

Collaborative Forest Restoration Program 2016 Request for Application

Agency: U.S. Forest Service Southwestern Region

Catalog of Federal Domestic Assistance Number: 10.679

Funding Opportunity Title: Collaborative Forest Restoration Program (CFRP)

Applications must be received by 5:00 p.m. MST on January 25, 2016. Applicants must submit the two PDF documents described in Section IV. Applications received after 5:00 p.m. will not be accepted.

Interested applicants should contact one of the CFRP program coordinators listed below for questions regarding the grant application or administrative regulations:

City: Forest	Coordinator	Phone	Email
Taos: Carson	Raul E. Hurtado	575-758-6344	rehurtado@fs.fed.us
Albuquerque: Cibola	Ian Fox	505-346-3814	ifox@fs.fed.us
Silver City: Gila	Julia F. Rivera	575-388-8212	jfrivera@fs.fed.us
Alamogordo: Lincoln	Mark Cadwallader	575-434-7375	mcadwallader@fs.fed.us
Santa Fe: Santa Fe	Reuben Montes	505-438-5356	rmontes@fs.fed.us

Note: Your forest coordinator is generally determined by the area where the majority of the proposed work will be conducted.

Individuals who use telecommunication devices for the deaf (TDD) may call the Federal Relay Service (FRS) at 1-800-877-8339 twenty-four hours a day, every day of the year, including holidays.

Contents

Collaborative Forest Restoration Program 2016 Request for Application	1
Executive Summary	3
Funding Opportunity Description.....	3
Grant Award Information	4
Eligibility	4
Application Information	7
Application Review Information	14
Grant Administration	15
Appendix A. Grant Application Checklist	18
Appendix B. Sample Template Letter from CFRP Grant Applicants to Potentially Affected Tribes.....	20
Appendix C. Detailed Budget Justification and Narrative	25
Appendix D. Summaries of 2015 CFRP Applications Recommended for Funding	31
Appendix E. Sample Operational Guidelines for CFRP Fuels Reduction and Restoration Thinning Treatments on National Forest Lands.....	31
Appendix F. Map Making Pointers.....	45
Appendix G. National Policy Requirements Affecting Grants	47

Executive Summary

The U.S. Forest Service Southwestern Region anticipates distributing approximately \$3 million in 2016 through cost-share grants to carry out forest restoration projects on public lands in New Mexico pending federal appropriations. Projects must be designed through a collaborative process that includes affected communities and other stakeholders. Applications will be evaluated in an open federal advisory committee. For more information, see <http://www.fs.usda.gov/goto/r3/cfrp/rfa>.

I. Funding Opportunity Description

- a. The U.S. Forest Service Southwestern Region requests applications for forest restoration projects on Federal, Tribal, State, County, Land Grant, or Municipal forest lands in New Mexico that are designed through a collaborative process that includes affected communities and other stakeholders.

Individuals, businesses, groups and other organizations are encouraged to collaborate on the design, implementation, and monitoring of projects that value local and traditional knowledge, promote healthy and productive forests and watersheds, and build ownership and civic pride. CFRP encourages communication and joint problem solving through interagency, cross-jurisdictional and inter-tribal projects.

By working together, small business owners, conservation and environmental organizations, community groups, tribes, colleges, universities and other organizations can qualify for CFRP grants for forest restoration projects that reduce the threat of wildfire, improve watershed conditions, and provide jobs and training to local communities.

Applicants are encouraged to submit applications for projects that facilitate landscape-scale, multi-jurisdictional efforts.

Implementation applications must include a signed NEPA decision document for the proposed treatment site.

The Forest Service anticipates awarding 10 to 15 CFRP grants totaling \$3 to \$4 million in 2016, pursuant to federal appropriations. Individual awards range from \$120,000 to \$360,000. The CFRP Technical Advisory Panel, a Chartered Federal Advisory Committee, will evaluate CFRP grant applications and provide recommendations to the Secretary of Agriculture on which ones best meet the program objectives. The Secretary of Agriculture will make the final decision on project funding. Grant awards for approved projects are anticipated in late summer of 2016. Funded projects are expected to commence activities by the fall of 2016.

- b. **Program History.** In 2000 Congress passed the Community Forest Restoration Act (Title VI, Public Law 106-393) authorizing up to \$5 million annually for a grant program that would fund collaborative, community based ecological restoration projects on public lands in New Mexico. Federal grants totaling \$56 million have been awarded to 184 projects since the program began in 2001.

Summaries of projects that the Panel recommended funding in 2015 can be found in Appendix D. Summaries of all the projects that have received CFRP grants since 2001 are available on the CFRP website.

The purposes of the Collaborative Forest Restoration Program are:

1. To promote healthy watersheds and to reduce the threat of large, high intensity wildfires, insect infestation, and disease in the forests in New Mexico.
2. To improve the functioning of forest ecosystems and to enhance plant and wildlife biodiversity by reducing the unnaturally high number and density of small diameter trees on Federal, Tribal, State, County, and municipal forest lands.
3. To improve communication and joint problem solving among individuals and groups who are interested in restoring the diversity and productivity of forested watersheds in New Mexico.
4. To improve the use of, or add value to, small diameter trees.
5. To encourage sustainable communities and sustainable forests through collaborative partnerships whose objective is forest restoration.
6. To develop, demonstrate, and evaluate ecologically sound forest restoration techniques.

II. Grant Award Information

Total project costs displayed in the SF-424A and detailed budget must not exceed \$450,000 over 4 years (including match). Total annual costs must not exceed \$150,000 (including match). Individual grant awards will not exceed \$360,000 in Forest Service funding over 4 years, and not more than \$120,000 in any one year. As a condition of award the applicant must provide a non-federal match of 20% of the total costs of the project.

The term of the grant will be for the entire length of the project. A single organization may receive more than one CFRP grant in the same time period if the proposed activities are independent of one another. Organizations that have received program grants in the past for activities that have been completed should clearly describe the relationship of previous grant activities to the newly proposed project.

III. Eligibility

A. Program Objectives. To be eligible to receive funding under this program, a project must address the following objectives:

1. Reduce the threat of large, high-intensity wildfires and the negative effects of excessive competition between trees by restoring ecosystem functions, structures, and species composition, including the reduction of non-native species populations;

2. Re-establish fire regimes approximating those that shaped forest ecosystems prior to fire suppression;
3. Replant trees in deforested areas, if they exist, in the proposed project area;and
4. Improve the use of, or add value to, small diameter trees.

B. Additional Eligibility Information

1. Local and tribal governments, educational institutions, landowners, conservation organizations, and other interested public and private entities are eligible to apply for program grants. The projects may be entirely on, or on any combination of, Federal, Tribal, State, County, Land Grant (political sub- divisions of the state), or Municipal forestlands.

Treatment projects on private land will not be considered. Processing facilities may be located on private land if the majority of the material utilized will come from forest restoration activities on public land.

2. To be eligible for funding under this program, a project must:

Comply with all Federal and State environmental laws:

- a. All projects that use CFRP funds for implementation activities must comply with National Environmental Policy Act (NEPA) requirements. Compliance must be attained according to the policies and processes specific to the jurisdictional land management agency. A copy of the NEPA decision document (not the entire NEPA document) must be included in the application as an appendix. For projects on nonfederal lands, a letter from the Forest Service must be included indicating that the responsible official has reviewed the environmental documents submitted by the proponent or other agencies, and has determined that all requirements have been met and that there is sufficient information upon which to base an Agency decision under the NEPA if the proponent receives federal funding.
 - b. Include an agreement by the grant applicant to attend the CFRP annual workshop with other stakeholders for the purpose of discussing the program and projects implemented under it. Project proponents can use CFRP grant funds to pay for travel and per diem expenses to attend the workshop.
3. Types of expenditures eligible for coverage by the grants include but are not limited to labor, supplies, equipment, machinery, materials, training, and travel. Land purchases and research activities are not appropriate expenditures.

If an Applicant anticipates purchasing equipment (single items with a value of over \$5,000) using federal grant funds, the budget must include a line item for each piece of equipment. The Forest Service retains an interest in the equipment until the fair market value is under \$5,000. The equipment purchased under the grant will only be available for use as authorized. The grantee must secure and insure the equipment as long it

has a fair market value of \$5,000 or more. The grant recipient may not encumber the equipment. When the grant performance period is over, the Recipient must forward an equipment inventory to the Forest Service listing the equipment purchased with Forest Service funding through the life of the project. Disposition instructions will be issued by the Forest Service within 120 days.

The following information must be included in the grant application pursuant to 7 CFR 3015:

- a) An explanation of why federal funds are needed and non-federal funds cannot be utilized.
 - b) Manufacture, model number, special functionality, etc.
 - c) A justification of why the equipment purchase is necessary to accomplish grant objectives and what research has been performed or practical experience gained that supports the choice of particular equipment.
 - d) A comparison of lease vs. purchase
 - e) A list of available sources for the proposed equipment including an estimate of cost.
4. Applicants that include the costs of transporting people (e.g., forest workers, monitoring participants, students, etc.) in their budget must be able to provide proof of current liability insurance.
5. Non-Federal Match Requirement:
- a. Applicants must demonstrate a 20% match of the total project cost from non-federal sources. In-kind contributions can be considered as part of the cost share. The application must demonstrate that all costs will be actual costs to the recipient during project implementation.

Example 1:

Total Annual Cost of Project = \$150,000
Match Required = \$150,000 X 20% = \$30,000
Maximum Federal Request = \$150,000 - \$30,000 = \$120,000

Example 2:

Total Project Costs = \$450,000
Forest Service share = \$360,000; Applicant's share = \$90,000

- b. If the applicant wishes to contribute more than 20% in matching funds, the additional match should be described in the project narrative but not in the budget.
- c. Funds paid by the Federal Government under another award, except where authorized by Federal statute, may not be used for cost sharing or matching.
- d. All costs, including the in-kind match, must be allowable and reasonable and be clearly explained showing unit costs in the budget justification and narrative. A sample Detailed Budget Justification is provided in Appendix C.

- e. Indirect costs may not exceed 10% of the total project budget. Negotiated indirect costs that exceed 10 percent may be used to meet the matching requirement as long as they do not cause the total project cost presented in the budget to exceed \$450,000

IV. Application Information

This announcement contains all the necessary information for application. To apply submit the two documents described below saved in PDF format on a disk or thumb drive by the due date to:

Walter Dunn
Attention: 2016 CFRP Application
Cooperative and International Forestry
Room 329
333 Broadway Blvd., SE
Albuquerque, NM 87102
Tel: (505) 842- 3425
Email: wdunn@fs.fed.us

A. **Application Format.** Paper submittals will not be accepted. Applications must consist of two separate PDF files, preferably in a searchable format, that include the following:

1. PDF file #1:
 - Standard Form 424 (signed and dated)
 - Standard Form 424A, Budget Information - Non-construction programs. Fill out both pages.
 - Standard Form 424B, Assurances - Non-construction Programs provide the assurances that the applicant understands specific requirements for obtaining a grant. Both the front and back of this form must be submitted with the application (signed and dated).
 - Applicable certifications based on the table in Appendix A.
2. PDF file #2: Two fillable documents have been developed to assist applicants. These documents are available for download at www.fs.usda.gov/goto/r3/cfrp/rfa. The use of these documents is optional:
 - Executive Summary and Project Narrative (MS Word). This includes items (a) through (g) below.
 - Detailed Budget Justification and Narrative (MS Excel)

Applications must be on 8.5 X 11 inch paper with a minimum font size of 12 letters per inch. Top, bottom and side margins must be no less than one (1) inch. Page numbers should appear in the upper right hand corner. When using the fillable document “Executive Summary and Project Narrative” provided at www.fs.usda.gov/goto/r3/cfrp/rfa, A maximum of 12 pages will be accepted for items (a) through (g) below. If not using the fillable document a maximum of 10 pages will be accepted for items (a) through (g). Page limits include both narrative and tables.

PDF file # 2

- a. Title Page and Executive Summary (1 page)
- b. Statement of Need
- c. Project History
- d. Project Partners
- e. Objectives
- f. Work Plan
- g. Monitoring Plan
- h. Detailed Budget Justification and Narrative.
- i. Appendices:
 - Letter of Commitment from the Land Management Agency
 - An 8x10 black and white map of the proposed project area and location of proposed treatments (if applicable). See Appendix F for map making pointers.
 - Letters of support and commitment from project partners
 - Letters to Potentially Affected Tribes
 - For revisions: an explanation of how the current application addresses the issues identified by the previous CFRP Panel.
 - For implementation projects: a copy of the NEPA decision document.
 - References

B. Application Content. For a checklist of the following, see Appendix A.

1. PDF file #1:
 - a. Standard Form 424:
 - Item 11: Catalog of Federal Domestic Assistance (CFDA) Number: Enter 10.679, title: Collaborative Forest Restoration Program.
 - Item 12 and 13: Leave blank
 - Item 16: Congressional District of: Enter the NUMBER of the Congressional District (01, 02, 03) where your project and organization reside, not the name of your project and organization.
 - Item 18: Estimated Funding: Enter the TOTAL funding of the Project for the whole grant period (grant request plus the matching). NOT the first year. (This should match your TOTAL budget.)
 - Item 19: Intergovernmental Review: Check: **b** - Program is subject to E.O. 12372 but has not been selected by the State for review.
 - b. Standard Form 424A, Budget Information - Non-construction programs. Fill out both pages.
 - c. Standard Form 424B, Assurances - Non-construction Programs provide the assurances that the applicant understands specific requirements for obtaining a grant. Both the front and back of this form must be submitted with the application (signed and dated).
 - d. Applicable certifications based on the table in Appendix A.

2. PDF file #2:

- a. **Title Page and Executive Summary (1 page).** Provide the name of the applicant and describe the project in a one-line sentence. Applicants should indicate which category of CFRP grant they are applying for: 1) Planning; 2) Implementation; or 3) Utilization at the beginning of the project title. If a category is not identified the Forest Service will assign the application to a category. Include the word “Revision” in the project title and narrative if the application was reviewed by a previous CFRP Panel and is being resubmitted.

The Executive Summary should address the following (see Appendix D for examples):

- What will be done?
 - Who will do it?
 - How many acres will be treated?
 - What is the vegetation type of proposed treatment areas?
 - Where will it be done?
 - Who owns or manages the land where the project will take place?
 - What will be produced? How much?
 - What is the estimated volume of the material that will be produced?
 - Will jobs be created? What kind? How many?
 - What type of training will be provided? To whom? How many people will be trained?
 - What type of education and outreach activities will occur? For whom? How many people will be involved?
- b. **Statement of Need**
- What is the current site condition and the problem or challenge the project seeks to address?
 - Who will benefit from this project and how will they benefit?
- c. **Project History**
- What has been accomplished to date to address this problem within the project area?
 - Have any other federal or private grants been awarded for related activities? If so, what is the status of those projects and/or grants? Has a business plan been developed and if so how does it support the proposed project?
- d. **Project Partners**
- Who are the project partners?
 - What role did each partner play in developing the project?
 - What will be the role of each partner during the project?
- e. **Objectives**
- What will be accomplished?
 - How will the project address the purposes, objectives, and eligibility requirements of the program? Describe the proposed

activities. What is the scientific basis for the proposed land treatment and/or prescription (if applicable)? Include bibliographic references on current scientific information and hyperlinks to publications as appropriate. Applicants should use full citations of scientific literature as an appendix and incorporate elements from that material in the narrative if there is a citation. Discuss how the scientific literature is relevant to or influences the proposal.

- Where will the project be accomplished? What county? What municipality? What public land management office manages the land?
 - How will the project encourage sustainable communities and sustainable partnerships through collaborative partnerships? Will this project be self-sufficient after the grant period? How?
 - Projects designed to build local capacity must demonstrate that local communities have been, and will be, involved in the design, implementation, and monitoring of the project.
- f. **Work Plan, Product and/or Outcomes.** Present a step-by-step timeline for each year of the project (include appropriate safety training where applicable). The timeline should address the following questions: What will be done? Who will do it? When will it be done?
- g. **Monitoring and Evaluation Plan.** The goal of multiparty monitoring is to assess and report on the impact and effectiveness of the project. The monitoring plan should measure the objectives described in the project proposal and directly correlate to the work plan. Applicants should follow the monitoring protocols of the land management organization where the project will occur. If the land management organization does not have a preferred protocol in place, the applicant should use the CFRP protocols identified in the Multi-Party Monitoring Short Guide or another statistically appropriate protocol. The Multi-Party Monitoring Short Guide and example guidelines for multi-party monitoring are available from the CFRP Coordinators or from the CFRP website. The Monitoring and Evaluation Plan should:
- Identify a lead person to oversee the monitoring work and house a copy of the data at each step throughout the project.
 - List the groups or partners that will collaborate on the monitoring and evaluation and describe what they will do.
 - Describe the existing ecological conditions (if applicable) of the proposed project area and the desired future condition.
 - Describe the measurements that will be used to determine the difference between the current condition and the condition upon project completion.
 - Projects which remove vegetation should include, at a minimum, the following core ecological indicators:
 - a) Canopy cover (%)
 - b) Understory cover (% ground and/or shrub)

- c) Surface fuels (tons/acre)
- d) Crown base height (ft.)
- e) Stand structure
 - i. Tree species
 - ii. Size (DBH, DRC inches)
 - iii. Density (stems/acre live and dead, basal area)
- Projects which add vegetation should include, at a minimum, an indicator to measure the mortality or survival of all planted species.
- Describe the existing socio-economic conditions of the proposed project area and the desired future condition (i.e. number of jobs created, number of people trained, etc.)
- Describe how the positive or negative impacts and effectiveness of the project (including improvements in local management skills and on the ground results) will be measured.
- Additional monitoring indicators, specific to your project objectives, may be included in your monitoring plan.
- Include monitoring costs in the detailed budget. Monitoring budgets typically range from 5 to 10 percent of the total project budget.
- Include monitoring activities in the work plan timeline (describe who will do what and when they will do it).

Detailed Budget Justification and Narrative. A Detailed Budget for each Project Year and Budget Object Category shown on the SF 424A is required (see sample in Appendix C). A fillable sample spreadsheet titled “Detailed Budget Justification and Narrative” is provided online at www.fs.usda.gov/goto/r3/cfrp/rfa. A set of instructions is provided on the first tab of the spreadsheet. The budget justification and narrative must provide a breakdown showing detailed unit costs and descriptions that clarify the line item amounts shown on the SF 424A.

Costs should include personnel (number of people, hours, days, and rate of pay); travel (purpose, trip costs (mileage, fuel), air fare (or other), per diem, etc.) and attendance at the required CFRP annual workshop; equipment (cost of each piece, defined as anything over \$5,000 in acquisition cost); supplies; consultants (rate of pay, hours worked, number of consultants); contract (commercial subcontractors); and other direct costs.

Indirect costs can be included if the applicant provides a written indirect cost rate determination. If the applicant has no previously established determination, written documentation of past historical actual indirect cost rates should be provided. A reasonable indirect cost rate may then be negotiated between the Forest Service and the applicant on a one-time basis.

The narrative portions of the budget (see Appendix C) should provide sufficient information to determine if costs are reasonable and allowable, and must identify the source of the non-federal matching contribution. The budget should reflect each activity described in the Work Plan and Monitoring Plan sections of the Project Narrative.

Applicants are encouraged to discuss the decision regarding lease, purchase, or contracting in their proposal in the budget narrative. Describe how equipment will add to the utilization capacity locally and state-wide.

h. **Appendices: (not to exceed 50 pages)**

- **Letter of Endorsement from Land Management Agency**

A letter of endorsement addressed to the project applicant must be included from the appropriate Forest Service District Ranger, Forest Supervisor or equivalent federal official from the Departments of Interior or Defense, or the appropriate land management official if the project is on tribal, state, county, Land Grant, or municipal land.

The letter should indicate that the land management official collaborated in the development of the proposed project, will support the implementation of the project, and that the project will complement that organization's land management objectives. Grant applicants are strongly advised to contact the appropriate land manager early in the development of project proposals.

The letter should include a brief description of the proposed project's effects on long-term management.

For implementation projects: The letter should indicate that the proposed treatment area is covered under a current National Environmental Policy Act (NEPA) decision document.

For applicants with current or past grant awards, the letter of endorsement should include a statement describing the applicant's past performance.

- **An 8x10 black and white map of the proposed project area and location of proposed treatments** (if applicable). See Appendix F for map making pointers.
- **Key Personnel Qualifications that are related to the proposed project** (not to exceed one page per person).
- Letters of support and commitment (addressed to the project applicant) including:
- Letters of commitment from project partners supporting all participation, cash, or values of in-kind services described in the project narrative and/or budget.
- For projects on traditional tribal lands: Documentation of letters to potentially affected tribes or pueblos soliciting their comments and concerns on the proposed project must be included. A sample letter and a list of the tribes it was sent to may be used for documentation. If affected tribes or pueblos respond, those responses should be included in the appendix. Grant applicants should include documentation of conversations with tribes that are relevant to the proposed project. For traditional tribal lands that may be outside reservation or pueblo boundaries consult the Forest Service District Ranger, archeologist, or State Historic Preservation Officer. A template for

a letter to potentially affected tribes, a matrix of tribes by national forest, and addresses for tribal governments and tribal historic preservation officers can be found in Appendix B.

Tribes that are submitting proposals for projects entirely on their lands are encouraged to seek letters of support from other potentially affected tribes. At a minimum, Tribes should consult with other Tribes that are located immediately adjacent to their boundaries.

- For revised applications: An explanation of how the current application addresses the issues identified by the previous CFRP Panel.
- For Implementation Projects: Applications for which NEPA compliance has been completed must include a copy of the NEPA decision document (but not the entire NEPA document). A hyperlink to the entire NEPA document may be provided for reference. For projects on nonfederal lands, a letter from the Forest Service must be included indicating that the responsible official has reviewed the environmental documents submitted by the proponent or other agencies, and has determined that all requirements have been met and that there is sufficient information upon which to base an Agency decision under the NEPA if the proponent receives federal funding.
- References: Full citations of scientific literature cited in the narrative.

A. Key Dates

Grant Writing Workshops free to interested applicants:

- December 2, 2015, 10:00 am - 12:00 pm, Taos, NM, Carson National Forest Supervisor's Office. Contact: Raul Hurtado, (575) 758-6344.
- December 2, 2015, 10:00 am - 3:00 pm, Silver City, NM, Gila National Forest Supervisors Office.
Contact: Julia F. Rivera (575) 388-8212.
- December 4, 2015, 12:30 pm – 4:00 pm, Albuquerque, NM, Cibola National Forest Supervisors Office.
Contact: Ian Fox, (505) 346-3814.
- December 11, 2015, 9:00 am - 11:00 am, Cloudcroft, NM, Sacramento Ranger District.
Contact: Mark Cadwallader, (575) 434-7375.
- December 11, 2015, 1:00 pm - 3:00 pm, Ruidoso, NM Smokey Bear Ranger District Fire Operations building.
Contact: Mark Cadwallader, (575) 434-7375.
- December 15, 2015, 10:00 am - 12:00 pm, Santa Fe, NM, Santa Fe National Forest Supervisors Office.
Contact: Ruben Montes (505) 438-5356.
- December 18, 2015, 1:00pm-3:00pm, Carlsbad, NM, Carlsbad Public Library.
Contact: Mark Cadwallader, (575) 434-7375.

Other Key Dates

- December 8-9, 2015: CFRP Annual Workshop, Santa Fe, NM

- Santa Fe Community College.
- January 25, 2016: Applications due by 5:00 PM MST
- March 14-16, 2016: Federal Advisory Committee review of applications, Hyatt Uptown, Albuquerque, NM

V. Application Review Information

- A. Evaluation Process. Applications will be discussed in an open federal advisory committee meeting. Grant proposals are in the public domain and will be considered non-proprietary.

The CFRP Technical Advisory Panel, a Federal Advisory Committee chartered by the Secretary of Agriculture pursuant to the Community Forest Restoration Act of 2000 (Title VI, Pub. L. No. 106-393) and the Federal Advisory Committee Act (Pub. L. No. 92-463), will evaluate each grant application and provide recommendations to the Secretary of Agriculture on which ones best meet the purposes, objectives, and administrative requirements of the program. The Panel includes independent scientists, representatives from Federal and State land management agencies, Tribes, local communities, conservation organizations, and commodity interests. The Panel will develop a list of prioritized projects for the Secretary of Agriculture. The Secretary of Agriculture will make the final project funding decisions. The administering national forest will award individual grants. Applicants are encouraged to view past CFRP Panel Reports on the CFRP website (www.fs.usda.gov/goto/r3/cfrp).

The Panel meeting is open to the public. Panel discussion is limited to Forest Service staff and Panel members. Project proponents may respond to questions of clarification from Panel members or Forest Service staff. Public comment sessions will be scheduled each day of the meeting. Individuals may submit written statements for panel consideration prior to the public comment sessions.

Applications will be sorted into three categories prior to the Panel meeting: 1) implementation of on the ground restoration treatments; 2) planning, assessment and NEPA compliance; and 3) small diameter tree utilization. The Panel will review each application and then assign a score of 0 to 5 to each of the evaluation criteria indicating how well each one has been addressed (0=not at all, 5=exceptionally well). Scores will be entered into a matrix for each category of proposals. After all the applications have been discussed, the Panel will review their evaluation of each application for consistency and make corrections if necessary. The Panel may review performance and/or multiparty monitoring reports from previous grant(s). The Panel will then review the rankings of the proposals in each of the three matrix tables and consider the effect of the proposed projects on long term management. The Panel will seek to use a consensus based process to develop their recommendations.

The Panel will identify up to four planning, assessment, and NEPA compliance projects and up to two utilization projects to recommend for funding. The remainder and majority of the projects recommended will be for on the ground implementation.

- B. Evaluation Criteria. The Panel will evaluate each project application using the following criteria:
1. Will the proposed project reduce the threat of large, high-intensity wildfires and the

negative effects of excessive competition between trees by restoring ecosystem functions (including healthy watersheds), structures, and species composition, including the reduction of non-native species populations?

2. Will the proposed project re-establish fire regimes approximating those that shaped forest ecosystems prior to fire suppression?
3. Will the proposed project improve the use of, or add value to, small diameter trees?
4. Will the proposed project include a diverse and balanced group of stakeholders as well as appropriate Federal, Tribal, State, County, Land Grant, and Municipal government representatives in the design and implementation of the project? (Conservation groups are non-government, non-commodity groups whose objectives include forest restoration, biodiversity and/or habitat conservation, education and/or outreach.)
5. Does the application include a plan for a multiparty assessment that will:
 - a. Identify both the existing ecological condition of the proposed project area and the desired future condition; and
 - b. Monitor and report on the positive or negative impact and effectiveness of the project including improvements in local management skills and on the ground results?
6. Does the project application incorporate current scientific forest restoration information?
7. Will the proposed project preserve old and large trees?
8. Will the proposed project create local employment or training opportunities within the context of accomplishing restoration objectives, and include summer youth job programs, such as the Youth Conservation Corps, where appropriate?
9. Have the applicants demonstrated the capability to successfully implement the proposed project?
10. Does the proposed project include landscape-scale, multi-jurisdictional effort(s)?
11. Have the applicants demonstrated that the proposed activity is in a priority area for hazardous fuel reduction?
12. Is the cost of the project reasonable and within the range of the fair market value for similar work?
13. Did the applicant provide the information described in Section IV of the Request for Applications (RFA)?

VI. Grant Administration

The Secretary's Decision on which projects will receive funding will be posted on the CFRP website and the Forest Service will notify grant applicants of the Secretary's project funding decisions. This is not an authorization to begin project implementation. Weaknesses and recommendations identified by the CFRP Technical Advisory Panel and issues identified by a review by Forest Service Grants and Agreements Specialists must be addressed through negotiations between the Forest and the applicant prior to grant award. For treatments on Forest Service land, the Forest may also include the Guidelines for CFRP Fuels Reduction and Restoration Thinning Treatments on National Forest Lands (Appendix E). Pending approval from the Secretary, the Forest Supervisor of the National Forest administering the grant will issue a grant award letter, which is the authorizing document to begin work.

Gross receipts tax payments can be reimbursed or used as a match by eligible CFRP grantees. Grantees are also encouraged to apply to sellers for a Nontaxable

Transaction Certificate that exempts them from paying the gross receipts tax on purchases. Exemptions would make more of the CFRP grant funds available for work directly related to the accomplishment of project objectives.

Performance and financial reports will be required as stated in the award. A multi-party assessment report will also be required upon project completion. For implementation projects a map showing the location of the restoration treatments completed during the project must be included with the final performance report. Grant awards will be subject to federal assistance requirements and cost principles. Prior to funding, successful applicants may be required to demonstrate how they meet the Office of Management and Budget (OMB) Circular and/or Federal Acquisition Regulations (FAR) requirements described and listed below.

The recipients' financial management systems (per 7 CFR §3019.21) must provide for the following:

- A. Accurate, current and complete disclosure of the financial results of each federally-sponsored project or program in accordance with the reporting requirements shown in Standard Form 425 – Federal Financial Report, Standard Form 270 – Request for Advance or Reimbursement and Standard Form 272 – Report of Federal Cash Transactions.
- B. Records that identify adequately the source and application of funds for federally-sponsored activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
- C. Effective control over and accountability for all funds, property and other assets. Recipients must adequately safeguard all such assets and assure they are used solely for authorized purposes.
- D. Comparison of outlays with budget amounts for each award. Whenever appropriate, financial information should be related to performance and unit cost data.
- E. Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the issuance or redemption of checks, warrants or payments by other means for program purposes by the recipients.
- F. Written procedures for determining the reasonableness, allocability and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award (see Circulars cited below).
- G. Accounting records including cost accounting records that are supported by source documentation.

Program income (per OMB Circular A-110, 24—the difference between what was expended on the project and any incoming dollars as a result of the grant) earned during the project period must be retained by the recipient and, in accordance with the terms and conditions of the award must be used to finance the non-Federal share of the project or program. Grantees must include information in their semi-annual performance reports and multiparty assessment on how that income was re-invested in their project. Merchantable materials removed as the result of forest restoration activities are one example of program income that should be reported.

Recipients must have no obligation to the Federal Government regarding program income earned after the end of the project period.

Additional requirements for federal grant recipients include:

Federal Cost Principles

Educational institutions OMB Circular A-21, 2 CFR 220
Nonprofit organizations OMB Circular A-122, 2 CFR 230
State and local governments OMB Circular A-87, 2 CFR 225 Commercial
organizations FAR, Part 31.202

Federal Administrative Requirements

Commercial, educational, nonprofit OMB Circular A-110, 7 CFR 3019
State and local governments OMB Circular A-102, 7 CFR 3016

Federal Audit Requirements

OMB Circular A-133

Office of Management and Budget (OMB) Circulars are available on the Internet at the following addresses: http://www.whitehouse.gov/omb/grants_default/ and [https://www.acquisition.gov/far/current/html/Subpart 2031_2.html](https://www.acquisition.gov/far/current/html/Subpart%2031_2.html)

Grant recipients will also be required to sign assurances to certify that they will adhere to all federal regulations affecting grants (See the list in Appendix G). More information on assurances can be found at the following website: http://www.whitehouse.gov/omb/grants_docs/.

Appendix A. Grant Application Checklist

Items listed in the order they should appear in the grant application.

Application Documents

PDF file #1:

- Standard Form 424 (signed and dated)
- Standard Form 424A, Budget Information - Non-construction programs. Fill out both pages.
- Standard Form 424B, Assurances - Non-construction Programs provide the assurances that the applicant understands specific requirements for obtaining a grant. Both the front and back of this form must be submitted with the application (signed and dated).
- Applicable certifications based on the table in Appendix A.

PDF file #2:

- Title Page and Executive Summary (1 page)
- Statement of Need
- Project History
- Project Partners
- Objectives
- Work Plan
- Monitoring Plan
- Detailed Budget Justification and Narrative
- Appendices (not to exceed 50 pages):
 - Letter of Commitment from the Land Management Agency
 - An 8x10 black and white map of the proposed project area and location of proposed treatments (if applicable). See Appendix F for map making pointers.
 - Letters of support and commitment from project partners
 - Letters to Potentially Affected Tribes
 - Responses received from tribes when available
 - For revisions: an explanation of how the current application addresses the issues identified by the previous CFRP Panel.
 - For implementation projects: a copy of the NEPA decision document.
 - References

Domestic Grant and Cooperative Agreement Certifications

Form Number	Form Title	Requirement to Use
AD-1047	Certification Regarding Debarment, Suspension, and Other Responsibility Matters	Always required.
AD-1048	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions	Require when a contractual line is included in the budget.
AD-1049	Certification Regarding Drug-Free Workplace Requirements	Required for all new packages, except for individuals and State governments.
AD-1050	Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative II – For Grantees Who Are Individuals	Required for all new packages from individuals.
AD-1052	Certification Regarding Drug-Free Workplace Requirements, State and State Agencies	Required for all new packages that are with State agencies.
SF-LLL	Disclosure of Lobbying Activities	This may be required when an award exceeds \$100,000.

Appendix B. Sample Template Letter from CFRP Grant Applicants to Potentially Affected Tribes

(Insert name and address of tribe(s))

Dear Governor/President (**make sure title of tribal official is correct**):

We, (*insert name of grant applicant*), are applying for a federal grant under the Collaborative Forest Restoration Program (CFRP), administered by the U.S. Forest Service, Southwestern Region. (*Insert brief description of the proposed project including the number of acres that will be treated for implementation projects*). A copy of our grant application is attached. The CFRP Technical Advisory Panel has recommended that grant applicants contact tribes who may have an interest in the project based upon traditional rights or uses in the proposed project area. The CFRP is designed to encourage entities with interests in a particular forest area to collaborate in designing and implementing restoration projects in those areas. The purpose of this letter is to provide interested tribes with an opportunity to comment on or participate in projects receiving CFRP grants. Your tribe has been identified as potentially having aboriginal rights to or concerns with the proposed project area.

The CFRP Technical Advisory Panel will be reviewing the enclosed grant application and could recommend it for funding under the CFRP. The Secretary of Agriculture will make the final project funding decision. We welcome your assistance and involvement in the design and implementation of this project. Please review the enclosed application and contact me at (*insert phone number and address of grant applicant*) within three weeks of receipt of this letter if you wish to comment on the proposed project. If we do not receive any communication from you within this time frame we will continue to plan and implement the project as described in the application.

Please let me know if you have any questions. If you would like to contact the Forest Service please call (*insert name and contact information for the CFRP Coordinator on the administering forest*). Thank you for your time and consideration in review of this application.

Sincerely,

Insert name and contact information of grant applicant

New Mexico Tribes and Pueblos Contact List

Governor, Pueblo of
Acoma
P.O. Box 309 Acoma, NM
87034
Phone: (505) 552-
6604/6605
Web-site:
www.puebloofacoma.org

President, Alamo Navajo
Chapter
P.O. Box 827 Magdalena,
NM 87824
E-mail:
alamo@navajochapters.org
Web-site:
www.alamo.ndes.org/

President, Tohajiilee Navajo
Chapter
P.O. Box 3398 Tohajiilee,
NM 87026
Phone: (505) 908-2732/30
Email:
tohajiilee@navajochapters.org
Web-site:
www.tohajiilee.ndes.org/

Governor, Pueblo of Cochiti
P.O. Box 70 Cochiti, NM
87072
Phone: (505) 465-2244
Web-site:
www.pueblodecochiti.org/

Chairman, The Hopi Tribe
P.O. Box 123 Kykotsmovi,
AZ 86039 Phone: (928) 734-
3102
Web-site: www.hopi-nsn.gov/

Governor, Pueblo of Isleta
P.O. Box 1270 Isleta, NM
87022
Phone: (505) 869-3111/6333
Web-site:
www.isletapueblo.com/

President, Jicarilla Apache Nation
P.O. Box 507 Dulce, NM 87528
Phone: (575) 759-3242
Web-site: www.jicarillaonline.com/

Governor, Pueblo of Jemez
P.O. Box 100
Jemez Pueblo, NM 87024
Email: ltoledo@jemezpueblo.org
Web-site: www.jemezpueblo.org
Governor, Pueblo of Laguna
P.O. Box 194 Laguna, NM 87026
Phone: (505) 552-6654/6655/6598
Web-site: [www.lagunapueblo-
nsn.gov](http://www.lagunapueblo-nsn.gov)

President, Mescalero Apache Tribe
P.O. Box 227 Mescalero, NM
88340 Phone: (575) 464-4494

President, Navajo Nation
P.O. Box 9000
Window Rock, AZ 86515 Phone:
(928) 871-6352/6357
Web-site: www.navajo-nsn.gov

Governor, Pueblo of Nambe
Route 1, Box 117-BB Santa Fe,
NM 87501
Phone: (505) 455-2036

Governor, Pueblo of Picuris
P.O. Box 127 Penasco, NM 87553
Phone: (575) 587-2519

Governor, Pueblo of Pojoaque
17746 US 84/285
Santa Fe, NM 87506 Phone: (505)
819-2276

President, Ramah Navajo Chapter
Route 2, Box 13
Ramah, NM 87321

Appendix B. Sample Template Letter from CFRP Grant Applicants to Potentially Affected Tribes

Governor, Pueblo of San Felipe
P.O. Box 4339
San Felipe Pueblo, NM 87001
Phone: (505) 867-3381/3382
Fax: (505) 867-3383

Governor, Pueblo of San Ildefonso
Route 5, Box 315-A Santa Fe, NM
87501 Phone: (505) 455-2273

Governor, Pueblo of San Juan
P.O. Box 1099
San Juan Pueblo, NM 87566
Phone: (505) 852-4400/4210

Governor, Pueblo of Sandia 481
Sandia Loop
Bernalillo, NM 87004
Phone: (505) 867-3317
Web-site:
www.sandiapueblo.nsn.us/

Governor, Pueblo of
Santa Ana 2 Dove Road
Bernalillo, NM 87004
Phone: (505) 867-3301
Web-site: www.santaana-nsn.gov

Governor, Pueblo of
Santa Clara
P.O. Box 580 Espanola,
NM 87532
Phone: (505) 753-
7330/7326

Governor, Pueblo of Santo
Domingo
P.O. Box 99
Santo Domingo Pueblo, NM 87052
Phone: (505) 465-2214

Governor, Pueblo of Taos
P.O. Box 1846 Taos, NM 87571
Phone: (575) 758-9593
Web-site: www.taospueblo.com/

Governor, Pueblo of Tesuque
Route 5, Box 360-T Santa Fe, NM
87501 Phone: (505) 955-7732

Governor, Ysleta Del Sur Pueblo
P.O. Box 17579 –
Ysleta Station El Paso, TX 79917
Phone: (915) 859-8053
Web-site:
www.ysletadelsurpueblo.org/

Governor, Pueblo of Zia 135
Capital Square Drive
Zia Pueblo, NM 87053-6013
Phone: (505) 867-3304

Governor, Pueblo of Zuni
P.O. Box 339 Zuni, NM 87327
Phone: (505) 782-7022
Web-site: www.ashiwi.org/

New Mexico Tribal Consultation List by Forests

	Carson	Cibola	Gila	Lincoln	Santa Fe
Pueblo of Acoma		X	X		
Alamo Navajo Chapter		X	X		
Tohajiilee Navajo Chapter		X			
Pueblo of Cochiti		X			X
Fort Sill Apache		X	X	X	
Pueblo of Isleta		X		X	
Pueblo of Jemez	X	X			X
Jicarilla Apache Tribe	X				X
The Hopi Tribe			X		
Pueblo of Laguna		X			
Mescalero Apache Tribe		X	X	X	
Pueblo of Nambe	X				X
Navajo Nation	X	X	X		X
Pueblo of Picuris	X				X
Pueblo of Pojoaque	X				X
Ramah Navajo Chapter		X	X		
Pueblo of San Felipe		X			X
Pueblo of San Ildefonso	X	X			X
Pueblo of San Juan	X				X
Pueblo of Sandia		X			X
Pueblo of Santa Ana		X			X
Pueblo of Santa Clara	X				X
Pueblo of Santo Domingo		X			X
Pueblo of Taos	X				X
Pueblo of Tesuque	X				X
Ysleta del Sur Pueblo		X		X	
Pueblo of Zia		X			X
Pueblo of Zuni		X	X		X

Tribal Organizations to contact:

Chairman, All Indian Pueblo Council
3939 San Pedro, NE
Albuquerque, NM 87190

Director, Eight Northern Indian Pueblo
Council
Post Office Box 969
San Juan Pueblo, NM 87566

**New Mexico Tribal
Historic Preservation
Officers**

Jicarilla Apache Nation

Dr. Jeffrey Blythe, THPO
PO Box 1367
Dulce, NM 87528-0507
Tel: 505.756.8659
Fax: 505.759.0062
Email: janthpo@gmail.com

Mescalero Apache Tribe

Holly Houghten, THPO
PO Box 227
Mescalero, NM 88340
Tel: 575.464.3005
Fax: 575.464.3005
Email: holly@mathpo.org

The Navajo Nation

Dr. Ora Marek-Martinez, THPO*
PO Box 4950
Window Rock, AZ 86515
Tel: 928.871.7198
Fax: 928.871.7886
Email: Oramm@navajo-nsn.gov
Website: www.hpd.navajo-
nsn.gov

The Pueblo of Isleta

Dr. Henry Walt, THPO
PO Box 1270
Isleta, NM 87022
Tel: 505.869.9767
Fax: 505.869.7596
Email: henryj@toast.net

Pueblo of Jemez

Christopher Toya, THPO
PO Box 100
Jemez Pueblo, NM 87024
Tel 575.834.7696 x 104
Fax 575.834.7697
Email ctoya@jemezpuablo.org

Pueblo of Pojoaque

Bruce Bernstein, PhD, THPO
78 Cities of Gold Road
Santa Fe, New Mexico 87506
Tel: 505.455.7052
Fax: 505.455.3684
Email: bernsteinbruce@gmail.com or
bbernstein@poehcenter.com

Pueblo of Santa Ana

Dr. Phillip H. Shelley, Director/THPO
02 Dove Road
Santa Ana Pueblo, NM 87004
Tel: 505.280.5478
Fax: 505.771.6700
Email: Phillip.Shelley@santaana-
nsn.gov
Website: www.santaana-nsn.gov/thpo/

Pueblo of Santa Clara

Ben Chavarria, THPO
PO Box 580
Española, NM 87532
Tel 505.753.7326 x 1306
Fax 505.753.8988
Email bchavarria@santaclarapueblo.org

Pueblo of Tesuque

Charlie Dorame, Interim THPO
Office of the Governor
Route 42, Box 360-T
Santa Fe, NM 87506
Tel: 505.955.7711
Fax: 505.955.7791
Email: charlie.dorame27@gmail.com

Zuni Pueblo

Kurt Dongoske, RPA, Director/Tribal
Historic Preservation Officer
Zuni Heritage & Historic Preservation
PO Box 1149
Zuni Pueblo, NM 87327
Tel: 505.782.4814 and 928.289.9259
Fax: 505.782.2393
Email: kdongoske@cableone.net

Appendix C. Detailed Budget Justification and Narrative

1. Detailed Budget per Project Year and Budget Object Category

	Budget Object Category	Description	Computation Showing Unit Cost	Federal Funds (\$)	Non- Federal Funds (\$)	Total
	Personnel	Crew Foreman	\$20/hr X 730hrs	\$14,600		\$14,600
	Personnel	6 Crew Members	\$12/hr X 720 hrs X 6 pers	\$51,840		\$51,840
	Personnel	Accountant	\$15/hr X 595 hrs	\$8,925		\$8,925
	Personnel	Director	20% X \$48,000 salary	\$9,600		\$9,600
	Fringe Benefits	Crew Foreman	25% X \$14,700	\$3,650		\$3,650
	Fringe Benefits	6 Forest Crew	25% X \$51,840	\$12,960		\$12,960
	Fringe Benefits	Accountant	25% X \$8,925	\$2,231		\$2,231
	Fringe Benefits	Director	25% X \$9,600	\$2,400		\$2,400
	Travel	CFRP Workshop-Santa Fe- Mileage	\$0.505 X 144 miles X 2 pers	\$145		\$145
	Travel	CFRP Workshop-Santa Fe- Hotel	\$101 X 2nights X 2 persons	\$404		\$404
	Travel	CFRP Workshop- Santa Fe- Per Diem	\$248.50 X 2 persons	\$497		\$497
	Supplies	STIHL Chainsaw	\$650 X 6 items	\$3,900		\$3,900
	Supplies	Chaps	\$110 X 6 items	\$660		\$660
	Supplies	Hard Hat w/face/ear shield	\$50 X 6 items	\$300		\$300
	Supplies	Gloves	\$12 X 12 items	\$144		\$144
	Supplies	Chains	\$30 X 8 items	\$240		\$240
	Supplies	Bar and Chain Oil	\$8/gallon X 100 gal.	\$800		\$800
	Supplies	Gas mix	\$2/gal. X 83.3 gals. X 6 saws	\$1,000		\$1,000
	Supplies	Gas	\$4/gal. X 83.3 gals. X 6 saws	\$2,000		\$2,000
	Supplies	Transportation of Supplies	see description	\$83		\$83
	Other	Sub-awards: Pleasantville YCC	\$10/hr X 26.7 hrs. x 6 youth	\$1,600		\$1,600
	Other	Sub-awards: Monitoring Supervisor	\$30/hr X 26.7 hrs.	\$800		\$800
	Other	Sub-awards: Highfliers - Bird Survey	\$30/hr X 30 hrs	\$900		\$900

Collaborative Forest Restoration Program, 2016 Request for Applications

Appendix C. Detailed Budget Justification and Narrative

Budget Object Category	Description	Computation Showing Unit Cost	Federal Funds (\$)	Non-Federal Funds (\$)	Total
Other	In-kind: Equipment Use- bulldozer	\$250/day X 80 days		\$20,000	\$20,000
Other	In-kind: Equipment use - chipper	\$100/day X 100 days		\$10,000	\$10,000
Other	In-kind: Forest Worker Safety Training	\$80/person X 4 people	\$320		\$320
Program Income	Fire Wood for Heating	\$150/cords X 80 Cords		\$12,000	
Personnel	Crew Foreman	\$20/hr X 700 hrs	\$14,000		\$14,000
Personnel	6 Crew Members	\$12/hr X 680 hrs X 6 pers	\$48,960		\$48,960
Personnel	Accountant	\$15/hrs X 505 hrs	\$7,575		\$7,575
Personnel	Director	20% X \$48,000 salary	\$9,600		\$9,600
Fringe Benefits	Crew Foreman	25% X 14,000	\$3,500		\$3,500
Fringe Benefits	6 Crew Members	25% X 48,960	\$12,240		\$12,240
Fringe Benefits	Accountant	25% X 7,576	\$1,894		\$1,894
Fringe Benefits	Director	25% X 9,600	\$2,400		\$2,400
Travel	CFRP Workshop-Santa Fe- Mileage	\$0.505 X 144 miles X 2 pers	\$145		\$145
Travel	CFRP Workshop-Santa Fe- Hotel	\$101 X 2 nights X 2 persons	\$404		\$404
Travel	CFRP Workshop- Santa Fe- Per Diem	\$248.50 X 2 persons	\$497		\$497
Supplies	Bar and Chain Oil	\$8/gallon X 250 gal.	\$2,000		\$2,000
Supplies	Gas mix	\$2/gal. X 83.3 gals. X 6 saws	\$1,000		\$1,000
Supplies	Gas	\$4/gal. X 83.3 gals. X 6 saws	\$2,000		\$2,000
Supplies	Transportation of Supplies		\$37		\$37
Other	Sub-awards: Pleasantville YCC	\$10/hr X 26.7 hrs. x 6 youth	\$1,600		\$1,600
Other	Sub-awards: Monitoring Supervisor	\$30/hr X 26.7 hrs.	\$800		\$800
Other	Sub-awards: Highfliers - Bird Survey	\$30/hr X 30 hrs	\$900		\$900
Other	Sub-awards: Pueblo Burn Plan	see attached letter	\$10,000		\$10,000
Other	In-kind: Equipment Use- bulldozer	\$250/day X 80 days		\$20,000	\$20,000
Other	In-kind: Equipment use - chipper	\$100/day X 100 days		\$10,000	\$10,000
Other	In-kind: Forest Worker Safety Recertification	\$64/person X 7 people	\$448		\$448

Appendix C. Detailed Budget Justification and Narrative

	Budget Object Category	Description	Computation Showing Unit Cost	Federal Funds (\$)	Non-Federal Funds (\$)	Total
	Program Income	Fire Wood for Heating	\$150/cords X 80 Cords		\$12,000	
	Personnel	Crew Foreman	\$20/hr X 430 hrs	\$8,600		\$8,600
	Personnel	6 Crew Members	\$12/hr X 400 hrs X 6 pers	\$28,800		\$28,800
	Personnel	Accountant	\$15/hr X 400 hrs	\$6,000		\$6,000
	Personnel	Director	20% X \$48,000 salary	\$9,600		\$9,600
	Fringe Benefits	Crew Foreman	25% X 8,480	\$2,150		\$2,150
	Fringe Benefits	6 Crew Members	25% X 28,800	\$7,200		\$7,200
	Fringe Benefits	Accountant	25% X 6,000	\$1,500		\$1,500
	Fringe Benefits	Director	25% X 9,600	\$2,400		\$2,400
	Travel	CFRP Workshop-Santa Fe- Mileage	\$0.505 X 144 miles X 2 pers	\$145		\$145
	Travel	CFRP Workshop-Santa Fe- Hotel	\$101 X 2 nights X 2 persons	\$404		\$404
	Travel	CFRP Workshop- Santa Fe- Per Diem	\$248.50 X 2 persons	\$497		\$497
	Supplies	Bar and Chain Oil	\$8/gallon X 250 gal.	\$2,000		\$2,000
	Supplies	Gas mix	\$2/gal. X 83.3 gals. X 6 saws	\$1,000		\$1,000
	Supplies	Gas	\$4/gal. X 83.3 gals. X 6 saws	\$2,000		\$2,000
	Supplies	Transportation of Supplies	see description	\$29		\$29
	Other	Sub-awards: Pleasantville YCC	\$10/hr X 26.7 hrs. x 6 youth	\$1,600		\$1,600
	Other	Sub-awards: Monitoring Supervisor	\$30/hr X 26.7 hrs.	\$800		\$800
	Other	Sub-awards: Highfliers - Bird Survey	\$30/hr X 30 hrs	\$900		\$900
	Other	Sub-awards: Pueblo Prescribed Burn	see attached letter	\$43,927		\$43,927
	Other	In-kind: Equipment Use- bulldozer	\$250/day X 80 days		\$20,000	\$20,000
	Other	In-kind: Equipment use - chipper	\$100/day X 100 days		\$10,000	\$10,000
	Other	In-kind: Forest Worker Safety Recertification	\$64/person X 7 people	\$448		\$448
	Program Income	Fire Wood for Heating	\$150/cords X 80 Cords		\$12,000	\$12,000

Object Class Category	Total Fed Funds	Total Non-Fed Funds	Narrative
Personnel	\$218,100	\$0	The Key Personnel on the project is the Project Coordinator, Gary Jones (see attached CV). Project activities will take 20 percent of his time. He will complete project reports, oversee implementation and coordinate monitoring with partners. The Crew Foreman is Sam Jones (see attached CV). He will oversee all field work. The accountant is Sally Jones and works in our accounting office. 4 crew members will be hired at the start of the work season. The other 2 are already on staff working on other projects. All crew members will be required to attend safety training.
Fringe Benefits	\$54,525	\$0	Fringe benefits apply to all fulltime employees of the organization and all forest workers. A universal rate of 25 percent is applied to salary expenditures based upon a formula updated annually. Fringe benefits include FICA, workman's compensation, retirement/pension, Medicare and health insurance.
Travel	\$3,138	\$0	CFRP project coordinator and the crew foreman will attend the CFRP workshop. Travel to attend CFRP workshop is based on 2010 Federal per diem rates from GSA website. Hotel cost includes 15 percent tax.
Equipment	\$0	\$0	We will not purchase equipment with this project.
Supplies	\$19,193	\$0	We will purchase supplies for forestry restoration activities and to cover gas and operating expenses. Transportation of supplies will include gas or postage used in purchasing, transporting and securing supplies. All items purchased will be inventoried and maintained in a secure location according to our written business procedures. Amounts budgeted are based on averages of three quotes we obtained from vendors.
Contractual	\$0	\$0	We will not issue contracts on this project.
Construction	\$0	\$0	We will not issue contracts on this project.
Other	\$65,043	\$90,000	Three partners participating in this project will receive sub-awards. The Pleasantville YCC will provide the monitoring. They have attached a letter verifying that they will complete the monitoring field work and reporting using the amounts budgeted above. Highfliers will provide a bird survey. The bird survey will locate and mark active nests for avoidance by thinning crews. Their attached letter shows a unit cost breakdown of the \$2,700. The Pueblo will do a burn plan in year 2 and complete a prescribed burn in year 3. They have provided a budget showing the unit costs for the burn plan in their attached letter of support. Our community will use two separate New Mexico Legislative appropriations to purchase a new chipper and a new D-5 bulldozer to be used on the project. The use of the equipment is our in-kind match for this project. We calculated the in kind cost to the project by using the going daily rate for renting a chipper and a bulldozer. We contacted equipment supply companies to get quotes for renting similar equipment. Commercial chippers that can handle reliably diameters up to 12 inches can be rented for anywhere from \$100 to \$250 dollars a day. Bulldozers are renting at \$250 to \$350 a day plus a driver. Since we cannot show more than 20 percent match, we used the lower end of the rental cost and show as many days as a 20 percent match will allow. We anticipate using the equipment more on this project and will thus provide additional in kind beyond the 20 percent.
Total Direct	\$360,000	\$90,000	

Object Class Category	Total Fed Funds	Total Non-Fed Funds	Narrative
Indirect Costs	\$0	\$0	Indirect costs are not requested for this project.
Grand Total	\$360,000	\$90,000	\$450,000
Program Income			The company will produce 80 cords of firewood each year. Each cord of firewood is speculated to have a worth of approximately \$150/cord which comes out to a value of \$36,000 for the three year project.

Budget Object Categories

Year	Funding Source	Personnel	Fringe Benefits	Travel	Equipment	Supplies	Contractual	Construction	Other	Indirect Cost	Sub-Total*	Program Income
1	Federal Funds	\$84,965	\$21,241	\$1,046	\$0	\$9,127	\$0	\$0	\$3,620	\$0	\$120,000	\$0
	Non-Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000	\$12,000
	Year 1: Total	\$84,965	\$21,241	\$1,046	\$0	\$9,127	\$0	\$0	\$33,620	\$0	\$150,000	\$12,000
2	Federal Funds	\$80,135	\$20,034	\$1,046	\$0	\$5,037	\$0	\$0	\$13,748	\$0	\$120,000	\$0
	Non-Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000	\$12,000
	Year 2: Total	\$80,135	\$20,034	\$1,046	\$0	\$5,037	\$0	\$0	\$43,748	\$0	\$150,000	\$12,000
3	Federal Funds	\$53,000	\$13,250	\$1,046	\$0	\$5,029	\$0	\$0	\$47,675	\$0	\$120,000	\$0
	Non-Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000	\$12,000
	Year 3: Total	\$53,000	\$13,250	\$1,046	\$0	\$5,029	\$0	\$0	\$77,675	\$0	\$150,000	\$12,000
4	Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Non-Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Year 4: Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$218,100	\$54,525	\$3,138	\$0	\$19,193	\$0	\$0	\$155,043	\$0	\$450,000	\$36,000

**Note: Statute requires that federal costs do not exceed \$120,000 per year.*

Appendix D. Summaries of 2015 CFRP Applications Recommended for Funding

PLANNING

1) Multi-jurisdictional, Fire/Restoration Planning and Natural Resource Training in the 28,045- Acre White Peak Area, New Mexico

Rocky Mountain Ecology

Federal Request \$286,602

Abstract: Rocky Mountain Ecology (RME) will complete an Environmental Assessment, Mexican Spotted Owls surveys, forest stand exams, and cultural resource surveys on 28,045 acres of the White Peak area in Colfax and Mora Counties, New Mexico. The planning area includes forest lands administered by the New Mexico State Land Office and the Bureau of Land Management (BLM), and borders numerous large private ranches. The New Mexico Statewide Assessment Strategy identified the area as a high priority watershed due to the risk for insect and disease infestations and catastrophic wildfire events. RME will create five jobs during the project and conduct an interdisciplinary natural resource training program for over 40 young adults in collaboration with the Chimayo Conservation Corps and Northern New Mexico College.

Partners: New Mexico State Land Office; New Mexico State Forestry Division; New Mexico Department of Game & Fish; Carson National Forest; Express UU Bar Ranch, LLC; Silver Dollar Shavings; Western Wood Products; CS Ranch (American Creek Properties); National Wild Turkey Federation; Cimarron Watershed Alliance; Chimayo Conservation Corps; and Northern New Mexico College.

2) Forest Restoration Planning in American Park

Sustainable Ecosystems LLC

Federal Request \$360,000

Abstract: Sustainable Ecosystems LLC will conduct National Environmental Policy Act (NEPA) analysis for forest restoration treatments on 20,280 acres of Ponderosa pine, mixed conifer and spruce-fir forests on the Cuba Ranger District of the Santa Fe National Forest in Sandoval and Rio Arriba Counties, New Mexico. The project will also conduct wildlife and heritage resource surveys to facilitate future project implementation. The Forest Service has identified the area as a high priority for fuels reduction and forest restoration treatments. Sustainable Ecosystems will create 15 jobs and inform 60,000 local residents of the planning effort in partnership with Recreation Equipment Inc. (REI).

Partners: Cuba Ranger District, Santa Fe Nation Forest; Timberland Environmental; Lone Mountain Archeology; Ojo Encino Navajo Chapter; New Mexico State Forestry Division; Natural Resource Conservation Service; New Mexico Forest Industry Assoc.; Deer Lake Community; Cuba Soil and Waters Conservation District; REI Inc.; New Mexico Forest and Watershed Restoration Institute; Girl Scouts on New Mexico Trails; The Forest Guild; Quivira Coalition; New Mexico Wildlife Federation; TC Company; and Rodger Tucker Inc.

SMALL DIAMETER TREE UTILIZATION

3) Increasing Utilization Efficiency in the Zuni Mountain CFLRP

BRL Services Inc.

Federal Request \$360,000

Abstract: BRL Services Inc. will lease two combination harvester-processors and a grapple skidder to increase their productivity in utilizing small diameter trees from forest restoration treatments. The additional equipment will allow them double the number of acres they treat from 1,000 to 2,000 acres annually. The additional equipment will increase the availability of wood products to other processors in the area leading to the creating of new jobs and the retention of existing jobs in Cibola and McKinley Counties, New Mexico. BRL Services will train their current employees in the use of the new equipment and hire new employees to fill in behind their current employees. The project will also provide educational opportunities for high school students in forest restoration.

Partners: Mount Taylor Ranger District, Carson National Forest; National Wild Turkey Federation; Forest Guild; Mount Taylor Manufacturing; Grants High School; JD Trucking; and the Cibola County Commission.

4) Expanding Capacity and Utilization of Small Diameter Trees -Revision

Roger Tucker Inc.

Federal Request \$360,000

Abstract: Rodger Tucker Inc. will purchase two log trucks and three trailers and upgrade two log trucks to increase their wood hauling and utilization capacity. The equipment will increase their wood chip and small diameter tree hauling capacity from 1,300 to 2,800 loads per year. Wood from forest restoration sites on the Santa Fe National Forest and the Valles Caldera National Preserve will be hauled to the Walatowa Industries mill on Jemez Pueblo for processing. Firewood and other wood donations will be made to Jemez Pueblo and Boy Scout Troop 2010. The increase in the rate and amount of small diameter trees removed, processed, and sold will reduce the cost of forest restoration treatments, increase the number of acres treated, and reduce the risk of catastrophic fire while improving watershed health. Three jobs will be created to drive, load, and unload the trucks and work at the mill.

Partners: Santa Fe National Forest; Valles Caldera National Preserve; Jemez Pueblo; Santa Clara Pueblo; Santa Clara County; New Mexico State Forestry Division; Cuba Soil & Water Conservation District; Terry Conley Co.; 814 Solutions; Olguine's Inc.; Eliud Salazar Art Design Construction; Western Organics; Rachel Wood Consulting; National Wild Turkey Federation; New Mexico Forest Industry Assoc.; the Forest Guild; and Boy Scout Troop 2010.

IMPLEMENTATION:

5) Multi-jurisdictional, Landscape-Scale Restoration in the Rio Grande Del Norte National Monument, Taos County, New Mexico- Revision

Forest Fitness LLC

Federal Request \$360,000

Abstract: Forest Fitness LLC will conduct mechanical forest restoration treatments on approximately 674 acres within a 29,000-acre cross jurisdictional area that includes both Bureau of Land Management (BLM) and New Mexico State Land Office (NMSLO) lands in the Rio Grande Del Norte National Monument. The treatments will enable the BLM and NMSLO to apply landscape-scale prescribed fire treatments across jurisdictions. The proposed treatments encompass pinyon-juniper, ponderosa pine and dry mixed-conifer stands in Taos County, New Mexico. The project will produce approximately 2,000 cords of firewood for local residents to use in heating their homes. Up to 14 seasonal and two full-time jobs will be created. Rocky Mountain Ecology (RME) will also work with Chimayo Conservation Corps (CCC) to train between six and eight local youth in forest management and data collection.

Partners: BLM Taos Field Office; New Mexico State Land Office, New Mexico Department of Game & Fish; New Mexico State Forestry Division, Carson National Forest; Miguel Romero (BLM/NMSLO permittee), Rocky Mountain Ecology, LLC; Chimayo Conservation Corps; Taos Soil and Water Conservation District; and National Wild Turkey Federation.

6) **Building Economic Efficiency through Workforce Development**

Alamo Navajo School Board Inc.

Federal Request \$360,000

Abstract: Alamo Navajo School Board Inc. will train 15 Navajo tribal crew members to conduct forest restoration treatments utilizing designation by prescription in 450 acres of Ponderosa pine and pinyon-juniper in the Baney and Fisher project area of the Magdalena Ranger District, Cibola National Forest. The prescriptions will be developed in accordance with the 1985 Cibola Land Resource Management Plan, as amended, and Rocky Mountain Research Station General Technical Report 310 (Restoring composition and structure in Southwestern frequent-fire forests: A science-based framework for improving ecosystem resiliency protocols). The main objective is to determine if using designation by prescription is more economically efficient than marking in the preparing forest restoration treatments. Alamo Natural Resources Department will purchase trees for firewood and any larger material for utilization in dimensional lumber sales through permits or contracts sold by the Forest Service.

Partners: Magdalena Ranger District, Cibola National Forest; Bureau of Land Management, Socorro Field Office; New Mexico State Division of Forestry; New Mexico State Land Office; New Mexico Forest and Watershed Restoration Institute; New Mexico Forest Industry Assoc.; National Wild Turkey Federation; Old Wood; and Sagebrush Inc.

7) **El Medio Forest Renewal through Thinning**

Rocky Mountain Youth Corps

Federal Request \$360,000

Abstract: Rocky Mountain Youth Corps (RMYC) will conduct forest restoration treatments on approximately 315 acres of pinion-juniper and ponderosa pine stands on the Questa Ranger District, Carson National Forest, northeast of Taos, New Mexico. RMYC will hire and train eight-person youth crews, ages 18-25, in chainsaw use, Forest Worker Safety, CPR/First Aid, and ecological monitoring. Crews have the opportunity to earn an AmeriCorps Education Award as well as up to six hours of college credit from University of New Mexico-Taos. 48 jobs (16 per year) will be created. Approximately 1,725 cords of fuelwood will be harvested, and RMYC will distribute firewood for elderly and low-income families in partnership with Taos County Senior Program. Seven community partners will be engaged in Fire Adapted Community outreach.

Partners: Carson National Forest; New Mexico Department of Game and Fish; Taos County Senior Program; Village of Questa; Sierra Club; The Nature Conservancy; and Rivers and Birds.

8) **Interagency Cooperative Prescribed Fire Implementation**

South Central Mountain RC&D

Federal Request \$352,500

Abstract: The South Central Mountain Resource Conservation and Development Council (RC&D) will work with land management agencies and local fire departments to develop cooperative agreements that facilitate coordinated prescribed burns and host four weeklong prescribed fire training exchanges for natural resource students and firefighters. The proponent will also work with federal agencies and local fire departments to coordinate joint prescribed burns. The project partners will work with the New Mexico Prescribed Fire Council to promote the use and acceptance of prescribed fire for ecological restoration and community protection. This effort will reintroduce fire to 2,000 acres of fire adapted ecosystems across the state.

Partners: Carson, Cibola, and Lincoln National Forests; Bureau of Land Management Taos Field Office; New Mexico State Forestry Division; New Mexico State Land Office; New Mexico Forest and Watershed Restoration Institute; New Mexico Highlands University; Eastern New Mexico University; New Mexico Prescribed Fire Council; The Forest Guild; The Nature Conservancy; and Caggiano Consulting.

9) **Riparian Restoration at Three Pueblos- An Intertribal Collaboration**

Ohkay Owingeh Tribe

Federal Request \$360,000

Abstract: The Ohkay Owingeh Tribe Office of Environmental Affairs, Santa Clara Pueblo's Forestry Department, and the Pueblo of Nambe's Department of Environment and Natural Resources formed a partnership to restore three riparian forest areas along the Rio Grande and the Rio Nambe. These areas contain dense stands of non-native Russian olive, Chinese elm, and salt cedar that have reduced the diversity and hydrologic function of the watersheds and increased the risk of catastrophic wildfire to these communities. This project will remove the non-native species and restore these areas to a self-sustaining seasonally wet mosaic of native willow, cottonwood, and box elder trees and native sedges, grasses, and forbs. A total of 325 acres will be treated as part of this effort; 225 acres at Ohkay Owingeh, 50 acres at Santa Clara Pueblo, and 50 acres at Nambe Pueblo. The project partners will also explore the possibility of utilizing the harvested wood for specialty wall paneling and flooring. Over 80 youth will be involved in the project and 29 jobs will be created.

Partners: Santa Clara Pueblo Forestry Dept.; Pueblo of Nambe Dept. of Natural Resources; Santa Fe National Forest; Bureau of Indian Affairs, Northern Pueblos Agency; The Santa Fe Indian School; New Mexico State Division of Forestry; The Natural Resource Conservation Service, Espanola District; The Randall Davey Audubon Center; and Old Wood LLC.

Appendix E. Sample Operational Guidelines for CFRP Fuels Reduction and Restoration Thinning Treatments on National Forest Lands

NOTE: This document is an example of the guidelines that the Forest Service (or other jurisdictional land management agency) may ask a CFRP grantee to agree to during the projects' on-the-ground treatments/operations.

1. Project Location and Description

- a. (Insert location and description of project.)
- b. The Grantee's work plan should be submitted and reviewed by the Forest Service technical contact and the grants and agreements (G&A) specialist prior to starting work each year. The technical contact for the project will review and approve or recommend changes to the work plan in a timely manner and the G&A specialist will incorporate that plan into the award document.

2. Restrictions on Work to Prevent Unacceptable Resource Damage. Work may be suspended under various circumstances if it is determined that continuation will damage resources or threaten the safety of people. The following list describes some of those circumstances, but is not all-inclusive.

- a. In accordance with the Fire Protection Plan (9.E–G).
- b. When the technical contact has determined that adverse weather has made access, haul, or skidding too dangerous or that continued vehicular travel would cause unacceptable road, landing, or skid trail damage. As a general guideline, forest roads, landings, or skid trails should not be used for access, haul, or skidding if such use will result in the travel way being rutted to a depth of greater than or equal to 2 inches over more than 10 percent of the length of the road or landing (measured on a mile by mile basis).
- c. In accordance with the plan of operations approved by the technical contact.
- d. To protect other resources as outlined in the 6A. Other Resource Protection Guidelines.

3. Fuels Reduction and Forest Restoration Technical Guidelines

- a. Desired End Result Objectives. The desired end result of this project is to achieve the following:
 - Provide for safe operations.
 - Reduce ladder and surface fuels, thereby reducing the susceptibility of the forest to catastrophic losses caused by wildfire.
 - Open gaps in the canopy and retain the largest trees, thereby restoring fire resiliency in stands located in high risk fire areas
- b. Thinning Guidelines
(Insert Silvicultural Prescription)

4. Erosion Control Guidelines to Meet Best Management Practices

- a. The following guidelines prevent soil loss through erosion:

The technical contact will specify areas that require the construction of waterbars. All waterbars should be installed prior to November 15 of each year on skid trails where skidding has been completed or is finished for the season.

Use of roads, landings, or skid trails must be halted during wet periods.

After landings have served Grantee's purpose or prior to any seasonal period of precipitation, Grantee should ditch or slope landings to permit water to drain or spread. Grantee should close all landings following completion of log hauling and fuels treatment. If the grant application included seeding of each closure area, the

Grantee should use a Forest Service approved seed mixture.

- b. The following Water Quality Guidelines protect stream courses:

The Grantee's operations should be conducted to prevent soil and vegetative debris from entering stream courses. In the event the Grantee causes debris to enter stream courses in amounts which may adversely affect the natural flow of the stream, water quality or fishery resource, the Grantee must remove such debris as soon as practicable, but not to exceed 48 hours, and in an agreed manner that will cause the least disturbance to stream courses.

Wheeled or track-laying equipment should not be operated within streamside environment zones except at crossings designated by the technical contact. If a drainage crossing is necessary, it should be done at designated locations on existing roads with stream crossing structures in place.

- c. Grant activities that have the greatest potential impacts to water quality include landing and skid trail construction, soil disturbance and vegetation removal.

Construct no landings in wet or difficult to drain areas, in depressions, or near designated ephemeral streams.

Protect permanent and seasonal wet areas from mechanical disturbance.

5. Other Resource Protection Guidelines

Avoid adverse impacts as determined by the technical contact to the following resources listed.

All section corners, post markers, fences, bearing trees must not be disturbed in any way.

The location of known historic or prehistoric sites, buildings, objects, and properties related to American history, architecture, archaeology and culture, such as settler or Indian artifacts, protected by American Antiquities Act of 1906 (16 U.S.C. 431-433), National Historic Preservation Act of 1966 (16 U.S.C.470) and the Archaeological Resources Protection Act of 1979 (16 U.S.C. 470aa-ll) (36 CFR 296.4 and 36 CFR 261.9(e)), has been identified on-the-ground by the Forest Service prior to award of this Grant. The Government may unilaterally modify or cancel this grant in whole or in part, to protect an area, object of antiquity, artifact, or similar object with is or may be entitled to protection under these Acts regardless of when the area, object or artifact is discovered or identified. Discovery of such areas or objects by either party must be promptly reported to the other party.

The Grantee must protect all known and identified historic or prehistoric sites, buildings, objects, and properties related to American history, architecture, archaeology and culture against destruction, obliteration, removal or damage during the Grantee's operations. The Grantee must bear costs of restoration in accordance with 36 CFR 296.14(c), provided that such payment must not relieve the Grantee from civil or criminal remedies otherwise provided by law.

Protection of Protected Species. The location of areas needing special measures for protection of plants or animals listed as threatened or endangered under the Endangered Species Act of 1973, 16 U.S.C. 1531, et seq., or a sensitive species identified by the Regional Forester have been identified on-the-ground by the Forest Service prior to this grant agreement and these locations are shown on the project area map. If the technical contact determines that protection measures are inadequate, if other such areas are

discovered, or if new species are listed on the endangered species list, the technical contact may either cancel, in whole or in part or unilaterally modify this grant agreement to provide additional protection regardless of when such facts become known. Discovery of such areas by either party must be promptly reported to the other party. This provision and any protections listed pursuant to this provision do not constitute a warranty of any kind, either express or implied, including, but not limited to, implied warranties of merchantability or fitness for a particular purpose. Grantee is on notice that special protection measures not currently listed may be required at any time.

6. Safety Guidelines that meet or exceed state and Federal OSHA standards.

When Grantee's project operations are in progress adjacent to or on Forest Service controlled roads and trails open to public travel:

Grantee must furnish, install and maintain all temporary traffic controls which provide user with adequate warning of hazardous or potentially hazardous conditions associated with Grantee's operations.

A specific traffic control plan may be required by the Forest Service prior to commencing operations.

Flagmen and devices must be as specified in the "Manual on Uniform Traffic Control Devices for Streets and Highways".

Protection of Public. For the protection of national forest interests and the safety of the general public. Grantee's Operations must be subject to the following restrictions:

- When Grantee's operations are in progress, Grantee may be required to post warning signs in the area or maintain a watchman whose sole duty must be to warn and advise public of any hazards present in area as a result of this project
- During periods of general recreation activity within the project area or vicinity, Forest Service may restrict hauling to days other than Saturdays, Sundays, and National holidays.

7. Special Grant Guidelines

- Winter Shutdown Procedures.** When winter weather sets in and the continuation of work is impractical, upon written request by the Grantee, the technical contact may authorize a total suspension until such winter weather has passed and work can proceed. During the period of total suspension, the calendar days elapsed will not be charged against total grant time.
- Superintendence by Grantee.** The grantee should designate the foreman or superintendent for the project in writing and provide to the technical contact. The Grantee must have a person on-site that is fully conversant in the English language.
- Equipment Furnished with Operator.** The Government must not be liable for loss, damage, or destruction of equipment furnished under this grant except for such loss, damage, or destruction resulting from the negligent or wrongful act(s) of Government employee(s) while acting within the scope of their employment.

Cleaning Equipment. Unless the entire treatment area is already infested with specific noxious weed species of concern, Grantee must ensure that prior to moving on to the Treatment Area all Off-Road Equipment, which last operated in areas known by Forest Service to be infested with specific noxious weeds of concern, is free of soil, seeds, vegetative matter, or other debris that could contain or hold seeds. Grantee must certify in writing that off-road equipment is free of noxious weeds prior to each start-up of timber sale operations and for subsequent moves of equipment to Treatment Area. The certification must indicate the measures taken to

ensure that off-road equipment is free of noxious weeds. "Off- road equipment" includes all logging and construction machinery, except for log trucks, chip vans, service vehicles, water trucks, pickup trucks, cars, and similar vehicles. A current list of noxious weeds of concern to Forest Service is available at the Forest Supervisor's Office.

- d. A Camping Permit is required for all **CFRP grant projects that operate on national forest lands (see permit for specific requirements)**.

- e. **Oil Storage Guidelines Compliance with Environmental Protection Agency (EPA) Regulations**

If the total oil or oil products storage exceeds 1,320 gallons or if any single container exceeds a capacity of 660 gallons, the Grantee must prepare and implement a Spill Prevention and Countermeasures (SPCC) Plan.

The SPCC plan must meet applicable EPA requirements (40 CFR 112), including certification by a registered professional engineer.

The Grantee under the direction of the technical contact, or in the absence of said officer, acting independently, must immediately take action to contain and clean up, without expense to the Government, all petroleum products spills on or in the vicinity of the project which are caused by the Grantee's employees directly or indirectly as a result of grant operations.

The Grantee may be held liable for all damages and costs of additional labor, subsistence, equipment, supplies, and transportation deemed necessary by the Government for the containment and cleanup of petroleum products spills caused by Grantee's employees or resulting from grant operations.

The Grantee must immediately report all petroleum products spills to the Technical Contact.

- f. Road Maintenance and Skid Trail and Landing Guidelines

Use of Roads by the Grantee. The Grantee is authorized to use existing National Forest System roads and specified roads. The Parties will determine that such use will not cause damage to the roads or national forest resources.

Plan of Operations for Roads. Annually, prior to start of operations, the Grantee will prepare a supplement to the technical proposal that must include a schedule of proposed maintenance and construction progress and a description of planned measures to be taken to provide erosion control for work in progress, including special measures to be taken on any segments of construction not substantially completed prior to periods of seasonal precipitation or runoff. The Grantee must submit a revised schedule when they propose a significant deviation from the progress schedule. Prior to beginning construction on any portion of specified roads identified as sensitive on plans, the parties must agree on the proposed method of construction and maintenance.

Temporary Roads. As necessary to attain stabilization of roadbed and fill slopes of temporary roads, the Grantee must employ such measures as outsloping, drainage dips, and water-spreading ditches. After a temporary road has served the Grantee's purpose, the Grantee must give notice to the Forest Service and must remove bridges and culverts, eliminate ditches, outslope roadbed, remove ruts and berms, effectively block the road to normal vehicular traffic where feasible under existing

terrain conditions, which would include spreading slash on the entire road bed area covering 80 percent of the exposed soil, and build cross ditches and water bars, as staked or otherwise agreed to. When bridges and culverts are removed, associated fills must also be removed to the extent necessary to permit normal maximum flow of water.

Temporary Roads, Skid Trails and Landings. The Grantee must locate temporary roads, skid trails and landings on locations approved by the Forest Service. Such location must include the marking of road centerline or grade- line and the setting of such construction stakes as are necessary to provide a suitable basis for economical construction and the protection of national forest lands.

Temporary road surface width must be limited to truck bunk width plus four(4) feet, except for needed turnouts which must not exceed two (2) times the bunk width plus four (4) feet. If shovels or cranes with revolving carriage are used to skid or load, temporary road surface width equal to track width plus tail swing must be permitted.

As necessary to attain stabilization of roadbed and fill slopes of temporary roads, the Grantee must employ such measures as outsloping, drainage dips, and water-spreading ditches.

Temporary Road and Landing Scarification. Unless waived in writing by Forest Service on specific roads or landings, all landings and temporary roads constructed or used by grantee will be scarified by partner following use. Scarification must be done to a depth of not less than four inches and must effectively prepare the ground for seeding.

Temporary Road and Tractor Road Obliteration. Notwithstanding the provisions of and, unless otherwise agreed, temporary roads accessing any and all Cutting Unit(s) and tractor roads within any and all Cutting Unit(s) existing or constructed for use with this agreement must be obliterated after they have served the Grantee's purpose. Obliteration will consist of re-contouring road prism including all cut and fill slopes to natural ground contour. Equipment will not be permitted to operate outside the clearing limits. In addition, from clearing or logging slash, stumps or other woody debris will be placed and scattered uniformly on the top of the re-contoured corridor covering 80 percent of the total area.

Snow Removal Guidelines. If Grantee removes snow from roads, such work must be done in a manner that will protect roads and adjacent resources. Snow berms will be removed or placed to avoid accumulation of melt water on the road and prevent water concentration on erosive slopes or soils. The road surface will not be removed by plowing. If the road surface is damaged, the Grantee maybe liable for replacement of lost surface material and repair of structures damaged in snow blading operations.

- g. **Vegetative Soil Stabilization Guidelines.** The Grantee may be required to revegetate landings and skid trails as prescribed by the Forest Service or in the work plan of the grant application. Seeding, where required, should be done after May 15 and prior to November 15.

Revegetation should be accomplished by placing grass seed on top of the soil. The seed should be applied at application rates as directed by the Forest Service.

- h. **Transfer of ownership of woody materials generated from the CFRP project site on National Forest System Lands to the CFRP proponent as approved in**

the CFRP Grant Agreement.

Woody material title of passage: All right, title and interest in and to any forest products generated from the CFRP grant project on National Forest System lands, such as but not limited to saw logs, pulpwood, biomass, post, poles, latillas, vigs and firewood, will remain in Forest Service until it has been removed from the National Forest System Lands at which time title will vest in the CFRP grantee. Title to any Forest Products that have not been removed from the National Forest System Lands by Grantee on or prior to the grant termination date will remain in Forest Service.

8. Emergencies and Fire Plan

- a. The Grantee is required to comply with state and Federal Fire laws during fire season.

Unless otherwise noted elsewhere in the grant agreement, the Grantee's area of responsibility for fire includes 150 feet around the perimeter of the unit or area being worked in.

The Grantee will take all steps necessary to prevent his/her employees from setting fires not required in completion of the grant, be responsible for preventing the escape of fires set directly or indirectly as a result of thinning operations, and extinguish all such fires which may escape. The Grantee may be held liable for all damages and for all costs incurred by the Government for labor, subsistence, equipment, supplies, and transportation deemed necessary to control or suppress a fire set or caused by the Grantee or the Grantee's agents or employees.

The Grantee must immediately notify the Government of any fires sighted on or in the vicinity of the work site.

When directed by the technical contact, the Grantee will allow the Government to temporarily use employees and equipment from the work site for emergency work (anticipated to be restricted to firefighting).

- b. **Grantee Tool and Equipment Guidelines that Meet or Exceed Federal and State Fire Laws**

Internal combustion engines must be equipped with a spark arresters qualified and rated under U.S. Forest Service Standard (Spark Arrester Guide) 5100-1a or the latest revision of Society of Automotive Engineers "medium size engine, SAE recommended practice J350" unless it is:

- Equipped with a turbine-driven exhaust supercharger such as the turbocharger. There will be no exhaust bypass.
- A multi-position engine, such as on power saws purchased after June 30, 1977, which must meet the performance levels set forth in the Society of Automotive Engineers "multi-positioned small engine exhaust fire ignition standard, SAE recommended practice J335B" as now or hereafter amended.
- Those purchased prior to the above date will be equipped with an approved spark arrester/muffler containing a 0.023 inch mesh screen in good condition.
- A passenger carrying vehicle or light truck, or medium truck up to 40,000 GVW, used on roads and equipped with a factory designed muffler and an exhaust system in good working condition.

- A heavy duty truck, such as a dump or log truck, or other vehicle used for commercial hauling, used only on roads and equipped with a factory designed muffler and with a vertical stack exhaust system extending above the cab.
- Exhaust equipment described in this Subsection, including spark arresters and mufflers, must be properly installed and constantly maintained in serviceable condition.

The Grantee should furnish and have available for emergency use on each piece of equipment used in conjunction with performance of the work as listed below, hand tools and/or equipment as follows:

- One shovel, one axe (or Pulaski) and a fully charged fire extinguisher U.L. rated at 4 B:C or more on each truck, personnel vehicle, tractor, grader and other heavy equipment.
- One shovel and one backpack 5-gallon water-filled tank with pump with each welder.
- One shovel and one chemical pressurized fire extinguisher (fully charged) for each gasoline-powered tool, including but not restricted to chain saws, soil augers, rock drills, etc. Fire extinguishers will not be less than 8-ounce capacity. Shovel must be kept within 100 feet from each chain saw when used off cleared landing areas.

All tools and equipment recommended above should be in good workable condition and should meet the following principle Forest Service guidelines for fire tools:

- Shovels must be size "O" or larger and be not less than 46 inches in overall length.
- Axes (or Pulaski) must have 2-1/2 pound or larger heads and not less than 28 inches in overall length.

It is recommended that a sealed box of tools be located within the operating area, at a point accessible in the event of fire. This fire tool box should at a minimum contain:

One 5-gallon, backpack pump-type fire extinguisher filled with water.

- Two axes.
- Two McLeod fire tools.
- One serviceable chain saw of three and one-half or more horsepower with a cutting bar 20 inches in length or longer.
- Sufficient number of shovels so that each employee at the operation can be equipped to fight fire.
- The Grantee should make available this box of firefighting tools for use at location(s) of the work. The fire toolbox must remain unlocked, but should be sealed to prevent use for other than emergency use only.

c. Fire Preparedness Guidelines that Meet or Exceed State and Federal Fire Laws

Smoking and Fire Rules. Smoking is not permitted during fire season, except in a barren area or in an area cleared to mineral soil at least three feet in diameter. In areas closed to smoking, the technical contact may approve special areas to be used for smoking. The Grantee must sign these areas. Grantee will post signs regarding smoking and fire rules in conspicuous places for all employees to see. Grantee's supervisory personnel will require compliance with these rules. Under no circumstances will smoking be permitted during fire season while employees are

operating light or heavy equipment, or walking or working in grass and woodlands.

Storage and Parking Areas. Equipment service areas, parking areas, and gas and oil storage areas must be cleared of all inflammable material for a radius of at least 50 feet. Small mobile or stationary engine sites must be cleared of inflammable material for a radius of at least 15 feet from such engine. The technical contact must approve areas of the type described above prior to use.

Welding. Grantee will confine welding activity to cleared areas having a minimum radius of 10 feet measured from place of welding.

Oil Filter and Glass Jugs. Grantee must remove from national forest land all oily rags and used oil filters.

Reporting Fires. The Grantee must notify the Forest Service of any fires encountered in the vicinity of the project. The Grantee should take control action upon discovery of a fire as safety and conditions allow.

Communications. The Grantee should furnish a serviceable telephone, radio-telephone, or radio system that allows the Grantee to contact the Forest Service or other law enforcement or emergency agencies in the event of a fire or other medical emergency. If the project's location makes communication clearly impractical, the Technical Contact will accept a reasonable alternative. The communications system must be operable during the Grantee's operation in the fire precautionary period and at the time fire patrol person service is required.

- d. **Emergency Fire Precautions.** Grantee will restrict operations in accordance with the attached Emergency Fire Precaution Schedule. When there is a predicted change, Forest Service will inform the Grantee by 6 p.m., MST (7 p.m. MDT), of the predicted change in the Industrial Fire Precaution Plan. The procedure for the Forest Service to notify the Grantee of a change will be stated in the timber sale fire plan required by BT7.1. The Contracting Officer may, after consultation with the Forest Supervisor, adjust the predicted Industrial Fire Precaution Plan for local weather conditions on Project Area. Changes in the predicted Industrial Fire Precaution Plan must be agreed to in writing.

Emergency Fire Precaution Schedule, Fire Restriction/Closure “Stage”

“Staged” Restriction Levels	Industrial Fire Precaution Plan
No Restrictions	A
Stage I	B
Stage II	C
Stage III (Partial Forest Closure)**	C or D
Stage IV (Total Forest Closure)	D
Red Flag Warning (Issued by National Weather Service)	D

****Partial Forest Closure:** Timber project areas which are outside the boundaries of the partial forest closure may continue to operate under Industrial Fire Precaution Plan “C”

operating criteria as agreed upon between the CO and Grantee in writing.

Timber project areas within the boundaries of the proclaimed partial forest closure area are to operate under Industrial Fire Precaution Plan “**D**”.

Staged restriction levels are determined by the Line Officer in conjunction with Fire Management Officer(s) and Contracting Officer(s). The process is a mix of quantitative and subjective measures which allows Line Officers a broad level of discretion considering local conditions and issues when deciding to implement fire restrictions and/or area closures.

Industrial Fire Precaution Plan - Description

A—Normal Fire Precautions - No fire guard required.

B—Normal Fire Precautions, except designated areas for smoking and warming or cooking fires require a written permit. Grantee will provide fire guard.

C—All power saws and mechanical fellers except for mechanical fellers equipped with hydraulic shears will shut down from 9 a.m. until 8 p.m. MST (10 a.m. to 9 p.m. MDT), except chainsaws may be used from 9 a.m. until 2 pm MST (10 a.m. to 3 p.m. MDT), for limbing on landings cleared to mineral soil. Loading is authorized to continue from 12 noon until 2 p.m., MST (1 p.m. to 3 p.m. MDT), on landings cleared to mineral soil. Log hauling trucks must be out of the Project area to a surfaced road by 2 p.m., MST (3 p.m. MDT).

Shutdown from 12 noon until 8 pm MST (1 p.m. to 9 p.m. MDT); all machine treatment of slash; mechanical equipment used for shearing, bunching, or delimiting; skidding; cable yarding; blasting; welding; metal cutting; and clearing. Operations on mineral soil involving road excavation, watering, grading, surfacing, rock crushing, and/or other equipment maintenance may continue. No smoking, warming or cooking fires are permitted at any time. Grantee will provide fire guard.

D— Shutdown all operations; except operations on mineral soil involving road excavation, watering, grading, gravel surfacing, and rock crushing may continue with special Forest Service permit. Grantee will provide fire guard.

- e. Reporting all Wildfires. Grantee's employees must report all fires to any of the following Forest Service facilities and/or personnel listed below, but not necessarily in the order shown.

Forest Service Personnel to call in case of fire or other emergency:

Contact	Name	Office Telephone	Home Telephone
Nearest FS Technical Forest District District			

Grantee's Key Personnel to call in case of fire or other emergency:

Contact	Name	Office Telephone	Home Telephone

Appendix F. Map Making Pointers

As the project proponent, you are familiar with all aspects of the project and know exactly where it is located. You should convey this information to the CFRP Technical Advisory Panel and others as clearly as possible.

Key Points for Any Map

It must be **legible**; have a **legend, scale, north arrow, date,** and name of **map maker**. CFRP maps **SHOULD** be in **black and white**. Maps should be in **black and white** and include **township** and **range**.

Different Maps

A project that involves on-the-ground treatment(s) should have at least two maps in the application. The first should depict the **location of the project in relation to major cities and highways** (this is typically a statewide image with the project represented by a dot). The second map should show the **project boundaries where the treatment(s) will take place**.

Simple Maps

The simplest project maps can be made drawing the boundaries on a USGS 7.5-min topographic quadrangle (1:24,000 scale ratio) and photocopying at 100 percent onto 8 ½ x 11-letter size paper.

Since all maps will be reproduced in black and white, the legend should use different lines in the boundaries or hatching to distinguish two or more areas where different treatments or actions will take place.

When hand-drawing a map, the legend can be easily made on a sticky note and copied with the quadrangle. Do not cover any map feature that will help viewers to orient themselves to the project's immediate area.

If it is going to take 3 to 4 copy pages to depict the entire project on the 7.5 min quadrangles, please use a 15-min quadrangle (1:62,500). Any map with a smaller ratio (1:100,000) will likely not show enough detail.

Statewide Image for the Vicinity Map

If you need an image to insert into your application that you can add a circle or star to using the drawing tools in your word processing software, or just draw on and copy, one is available on the GIS in State Forestry web-page:

- Go to www.nmforestry.com.
- Lower right hand column has a link for GIS in State Forestry.
- Lower right hand column has a link for State map for CFRP Vicinity maps.
- Right click on the image that opens and save to your computer.
- The image can now be inserted into your application.

GIS

Maps needed for the application can be made in a GIS and easily stored for re-use, such as for the project monitoring, in a GIS. There are several software packages at a wide range of costs and broad range of capabilities. One of the parties involved in your application may have GIS capabilities. **Free data is available from the [New Mexico Resource Geographic Information System](#) (RGIS).**

Appendix G. National Policy Requirements Affecting Grants

Issue	Applicable Statutes & Regulations	Impact of Requirement
Civil Rights	<p>Civil Rights Act, 42 USC 2000, as implemented at 28 CFR 42; Age Discrimination Act, 42 USC 6101, as implemented at 45 CFR 90; Age Discrimination in Employment Act, 29 USC 621, as implemented at 29 CFR 1625; Title IX of the Education Amendments of 1972, 20 USC 1681, as implemented at 45 CFR 86; Section 504 of the Rehabilitation Act, 29 USC 791, as implemented at 28 CFR 41; Executive Order 11246; and Americans with Disabilities Act, PL 101-366.</p>	<p>Certification(s) of compliance with one or more authorities may be required. Regulations dealing with access for the disabled may impact project plans (e.g., architectural plans for construction projects, or requirements for including affected individuals on planning boards).</p>
Labor Standards	<p>Fair Labor Standards Act, 29 USC 207, as implemented at 29 CFR 500899; Davis-Bacon Act, 40 USC 3141-3148, as implemented at 29 CFR 1, 3, 5, and 7; and Contract Work Hours and Safety Standards Act, 40 USC 327, as implemented at 29 CFR 5, 1926</p>	<p>Requirements may affect amounts budgeted for compensation, as well as require alterations in the organization's compensation policies.</p>
Intergovernmental Review	<p>Executive Order 12372, as implemented by individual agencies; and The Intergovernmental Cooperation Act of 1968, 31 USC 6501.</p>	<p>If applicable, applicants must file a Notification of Intent to apply for assistance with state and area-wide clearinghouses. If applicable, applicants must file completed applications with clearinghouses. Comments made by or through the clearinghouses must be submitted to the federal agency with the application. Applications subject to intergovernmental review which have not been reviewed will not receive federal funding.</p>

Issue	Applicable Statutes & Regulations	Impact of Requirement
Confidentiality	Freedom of Information Act, 5 USC 552, as implemented by individual agencies; and Privacy Act, 5 USC 552a.	Portions of the application package and other records may be open to the public: confidential and proprietary information in grant applications (e.g., employee salaries, information on pending patents) should be marked to
Debarment and Suspension	Executive Order 12549, as implemented in common rule form by individual agencies.	Excluded person(s) cannot be involved in a federal project. Certification required with application.
Drug-Free Workplace	Drug-Free Workplace Act of 1988, PL 100-690, as implemented in common rule form by individual	Certification of a drug-free workplace required with application.
Lobbying Restrictions	Limitations on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions, 31 USC 1352, as implemented in common rule form by individual agencies.	Certification required with application. Disclosure necessary if otherwise covered payment made with non-federal funds
Conservation in Procurement	Resource Conservation and Recovery Act, 42 USC 6962 and Executive Order 12873, as implemented at 40 CFR 247.	State and local governments should consider the impact of the requirements on their procurement system before applying for funds.
Crimes and Prohibited Activities	Anti-Kickback (Copeland) Act, as implemented at 29 CFR 3.1; False Claims Act, 31 USC 3729; and Program Fraud Civil Remedies Act, 31 USC 3801-3812.	Note: although these statutes do not have a significant impact on the application process, they are important later in the grants process, and prospective recipients should be aware of their provisions, e.g., recipient liability for employee
Seat Belt Use	Highway Safety Act of 1966 as amended (23 USC §§402-03); Government Organization and Employees Act as amended (5 USC §7902(c)); Occupational Safety and Health Act of 1970 as amended (29 USC §668); and Increasing Seat Belt Use in the United States (EO 13043).	Applicants should make sure their staff are aware of this requirement and periodically audit seat belt usage while on official business.

Issue	Applicable Statutes & Regulations	Impact of Requirement
Trafficking Victims Protection	Trafficking Victims Protection Act of 2000 (22 USC 7104); Trafficking Victims Protection Reauthorization Act of 2003 (PL 108-193); Trafficking Victims Protection Reauthorization Act of 2005 (PL 109-164); President’s Interagency Task Force to Monitor and Combat Trafficking in Persons (EO 13257) and Amending Executive Order 13257 to Implement the Trafficking Victims Protection Reauthorization Act of 2003 (EO 13333); and Award Term for Trafficking in Persons (2 CFR Part 175) and OMB Memo M-08-03.	Agencies have the right to terminate any award to an organization found to engage in human trafficking or forced labor.
Counterterrorism	International Emergency Economic Powers Act (50 USC 1701 et seq.); National Emergency Act (50 USC 1601 et seq.); USA Patriot Act (PL 107-56); and Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism (EO 13224).	Agencies must consult the terrorist watch list.
Political Activity	Hatch Act (5 USC 1501-1508)	Limits political activities of certain state and local government employees who work on government-funded grants.

Questions? Your local CFRP Coordinator can offer additional advice/pointers.