Title II Project Submission Form Instructions

SECURE RURAL SCHOOLS AND COMMUNITY SELF-DETERMINATION ACT OF 2000
PUBLIC LAW 110-343

DE SOTO 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://www.fs.fed.us/srs/.

B. Use as few abbreviations as possible and minimize the use of technical information that may not be widely understood. Remember that the people making decisions about these projects come from a wide variety of backgrounds.

C. Attach a project location map and detailed cost worksheet to the Application (see specific instructions under the Project Location (Item 14) and Budget Information (Item 24) sections. Additional attachments are discouraged and will not be copied for evaluation purposes.

D. To submit your project, if you are a non-Forest Service sponsor, please send the form electronically followed up by a hardcopy. Forest Service sponsors must submit the form electronically. The project submission form should be sent to:

    Edward Hunter
    De Soto National Forest
    968 Highway 15 South
    Laurel, MS 39443
    Email: ehunter@fs.fed.us
    601-428-0594

E. The submission form is due electronically no later than 4:00 p.m. May 31, 2011. Mailed hardcopy forms must be postmarked no later than May 31, 2011.

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SPECIFIC INSTRUCTIONS

Project Number. Leave Blank.

1. **Funding Fiscal Year**. Check the year(s) you are requesting funding for. Check both 2011 and 2012 if you are requesting funds each year. This will correspond with the "Fiscal Year funding" table in Item 24.

2. **Project Name**. Provide a Project Name that is short, yet descriptive.

3. **County(s).** Specify the county(s) 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 15 – "Project Description."

5. **Date**. Enter the Date of project submission. Use the following format: 06-25-2001.

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. **Sponsor's Mailing Address.** Enter Primary sponsor's address.

9. **Forest Service Person Familiar With Project:** Identify the Forest Service individual(s) that are familiar with the project. In developing the project you are encouraged to contact ranger district and/or partnership personnel at the De Soto National Forest.

10. **Title II Funds Requested:** Enter the amount of Title II project funds you are requesting. This will be the figure on Line p, Column 1 from the Budget Summary table (Item 24).

11. **Partner Contributions:** Enter contributions to the project other than from the Title II Funds being requested. This will be the sum of Line p, Columns 2-4 from the Budget Summary table (Item 24).

12. **Total Project Costs:** The total cost for the project is displayed on Line p, Columns 1-4 from the Budget Summary table (Item 24).

13. **Project Start and End Date:** Enter the dates the project will begin and end for the work described in the Project Description (Item 15).

14. **Project Location:** 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. Indicate the landowner if the project will occur on private land.

15. **Project Description:** Describe the project in detail. Do not reiterate other descriptive details provided elsewhere in the project submission form. Be sure to highlight any unique aspects or special circumstances. This section will form the basis for understanding the project.

16. **Project Goals and Objectives**. State the Project Goals and Objectives in a clear, succinct manner. Describe what will be accomplished. This section will form the basis for understanding how the project meets the intent of the legislation (Item 18).

17. **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?

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

19. **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.

20. **Measure of Project Accomplishments/Expected Outcomes**. Fill in the estimated project accomplishment measures that apply in a-f. If certain measures do not apply, then leave them blank.

    a. **Total Acres**. Estimate the total acres improved or benefited within the project area.

    b. **Total Miles**. Estimate the total miles of road, trail, stream, etc. to be treated.

    c. **No. Structures**. Estimate the total number of structures to be maintained or reconstructed.

    d. **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.

e. **Estimated People Reached**. Enter the *Estimated Number of People to be Reached* through environmental education programs, signs, brochures, etc.

f. **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.

21. **Will the Project Generate Merchantable Materials**? Check "yes" or "no."

22. **Proposed Method(s) of Accomplishment**. Check the method(s) of accomplishment that apply and/or specify "other" and describe.

23. **Previous Title II Funding.** Identify previous funding your project has received.

24. **Budget Summary.** Complete the Budget Summary Table after determining detailed project costs. **Include a detailed cost worksheet that displays a breakout of specific costs for the project**. Use the attached cost worksheet or one of your choosing as long as specific details are included.

Budget Summary Table – Display project costs by Budget Categories in the columns provided. Each source (agency or organization) of project contributions should be listed in a column under Other Contributions. For instance the project applicant's contributions should be noted in Column 2. Forest Service support must be identified in either the Title II funds Requested column (1) or in one of the Other Contributions columns (2-4). **The costs displayed in this table must be supported a detailed cost worksheet.** Use the attached cost worksheet or one of your choosing as long at specific details are included. Indicate whether the contributions are Cash-C or In-Kind=IK.

Budget Categories – Display by budget category project costs. This will be a summary of your detailed cost worksheet.

a. Personnel – Display the personnel costs not reflected in other budget categories. For personnel costs in any of the budget categories, display the staff's role, their hourly rate and number of hours contributed to the project. Most projects at a minimum will have a project coordinator.

b. Fringe benefits – Display the benefits (ie. workman's compensation, health benefits, etc.) for paid personnel associated with the project. In the attached cost worksheet display the staff role, hourly rate and number of contributed hours.

c. Travel – Display the travel costs associated with the project. Break out cost for items such as vehicle rates, mileage, lodging and meals in your cost worksheet.

d. Equipment – Display any equipment costs associated with the project. Display rates and the number of hours for each piece of equipment in your attached cost worksheet.

e. SEPA, NEPA & Sec. 7 ESA Consultation - Display the costs for completing, SEPA, NEPA and Section 7 ESA Consultation. If you have questions about whether this item might fit your project, please contact Forest Service personnel.

f. Permit Acquisition - Display the costs for acquiring all required project implementation permits. Breakout each permit cost in your cost worksheet that you attach.

g. Materials & Supplies - Display the costs associated with all Materials and Supplies necessary to complete the project. In your attached cost worksheet list the materials and supplies.

h. Project Design & Engineering - Display the costs for *Project Design and Engineering* support.

i. Contractual - Display the costs for developing necessary contracts for advertisement and award. If the Project Sponsor is a federal entity, then include costs for contracting officer support.

j. Monitoring - Display the costs to complete the required *Monitoring* components outlined in the Monitoring Plan, below, for Item 9.

k.- n. Other (specify) – Use these four lines to display the costs for budget categories not covered in a - j. Your attached cost worksheet should clearly display the specific costs for these categories.

o. Indirect costs (applicant/partner) - Display the indirect cost (overhead) rate for the organization contributing to the project.

p. Total – Display the total contribution from each source or contributor for Columns 1-4. The total cost for the project should be displayed on this line in Column 5.

Title II Funds Requested (Column 1) – Identify all Title II funds requested for each of the Budget Categories. Do not show the Forest Service overhead here.

Other Contributions (Columns 2-4) – Identify all contributions to the project by contributor by Budget Category. Display the contributor at the top of the Columns 2-4. Please attach additional sheets if more room is needed for contributors.

Total Costs (Column 5) – Display project costs by Budget Category. Column 5 is the sum of Columns 1-4 for each of the Budget Category lines.

Fiscal Year funding. Put the amount from Column 1 p., that you are requesting in each fiscal year.

Example 1: If Column 1 p. equals $80,000 and you want a portion of the money both years.

p. FY2011	$40,000	FY2012	$40,000

Example 2: If Column 1 p. equals $80,000 and you are requesting this amount for both years.

p. FY2011	$80,000	FY2012	$80,000

Example 3: If Column 1 p. equals $15,000 and you prefer to get the project funded in 2009.

p. FY2011	$15,000	FY2012	$0

Example 4: If Column 1 p. equals $15,000 and you prefer to get the project funded in 2010.

p. FY2011	$0	FY2012	$15,000

25. **Project Work Form** - List the task, time frame, and person and/or entity who will complete each task. Sub-divide tasks as necessary to layout each important milestone in completing the project. The completed form should demonstrate that the proposed project is well thought out and planned in a logical order.

26. **How Will Cooperative Relationships Between the People That Use Federal Lands and the Agencies that Manage Them Be Improved**? Describe how the proposed project will improve cooperative relationships among people that use National Forest System lands. For example, will the project bring groups together with differing views on natural resource management?

27. **How is the project in the best public interest**? Provide a rational for how the proposed project is in the public interest.

28. **How does project benefit federal lands/resources**? Answer this question only for those Title II projects where implementation is proposed on non-Forest Service 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 coho salmon migrating upstream to federal lands.

29. **Target Species Benefited**. Identify primary species to be benefited. Specify the unique species of fish, wildlife, plant, or invertebrate. If not applicable, enter N/A.

30. **Status of Project Planning** – Check "yes", "no" or "not applicable" for completion of required analysis and documentation under Planning Items a-h. Indicate the date of completion or when completion is anticipated. The project planning section will apply to all projects with ground disturbance. Contact Forest Service personnel if you have questions about the planning requirements for the project.

a. **NEPA Complete**. Check "yes" or "no" for completion of required analysis and documentation under the National Environmental Policy Act (NEPA). NEPA completion means that a decision has been made and cleared through the appeals process. *If a project is categorically excluded from documentation then the answer is* "**Yes**".

If no, give estimated date of completion. If NEPA is not completed, then provide the estimated date for completion. Use the following format: 10-01-2011.

b. **NOAA Fisheries Sec. 7 ESA Consultation Complete**. Check "yes" or "no" if Section 7 Endangered Species Act (ESA) consultation has been completed with NOAA Fisheries. For projects covered under programmatic biological opinions, enter "yes" only if required documentation is completed. Check "not applicable" if consultation is not required.

c. **USFWS Sec. 7 ESA Consultation Complete**. Check "yes" or "no" if Section 7 ESA consultation is complete with the U.S. Fish and Wildlife Service (USFWS). For projects covered under programmatic biological opinions, enter "yes" only if required documentation is completed. Check "not applicable" if consultation is not required.

d. **Survey & Manage Complete**. Check the appropriate box denoting completion of required surveys for Survey and Manage Species under the Northwest Forest Plan. For projects occurring on non-Forest Service or non-BLM lands, these surveys are not required.

e. **WDFW Permits** – Check the appropriate box indicating whether a Hydrologic Permit (from the Washington State Department of Fish and Wildlife) has been obtained for any project that occurs within perennial or intermittent streams.

f. **COE Permit** – Check the appropriate box indicating whether an Army Corp of Engineers (COE) 404 Fill/Removal permit has been obtained.

g. **SHPO Concurrence Received** - Check the appropriate box denoting whether or not project-level concurrence has been received from the State Historic Preservation Office (SHPO).

h. **Project Design(s) Completed**. Check the appropriate box denoting whether or not the required project designs are completed

31. **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. 15 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**? 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. 15 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. Identify who will be responsible for completing this monitoring item. (max. 15 lines)

d. **Identify total funding needed to carry out specified monitoring tasks (Line j. Column 5 in Budget Summary table (Item 24)).** Enter the estimated dollar amount and the sources for the funding

32. **Accomplishment Reporting** – Accomplishment information will be required at the close of a funded project. Project photos of before and after are encouraged.

Insert Detailed Cost Worksheet. Detailed cost worksheet that supports the Budget Summary (Item 24).

Insert maps. Place your electronic maps in this box. Keep the file size as small as possible. 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.