

# Southwest Idaho Resource Advisory Committee Process for 2014

**1. Proponent** – Get project proposal form Southwest Idaho RAC website at: [www.idahorac.org](http://www.idahorac.org)

**2. Proponent** - Contact a Forest Service Employee and ask if he/she will be your Forest Service Point of Contact.

**3. Proponent** - Complete a project proposal form.

**4. Proponent** - Obtain a letter of approval from your County Commissioners.

**5. Proponent** - Submit a hard copy package of the application to the DFO prior to the due date listed here.

**6. DUE DATE: WHAT IS DUE?**  
**MARCH 14<sup>th</sup>** 2014 Project Proposal with letter(s) of County Support

**7. DFO** - assigns all proposals a project number, and develops the meeting agenda.

**8. DFO** - distributes either hard or electronic copies of the proposals to the RAC committee members.

**9. The RAC Committee –**

**MEETING:** **TOPIC**  
**April 4<sup>th</sup>** **Review of all 2014 proposals** – RAC approves, disapproves, seeks clarification of proposal, or requests a presentation – *DFO will notify proponent if presentation requested & provide scheduled time*  
***NOTE: Project could be approved/disapproved at this meeting without a presentation based on RAC criteria***

**10. Proponent** – if presentation requested:  
**MEETING:** **TOPIC**  
**April 17<sup>th</sup>** If possible, bring your Forest Service contact with you. **20 minutes for presentation/questions**

**11. DFO** - If approved creates and routes the RAC Agreement & approval form to the Forest Supervisor(s) for signature.

**12. The Forest Supervisor(s)** - approve or disapprove the project.

**13. DFO** - If approved sends the package to the Payette National Forest's Budget Analyst.

**14. Budget Analyst** -requests a job code for the project and establishes a file.

**15. Budget Analyst** - After the job code is received, notifies the DFO and if funds are to go to an external partner routes the package to the Agreement Specialist.

**16. DFO** - contacts the Forest Service point of contact and informs them of their Roles & Responsibilities towards the project.

**IF - Work Performed by Forest Service**

**THEN - Forest Service Contact** (assisted by **Budget Analyst**) –responsible to monitor and ensure proper charges, not overspent, and funds are used in a timely manner by the end of the fiscal year. Use for: fleet, contracts, salary, supplies and travel.

**IF -Work Performed outside of the Forest Service**

**THEN - A. Forest Service Contact** - works with Agreement Specialist to establish the Forest Service Agreement, the funding document

**B. Agreement Specialist**- Process the Forest Service Agreement with the outside entity and for the correct duration of time.

**C. Forest Service Contact** – works with Agreement Specialist to process payments, notifies the Agreement Specialist at or near the end of project completion for closeout.