

**File Code:** 1350-2

**Date:** April 13, 2015

Dear Applicant,

Thank you for your application in the Missoula County Resource Advisory Committee (RAC) 2015 submission period for Title II funds.

Title II funds may be used to improve maintenance of existing infrastructure, implement stewardship objectives that enhance forest ecosystems, restore and improve land health and water quality, and other resource objectives consistent with the Secure Rural Schools Act where projects would benefit the resources on Federal land.

For more information about the Secure Rural School (SRS) Act, visit the SRS website at: [https://fsplaces.fs.fed.us/fsfiles/unit/wo/secure\\_rural\\_schools.nsf](https://fsplaces.fs.fed.us/fsfiles/unit/wo/secure_rural_schools.nsf)

In your application packet you will find:

- Proposal Submission Checklist
- Title II Project Submission Form
- Monitoring Plan Form
- Missoula RAC Review & Recommending Timeline

You are required to submit your proposal, monitoring plan, and checklist to our office by close of business **Friday, May 15, 2015**. Once your proposal has been submitted you will be contacted by one of my staff and offered the opportunity to present your project at the next RAC meeting scheduled for early June. If you are not able to attend the presentation meeting, I strongly encourage you to have a representative present to answer questions from Missoula RAC members.

If you have any questions regarding the application process, please contact my Administrative Assistant, Katrina Kreyenhagen at (406) 329-3844 or email her at [kmkreyenhagen@fs.fed.us](mailto:kmkreyenhagen@fs.fed.us).

Sincerely,

*/s/ Jennifer Hensiek*  
Jennifer Hensiek  
Designated Federal Official  
Missoula Ranger District



2008-2011 Secure Rural Schools  
Missoula County Resource Advisory Committee  
**ROUND II PROPOSAL SUBMISSION CHECKLIST**

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**SUBMISSION DEADLINE: FRIDAY, MAY 15, 2015 BY 4:30 P.M.**

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**PLEASE COMPLETE THE FOLLOWING:**

- Contact the associated Ranger District(s) regarding your proposed project.**  
You will be required to meet federal guidelines and National Environmental Policy Act (NEPA) requirements before your project can be implemented. Contact information is listed below.

Name of associated Ranger District(s): \_\_\_\_\_

Name of person(s) contacted: \_\_\_\_\_

**Lolo National Forest**

Missoula District Ranger: Jennifer Hensiek, 406-329-3948, [jhensiek@fs.fed.us](mailto:jhensiek@fs.fed.us)

Ninemile District Ranger: 406-626-5408

Seeley Lake District Ranger: Rachel Feigley, 406-677-3905, [rfeigley@fs.fed.us](mailto:rfeigley@fs.fed.us)

**Bitterroot National Forest**

Stevensville District Ranger: Dan Ritter 406-777-5461, [dritter@fs.fed.us](mailto:dritter@fs.fed.us)

**Flathead National Forest**

Swan Lake District Ranger: Richard Kehr 406-837-7501, [rkehr@fs.fed.us](mailto:rkehr@fs.fed.us)

Spotted Bear Ranger District: Deb Mucklow

406-387-3851 (winter) 406-758-6464 (summer), [dmucklow@fs.fed.us](mailto:dmucklow@fs.fed.us)

- Designate a Forest Service Project Coordinator. A District Ranger can help you with this step.**  
Your Project Coordinator will help coordinate contract and agreement requirements, ensure the project implementation meets Management Area direction for Forest Service lands, and monitor your project's progress and spending. For Agency projects, the Project Coordinator will build and monitor the Work plan.

Name of your Project Coordinator: \_\_\_\_\_

- Project Submission form (attached)**

- Monitoring Plan (attached)**

**Submit your checklist, proposal, and monitoring plan to:**

**Missoula Ranger District  
24 Fort Missoula Road  
Missoula, MT 59804  
Attn: Katrina Kreyenhagen  
or email to [kmkreyenhagen@fs.fed.us](mailto:kmkreyenhagen@fs.fed.us)**

**2008 - 2011 SECURE RURAL SCHOOLS  
PUBLIC LAW 110-343  
TITLE II PROJECT SUBMISSION FORM  
USDA FOREST SERVICE**

**Name of Resource Advisory Committee:**  
**Project Number** (Assigned by Designated Federal Official):  
**Funding Fiscal Year(s): 2014**

<b>2. Project Name:</b>	<b>3a. State:</b> <b>3b. County(s):</b>
<b>4. Project Submitted By:</b>	<b>5. Date:</b>
<b>6. Contact Phone Number:</b>	<b>7. Contact E-mail:</b>

<b>8. Project Location:</b>	
a. National Forest(s):	b. Forest Service District:
c. Location (Township-Range-Section)	

<b>9. Project Goals and Objectives:</b>
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<b>10. Project Description:</b>
a. Brief: ( <i>in one sentence</i> )
b. Detailed:

<b>11. Types of Lands Involved?</b>
State/Private/Other lands involved? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Land Status:</b>
If Yes, specify:

<b>12. How does the proposed project meet purposes of the Legislation?</b> (Check at least 1)
<input type="checkbox"/> Improves maintenance of existing infrastructure.
<input type="checkbox"/> Implements stewardship objectives that enhance forest ecosystems.
<input type="checkbox"/> Restores and improves land health.
<input type="checkbox"/> Restores water quality

**13. Project Type**

a. Check all that apply: (check at least 1)

<input type="checkbox"/> Road Maintenance	<input type="checkbox"/> Trail Maintenance
<input type="checkbox"/> Road Decommission/Obliteration	<input type="checkbox"/> Trail Obliteration
<input type="checkbox"/> Other Infrastructure Maintenance (specify):	
<input type="checkbox"/> Soil Productivity Improvement	<input type="checkbox"/> Forest Health Improvement
<input type="checkbox"/> Watershed Restoration & Maintenance	<input type="checkbox"/> Wildlife Habitat Restoration
<input type="checkbox"/> Fish Habitat Restoration	<input type="checkbox"/> Control of Noxious Weeds
<input type="checkbox"/> Reestablish Native Species	<input type="checkbox"/> Fuels Management/Fire Prevention
<input type="checkbox"/> Implement CWPP Project	<input type="checkbox"/> Other Project Type (specify):

b. Primary Purpose (select only 1):

**14. Identify What the Project Will Accomplish**

Miles of road maintained:

Miles of road decommissioned/obliterated:

Number of structures maintained/improved:

Acres of soil productivity improved:

Miles of stream/river restored/improved:

Miles of fish habitat restored/improved:

Acres of native species reestablished:

Acres of hazardous fuel treatment

Miles of trail maintained:

Miles of trail obliterated:

Acres of forest health improved (including fuels reduction):

Acres of rangeland improved:

Acres of wildlife habitat restored/improved:

Acres of noxious weeds controlled:

Timber volume generated (mbf):

Jobs generated in full time equivalents (FTE) to nearest tenth. One FTE is 52 forty hour weeks:

People reached (for environmental education projects/fire prevention):

Direct economic activity benefit:

Other:

<b>15. Estimated Project Start Date:</b>	<b>16. Estimated Project Completion Date:</b>
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**17. List known partnerships or collaborative opportunities.**

**18. Identify benefits to communities.**

**19. How does the project benefit federal lands/resources?**

<b>20. What is the Proposed Method(s) of Accomplishment?</b> (check at least 1)	
<input type="checkbox"/> Contract	<input type="checkbox"/> Federal Workforce
<input type="checkbox"/> County Workforce	<input type="checkbox"/> Volunteers
<input type="checkbox"/> Grant	<input type="checkbox"/> Agreement
<input type="checkbox"/> Americorps	<input type="checkbox"/> YCC/CCC Crews
<input type="checkbox"/> Job Corps	<input type="checkbox"/> Stewardship Contract
<input type="checkbox"/> Merchantable Timber Pilot	<input type="checkbox"/> Other (specify):

**21. Will the Project Generate Merchantable Timber?**  Yes  No

<b>22. Anticipated Project Costs</b>
a. Title II Funds Requested:
b. Is this a multi-year funding request? <input type="checkbox"/> Yes <input type="checkbox"/> No

**23. Identify Source(s) of Other Funding:**

**24. Monitoring Plan (provide as attachment)**

- a. Provide a plan that describes your process for tracking and explaining the effects of this project on your environmental and community goals outlined above.
- b. Identify who will conduct the monitoring:
- c. Identify total funding needed to carry out specified monitoring tasks (Worksheet 1, Item k):

**25. Identify remedies for failure to comply with the terms of the agreement.**

If project cannot be completed under the terms of this agreement:

- Unused funds will be returned to the RAC account.
- Other, please explain:

**Project Recommended By:**

*/s/ (INSERT Signature)*  
**Chairperson**

Resource Advisory Committee

**Project Approved By:**

*/s/ (INSERT Signature)*  
**Forest Supervisor**

National Forest

# Project Cost Analysis Worksheet

## Worksheet 1

Please submit this worksheet with your proposal

Item	Column A Fed. Agency Appropriated Contribution	Column B Requested Title II Contribution	Column C Other Contributions	Column D Total Available Funds
a. Field Work & Site Surveys				
b. NEPA/CEQA				
c. ESA Consultation				
d. Permit Acquisition				
e. Project Design & Engineering				
f. Contract/Grant Preparation				
g. Contract/Grant Administration				
h. Contract/Grant Cost				
i. Salaries				
j. Materials & Supplies				
k. Monitoring				
l. Other				
1.				
2, Partner Indirect Cost				
m. Project Sub-Total				
n. FS Indirect Costs				
<b>Total Cost Estimate</b>				

### NOTES:

- a. Pre-NEPA Costs
- g. Includes Contracting/Grant Officer Representative (COR) costs. Excludes Contracting/Grant Officer costs.
- i. Cost of implementing project
- l. Examples include overhead charges from other partners, vehicles, equipment rentals, travel, etc.
- n. Forest Service indirect costs, including contracting/grant officer costs if needed.



2008-2011 Secure Rural School  
 Missoula County Resource Advisory Committee  
**REVIEW & RECOMMENDING TIMELINE**

**2015 IMPLEMENTATION SCHEDULE**

EVENT	DATE	ACTION
Accepting Proposals	April 15, 2015	Missoula RAC will begin accepting project proposal submissions. Packets will be available at the Missoula Ranger District Information Desk and online.
Proposals Due	May 15, 2015	Proposals must be emailed to <a href="mailto:kmkreyenhagen@fs.fed.us">kmkreyenhagen@fs.fed.us</a> or delivered to: Missoula Ranger District 24 Fort Missoula Road Missoula, MT 59804 Attn: Katrina Kreyenhagen
RAC Meeting – Reviewing	June 8-12, 2015 Meeting date TBD	Representatives will have the opportunity to present their projects to the Missoula RAC Committee. To schedule your presentation contact: Katrina Kreyenhagen at 406-329-3844.
RAC Meeting – Recommending	June 22-26, 2015 Meeting date TBD	RAC Members will discuss and recommend proposals for approval.
Project Approval	July 1-31, 2015	The Forest Supervisor must review and approve all proposals recommended by the RAC. Once proposals have been approved, successful applicants will be notified and instructions on how to proceed will be provided.  <b>Note: Projects are NOT authorized until they are approved by the Lolo Forest Supervisor.</b>
Project Implementation	Summer 2015/2016	Approved project funds must be obligated or spent by September 30, 2015.