

TITLE II PROJECT SUBMISSION FORM INSTRUCTIONS

General Instructions

- A. The form is mostly self-explanatory.
- B. Use as few abbreviations as possible and minimize the use of technical jargon that may not be widely understood. Remember that the people making decisions about these projects come from a wide variety of backgrounds.
- C. In the MS WORD version of the form the shaded areas identify places where information is required. The “page up” and “page down” buttons will move you from one shaded area to the next one.
- D. For Submissions: The project submission form will need to be emailed by submission deadline to hwright02@fs.fed.us.
- E. RAC Designated Official Federal

Specific Instructions

1. **Project Number.** Leave blank.
2. **Project Name.** Provide a *Project Name* that is short, yet descriptive.
3. **State and County.** Specify the State and County in which the project is located. If the project area encompasses more than one county, then specify.
4. **Project Submitted By.** Identify the name of the entity, individual, or group proposing the project. If several collaborators are involved specify the primary Project Sponsor only (the person to be reached for further information if necessary), and provide a list of other collaborators in Block 10 – “Project Description.”
5. **Date.** Enter the Date of project submission. Use the following format: xx-xx-xxxx.
6. **Contact Phone Number.** Enter the Project Sponsor’s daytime Phone Number.
7. **Contact E-mail.** Enter the Project Sponsor’s E-mail address. If none, enter N/A.
8. **Project Location (attach project area map).** Submit an appropriate Project Area Map along with the submission form. The following information should be contained on the map: project title; project boundary; stream names; road numbers; legal location; township, range, and section designations; scale bar; compass orientation; and legend. The map scale should be no larger than 2.64 inches/mile and no smaller than 1 inch/mile.
9. **Project Goals and Objectives.** State the Project Goals and Objectives in a clear, succinct manner. (max. 7 lines)

- 10. Project Description.** In the space allotted, provide a concise Project Description. Do not reiterate other descriptive details provided elsewhere in the project submission form. Be sure to highlight any unique aspects or special circumstances. (max. 30 lines)
- 11. Type of Lands Involved?**
Check the appropriate box. If yes, then provide a brief description of what type of coordination is needed with regard to other related project(s) on adjacent lands. Is the sequence of project implementation important for achieving a successful outcome? Will the achievement of stated project goals and objectives be contingent on the implementation of other related or complimentary project(s) on adjacent lands?
(max. 10 lines)
- 12. How does proposed project meet purposes of the Legislation?** Check each box that is applicable.
- 13. Project Type.** Check the most applicable Project Type. If none apply, then check the box entitled "Other Project Type" and specify.
- 14. Identify What the Project Will Accomplish.** Fill in the estimated project accomplishment measures that apply. If certain measures do not apply, then leave them blank. Identify Other measure of proposed accomplishments or expected outcomes if the listed categories are inadequate for an accurate description. Make sure to specify the units of measure.
- 15. Estimated Project Start Date.** Enter the *Estimated Start Date*. Use the following format: xx-xx-xxxx.
- 16. Estimated Project Completion Date.** Enter the *Estimated Completion Date*. Use the following format: xx-xx-xxxx.
- 17. List of known partnership or collaborative opportunities?** List any partnerships or collaborative opportunities in implementation of the project. (max. 12 lines)
- 18. Identify benefits to communities?** Provide a rational for how the proposed project is in the best public interest. (max. 12 lines)
- 19. How does project benefit federal lands/resources?** Answer this question only for those Title II projects where implementation is proposed on non-Forest Service. Title II projects to be implemented on state, county, or private lands must have a clear description of benefits for federal lands and/or resources. For example, a culvert replacement on non-federal lands may improve passage of coho salmon migrating upstream to federal lands. (max. 12 lines)
- 20. Proposed Method(s) of Accomplishment.** Check the method(s) of accomplishment that apply and/or specify "other" and describe.

21. Will the Project Generate Merchantable Materials? Check “yes” or “no.” This applies to those projects involving the sale of merchantable material.

22. Anticipated Project Costs.

a. **Total Title II Funds Requested.** Identify the total amount of Title II funds requested. This amount will equal the Total Cost Estimate in Column B on Worksheet 2.

b. **Is this a multi-year funding request?** Check “yes” or “no.” (Usually is no)

23. Identify Sources of Other Funding. Identify any funding matches provided through Forest Service appropriations and other matching contributions provided from non-Forest Service appropriations (e.g. funds from other agencies, the State of California, the County, or non-profit organizations).

24. Monitoring Plan (provide an attachment). Provide a monitoring plan that describes how the project will be monitored, identifies who will conduct the monitoring, and identifies total funding needed to carry out the monitoring.

25. Identify remedies for failure to comply with terms of the agreement. Check the appropriate box. Usually check “Unused funds will be returned to the RAC account”.

Worksheet 1: Project Cost Analysis Worksheet

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

Column B – Requested Title II Contribution. Identify all Title II funds requested for each cost item in Column B.

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

Column D – Total Available Funds. Column D is the sum of Columns A, B, and C.

- a. **Field Work & Site Surveys.** Identify the costs for all necessary Field Work and Site Surveys, including data collection.
- b. **NEPA/CEQA.** Identify the costs for completing NEPA and CEQA (if CEQA is required).
- c. **ESA Consultation.** Identify the costs for completing Section 7 Endangered Species Act Consultation.
- d. **Permit Acquisition.** Identify the costs for acquiring all required permits for project implementation.
- e. **Project Design & Engineering.** Identify the costs for Project Design and Engineering support.
- f. **Contract/Grant Preparation.** Identify the costs for developing necessary contracts for advertisement and award. If the Project Sponsor is a federal entity, then include costs for contracting officer support.
- g. **Contract/Grant Administration.** Identify the costs for administering all necessary contracts. Include costs for contracting officer's support. If the Project Sponsor is a federal entity, then include costs for contracting officer support.
- h. **Contract /Grant Cost.** Provide an estimate for the actual Contract Cost.
- i. **Salaries.** Provide an estimate for the actual Salaries.
- j. **Materials & Supplies.** Identify the costs associated with all Materials and Supplies necessary to complete the project.
- k. **Monitoring.** Identify the costs to complete the required Monitoring components outlined in the Monitoring Plan.

- l. **Other (specify).** Identify any other costs associated with the project and specify.
- m. **Project Sub-Total.** The sum of Cost Items a through k.
- n. **FS Indirect Costs.** Leave blank.
- o. **Total Cost Estimate.** The sum of Project Sub-Total

Status of Project Planning. Need to determine if any of these planning items are necessary and check yes or no on completion.

Item	YES	NO
NEPA Complete		
If NEPA not complete, give estimated date of completion		
NMFS Sec. 7 ESA Consultation Complete		
USFWS Sec. 7 ESA Consultation Complete		
Survey & Manage Complete		
RWRCB/CDFG Permits for In-stream Restoration Work Obtained		
RWRCB /COE 401/404 Fill/Removal Permit Obtained		
Cultural Resource Concurrence Received		
Project Design(s) Completed		