance [Sec. 2(b)(2)(A)]
- Road Decommission/Obliteration [Sec. 2(b)(2)(A)]
- Other Infrastructure Maintenance (specify): [Sec. 2(b)(2)(A)]
- Soil Productivity Improvement [Sec. 2(b)(2)(B)]
- Watershed Restoration & Mntc. [Sec. 2(b)(2)(D)]
- Fish Habitat Restoration [Sec. 2(b)(2)(E)]
- Reestablish Native Species [Sec. 2(b)(2)(G)]
- Other Project Type (specify) [Sec. 2(b)(2)]:
- Trail Maintenance [Sec. 2(b)(2)(A)]
- Trail Obliteration [Sec. 2(b)(2)(A)]
- Forest Health Improvement [Sec. 2(b)(2)(C)]
- Wildlife Habitat Restoration [Sec. 2(b)(2)(E)]
- Control of Noxious Weeds [Sec. 2(b)(2)(F)]

B-4. Target Species Benefited:

- Indicate if threatened, endangered, sensitive or other species will benefit from the project. *If yes, see section D-6.* Yes No N/A

B-5. Status of Project Planning:

NEPA* Complete: Yes No N/A
 If no, indicate the estimated date for completion: _____
 (m/d/yy)
 Funds requested for NEPA Review.
 Amount: _____

NMFS* Sec. 7 ESA Consultation Complete: Yes No N/A
 NW Forest Plan Survey & Manage Complete: Yes No N/A
 DSL/ODFW* Permits for In-Stream Work Obtained: Yes No N/A
 DSL/COE* Fill/Removal & 404 Permit Obtained: Yes No N/A
 SHPO* Concurrence Received: Yes No N/A
 Project Design(s) Completed: Yes No N/A

**Note: NEPA = National Environmental Policy Act, NMFS = National Marine Fisheries Service, ESA= Endangered Species Act, DSL = Dept. of State Lands, ODFW = Oregon Dept. of Fish and Wildlife, COE = Army Corps of Engineers, SHPO = State Historic Preservation Officer*

B-6. Will the project generate merchantable materials [Sec. 204(e)(3)]? If so, the project may be subjected to other contracting procedures. Yes No N/A

Part C: Project Cost and Budget Information. In filling out Part C-1 – C-5 use no less than 10 point font and **DO NOT EXCEED THE SPACE PROVIDED.**

C-1. Estimated Budget Sheet:

TOTAL PROJECT COST³:
 REQUESTED COUNTY TITLE II FUNDS⁴: [Sec. 203(b)(4)] :

C-2. Is this a multi-year project? Yes No If yes, then display the estimated proposed request for each future fiscal year:

FY10 estimated Request:
 FY11 estimated Request:
 FY12 estimated Request:

C-3. Are you currently under agreement or contract with the USDA Forest Service? Yes No

C-4. Proposed Method(s) of Accomplishment:(check those that apply)

County Workforce Contract Federal Workforce Volunteers
 Other (describe)

³ For fiscal year 2009 (October 1, 2008 through September 30, 2009). This should match the figure in Section A-1: “Total Project Cost,” and the overall total in Section C-5.

⁴ This should match the figure in Section A-1: “Funding Amount Requested,” and the Column A Total in Section C-5.

C-5. Project Cost Analysis: Identify the activity and the source of funding. You are allowed to identify up to 5% for applicant administrative overhead. Please include only budget information for the current project request.

	(RAC request)	(Other Federal funds contributed)	(Non-federal funds contributed)		
Activities (list)	Column A Requested County Title II Funds	Column B Federal Agency Funds	Column C Other Cash Funds	Column D Other In- Kind Funds	Column E Totals (please enter totals)
PERSONNEL (Position title, wages, benefits, etc.)					
CONTRACTED SERVICES (Labor for in-stream work, fuel removal, etc.; technical consultation; project management, etc.)					
SUPPLIES/MATERIALS (Fencing, plants, film, office supplies, etc.)					
DESIGN/ENGINEERING AND PERMIT COSTS (Design, permits, site surveys, etc.)					
TRAVEL (Mileage, per diem, lodging, training, etc.)					
MONITORING					
NEPA (including clearance and consultation with regulatory agencies (e.g. USF&W) ⁵	\$0.00				
OTHER					
PROJECT SUB-TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FOREST SERVICE ADMIN OVERHEAD @ 5% (automatic)	\$0.00	N/A	N/A	N/A	\$0.00
APPLICANT ADMIN OVERHEAD (can request up to 5%)		N/A			\$0.00
TOTAL COST ESTIMATE	\$0.00 ⁶	\$0.00	\$0.00	\$0.00	\$0.00

NOTE: If you fill out columns, B, C, or D, you MUST complete sections C-6 through C-9.

⁵ This is the dollar amount entered in the "Funds Requested..." line of Section B-5.

⁶ This is the total request for RAC funds and should match the "Funding Amount Requested" figure in Section A-1.

C-6 Match Funding Documentation. [Sec. 203(b)(4)]

Match funding is not required for Title II grants, but it is advantageous to demonstrate match to make your grant proposal more competitive. If you do not claim any match funding, you do not need to complete this section.

Please document the match funding (if any) that you demonstrated in Part C. You may print off additional copies of this page if necessary. You may submit a signature that has been faxed to you from a partner. Match funding may be in the form of cash on-hand, cash that is pledged to be on-hand before the project begins, secured funding commitments, pending funding commitments, or the value of donated labor and materials essential to the project.

NOTE: If you are unable to secure a signature for any match contributions, the contribution will be considered by the RAC as “pending” rather than “secured.”

Project Name:

Applicant:

Match Funding Source	Cash \$ Value	In-kind \$ Value	Secured/ Pending (pick one)	Signature of Authorized Representative	Date
Federal Sources:					
Federal Subtotal	\$0	\$0			
Other Sources:					
Other Subtotal	\$0	\$0			
Federal + Other Total	\$0	\$0		Grand Total	\$0.00

NOTE: The “grand total” value of match listed in this table should add up to the sum of the totals for Columns B, C, and D on the previous page (C-5, Project Cost Analysis).

C-7. Are you pursuing any other funding sources for this grant? Yes No

If yes, please list:

C-8. Have any conditions been placed on any funds that may affect project completion? Yes No
If other funds are pending, describe when confirmation or availability is likely:

C-9. What is the nature of the cooperation/collaboration with your match partners? Please describe activities and roles of the applicant and partner organizations/agencies/individuals:

Part D: Narrative. You are allowed up to two (2) additional pages to respond to questions D-1 – D-8.

D-1. Is this project consistent with existing resource and/or watershed management plans? Yes No
If yes, name the plan(s) and cite or reference elements of the plan related to the project:

D-2. Is this project being coordinated with other related project(s) on adjacent lands: Yes No
If yes, please describe project, including project partners:

D-3. Describe current conditions at the project site:

D-4. What are you proposing to do?
Supply sufficient detail, including treatment design to match project complexity:

D-5. Does the project benefit the watershed? Yes No
If yes please describe how:

D-6. Identify targeted species that are benefited by this project (if any):

D-7. How will cooperative relations between the people who use federal lands and the agencies that manage them be improved by this project? [Sec. 203(b)(3)]
Identify the entities and individuals that have been contacted about this project. (please list)

D-8. Is this project in the public interest? [Sec. 203(b)(7)] Yes No

E-1. Briefly describe project outcomes, including those related to achieving desired ecological conditions and promoting public awareness about watersheds stewardship and the local, cooperative efforts being undertaken to accomplish watershed restoration:

E-2. Summary of project outcomes:

Total Acres:	Total Miles:	No. Structures:
No. Laborer Days:	Est. People Reached:	
Other (specify, including timber, forage, or other commodities):		

Part F: Monitoring Plan [Sec. 203(b)(6)]

F-1. What elements will be measured or evaluated to determine how well the proposed project has met the desired ecological conditions? [Sec. 203(b)(6)] Please define what methods and protocols are to be used.

Who is responsible for monitoring this?

F-2. 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? [Sec. 203(b)(6)]

Who is responsible for monitoring this?

F-3. What evaluation methods and measures will be used to determine how well the proposed project improves the use of, or added value to, any products removed from National Forest System lands consistent with the purposes of this Act? [Sec. 203(b)(6) and Sec. 204(e)(3)]

Who is responsible for monitoring this?

Part G: Continuation Project Update**SKIP IF THIS IS NOT A CONTINUATION PROJECT**

G-1. Is this a continuation of a previously RAC-funded project? Yes No

If Yes, please answer the following questions. If No, skip this section.

G-2. Please list the deliverables, outcomes, and/or activities stated on the previous RAC application:

Did you achieve these results? Yes No If not, please explain why:

G-3. Please list the match funds anticipated on the previous RAC application:

Anticipated Match Sources	Dollar Amount	Amount Received
Total Federal Match Anticipated		
Total Other Cash (non-Federal) Match Anticipated		
Total Other In-kind (non-Federal) Match Anticipated		

G-4. If you did not achieve the full amount of match anticipated in your previous application, please state why: