Title II Project Submission Form Instructions

Secure Rural Schools and Community Self-Determination Act of 2000
Public Law 106-393

GENERAL INSTRUCTIONS

A. The form is mostly self-explanatory.

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 shaded areas identify places where information is required in addition to the other blocks.

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

E. **For Federal Agency Submissions:** The project submission form will need to be submitted to the designated federal official (or the RAC Coordinator) for your Forest.

F. **For projects submitted by other parties:** The project submission form may be submitted to the Designated Federal Official (or the RAC Coordinator) for the appropriate Resource Advisory Committee (RAC). In addition, the supplemental form needs to be completed prior to submitting the project application.

SPECIFIC INSTRUCTIONS

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

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

3. **Location**:

   3.a State

   3.b 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 (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.

5. **Date**. Enter the *Date* of project submission. Use the following format (month-date-year) e.g. 4-10-2022.

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*.

8. **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.

   8a. **National Forest**.

   8b. **Forest Service District.** 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 (*).

   8c. **State/Private/Other lands involved?** If yes, specify non-federal lands (Forest Service and BLM ownerships) included within the project area boundaries

   8d. **Location:** Township, Range, and section number(s)

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. **Coordination of Project with Other Related Project(s) on Adjacent Lands**?
    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)

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

13. **Project Type**. Check the most 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 that apply. If certain measures do not apply, then leave them blank.
    Miles of road maintained.
    Miles of road decommissioned/obliterated.
    Number of Structures. Estimate the total *Number of Structures* to be maintained, improved, constructed.
    Acres of soil productivity improved.
    Miles of stream/river restored/improved.
    Miles of fish habitat restored/improved.
    Acres of native species reestablished.
    Miles of trail maintained.
    Miles of trail obliterated.
    Acres of forest health improved (including fuels reduction).
    Acres of range land improved.
    Acres of wildlife habitat restored/improved.
    Acres of noxious weeds controlled.
    Timber volume generated.
    Number of jobs generated.
    People reached (for environmental education projects/fire prevention).
    Direct economic activity benefit.
    Other. 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.

15. **Estimated Project Start Date**. Use the following format: 04-31-2003.

16. **Estimated Project Completion Date:** Use the following format: 04-31-2003.

17. **How Will Cooperative Relationships Among People That Use Federal Lands Be Improved**? **List known partnerships or collaborative opportunities.** Describe how the proposed project will improve cooperative relationships among people that use National Forest System lands (Forest Service and BLM). 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? (max. 12 lines)

18. **How is the project in the best interest of the community/public interest? Identify benefits to communities.** Provide a rational for how the proposed project is in the best public interest. (max. 12 lines)

19. **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. (max. 12 lines)

19.a 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). **If NEPA is not complete, give estimated date of completion**. Use the following format: 10-01-2001.

c. **NMFS Sec. 7 ESA Consultation Complete**. Check "yes" or "no" if Section 7 Endangered Species Act (ESA) consultation has been completed with the National Marine Fisheries Service (NMFS). For projects covered under programmatic biological opinions, enter "yes" only if required documentation is completed.

d. **USFWS Sec. 7 ESA Consultation Complete**. 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.

e. **Survey & Manage Complete**. Check the appropriate box denoting completion of required surveys for Survey and Manage Species under the Northwest Forest Plan. For projects occurring on non-Forest Service or non-BLM lands, these surveys are not required.

f. **DSL/ODFW Permits for In-stream Restoration Work Obtained**. 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).

g. **DSL/COE 404 Fill/Removal Permit Obtained**. 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."

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

i. **Project Design(s) Completed**. Check the appropriate box denoting whether or not the required project designs are completed.

20. **What is the Proposed Method(s) of Accomplishment**? (Check at least 1) 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.

23. **Identify Source(s) of Other Funding**. List the sources of other funding.

24. **Monitoring Plan** (can be provided as an attachment)

   1. Describe method of measurement for whether the project met or exceeded the desired ecological conditions. (Photo points, on the ground measurements, etc., that describe the specific evaluations to be made in order to determine how well the proposed project meets its stated goals and objectives, particularly in regard to the desired ecological conditions. Identify who will be responsible for completing this monitoring item. (max. 7 lines)

   a. List the name(s) of the person(s) responsible for monitoring**:**
   b. Identify the funding needs and source of funding for this item:

   2. How will the project be evaluated to determine if it created local employment or training opportunities, including summer youth job programs? (max. 7 lines)

   a. List the name(s) of the person(s) responsible for completing this monitoring item:
   b. Identify the funding needs and source of funding for this item:

   3. 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 consistent with the purposes of Title II? (Describe the manner in which you will measure or evaluate the improvements in use of or resource values of National Forest System lands resulting from the proposed project.) (max. 7 lines)

   a. List the name(s) of the person(s) responsible for monitoring:
   b. Identify the funding needs and source of funding for this item:

Project Cost Analysis Worksheet 1:

a. Field Work & Site Surveys
b. NEPA/CEQA
c. **ESA 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 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.
l. **Other (specify)**. Identify any other costs associated with the project and specify.
m. **Project Sub-Total**. The sum of Cost Items worksheet items a. through l.
n. **Indirect Costs**. Include a standard indirect cost (overhead) rate of 12.5% applied to the Project Sub-Total.   For multi-year funding requests, the total amount of *Indirect Costs* for the entire project should be reflected. Be sure to request the appropriate amount of *Indirect Costs* for each fiscal year in Items c, d, e, f, and g for projects involving a multi-year funding request.

Total Cost Estimate. The sum of Project Sub-Total (Cost Item) and Indirect Costs (Cost Item).

Table 1, Column A – Federal Agency Appropriated Contribution. Identify any funding matches provided through Federal agency appropriations for each cost item in *Column A*. [Complete this column only if the Project Sponsor is a federal entity.]

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

Table 1, Column C – Other Contributions. 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*.