

## **Title II Project Submission Form Instructions**

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

#### **NE OREGON FOREST 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. 106-293 in Section 203 (b). Public law references are listed in the appropriate fields in the form.
- 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. In the MS WORD version of the form the shaded areas identify places where information is required. The “page up” and “page down” buttons will move you from one shaded area to the next one.
- 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 Federal Agency Submissions:** The project submission form, first draft, will need to be submitted by November 5, 2002 to the appropriate District Ranger for review. Proponent will make changes identified by the review and submit final project submission form by November 15, 2002 to Forest Supervisor. The District Rangers will facilitate presentation of the projects to the County Commissioners prior to December 16, 2002.
- F. **For projects submitted by other parties:** The project submission form may be submitted directly to the Forest Supervisor or County Commissioners by November 15, 2002.
- G. For information only: Counties must submit prioritized list of projects to the Forests by December 16, 2002. The RAC must submit projects they have approved to the Forest Supervisor where the project is located by June 15, 2003.
- H. You can get your own copy of the law at “<http://thomas.loc.gov>”.

## SPECIFIC INSTRUCTIONS

1. **Project Number**. Leave blank.
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 specify.
4. **Project Sponsor**. Identify the name of the District Ranger where the project is located. If several Districts are involved specify the primary *District Ranger* only (the person to be reached for further information if necessary), and provide a list of other District Rangers in Block 10 – “Project Description.” You may list a technical contact following the Ranger’s name.
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. **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. Maps need to be legible, reproducible and no larger than 8 ½ x 14 inches. The map scale should be no smaller than 1 inch/mile. Alternatively, 25 copies of a larger map may be included.
  - 8a. **4<sup>th</sup> Field Watershed Name and HUC #**. Include both the *4<sup>th</sup> Field Watershed Name and Hydrologic Unit Code (HUC)*. You may obtain this information from your local hydrologist:
    - Malhuer National Forest – Rich Gritz
    - Umatilla National Forest – Caty Clifton
    - Wallowa-Whitman National Forest – Timothy Bliss
  - 8b. **5<sup>th</sup> Field Watershed Name and HUC #**. Include both the *5<sup>th</sup> Field Watershed Name and Hydrologic Unit Code (HUC)*. If in doubt of the correct name and number, contact the appropriate hydrologist listed above.
  - 8c. **Legal Location: Township, Range, and Section(s)**. Specify the *Legal Location* of the project, including all townships, ranges, and sections where the project occurs.

- 8d. **BLM District.** Identify the appropriate *Bureau of Land Management (BLM) District* (e.g., Prineville District, Burns District, Vale District).
- 8e. **BLM Resource Area.** Identify the appropriate *Bureau of Land Management (BLM) Resource Area* within the district. If the project occurs within two or more resource areas, then specify and denote the lead resource area with an asterisk (\*).
- 8f. **National Forest.** Identify the appropriate *National Forest* unit.
- 8g. **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 (\*).
- 8h. **State/Private/Other Lands Involved?** Specify non-federal lands (Forest Service and BLM ownerships) included within the project area boundaries.
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? List names of all contacts made even if there is no other projects to coordinate with. This demonstrates to the RAC that you attempted to coordinate your project.  
(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 in 14a through 14f. If certain measures do not apply, then leave them blank.
- 14a. **Total Acres.** Estimate the *Total Acres* improved or benefited within the project area.
- 14b. **Total Miles.** Estimate the *Total Miles* of road, trail, stream, etc. to be treated.

14c. **No. Structures.** Estimate the total *Number of Structures* to be developed or constructed.

14d. **Est. People Reached.** Enter the *Estimated Number of People to be Reached* through environmental education programs, signs, brochures, etc.

14e. **No. Laborer Days.** 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.

14f. **Other (specify).** 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 Completion Date.** Enter the *Estimated Completion Date*. Use the following format: 04-31-2003.

16. **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. (max. 7 lines)

17. **How Will Cooperative Relationships Among People That Use Federal Lands Be Improved?** 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 public interest?** Provide a rationale for how the proposed project is in the best public interest. (max. 12 lines)

19. **How does project benefit federal lands/resources?** 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. **Status of Project Planning.**

20a. **NEPA Complete.** Check “yes” or “no” for completion of required analysis and documentation under the National Environmental Policy Act (NEPA).

20b. **If NEPA not complete, give estimated date of completion.** If NEPA is not completed, then provide the estimated date for completion. Use the following format: 10-01-2001.

20c. **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.

20d. **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.

20e. **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 non-Forest Service or non-BLM lands, these surveys are not required.

20f. **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).

20g. **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.”

20h. **SHPO Concurrence Received.** Check the appropriate box denoting whether or not project-level concurrence has been received from the State Historic Preservation Office (SHPO).

20i. **Project Design(s) Completed.** Check the appropriate box denoting whether or not the required project designs are completed.

21. **Proposed Method(s) of Accomplishment.** Check the method(s) of accomplishment that apply and/or specify “other” and describe. If checking more than one box use an asterisk (\*) to denote the primary method of accomplishment and an X for the secondary method(s).

22. **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.

23. **Anticipated Project Costs.** As a rule of thumb, Workforce Cost, Monitoring and Indirect costs should not exceed 23 – 26% of total project costs. There may be special circumstances that warrant an exception to this rule. Be sure to clearly articulate these circumstances in the proposal.

23a. **Total County Title II Funds Requested.** Identify the total amount of Title II funds requested. This amount will equal that identified for the Total Cost Estimate (Item 37) in *Column B* of Table 1.

23b. **Is this a multi-year funding request?** Check “yes” or “no.” If yes, and you received funding in previous fiscal years, list the amount your project received each of the previous fiscal years 23c. - 23g. If yes, and this is a first time proposal, fill out a project cost analysis sheet for each fiscal year you request funding for.

23c. **FY02 Request.** Identify total Title II funds requested in fiscal year 2002 (for the period from 10-01-2001 through 09-30-2002).

23d. **FY03 Request.** Identify total Title II funds requested in fiscal year 2003 (for the period from 10-01-2002 through 09-30-2003).

23e. **FY04 Request.** Identify total Title II funds requested in fiscal year 2004 (for the period from 10-01-2003 through 09-30-2004).

23f. **FY05 Request.** Identify total Title II funds requested in fiscal year 2005 (for the period from 10-01-2004 through 09-30-2005).

23g. **FY06 Request.** Identify total Title II funds requested in fiscal year 2006 (for the period from 10-01-2005 through 09-30-2006).

**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*.

24. **Field Work & Site Surveys.** Identify the costs for all necessary *Field Work and Site Surveys*, including data collection.
25. **NEPA & Sec. 7 ESA Consultation.** Identify the costs for completing *NEPA and Section 7 ESA Consultation*.
26. **Permit Acquisition.** Identify the costs for acquiring all required permits for project implementation.
27. **Project Design & Engineering.** Identify the costs for *Project Design and Engineering* support.
28. **Contract 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. Contact your local contracting officer for these costs.
29. **Contract 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. Contact your local contracting officer to obtain these costs.
30. **Contract Cost.** Provide an estimate for the actual *Contract Cost*. If this will be a Davis Bacon Wage Rate contract costs will be higher than a force account project. Use the blank area on page 6 to explain this to the RAC.
31. **Workforce Cost.** Provide an estimate for the actual *Workforce Cost*.
32. **Materials & Supplies.** Identify the costs associated with all *Materials and Supplies* necessary to complete the project.
33. **Monitoring.** Identify the costs to complete the required *Monitoring* components outlined in the Monitoring Plan, below, for Item 39.
34. **Other (specify).** Identify any other costs associated with the project and specify.
35. **Project Sub-Total.** The sum of Cost Items 24 through 34.
36. **Indirect Costs.** In Column B, include a standard indirect cost (overhead) rate of 8.0% 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 23c, 23d, 23e, 23f, and 23g for projects involving a multi-year funding request.
37. **Total Cost Estimate.** The sum of Project Sub-Total (Cost Item 35) and Indirect Costs (Cost Item 36). Be sure *Column B* total cost estimate equals the fiscal year dollar amount you are requesting in, 23. Anticipated Project Costs section. Fill out

Column D both horizontal and vertically. Please double-check your math to ensure all calculations are correct.

38. **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). (max. 7 lines)

39. **Monitoring Plan.**

39a. **What measures or evaluations will be made to determine how well the proposed project meets the desired ecological conditions?** 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)

39b. **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?** 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)

39c. **What methods and measures of evaluation will be established 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?** 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. Identify who will be responsible for completing this monitoring item. (max. 7 lines)

39d. **Identify total funding needed to carry out specified monitoring tasks (Table 1, Item 33).** Enter the estimated dollar amount. This must equal the amount listed in Table 1. Project Cost Analysis, item 33., *Column B*. (max. 7 lines)

**You may use the remainder of this page to further explain or define any information required in the proposal. Be sure to include the item number and title you are expanding on. Do so in a clear and succinct manner and do not add any additional pages to this form except for the County Commissioner Concurrence signature page.**