

Title II Project Submission Form Instructions

Secure Rural Schools and Community Self-Determination Act of 2000 as Amended by Public Law 115-141

Missoula Resource Advisory Committee - General Instructions

- A. The form is mostly self-explanatory. Much of the information requested on the form is required by P.L. 110-343 in Section 203 (b). Public law references are listed in the appropriate fields in the form. A copy of the law and other information about this program can be found at <http://fs.usda.gov/pts/>.
- B. Use as few abbreviations as possible and minimize the use of technical jargon that may not be widely understood. Remember that the people making decisions about these projects come from a wide variety of backgrounds.
- C. The only attachment to accompany the Project Submission Form is to be a project area map. Additional attachments are discouraged.
- D. To submit your project, if you are a non-Forest Service sponsor, please send the form electronically followed up with a hardcopy. Forest Service sponsors must submit the form electronically. The project submission form should be sent to:

Kate Jerman
Lolo National Forest
24 Fort Missoula Road
Missoula, MT 59802
[Email: katelyn.jerman@usda.gov](mailto:katelyn.jerman@usda.gov)
406-552-7944

- E. The submission form is due electronically no later than 1700 on August 1, 2020. Forms that are mailed through the post office must be postmarked no later than July 31, 2020.

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SPECIFIC INSTRUCTIONS

1. **Funding Fiscal Year.** Enter 2020/2021.
2. **Project Name.** Provide a Project Name that is short, yet descriptive.
3. **State/County.** Specify the county in which the project is located. If the project area encompasses more than one county, then list each county.
4. **Project Sponsor.** Identify the name of the entity, individual, or group proposing the project. If several collaborators are involved specify the primary *Project Sponsor* only (the person to be reached for further information if necessary) and provide a list of other collaborators in Block 10 – “Project Description.”
5. **Date.** Enter the Date of project submission. Use the following format: 04-13-2020.
6. **Sponsor’s Phone Number.** Enter the Project Sponsor’s daytime *Phone Number*.
7. **Sponsor’s E-mail.** Enter the Project Sponsor’s *E-mail address*. If none, enter N/A.
8. **Project Location (attach project area map).** Submit an appropriate *Project Area Map* along with the submission form. The following information should be contained on the map: project title; project boundary; stream names; road numbers; legal location; township, range, and section designations; scale bar; compass orientation; and legend. The map scale should be no larger than 2.64 inches/mile and no smaller than 1 inch/mile and must be no bigger than 8½ x 11.
 - 8a. **National Forest.** Identify the appropriate National Forest unit(s) (e.g., Lolo National Forest).
 - 8b. **Forest Service District.** Identify the appropriate Forest Service District(s). If the project occurs within two or more districts, then specify and denote the lead district with an asterisk (*), (e.g., Missoula or Seeley Lake Ranger District).
 - 8c. **Legal Location: Township, Range, and Section(s).** Specify the legal location of the project, including all townships, ranges, and sections where the project occurs.
9. **Statement of Project Goals and Objectives.** State the Project Goals and Objectives in a clear and succinct manner.
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.

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11. **Types of Land 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 what the project is.
14. **Identify What the Project will Accomplish.** Fill in the estimated project accomplishment measures that apply.
15. **Estimated Project Start Date.** Enter the estimated start date. Use the following format: 05-01-2021.
16. **Estimated Completion Date.** Enter the estimated completion date. Use the following format: 12-31-2022.
17. **How will cooperative relationships among people that use federal lands be improved? List known partnerships or collaborative opportunities.** Describe how the proposed project will improve cooperative relationships among people that use National Forest System lands. For example, will the project bring groups with differing views on natural resource management together in an effort to achieve outcomes pursuant to common interests?
18. **How is the project in the best public interest?** Provide a rationale for how the proposed project is in the public interest.
19. **How does project benefit federal lands/resources?** Answer this question only for those Title II projects where implementation is proposed on non-Forest Service or non-BLM lands. Title II projects to be implemented on state, county, or private lands must have a clear description of benefits for federal lands and/or resources. For example, a culvert replacement on non-federal lands may improve passage of bull trout migrating upstream to federal lands.
20. **What is the proposed method of accomplishment.** Choose the appropriate box that best reflects how the project will be accomplished.
21. **Will the Project generate merchantable materials?** Check “yes” or “no”.

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22. **Anticipated Project Costs**. Identify the anticipated project cost and how much money is being requested through Title II funding. For multi-year projects only list the amount being asked for in the current year.
23. **Identify Source(s) of Other Funding**. For all other sources of funding, please identify the source(s) of contribution and the amount(s) being contributed by source(s).
24. **Monitoring Plan**.
- a. **How will the positive or negative impacts of the project be identified and tracked?** Describe the specific evaluations to be made in order to determine positive or negative impacts from implementation of the project. Identify who will be responsible for completing this monitoring item. (max. 7 lines)
- b. **How will the project be evaluated to determine how well the proposed project contributes towards local employment and/or training opportunities, including summer youth jobs programs such as the Youth Conservation Corps?** Provide a plan for determining how well the proposed project contributes towards local employment and/or training opportunities. Identify who will be responsible for completing this monitoring item. (max. 7 lines)
- c. **If applicable, how will the project be evaluated to determine if the project improved the use of, or added value to, any products removed from the land?** Fill this out if you checked "yes" for Item 21 above. Identify who will be responsible for completing this monitoring item. (max. 7 lines)
- d. **Identify total funding needed to carry out specified monitoring tasks** (Item k., in Column D in Projects Costs table). Enter the estimated dollar amount and the sources for the funding.
25. **Identify remedies for failure to comply with the terms of the Agreement**. Check appropriate box.

Maps. Attach your map to the project proposal. Map should be no bigger than 8 1/2" by 11" size. Keep the electronic file size as small as possible without loss of detail. 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 (1:24,000) and no smaller than 1 inch/mile (1:63,360).