



Secure Rural Schools

USER GUIDE FOR EXTERNAL SITE USERS

VERSION 1.0

PREPARED BY



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1 SECURE RURAL SCHOOLS OVERVIEW

The Secure Rural schools (SRS) sites provide a secure, web-based application for the management of the SRS Title II allocation projects. It provides the capability to submit projects as well track submitted projects to closure along with other functional areas related to Resource Advisory Committees (RACs) to support this feature. The SRS application will be accessible to external users ie general public who would like submit a project request through the site.

1.1 HOME PAGE

The external users - identified as guest users in the system are able to do the following in the sites:

- Create a Project
- View Project details
- View RAC details
- View Meeting details
- View RAC member details

The external users will be able to access to the following address: <http://www.fs.usda.gov/pts/>. Four new links would be added under the secure rural schools section for the functions listed above.

The screenshot shows the website's layout. On the left is a sidebar with a search bar and navigation links. The main content area features a large heading for the 'Secure Rural Schools and Community Self-Determination Act' with an update date of January 2015. Below this is a detailed paragraph about the program's expiration and reauthorization. A 'Quick Links' box on the right contains four links: 'Text of Secure Rural Schools Act, PL 112-141', 'Text of Secure Rural Schools Act, PL 110-343', '2013 to 2014 Timeline for reauthorized Act Dec 2, 2013', and 'Annual payment information Elections and Allocations Guidelines'. A blue arrow points from this box to a note: 'FS needs to decide if these quick links will remain in all the pages.'

Figure 1.1.1. External User Logon Screen

1.2 CREATE NEW PROJECT

Fig 1.2.1 Create a new project page

On Selecting the create project option under the secure rural schools sections, a create new project page will be displayed where the required fields are to be filled along with as much details that can be provided for the project.

Fields indicated by a red bar are required fields to create a new project, here the project name is the required field that is mandatory to complete the project form.

- Funding Fiscal year- A dropdown list where the required funding fiscal year should be filled in.
- State- State name to be filled in.
- County- County name to be filled in.
- Project status- Default status assigned would be “proposed”, on creation of a project and can have the status based on the workflow for the particular project: Draft, Recommended/ Not Recommended, Approved, completed and this field will be a view only field to the public.
- Project Type- is a multiple selection list indicating the type of project and the appropriate options are to be selected.
- Project submitted by- Name of the person submitting the project.

- Project Approved by- Name of the FS user who approved this project.
- Recommended by- Name of the person who recommended the project.

**2008 - 2013 SECURE RURAL SCHOOLS
 PUBLIC LAW 112-141
 TITLE II PROJECT SUBMISSION FORM
 USDA FOREST SERVICE
 RESOURCE ADVISORY COMMITTEE:
 DESCHUTES & OCHOCO**

NEW PROJECT

2. Project Name: 3a. State:

4. Project Submitted by: 3b. County:

6. Contact Phone: 6. Date: 2/9/2015 [202015]

7. Contact E-Mail:

8. Project Location

a. National Forest:

b. Forest Service District:

c. Location (Township-Range-Section):

9. Project Goals and Objectives:

10. Project Description

a. Brief (in one sentence):

b. Detailed:

11. State/Private/Other lands involved? Land Status:

If Yes, specify:

12. How does the proposed project meet purposes of the Legislation? (check at least 1)

Available	Chosen
Improves maintenance of existing infrast	
Implements stewardship objectives that e	
Restores and improves land health	
Restores water quality	

13. Project Type (if you edit and delete a project type, please be sure to zero out the accomplishment in block 14 for that item first)

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

Available	Chosen
Road Maintenance	
Road Decommission/Obliteration	
Trail Maintenance	
Trail Obliteration	

b. Primary Purpose: (select only 1) Describe other project type:

Fig 1.2.4 Project Costs fields

- National Forest- You will need to click magnifying glass icon  to search for and select the appropriate forest based on the RAC chosen.
- Township-Range-Section- The details of the location of project needs to be filled in.
- Forest Service District- The forest service district needs to be specified.
- Land status- The dropdown option needs indicates the status of the land.
- Goals and Description – This section allows you to enter the project’s goal and objectives related information, brief description, detailed description, primary purpose.
- Primary purpose- The purpose of the project to be implemented in the field.
- Project Location – This section allows you to enter details about the location of the project.

14. Identify what the project will accomplish

#	Quantity	Accomplishment
1	<input type="text"/>	--None--
2	<input type="text"/>	--None--
3	<input type="text"/>	--None--

[Add one more Accomplishment section](#)

15. Estimated Project Start Date: 16. Estimated Project Completion Date:

17. List known partnerships or collaborative opportunities:

18. Identify benefits to communities (max 12 lines):

19. How does this project benefit federal lands/resources? (max 12 lines):

20. What is the proposed method(s) of accomplishment? (check at least 1)

Available	Chosen
Americorps	
VCC/CCC Crews	
Contract	
Federal Workforce	

21. Will this project generate merchantable timber?

22. Anticipated Project Costs

a. Please fill out a project cost form for each fiscal year the project will be funded.

b. Is this a multi-year funding request?

Fig 1.2.3 Project accomplishment fields

Estimated start and end dates – of the project to be filled in.

- Identify what the project will accomplish- option suitable for the project should be selected. Multiple accomplishment records can be added for a project.
- List known partnership or collaborative opportunities- Text boxes with options to add attachments/links.
- Identify benefit to communities- Text boxes with options to add attachments/links.
- How does this project benefit federal/land resources - Text boxes with options to add attachments/links.
- Proposed method of accomplishment- Choose one/multiple options from the dropdown

Project Costs:

Item	Column A Fed. Agency Appropriated Contribution	Column B Requested Title II Contribution	Column C Other Contributions	Column D Total Available Funds
Field Work & Site Surveys				
NEPA/CEQA				
ESA Consultation				
Permit Acquisition				
Project Design & Engineering				
Contract/Grant Preparation				
Contract/Grant Administration				
Contract/Grant Cost				
Salaries				
Materials & Supplies				
Monitoring				
Other				
Other				
Other				
Project Sub-Total				
FS Indirect Costs				
Total Cost Estimate				

Notes:
 Field Work & Site Survey reflects Pre-NEPA Costs
 Contract/Grant Administration includes Contracting Officer Representative (COR) cost. Excludes Contracting Officer costs.
 Salaries - Cost of implementing project.
 Examples for "Other" include equipment rentals, travel, etc.
 FS indirect costs including contracting/grant officer costs if needed.

23. Source of other contributions:

Fig 1.2.4 Project Costs fields

- Project Costs- The amount should be filled in the required project cost options under the appropriate column.

24. Monitoring Plan

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 (Item K in Project Costs Table).

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

Monitoring Plan:

b. Identify who will conduct the monitoring: MONITORING_WHO

c. Identify total funding needed to carry out specified monitoring tasks.

Monitoring Costs:

Identify remedies for failure to comply with terms of the agreement.
 If project cannot be completed under the terms of this agreement: MONITORING_NOT_COMPLETE
 If other is selected, explain:

Monitoring Remedies:

Submit Project:

Fig 1.2.5 Monitoring Plan fields

- Monitoring Plan- Text boxes with options to add attachments/links, where details related to monitoring plans need to filled out.
- Monitoring costs- Estimated monitoring costs, need to be filled in.
- Monitoring Remedies- Text boxes with options to add attachments/links, where details related to monitoring remedies need to filled out if required.

1.4 RACS

RESOURCE ADVISORY COMMITTEES

Search filters:

Search RAC by Name: Search by Region: -- All -- Search by State: -- All --

Search

Resource Advisory Committees:

RAC name	Region	State	County	Lead forest
Deschutes & Ochoco				
Francis Marion-Sumter				
Fresno County				
My Test RAC				
RAC Account Name	Northern Region	Alabama	Test County	
RAC TEST 2	Northern Region	Arizona,Wyoming		
Upper Rio Grande				
Virginia	Southern Region	Virginia		Virginia - Alleghany, Virginia - Amherst, Virginia - Bath, Virginia - Rockbridge, Virginia - Smyth, Virginia - Wythe, Virginia - Page
Wanapel/Petersburg				

Click on a RAC to View more details

Quick Links

- Text of Secure Rural Schools Act, PL 112-141
- Text of Secure Rural Schools Act, PL 110-343
- 2013 to 2014 Timeline for reauthorized Act Dec 2, 2013

Related Links

- Annual payment information
- Elections and Allocations Guidelines

FS needs to decide if these quick links will remain in all the pages.

Figure 1.4.1. View RACS

On selecting the RACS option under the secure rural schools sections, the Resource Advisory Committee page will be displayed where the list of RACS along with their respective Region, State, County & Lead Forest is listed.

At the top of the page, we have three filter options available:

- **Search RAC by Name:**
A RAC name should be keyed in the search field to display the specific RAC details that a user is looking for.
- **Search by Region:**
A specific region can be selected from the dropdown list and the list of RACs belonging to that Region will be displayed.
- **Search by state :**
A specific State can be selected from the dropdown list and the list of RACs belonging to that State will be displayed.

Navigation options are available in the bottom of the page to move to the previous or next page.

1.5 RAC DETAILS

The screenshot displays the USDA Forest Service Secure Rural Schools website. The header includes the USDA logo and the text 'United States Department of Agriculture Forest Service' and 'Secure Rural Schools'. A navigation bar at the top right contains 'Forest Service Home', 'About the Agency', and 'Contact the National Office'. On the left, a search bar and a navigation menu are visible. The main content area is titled 'RESOURCE ADVISORY COMMITTEE' and is divided into four sections: 'RAC Details', 'Project List', 'Meetings List', and 'RAC Members'. The 'Project List' section contains a table with columns for Project Name, RAC, STATE, COUNTY, National Forest, and Project Status. The 'Meetings List' section contains a table with columns for Meeting ID, Start Date, Time Start, LOCATION, and Agenda. A callout box on the right side of the page, titled 'Quick Links' and 'Related Links', contains several links and a large downward-pointing arrow. Below the arrow, a note states: 'FS needs to decide if these quick links will remain in all the pages.'

Figure 1.5.1 RAC Details

On selecting a specific RAC under the list of the RACs displayed, we navigate to the specific RAC details page.

The first section of the page displays the region, county, state, Lead forest and Forest information for the RAC. Below the RAC details, three sections are displayed:

- **RAC Projects:**
The list of projects associated with the specific RAC is displayed. On selecting a particular project listed, specific project details can be viewed.
- **RAC Meetings:**
The list of meetings associated with the specific RAC is displayed. On selecting a particular meeting listed, specific project details can be viewed.
- **RAC Members:**
The list of members associated with the specific RAC is displayed. On selecting a particular member listed, specific member details can be viewed.

1.6 RAC MEETINGS

USDA United States Department of Agriculture Forest Service Secure Rural Schools

Forest Service Home About the Agency Contact the National Office

Search

Site Map

Secure Rural Schools

- >Create Project
- >View Projects
- >RACS
- >Forest service Regions

Home

- Secure Payments
- Special Projects
- County Funds
- Miscellaneous Provisions
- More Information

Contact Information

U.S. Forest Service
1400 Independence Ave.,
SW
Washington, D.C.
20250-0003
(800) 832-1355
Contact the
Web Manager

RESOURCE ADVISORY COMMITTEE MEETING

Meeting Info:

Meeting Date:	Location:
Time Start:	Time End:
Agenda (plain):	Project Vote?

Meeting Contact:

Designated Federal Official:	Role:
Phone:	Email:

Meeting Documents:

Quick Links

- Text of Secure Rural Schools Act, PL 112-141
- Text of Secure Rural Schools Act, PL 110-343
- 2013 to 2014 Timeline for reauthorized Act Dec 2, 2013

Related Links

- Annual payment information Elections and Allocations Guidelines

FS needs to decide if these quick links will remain in all the pages.

Figure 1.6.1 RAC Meetings

On selecting a specific Meeting under the list of meetings for a RAC displayed, we navigate to the specific Meeting details page.

Three sections are displayed:

- **Meeting Info:**
The meeting date, Location, start & end time, agenda details are displayed.
- **Meeting Contact:**
Names of the DFO, Phone and Email are displayed.
- **Meeting Document:**
Any documents related to the meeting are displayed as attachments.

1.7 PROJECT DETAILS

2008 - 2013 SECURE RURAL SCHOOLS
PUBLIC LAW 112-141
TITLE II PROJECT SUBMISSION FORM
USDA FOREST SERVICE

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

SRS PROJECT

2. Project Name: Test Project TB

3a. State:
3b. County:
3c. Date: 1/29/2015

4. Project Submitted by:
5. Contact Name:
6. Contact Phone:
7. Contact E-mail:

8. Project Location

a. National Forest
b. Forest Service District:

9. Location (Township, Range, Section):
a. Proposed Goals and Objectives:

10. Project Description

a. Brief (in one sentence):
b. Details:

11. State/Private/Other lands involved? Land Status:
If Yes, specify:

12. How does the proposed project meet purposes of the Legislation? (check at least 1)

13. Project Type *if you edit and delete a project type, please be sure to zero out the accomplishment in book 14 for that item first*

a. Check all that apply: (check at least 1)
b. Primary Purpose: (check only 1) Describe other project type:

14. Project's Accomplishments
#Quantity Accomplishment

15. Estimated Project Start Date:
16. Estimated Project Completion Date:

17. List known partnerships or collaborative opportunities:

18. Identify benefits to communities (max 12 lines):

Quick Links

- Text of Secure Rural Schools Act, PL 112-141
- Text of Secure Rural Schools Act, PL 110-343
- 2013 to 2014 Timeline for reauthorized Act Dec 2, 2013

Related Links

- Annual payment information
- Elections and Allocations Guidelines

US needs to decide if these quick links will remain in all the pages.

Figure 1.7.1 Project Details

On selecting a specific project under the list of projects for a RAC displayed, we navigate to the specific project details page. The project details including the project accomplishments, project costs, and monitoring plan section information can be viewed.

Project Status: Proposed

Project Recommended by:

- The project status and project recommended by details will be displayed in the last section, towards the bottom of the page.
- The status of a project will be always be proposed on submitting and fill flow through the different statuses such as Recommended for funding, not recommended for funding, approved & completed depending on the workflow the request goes through.
- The project status will be a view only field in the external site and will not be editable.

1.8 FOREST SERVICE REGIONS

The screenshot shows the USDA Forest Service Secure Rural Schools website. The main content area features a map titled "US Forest Service Regions" with the instruction "Click on a region to view its RACs". A list of regions is provided: Alaska, Eastern, Intermountain, Northern, Pacific Northwest, Pacific Southwest, Rocky Mountain, Southern, and Southwestern. A blue arrow points from the "Forest service Regions" menu item to the map. To the right, a "Quick Links" box contains links to the Text of Secure Rural Schools Act (PL 112-141 and PL 110-343) and the 2013 to 2014 Timeline for reauthorized Act Dec 2, 2013. A blue arrow points from the "Quick Links" box to the text "needs to decide if these quick links I remain in all the pages." Below the map, a blue arrow points to the text "Click on a specific region to view the detailed map".

Figure 1.8.1 Forest Service

The screenshot shows a detailed region map for the Tongass National Forest. The map is titled "Tongass National Forest Secure Rural Schools Resource Advisory Committees (RACs)" and displays various RACs. A legend for the Southeast Alaska RAC is provided, listing: Lynn Canal-by Strait, Jameson Borough, Petersburg-Wrangell, Yakutat, Prince of Wales, and Sitka. Another legend for the Chugach Secure Rural School Resource Advisory Committee (RAC) is also shown, listing: National Forest Boundary, Ketchikan Peninsula Borough RAC, and Prince William Sound RAC. A blue arrow points from the "Forest service Regions" menu item to the map. To the right, a "Quick Links" box contains links to the Text of Secure Rural Schools Act (PL 112-141 and PL 110-343) and the 2013 to 2014 Timeline for reauthorized Act Dec 2, 2013. A blue arrow points from the "Quick Links" box to the text "FS needs to decide if these quick links will remain in all the pages." Below the map, a blue arrow points to the text "When we click on a specific region we come to the detailed region map. Alaskan region, is illustrated as an example here."

Figure 1.8.2 Region map