

STEP 2-APPLICATION PROCESS AND INSTRUCTIONS

General Instructions:

Before starting the application process, please contact the District Ranger to discuss your proposal. For projects on the Sierra National Forest in Fresno County, contact Ray Porter at (559)855-5355. For projects on the Sequoia National Forest, contact John Exline at (559)-338-2251.

Per Forest Supervisor direction, each project submitted must identify funds for monitoring. Please work with the District Ranger to determine if agency funds are available or if Title II or other contribution funds will be required. In your Monitoring Plan please discuss how the monitoring will be accomplished and funded. Also, monitoring funds must be displayed on the Project Cost Analysis Worksheet.

Each proposal must have a well defined Project Work Plan. Describe “how” the work will be accomplished with an itemized work plan that identifies significant milestones, timeframes, responsible parties, etc. The work plan should tie to the Objectives identified in the Specific Instructions #9. Ideally, the work plan should be laid out objective, milestone (activity), start/completion date and who is responsible. A well-developed work plan is critical.

Applicants need to use the provided application form. Any proposal that does not use this form or exceeds six pages (excluding worksheets and attachments) will not be considered. All type must be 12 point.

One copy of the project proposal form and any attachments need to be received by close of business (4:30 pm) December 31, 2009. An electronic copy is preferred and should be emailed to rekman@fs.fed.us. Hard copy applications can be sent to:

Sierra National Forest
Attn: Robbin Ekman
29688 Auberry Road
Prather, CA 93651

Please see specific instructions below for completing the application form:

1. **Project Name.** Provide a *Project Name* that is short, yet descriptive.
2. **County.** Specify the *County* in which the project is located. If the project area encompasses more than one county, then specify.
3. **Project Number.** Leave blank.
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: 05-17-2009.

6. **Sponsor’s Phone Number.** Enter the *Project Sponsor’s* daytime *Phone Number*.

7. **Sponsor’s E-mail & hard copy mail address.** Enter the *Project Sponsor’s E-mail and hardcopy mailing address*. Indicate if no email is available.

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.

8a. **National Forest.** Identify the appropriate *National Forest* unit (e.g., Sierra or Sequoia National Forest)

8b. **Forest Service District.** Identify the appropriate *Forest Service District*. (If it is on the Sequoia National Forest use Hume Lake Ranger District. On the Sierra National Forest use High Sierra Ranger District)

8c. **State/Private/Other Lands Involved?** Specify non-federal lands included within the project area boundaries.

8d. **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 Justification, Goals and Objectives.** State the *Project Justification, Goals and Objectives* in a clear, measurable, succinct manner.

10. **Project Description.** *State exactly, and very briefly, “what” you are going to do. Specific project outcomes should be easily identifiable.* Do not reiterate other descriptive details provided elsewhere in the application but be sure to highlight any unique aspects or special circumstances. Use this space to show work that may have been accomplished to date.

11. **Coordination of Project with Other Related Project(s) on Adjacent Lands?**

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?

12. **How Does Proposed Project Meet Purposes of the Legislation?** Check each box that is applicable.

13. **Project Type.** Check each box that is applicable *Project Type*. If none apply, then check the box entitled “Other Project Type” and specify.

14. Measure of Project Accomplishments/Expected Outcomes. Fill in the estimated project accomplishment measures that apply. If certain measures do not apply, then leave them blank. Descriptions of some measures follow, as most are self-explanatory.

No. Laborer Days. Estimate the *Number of Laborer Days* required for implementing the project (i.e., contractor laborer days, volunteer laborer days, federal workforce laborer days, etc.). 1 laborer day = 8 hours of work time. For example, one person working 16 hours equals 2 laborer days and two people working 8 hours each also equals 2 laborer days.

Est. the Timber Volume Produced. Enter the *Estimated Timber Volume to be produced* (saw log volume in cubic feet and/or biomass in bone dry tons).

Est. the Value of Economic Activity. Enter the *Estimated Value (\$) of Economic Activity* that results from the project. Use direct vs indirect benefits.

Other (specify). Identify *Other* measure of proposed project accomplishments or expected outcomes if the other categories are inadequate for an accurate description. Make sure to specify the units of measure.

15. Estimated Start Date. Enter the *Estimated Start Date* (Example: 02-31-2009).

16. Estimated Completion Date. Enter Estimated Completion Date (Example: 12-31-2009).

17. How Will Cooperative Relationships Among People That Use Federal Lands Be Improved? Describe how the proposed project will improve cooperative relationships among people that use public (federal) 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 best public interest. For example, how does this provide local jobs, how does this create an atmosphere of stewardship? Why does the community need this project?

19. How does project benefit federal lands/resources? 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 for fish migrating upstream to federal lands. If project is on federal land please respond with “n/a.”

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 such as biomass or saw timber using separate contracts.

22. Anticipated Project Costs.

a. **Total Title II Funds Requested.** Identify the total amount of Title II funds requested. This amount will equal that identified for the Total Cost Estimate (Item 37) in *Column B* of Table 1.

b. **2009 Request.** Identify total Title II funds requested in 2009 (for the period from project award (XX/XX/09 through 12/31/2009).

c. **2010 Request.** Identify total Title II funds requested in 2010 (for the period from 01/03/2010 through 12/31/2010).

23. **Identify Source(s) of Other Funding for Project Identified Above.** For all other contributions identified in Worksheet 2, *Column C*, identify the source(s) of contribution and the amount(s) being contributed by the source(s). (max. 7 lines)

24. **Monitoring Plan.**

a (1). **What measures or evaluations will be made to determine how well the proposed project meets the desired ecological conditions?** Describe the specific evaluations to be made in order to determine how well the proposed project meets its stated goals and objectives, particularly in regard to the desired ecological conditions. Identify who will be responsible for completing this monitoring item. (max. 7 lines)

b (2). **How will the project be evaluated to determine how well the proposed project contributes to local employment and/or training opportunities, including summer youth job programs?** Describe the specific evaluations to be made to determine how the project contributes to local employment and/or training opportunities. Identify who will be responsible for completing this monitoring item. (max. 7 lines)

c (3). **What methods and measures of evaluation will be used to determine how well the proposed project improves the use of, or added value to, any products removed from National Forest System lands consistent with the purposes of the Act?** Describe the specific evaluations to be made in order to determine how the project improves the use of or added value to and products removed from National Forest System lands. Identify who will be responsible for completing this monitoring item. (max. 7 lines)

d **Funding needed to accomplish monitoring** (Worksheet 1, Item k)

25. **Failure to comply with terms of the Agreement.** What is in place to ensure that this project will be completed? What happens if it is not? What ensures that project coordinators (you) will do what they say they are going to do? Please illustrate your qualifications and experience with similar types of projects.