

# Collaborative Forest Restoration Program 2015 Request for Application

Agency: U.S. Forest Service Southwestern Region

Catalog of Federal Domestic Assistance Number: 10.679

Funding Opportunity Title: Collaborative Forest Restoration Program (CFRP)

**Applications must be received by 5:00 p.m. MST on January 30, 2015.** Applicants must submit both an electronic and a hard copy version of their application. Applications received **after 5:00 p.m. will not be accepted.** Faxed applications will NOT be accepted.

Interested applicants are encouraged to contact one of the following CFRP program coordinators for questions regarding the grant application or administrative regulations:

Forest, City	Coordinator	Phone
Carson, Taos	Raul E. Hurtado	575-758-6344
Cibola, Albuquerque	Ian Fox	505-346-3814
Gila, Silver City	Julia F. Rivera	575-388-8212
Lincoln, Alamogordo	Mark Cadwallader	575-434-7375
Santa Fe, Santa Fe	Reuben Montes	505-438-5356

Individuals who use telecommunication devices for the deaf (TDD) may call the Federal Relay Service (FRS) at 1-800-877-8339 twenty-four hours a day, every day of the year, including holidays.

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## **Executive Summary**

The U.S. Forest Service Southwestern Region will distribute approximately \$3 million in FY 2015 through cost-share grants to carry out forest restoration projects on public lands in New Mexico. Projects must be designed through a collaborative process that includes affected communities and other stakeholders. Applications will be evaluated in an open federal advisory committee. For more information, see <http://www.fs.usda.gov/goto/r3/cfrp/rfa>.

### **I. Funding Opportunity Description**

A. The U.S. Forest Service Southwestern Region requests applications for forest restoration projects on Federal, Tribal, State, County, Land Grant, or Municipal forest lands in New Mexico that are designed through a collaborative process that includes affected communities and other stakeholders.

Individuals, businesses, groups and other organizations are encouraged to collaborate on the design, implementation, and monitoring of projects that value local and traditional knowledge, promote healthy and productive forests and watersheds, and build ownership and civic pride. CFRP encourages communication and joint problem solving through interagency, cross- jurisdictional, and inter-tribal projects.

By working together, small business owners, conservation and environmental organizations, community groups, tribes, colleges, universities and other organizations can qualify for CFRP grants for forest restoration projects that reduce the threat of wildfire, improve watershed conditions, and provide jobs and training to local communities.

Applicants are encouraged to submit applications for projects that facilitate landscape-scale, multi-jurisdictional efforts.

Implementation applications must include a signed NEPA decision document for the proposed treatment site.

The Forest Service anticipates awarding 10 to 15 CFRP grants totaling \$3 to \$4 million in 2015, pursuant to federal appropriations. Individual awards range from \$120,000 to \$360,000. The CFRP Technical Advisory Panel, a Chartered Federal Advisory Committee, will evaluate CFRP grant applications and provide recommendations to the Secretary of Agriculture on which ones best meet the program objectives. The Secretary of Agriculture will make the final decision on project funding. Awarded projects are expected to be funded and commence activities by the fall of 2015.

**B. Program History.** In 2000 Congress passed the Community Forest Restoration Act (Title VI, Public Law 106-393) authorizing up to \$5 million annually for a grant program that would fund collaborative, community based ecological restoration

projects on public lands in New Mexico. Federal grants totaling \$55.5 million have been awarded to 183 projects since the program began in 2001.

Summaries of projects that received funding in 2014 can be found in Appendix D. Summaries of all the projects that have received CFRP grants since 2001 are available on the CFRP website.

The purposes of the Collaborative Forest Restoration Program are:

1. To promote healthy watersheds and to reduce the threat of large, high intensity wildfires, insect infestation, and disease in the forests in New Mexico.
2. To improve the functioning of forest ecosystems and to enhance plant and wildlife biodiversity by reducing the unnaturally high number and density of small diameter trees on Federal, Tribal, State, County, and municipal forest lands.
3. To improve communication and joint problem solving among individuals and groups who are interested in restoring the diversity and productivity of forested watersheds in New Mexico.
4. To improve the use of, or add value to, small diameter trees.
5. To encourage sustainable communities and sustainable forests through collaborative partnerships whose objective is forest restoration.
6. To develop, demonstrate, and evaluate ecologically sound forest restoration techniques.

## **II. Grant Award Information**

Total project costs displayed in the SF-424A and detailed budget must not exceed \$450,000 over 4 years (including match). Total annual costs must not exceed \$150,000 (including match). Individual grant awards will not exceed \$360,000 in Forest Service funding over 4 years, and not more than \$120,000 in any one year. As a condition of award the applicant must provide a non-federal match of 20% of the total costs of the project.

The term of the grant will be for the entire length of the project. A single organization may receive more than one CFRP grant in the same time period if the proposed activities are independent of one another. Organizations that have received program grants in the past for activities that have been completed should clearly describe the relationship of previous grant activities to the newly proposed project.

## **III. Eligibility**

**A. Program Objectives.** To be eligible to receive funding under this program, a project must address the following objectives:

1. Reduce the threat of large, high-intensity wildfires and the negative effects of excessive competition between trees by restoring ecosystem functions, structures, and species composition, including the reduction of non-native species populations;

2. Re-establish fire regimes approximating those that shaped forest ecosystems prior to fire suppression;
3. Replant trees in deforested areas, if they exist, in the proposed project area; and
4. Improve the use of, or add value to, small diameter trees.

## **B. Additional Eligibility Information**

1. Local and tribal governments, educational institutions, landowners, conservation organizations, and other interested public and private entities are eligible to apply for program grants. The projects may be entirely on, or on any combination of, Federal, Tribal, State, County, Land Grant (political sub- divisions of the state), or Municipal forestlands.

**Treatment projects on private land will not be considered.** Processing facilities may be located on private land if the majority of the material utilized will come from forest restoration activities on public land.

2. To be eligible for funding under this program, a project must:
  - a. Comply with all Federal and State environmental laws:  
All projects that use CFRP funds for implementation activities must comply with National Environmental Policy Act (NEPA) requirements. Compliance must be attained according to the policies and processes specific to the jurisdictional land management agency. A copy of the NEPA decision document (not the entire NEPA document) must be included in the application as an appendix. For projects on nonfederal lands, a letter from the Forest Service must be included indicating that the responsible official has reviewed the environmental documents submitted by the proponent or other agencies, and has determined that all requirements have been met and that there is sufficient information upon which to base an Agency decision under the NEPA if the proponent receives federal funding.
  - b. Include an agreement by the grant applicant to attend the CFRP annual workshop with other stakeholders for the purpose of discussing the program and projects implemented under it. Project proponents can use CFRP grant funds to pay for travel and per diem expenses to attend the workshop.
3. Types of expenditures eligible for coverage by the grants include but are not limited to labor, supplies, equipment, machinery, materials, training, and travel. Land purchases and research activities are not appropriate expenditures.

If an Applicant anticipates purchasing equipment (single items with a value of over \$5,000) using federal grant funds, the budget must include a line item for each piece of equipment. The Forest Service retains an interest in the equipment until the fair market value is under \$5,000. The equipment purchased under the grant will only be available for use as authorized. The grantee must secure and insure the equipment as long it has a fair market value of \$5,000 or more. The grant recipient may not encumber the equipment. When the grant performance period is

over, the Recipient must forward an equipment inventory to the Forest Service listing the equipment purchased with Forest Service funding through the life of the project. Disposition instructions will be issued by the Forest Service with 120 days.

The following information must be included in the grant application pursuant to 7 CFR 3015:

- a. An explanation of why federal funds are needed and non-federal funds cannot be utilized.
  - b. Manufacture, model number, special functionality, etc.
  - c. A justification of why the equipment purchase is necessary to accomplish grant objectives and what research has been performed or practical experience gained that supports the choice of particular equipment.
  - d. A comparison of lease vs. purchase
  - e. A list of available sources for the proposed equipment including an estimate of cost.
4. Applicants that include the costs of transporting people (e.g., forest workers, monitoring participants, students, etc.) in their budget must be able to provide proof of current liability insurance.
5. Non-Federal Match Requirement:
- a. Applicants must demonstrate a 20% match of the total project cost from non-federal sources. In-kind contributions can be considered as part of the cost share. The application must demonstrate that all costs will be actual costs to the recipient during project implementation.

**Example 1:**

Total Annual Cost of Project = \$150,000

Match Required =  $\$150,000 \times 20\% = \$30,000$

Maximum Federal Request =  $\$150,000 - \$30,000 = \$120,000$

**Example 2:**

Total Project Costs = \$450,000

Forest Service share = \$360,000; Applicant's share = \$90,000

- b. **If the applicant wishes to contribute more than 20% in matching funds, the additional match should be described in the project narrative but not in the budget.**
- c. Funds paid by the Federal Government under another award, except where authorized by Federal statute, may not be used for cost sharing or matching.
- d. All costs, including the in-kind match, must be allowable and reasonable and be clearly explained showing unit costs in the budget justification and narrative. A sample Detailed Budget Justification is provided in Appendix C.
- e. Indirect costs may not exceed 10% of the total project budget. Negotiated indirect costs that exceed 10 percent may be used to meet the matching requirement as long as they do not cause the total project cost presented in the budget to exceed \$450,000.

## IV. Application Information

This announcement contains all the necessary information for application. Fillable electronic application forms can be obtained on the CFRP website ([www.fs.usda.gov/goto/r3/cfrp/rfa](http://www.fs.usda.gov/goto/r3/cfrp/rfa)).

To apply submit both a hard copy and a single electronic document saved in PDF format with the complete application on a disk or thumb drive by the due date to:

Walter Dunn  
Attention: 2015 CFRP Application  
Cooperative and International Forestry, Room 329  
333 Broadway Blvd., SE Albuquerque, NM 87102  
Tel: (505) 842- 3425

Two fillable documents have been developed to assist applicants. These documents are available for download at [www.fs.usda.gov/goto/r3/cfrp/rfa](http://www.fs.usda.gov/goto/r3/cfrp/rfa). The use of these documents is optional:

- Executive Summary and Project Narrative (MS Word)  
When completed, this document must not exceed 12 pages. If using another option for Executive Summary and Narrative, that document must not exceed 10 pages.
- Detailed Budget Justification and Narrative (MS Excel)  
A detailed budget for each project year and budget object category is required. Provide a breakdown showing detailed unit costs and descriptions that clarify the line item amounts shown on form SF-424A.

Applications must be on 8.5 X 11 inch paper with a minimum font size of 12 letters per inch. Top, bottom and side margins must be no less than one (1) inch. Page number should appear in the upper right hand corner with a clip, not a staple, in the upper left hand corner. When using the fillable document “Executive Summary and Project Narrative” provided at [www.fs.usda.gov/goto/r3/cfrp/rfa](http://www.fs.usda.gov/goto/r3/cfrp/rfa), the Statement of Need, Project History, Project Partners, Objectives, Work Plan, and Monitoring Plan must not exceed 12 pages. When not using the fillable document the entire document, including the Executive Summary, must not exceed 10 pages. **The appendices must not exceed 50 pages.** Applications not following the directions for submission will be disqualified without appeal. Applications which do not include the following **will be eliminated**:

- Detailed Budget Justification
- Documentation of letters to the Tribes listed in the *NM Tribal Consultation List* by Forest (For clarification see Section 5 and Appendix B. )
- Letters of Commitment from all Project Partners with Specific Roles in Project Implementation or Providing Non-federal Match
- For Implementation Projects: A NEPA decision document, or for projects on nonfederal lands, a letter from the Forest Service indicating that the responsible official has reviewed environmental documents submitted by the proponent or other agencies, and has determined that all requirements have been met and that there is

sufficient information upon which to base an Agency decision under the NEPA if the proponent receives federal funding.

- An Executive Summary
- Statement of Need, Project History, Project Partners, Objectives, Work Plan, and Monitoring Plan not exceeding 12 pages when using the fillable document, or not exceeding 10 pages (including the executive summary) if not using the fillable document.
- Submitted application includes both a hard copy application and a PDF electronic version on a disk or thumb drive.

## A. Key Dates

Grant Writing Workshops free to interested applicants:

- November 19, 2014, 10:00am-12:00pm, Taos, NM  
Carson National Forest Supervisor's Office  
Contact: Raul Hurtado, (575) 758-6344.
- November 19, 2014, 10:00am-3:00pm, Silver City, NM  
Gila National Forest Supervisors Office  
Contact: Julia F. Rivera (575) 388-8212.
- December 11, 2014, 10:00am-12:00pm, Santa Fe, NM  
Santa Fe National Forest Supervisors Office  
Contact: Ruben Montes (505) 438-5356.
- December 11, 2014, 9.30am-4:30pm Albuquerque, NM  
Cibola National Forest Supervisors Office  
Contact: Ian Fox, (505) 346-3814.
- December 15, 2014, 1:00pm-3:00pm, Carlsbad, NM  
Carlsbad Public Library  
Contact: Mark Cadwallader, (575) 434-7375.
- December 16, 2014, 9:00am-11:00am, Cloudcroft, NM  
Sacramento Ranger District, contact: Mark Cadwallader, (575) 434-7375.
- December 17, 2014, 1:00pm-3:00pm, Ruidoso, NM  
Smokey Bear Ranger District Fire Operations building  
Mark Cadwallader, (575) 434-7375.

## Other Key Dates

- December 2-3, 2014: CFRP Annual Workshop, Santa Fe, NM  
Santa Fe Community College, contact: Walter Dunn, (505) 842-3425
- January 30, 2015: Applications due by 5:00 PM MST
- March 30 – April 3, 2015: Federal Advisory Committee review of applications, Hyatt Uptown, Albuquerque, NM

**B. Application Content.** For a checklist of the following, see Appendix A.

1. Standard Form 424, 424A and 424B and applicable certifications.

- These forms **must** be included at the front of the application package.
- Standard Form 424 (signed and dated).
- Standard Form 424A, Budget Information - Non-construction programs. Fill out both pages.
- Standard Form 424B, Assurances - Non-construction Programs provide the assurances that the applicant understands specific requirements for obtaining a grant. Both the front and back of this form must be submitted with the application (signed and dated).
- Applicable certifications based on the table in Appendix A.

#### **Information about Filling out Standard Form 424:**

Item 11: Catalog of Federal Domestic Assistance (CFDA) Number:

Enter 10.679

CFDA Title: Collaborative Forest Restoration Program

Item 12 and 13: Leave blank

Item 16: Congressional District of:

Enter the NUMBER of the Congressional District (01, 02, 03) where your project AND organization reside, NOT the name of your project and organization.

Item 18: Estimated Funding:

Enter the TOTAL funding of the Project for the whole grant period (grant request plus the matching). NOT the first year. (This should match your TOTAL budget.)

Item 19: Intergovernmental Review:

Check: **b** - Program is subject to E.O. 12372 but has not been selected by the State for review.

Paper copies and assistance in completing the forms can also be requested from the CFRP Coordinators listed on the front page of this document.

## **2. Letter of Endorsement**

- A letter of endorsement must be included from the appropriate Forest Service District Ranger, Forest Supervisor or equivalent federal official from the Departments of Interior or Defense, or the appropriate land management official if the project is on tribal, state, county, Land Grant, or municipal land.
- The letter should indicate that the land management official collaborated in the development of the proposed project, will support the implementation of the project, and that the project will complement that organization's land management objectives. Grant applicants are strongly advised to contact the appropriate land manager early in the development of project proposals.
- The letter should include a brief description of the proposed project's effects on long-term management.
- For implementation projects: The letter should indicate that the proposed treatment

area is covered under a current National Environmental Policy Act (NEPA) decision document.

- For applicants with current or past grant awards, the letter of endorsement should include a statement describing the applicant's past performance.
- Letters of endorsement should be addressed to the project applicant.

**3. Detailed Budget Justification and Narrative.** A Detailed Budget for each Project Year and Budget Object Category shown on the SF 424A is required (see sample in Appendix C). A fillable sample spreadsheet titled "Detailed Budget Justification and Narrative" is provided online at [www.fs.usda.gov/goto/r3/cfrp/rfa](http://www.fs.usda.gov/goto/r3/cfrp/rfa). A set of instructions is provided on the first tab of the spreadsheet. The budget justification and narrative must provide a breakdown showing detailed unit costs and descriptions that clarify the line item amounts shown on the SF 424A.

Costs should include personnel (number of people, hours, days, and rate of pay); travel (purpose, trip costs (mileage, fuel), air fare (or other), per diem, etc.) and attendance at the required CFRP annual workshop; equipment (cost of each piece, defined as anything over \$5,000 in acquisition cost); supplies; consultants (rate of pay, hours worked, number of consultants); contract (commercial subcontractors); and other direct costs.

Indirect costs can be included if the applicant provides a written indirect cost rate determination. If the applicant has no previously established determination, written documentation of past historical actual indirect cost rates should be provided. A reasonable indirect cost rate may then be negotiated between the Forest Service and the applicant on a one-time basis.

The narrative portions of the budget (see Appendix C) should provide sufficient information to determine if costs are reasonable and allowable, and must identify the source of the non-federal matching contribution. The budget should reflect each activity described in the Work Plan and Monitoring Plan sections of the Project Narrative.

**4. Executive Summary and Project Narrative.**

Applicants are encouraged to use the fillable form provided online at [www.fs.usda.gov/goto/r3/cfrp/rfa](http://www.fs.usda.gov/goto/r3/cfrp/rfa). When using the fillable form, the Statement of Need, Project History, Project Partners, Objectives, Work Plan, and Monitoring Plan **must not exceed 12 pages**. When not using the fillable form, the Statement of Need, Project History, Project Partners, Objectives, Work Plan, and Monitoring Plan **must not exceed 10 pages**.

**a. Project Title.** Describe the project in a one-line sentence. Applicants should indicate which category of CFRP grant they are applying for: 1) Planning; 2) Implementation; or 3) Utilization at the beginning of the project title. If a category is not identified the Forest Service will assign the application to a category. Include the word "Revision" in the project title and narrative if the application was reviewed by a previous CFRP Panel and is being

resubmitted.

b. **Executive Summary.** The summary (not to exceed a half page) of the proposed project should address the following (see Appendix D for examples):

- What will be done?
- Who will do it?
- How many acres will be treated?
- What is the vegetation type of proposed treatment areas?
- Where will it be done?
- Who owns or manages the land where the project will take place?
- What will be produced? How much?
- What is the estimated volume of the material that will be produced?
- Will jobs to be created? What kind? How many?
- What type of training will be provided? To whom? How many people will be trained?
- What type of education and outreach activities will occur? For whom? How many people will be involved?

c. **Statement of Need** (no more than one half-page)

- What is the current site condition and the problem or challenge the project seeks to address?
- Who will benefit from this project and how will they benefit?

d. **Project History**

- What has been accomplished to date to address this problem within the project area?
- Have any other federal or private grants been awarded for related activities? If so, what is the status of those projects and/or grants? Has a business plan been developed and if so how does it support the proposed project?

e. **Project Partners**

- Who are the project partners?
- What role did each partner play in developing the project?
- What will be the role of each partner during project implementation?

f. **Objectives**

- What will be accomplished?
- How will the project address the purposes, objectives, and eligibility requirements of the program?
- Describe the proposed activities. What is the scientific basis for the proposed land treatment and/or prescription (if applicable)? Include bibliographic references on current scientific information and hyperlinks to publications as appropriate.
- Where will the project be accomplished? What county? What municipality? What public land management office manages the land? (Include a map of the project area in the appendix).
- How will the project encourage sustainable communities and sustainable partnerships through collaborative partnerships? Will this project be self-sufficient after the grant period? How?
- Projects designed to build local capacity must demonstrate that

local communities have been, and will be, involved in the design, implementation, and monitoring of the project.

g. **Work Plan, Product and/or Outcomes.** Present a step-by-step timeline for each year of the project (include appropriate safety training where applicable).

**The timeline should address the following questions:**

- **What** will be done?
- **Who** will do it?
- **When** will it be done?

h. **Monitoring and Evaluation Plan.** The goal of multiparty monitoring is to assess and report on the impact and effectiveness of the project. The monitoring plan should measure the objectives described in the project proposal and directly correlate to the work plan. Applicants should follow the monitoring protocols of the land management organization where the project will occur. If the land management organization does not have a preferred protocol in place, the applicant should use the CFRP protocols identified in the Multi-Party Monitoring Short Guide or another statistically appropriate protocol.

The Multi-Party Monitoring Short Guide and example guidelines for multi-party monitoring are available from the CFRP Coordinators or from the CFRP website.

The Monitoring and Evaluation Plan should:

- Identify a lead person to oversee the monitoring work and house a copy of the data at each step throughout the project.
- List the groups or partners that will collaborate on the monitoring and evaluation and describe what they will do.
- Describe the existing ecological conditions (if applicable) of the proposed project area and the desired future condition.
- Describe the measurements that will be used to determine the difference between the current condition and the condition upon project completion.
- Projects which remove vegetation should include, at a minimum, the following core ecological indicators:
  - Canopy cover (%)
  - Understory cover (% ground and/or shrub)
  - Surface fuels (tons/acre)
  - Crown base height (ft.)
  - Stand structure
    - Tree species
    - Size (DBH, DRC inches)
    - Density (stems/acre live and dead, basal area)
- Projects which add vegetation should include, at a minimum, an indicator to measure the mortality or survival of all planted species.

- Describe the existing socio-economic conditions of the proposed project area and the desired future condition (i.e. number of jobs created, number of people trained, etc.)
  - Describe how the positive or negative impacts and effectiveness of the project (including improvements in local management skills and on the ground results) will be measured.
  - Additional monitoring indicators, specific to your project objectives, may be included in your monitoring plan.
  - Include monitoring costs in the detailed budget. Monitoring budgets typically range from 5 to 10 percent of the total project budget.
  - Include monitoring activities in the work plan timeline (describe who will do what and when they will do it).
5. **Appendices.** Appendices should be limited to information that supports the project narrative and budget.

**Appendices should include the following items:**

- a. An 8x10 black and white map of the proposed project area and location of proposed treatments (if applicable). See Appendix F for map making pointers.
- b. Key Personnel Qualifications that are related to the proposed project (not to exceed one page per person).
- c. Letters of support and commitment (addressed to the project applicant) including:
  - i. Letters of commitment **MUST be included** from project partners supporting all participation, cash, or values of in-kind services described in the project narrative and/or budget.
  - ii. For projects on traditional tribal lands, the applicant must send letters to the affected tribes or pueblos soliciting their comments and concerns on the proposed project. Documentation of the letters sent to affected tribes or pueblos must be included. A sample letter and a list of the tribes it was sent to may be used for documentation. If affected tribes or pueblos respond, those responses **MUST** be included in the appendix. Grant applicants should include documentation of conversations with tribes that are relevant to the proposed project. For traditional tribal lands that may be outside reservation or pueblo boundaries consult the Forest Service District Ranger, archeologist, or State Historic Preservation Officer. A template for a letter to potentially affected tribes, a matrix of tribes by national forest, and addresses for tribal governments can be found in Appendix B.
  - iii. Tribes that are submitting proposals for projects entirely on their lands are encouraged to seek letters of support from other potentially affected tribes. At a minimum, Tribes should consult with other Tribes that are located immediately adjacent to their boundaries.
- d. If the application is a revision of a previously reviewed proposal that is being resubmitted, the applicant must include as an appendix an explanation of how the current application addresses the issues identified

by the previous CFRP Panel. The applicant should include the word “Revision” in the project title and narrative.

- e. Applications for which NEPA compliance has been completed MUST include a copy of the NEPA decision document (but not the entire NEPA document) as an appendix. A hyperlink to the entire NEPA document may be provided for reference. For projects on nonfederal lands, a letter from the Forest Service must be included indicating that the responsible official has reviewed the environmental documents submitted by the proponent or other agencies, and has determined that all requirements have been met and that there is sufficient information upon which to base an Agency decision under the NEPA if the proponent receives federal funding.

## V. Application Review Information

- A. Evaluation Process. Applications will be discussed in an open federal advisory committee meeting. Grant proposals are in the public domain and will be considered non-proprietary.

The CFRP Technical Advisory Panel, a Federal Advisory Committee chartered by the Secretary of Agriculture pursuant to the Community Forest Restoration Act of 2000 (Title VI, Pub. L. No. 106-393) and the Federal Advisory Committee Act (Pub. L. No. 92-463), will evaluate each grant application and provide recommendations to the Secretary of Agriculture on which ones best meet the purposes, objectives, and administrative requirements of the program. The Panel includes independent scientists, representatives from Federal and State land management agencies, Tribes, local communities, conservation organizations, and commodity interests. The Panel will develop a list of prioritized projects for the Secretary of Agriculture. The Secretary of Agriculture will make the final project funding decisions. The administering national forest will award individual grants. Applicants are encouraged to view past CFRP Panel Reports on the CFRP website ([www.fs.usda.gov/goto/r3/cfrp](http://www.fs.usda.gov/goto/r3/cfrp)).

The Panel meeting is open to the public. Panel discussion is limited to Forest Service staff and Panel members. Project proponents may respond to questions of clarification from Panel members or Forest Service staff. Public comment sessions will be scheduled each day of the meeting. Individuals may submit written statements for panel consideration prior to the public comment sessions.

Eligible applications will be sorted into three categories prior to the Panel meeting: 1) implementation of on the ground restoration treatments; 2) planning, assessment and NEPA compliance; and 3) small diameter tree utilization. The Panel will review each application and then assign a score of 0 to 5 to each of the evaluation criteria indicating how well each one has been addressed (0=not at all, 5=exceptionally well). Scores will be entered into a matrix for each category of proposals. After all the applications have been discussed, the Panel will review their evaluation of each application for consistency and make corrections if necessary. The Panel may review

performance and/or multiparty monitoring reports from previous grant(s). The Panel will then review the rankings of the proposals in each of the three matrix tables and consider the effect of the proposed projects on long term management. The Panel will seek to use a consensus based process to develop their recommendations.

The Panel will identify up to four planning, assessment, and NEPA compliance projects and up to two utilization projects to recommend for funding. The remainder and majority of the projects recommended will be for on the ground implementation.

B. Evaluation Criteria. The Panel will evaluate each project application using the following criteria:

1. Will the proposed project reduce the threat of large, high-intensity wildfires and the negative effects of excessive competition between trees by restoring ecosystem functions (including healthy watersheds), structures, and species composition, including the reduction of non-native species populations?
2. Will the proposed project re-establish fire regimes approximating those that shaped forest ecosystems prior to fire suppression?
3. Will the proposed project improve the use of, or add value to, small diameter trees?
4. Will the proposed project include a diverse and balanced group of stakeholders as well as appropriate Federal, Tribal, State, County, Land Grant, and Municipal government representatives in the design and implementation of the project? (Conservation groups are non-government, non-commodity groups whose objectives include forest restoration, biodiversity and/or habitat conservation, education and/or outreach.)
5. Does the application include a plan for a multiparty assessment that will:
  - a. Identify both the existing ecological condition of the proposed project area and the desired future condition; and
  - b. Monitor and report on the positive or negative impact and effectiveness of the project including improvements in local management skills and on the ground results?
6. Does the project application incorporate current scientific forest restoration information?
7. Will the proposed project preserve old and large trees?
8. Will the proposed project create local employment or training opportunities within the context of accomplishing restoration objectives, and include summer youth job programs, such as the Youth Conservation Corps, where appropriate?
9. Have the applicants demonstrated the capability to successfully implement the proposed project?
10. Does the proposed project include landscape-scale, multi-jurisdictional effort(s)?
11. Have the applicants demonstrated that the proposed activity is in a priority area for hazardous fuel reduction?
12. Is the cost of the project reasonable and within the range of the fair market value for similar work?
13. Did the applicants provide an adequate map describing the proposed project area?

## VI. Grants Administration

The Secretary's Decision on which projects will receive funding will be posted on the CFRP website. This is not an authorization to begin project implementation. Weaknesses and recommendations identified by the CFRP Technical Advisory Panel and issues identified by a review by Forest Service Grants and Agreements Specialists must be addressed through negotiations between the Forest and the applicant prior to grant award. For treatments on Forest Service land, the Forest may also include the Guidelines for CFRP Fuels Reduction and Restoration Thinning Treatments on National Forest Lands (Appendix E). Pending approval from the Secretary, the Forest Supervisor of the National Forest administering the grant will issue a grant award letter, which is the authorizing document to begin work.

Gross receipts tax payments can be reimbursed or used as a match by eligible CFRP grantees. Grantees are also encouraged to apply to sellers for a Nontaxable Transaction Certificate that exempts them from paying the gross receipts tax on purchases. Exemptions would make more of the CFRP grant funds available for work directly related to the accomplishment of project objectives.

Performance and financial reports will be required as stated in the award. A multi-party assessment report will also be required upon project completion. Grants awards will be subject to federal assistance requirements and cost principles. Prior to funding, successful applicants may be required to demonstrate how they meet the Office of Management and Budget (OMB) Circular and/or Federal Acquisition Regulations (FAR) requirements described and listed below.

The recipients' financial management systems (per 7 CFR §3019.21) must provide for the following:

- A. Accurate, current and complete disclosure of the financial results of each federally-sponsored project or program in accordance with the reporting requirements shown in Standard Form 425 – Federal Financial Report, Standard Form 270 – Request for Advance or Reimbursement and Standard Form 272 – Report of Federal Cash Transactions.
- B. Records that identify adequately the source and application of funds for federally-sponsored activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
- C. Effective control over and accountability for all funds, property and other assets. Recipients must adequately safeguard all such assets and assure they are used solely for authorized purposes.
- D. Comparison of outlays with budget amounts for each award. Whenever appropriate, financial information should be related to performance and unit cost data.

- E. Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the issuance or redemption of checks, warrants or payments by other means for program purposes by the recipients.
- F. Written procedures for determining the reasonableness, allocability and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award (see Circulars cited below).
- G. Accounting records including cost accounting records that are supported by source documentation.

Program income (per OMB Circular A-110, 24—the difference between what was expended on the project and any incoming dollars as a result of the grant) earned during the project period must be retained by the recipient and, in accordance with the terms and conditions of the award must be used to finance the non-Federal share of the project or program. Grantees must include information in their semi-annual performance reports and multiparty assessment on how that income was re-invested in their project. Merchantable materials removed as the result of forest restoration activities are one example of program income that should be reported. Recipients must have no obligation to the Federal Government regarding program income earned after the end of the project period.

Additional requirements for federal grant recipients include:

### **Federal Cost Principles**

Educational institution	OMB Circular A-21, 2 CFR 220
Nonprofit organization	OMB Circular A-122, 2 CFR 230
State and local governments	OMB Circular A-87, 2 CFR 225
Commercial organizations	FAR, Part 31.202

### **Federal Administrative Requirements**

Commercial, educational, nonprofit	OMB Circular A-110, 7 CFR 3019
State and local governments	OMB Circular A-102, 7 CFR 3016

### **Federal Audit Requirements**

OMB Circular A-133

Office of Management and Budget (OMB) Circulars are available on the Internet at the following addresses: [http://www.whitehouse.gov/omb/grants\\_default/](http://www.whitehouse.gov/omb/grants_default/) and [https://www.acquisition.gov/far/current/html/Subpart 2031\\_2.html](https://www.acquisition.gov/far/current/html/Subpart%2031_2.html)

Grant recipients will also be required to sign assurances to certify that they will adhere to all federal regulations affecting grants (See the list in Appendix G). More information on assurances can be found at the following website: [http://www.whitehouse.gov/omb/grants\\_docs/](http://www.whitehouse.gov/omb/grants_docs/).

## Appendix A. Grant Application Checklist

Items listed in order of how they should appear in the project application.

### Applications Documents

- Application for Federal Assistance: Form SF-424
- Budget Information Non-construction Programs: Form SF-424A
- Assurances Non-construction Programs: Form SF-424B
- Appropriate Certifications from the table below
- Letter of Endorsement from a land management agency
- Detailed Budget Justification and Narrative (Appendix C)
- Executive Summary (Appendix D)
- Statement of Need, Project History, Project Partners, Objectives, Work Plan, and Monitoring. If using the fillable document available at [www.fs.usda.gov/goto/r3/cfrp/rfa](http://www.fs.usda.gov/goto/r3/cfrp/rfa), the document is not to exceed 12 pages; if using another form of documentation, the entire document, including the Executive Summary, must not exceed 10 pages.
- The appendices must not exceed 50 pages.

### Appendices

- An 8x10 black and white map of the project area and location of proposed treatments (if applicable).
- Key personnel qualifications (not to exceed one page per person).
- Letters of support and commitment (addressed to the project applicant) including:
  - Letters of commitment from project partners supporting all participation, cash or values of in-kind services described in the project narrative and/or budget MUST be included.
  - Documentation that letters were sent to affected tribes or pueblos soliciting their comments and concerns for projects proposed on traditional tribal land must be included. A sample letter and a list of tribes it was sent to may be used as documentation. A template for a letter to potentially affected tribes, a matrix of tribes by national forest, and addresses for tribal governments can be found in Appendix B. Tribes submitting applications for projects entirely on their lands are encouraged to seek letters of support from other potentially affected tribes. At a minimum, tribes should consult with other tribes that are located immediately adjacent to their boundaries.
- NEPA decision document (for implementation projects).
- For previously submitted applications: if the application is a revision of a previously reviewed proposal that is being resubmitted, the applicant must include as an appendix an explanation of how the current application addresses the issues identified by the previous CFRP Panel. The applicant should include the word "Revision" in the project title and

narrative.

### Domestic Grant and Cooperative Agreement Certifications

<b>Form Number</b>	<b>Form Title</b>	<b>Requirement to Use</b>
AD-1047	Certification Regarding Debarment, Suspension, and Other Responsibility Matters	Always required.
AD-1048	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions	Require when a contractual line is included in the budget.
AD-1049	Certification Regarding Drug-Free Workplace Requirements	Required for all new packages, except for individuals and State governments.
AD-1050	Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative II – For Grantees Who Are Individuals	Required for all new packages from individuals.
AD-1052	Certification Regarding Drug-Free Workplace Requirements, State and State Agencies	Required for all new packages that are with State agencies.
SF-LLL	Disclosure of Lobbying Activities	This may be required when an award exceeds \$100,000.

## Appendix B. Sample Template Letter from CFRP Grant Applicants to Potentially Affected Tribes

(Insert name and address of tribe(s))

Dear Governor/President (**make sure title of tribal official is correct**):

We, (*insert name of grant applicant*), are applying for a federal grant under the Collaborative Forest Restoration Program (CFRP), administered by the U.S. Forest Service, Southwestern Region. (*Insert brief description of the proposed project including the number of acres that will be treated for implementation projects*). A copy of our grant application is attached. The CFRP Technical Advisory Panel has recommended that grant applicants contact tribes who may have an interest in the project based upon traditional rights or uses in the proposed project area. The CFRP is designed to encourage entities with interests in a particular forest area to collaborate in designing and implementing restoration projects in those areas. The purpose of this letter is to provide interested tribes with an opportunity to comment on or participate in projects receiving CFRP grants. Your tribe has been identified as potentially having aboriginal rights to or concerns with the proposed project area.

The CFRP Technical Advisory Panel will be reviewing the enclosed grant application and could recommend it for funding under the CFRP. The Secretary of Agriculture will make the final project funding decision. We welcome your assistance and involvement in the design and implementation of this project. Please review the enclosed application and contact me at (*insert phone number and address of grant applicant*) within three weeks of receipt of this letter if you wish to comment on the proposed project. If we do not receive any communication from you within this time frame we will continue to plan and implement the project as described in the application.

Please let me know if you have any questions. If you would like to contact the Forest Service please call (*insert name and contact information for the CFRP Coordinator on the administering forest*). Thank you for your time and consideration in review of this application.

Sincerely,

*Insert name and contact information of grant applicant*

## New Mexico Tribes and Pueblos Contact List

Governor, Pueblo of Acoma  
P.O. Box 309  
Acoma, NM 87034  
Phone: (505) 552- 6604/6605  
Web-site: [www.puebloofacoma.org](http://www.puebloofacoma.org)

President, Alamo Navajo Chapter  
P.O. Box 827  
Magdalena, NM 87824  
E-mail: [alamo@navajochapters.org](mailto:alamo@navajochapters.org)  
Web-site: [www.alamo.nndes.org/](http://www.alamo.nndes.org/)

President, Tohajiilee Navajo Chapter  
P.O. Box 3398  
Tohajiilee, NM 87026  
Phone: (505) 908-2732/30  
Email: [tohajiilee@navajochapters.org](mailto:tohajiilee@navajochapters.org)  
Web-site: [www.tohajiilee.nndes.org/](http://www.tohajiilee.nndes.org/)

Governor, Pueblo of Cochiti  
P.O. Box 70  
Cochiti, NM 87072  
Phone: (505) 465-2244  
Web-site: [www.pueblodecochiti.org/](http://www.pueblodecochiti.org/)

Chairman, The Hopi Tribe  
P.O. Box 123  
Kykotsmovi, AZ 86039  
Phone: (928) 734-3102  
Web-site: [www.hopi-nsn.gov/](http://www.hopi-nsn.gov/)

Governor, Pueblo of Isleta  
P.O. Box 1270  
Isleta, NM 87022  
Phone: (505) 869-3111/6333  
Web-site: [www.isletapueblo.com/](http://www.isletapueblo.com/)

Governor, Pueblo of Jemez  
P.O. Box 100  
Jemez Pueblo, NM 87024  
Email: [ltoledo@jemezpueblo.org](mailto:ltoledo@jemezpueblo.org)  
Web-site: [www.jemezpueblo.org](http://www.jemezpueblo.org)

President, Jicarilla Apache Nation  
P.O. Box 507  
Dulce, NM 87528  
Phone: (575) 759-3242  
Web-site: [www.jicarillaonline.com/](http://www.jicarillaonline.com/)

Governor, Pueblo of Laguna  
P.O. Box 194  
Laguna, NM 87026  
Phone: (505) 552-6654/6655/6598  
Web-site: [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov)

President, Mescalero Apache Tribe  
P.O. Box 227  
Mescalero, NM 88340  
Phone: (575) 464-4494

President, Navajo Nation  
P.O. Box 9000  
Window Rock, AZ 86515  
Phone: (928) 871-6352/6357  
Web-site: [www.navajo-nsn.gov](http://www.navajo-nsn.gov)

Governor, Pueblo of Nambe  
Route 1, Box 117-BB Santa Fe, NM  
87501  
Phone: (505) 455-2036

Governor, Pueblo of Picuris  
P.O. Box 127  
Penasco, NM 87553  
Phone: (575) 587-2519

Governor, Pueblo of Pojoaque  
17746 US 84/285  
Santa Fe, NM 87506  
Phone: (505) 819-2276

President, Ramah Navajo Chapter  
Route 2, Box 13  
Ramah, NM 87321

Appendix B. Sample Template Letter from CFRP  
Grant Applicants to Potentially Affected Tribes

Governor, Pueblo of San Felipe  
P.O. Box 4339  
San Felipe Pueblo, NM 87001  
Phone: (505) 867-3381/3382  
Fax: (505) 867-3383

Governor, Pueblo of San Ildefonso  
Route 5, Box 315-A Santa Fe, NM 87501  
Phone: (505) 455-2273

Governor, Pueblo of San Juan  
P.O. Box 1099  
San Juan Pueblo, NM 87566  
Phone: (505) 852-4400/4210

Governor, Pueblo of Sandia  
481 Sandia Loop  
Bernalillo, NM 87004  
Phone: (505) 867-3317  
Web-site: [www.sandiapueblo.nsn.us/](http://www.sandiapueblo.nsn.us/)

Governor, Pueblo of Santa Ana  
2 Dove Road  
Bernalillo, NM 87004  
Phone: (505) 867-3301  
Web-site: [www.santaana-nsn.gov](http://www.santaana-nsn.gov)

Governor, Pueblo of Santa Clara  
P.O. Box 580  
Española, NM 87532  
Phone: (505) 753-7330/7326

Governor, Pueblo of Santo Domingo  
P.O. Box 99  
Santo Domingo Pueblo, NM 87052  
Phone: (505) 465-2214

Governor, Pueblo of Taos  
P.O. Box 1846  
Taos, NM 87571  
Phone: (575) 758-9593  
Web-site: [www.taospueblo.com/](http://www.taospueblo.com/)

Governor, Pueblo of Tesuque  
Route 5, Box 360-T Santa Fe, NM 87501  
Phone: (505) 955-7732

Governor, Ysleta Del Sur Pueblo  
P.O. Box 17579 –  
Ysleta Station El Paso, TX 79917  
Phone: (915) 859-8053  
Web-site: [www.ysletadelsurpueblo.org/](http://www.ysletadelsurpueblo.org/)

Governor, Pueblo of Zia  
135 Capital Square Drive  
Zia Pueblo, NM 87053-6013  
Phone: (505) 867-3304

Governor, Pueblo of Zuni  
P.O. Box 339  
Zuni, NM 87327  
Phone: (505) 782-7022  
Web-site: [www.ashiwi.org/](http://www.ashiwi.org/)

## New Mexico Tribal Consultation List by Forests

	Carson	Cibola	Gila	Lincoln	Santa Fe
Pueblo of Acoma		X	X		
Alamo Navajo Chapter		X	X		
Tohajiilee Navajo Chapter		X			
Pueblo of Cochiti		X			X
Fort Sill Apache		X	X	X	
Pueblo of Isleta		X		X	
Pueblo of Jemez	X	X			X
Jicarilla Apache Tribe	X				X
The Hopi Tribe			X		
Pueblo of Laguna		X			
Mescalero Apache Tribe		X	X	X	
Pueblo of Nambe	X				X
Navajo Nation	X	X	X		X
Pueblo of Picuris	X				X
Pueblo of Pojoaque	X				X
Ramah Navajo Chapter		X	X		
Pueblo of San Felipe		X			X
Pueblo of San Ildefonso	X	X			X
Pueblo of San Juan	X				X
Pueblo of Sandia		X			X
Pueblo of Santa Ana		X			X
Pueblo of Santa Clara	X				X
Pueblo of Santo Domingo		X			X
Pueblo of Taos	X				X
Pueblo of Tesuque	X				X
Ysleta del Sur Pueblo		X		X	
Pueblo of Zia		X			X
Pueblo of Zuni		X	X		X

**Tribal Organizations to contact:**  
 Chairman, All Indian Pueblo Council  
 3939 San Pedro, NE  
 Albuquerque, NM 87190

Director, Eight Northern Indian Pueblo  
 Council  
 Post Office Box 969  
 San Juan Pueblo, NM 87566

## Appendix C. Detailed Budget Justification and Narrative

### 1. Detailed Budget per Project Year and Budget Object Category

Year	Budget Object Category	Description	Computation Showing Unit Cost	Federal Funds (\$)	Non-Federal Funds (\$)	Total
1	Personnel	Crew Foreman	\$20/hr X 730hrs	\$14,600		\$14,600
1	Personnel	6 Crew Members	\$12/hr X 720 hrs X 6 pers	\$51,840		\$51,840
1	Personnel	Accountant	\$15/hr X 595 hrs	\$8,925		\$8,925
1	Personnel	Director	20% X \$48,000 salary	\$9,600		\$9,600
1	Fringe Benefits	Crew Foreman	25% X \$14,700	\$3,650		\$3,650
1	Fringe Benefits	6 Forest Crew	25% X \$51,840	\$12,960		\$12,960
1	Fringe Benefits	Accountant	25% X \$8,925	\$2,231		\$2,231
1	Fringe Benefits	Director	25% X \$9,600	\$2,400		\$2,400
1	Travel	CFRP Workshop-Santa Fe- Mileage	\$0.505 X 144 milesX 2 pers	\$145		\$145
1	Travel	CFRP Workshop-Santa Fe- Hotel	\$101 X 2nights X 2 persons	\$404		\$404
1	Travel	CFRP Workshop- Santa Fe- Per Diem	\$248.50 X 2 persons	\$497		\$497
1	Supplies	STIHL Chainsaw	\$650 X 6 items	\$3,900		\$3,900
1	Supplies	Chaps	\$110 X 6 items	\$660		\$660
1	Supplies	Hard Hat w/face/ear shield	\$50 X 6 items	\$300		\$300
1	Supplies	Gloves	\$12 X 12 items	\$144		\$144
1	Supplies	Chains	\$30 X 8 items	\$240		\$240
1	Supplies	Bar and Chain Oil	\$8/gallon X 100 gal.	\$800		\$800
1	Supplies	Gas mix	\$2/gal. X 83.3 gals. X 6 saws	\$1,000		\$1,000
1	Supplies	Gas	\$4/gal. X 83.3 gals. X 6 saws	\$2,000		\$2,000
1	Supplies	Transportation of Supplies	see description	\$83		\$83
1	Other	Sub-awards: Pleasantville YCC	\$10/hr X 26.7 hrs. x 6 youth	\$1,600		\$1,600
1	Other	Sub-awards: Monitoring Supervisor	\$30/hr X 26.7 hrs.	\$800		\$800
1	Other	Sub-awards: Highfliers - Bird Survey	\$30/hr X 30 hrs	\$900		\$900

Year	Budget Object Category	Description	Computation Showing Unit Cost	Federal Funds (\$)	Non-Federal Funds (\$)	Total
1	Other	In-kind: Equipment Use- bulldozer	\$250/day X 80 days		\$20,000	\$20,000
1	Other	In-kind: Equipment use - chipper	\$100/day X 100 days		\$10,000	\$10,000
1	Other	In-kind: Forest Worker Safety Training	\$80/person X 4 people	\$320		\$320
1	Program Income	Fire Wood for Heating	\$150/cords X 80 Cords		\$12,000	
2	Personnel	Crew Foreman	\$20/hr X 700 hrs	\$14,000		\$14,000
2	Personnel	6 Crew Members	\$12/hr X 680 hrs X 6 pers	\$48,960		\$48,960
2	Personnel	Accountant	\$15/hrs X 505 hrs	\$7,575		\$7,575
2	Personnel	Director	20% X \$48,000 salary	\$9,600		\$9,600
2	Fringe Benefits	Crew Foreman	25% X 14,000	\$3,500		\$3,500
2	Fringe Benefits	6 Crew Members	25% X 48,960	\$12,240		\$12,240
2	Fringe Benefits	Accountant	25% X 7,576	\$1,894		\$1,894
2	Fringe Benefits	Director	25% X 9,600	\$2,400		\$2,400
2	Travel	CFRP Workshop-Santa Fe- Mileage	\$0.505 X 144 miles X 2 pers	\$145		\$145
2	Travel	CFRP Workshop-Santa Fe- Hotel	\$101 X 2 nights X 2 persons	\$404		\$404
2	Travel	CFRP Workshop- Santa Fe- Per Diem	\$248.50 X 2 persons	\$497		\$497
2	Supplies	Bar and Chain Oil	\$8/gallon X 250 gal.	\$2,000		\$2,000
2	Supplies	Gas mix	\$2/gal. X 83.3 gals. X 6 saws	\$1,000		\$1,000
2	Supplies	Gas	\$4/gal. X 83.3 gals. X 6 saws	\$2,000		\$2,000
2	Supplies	Transportation of Supplies		\$37		\$37
2	Other	Sub-awards: Pleasantville YCC	\$10/hr X 26.7 hrs. x 6 youth	\$1,600		\$1,600
2	Other	Sub-awards: Monitoring Supervisor	\$30/hr X 26.7 hrs.	\$800		\$800
2	Other	Sub-awards: Highfliers - Bird Survey	\$30/hr X 30 hrs	\$900		\$900
2	Other	Sub-awards: Pueblo Burn Plan	see attached letter	\$10,000		\$10,000
2	Other	In-kind: Equipment Use- bulldozer	\$250/day X 80 days		\$20,000	\$20,000
2	Other	In-kind: Equipment use - chipper	\$100/day X 100 days		\$10,000	\$10,000
2	Other	In-kind: Forest Worker Safety Recert	\$64/person X 7 people	\$448		\$448

Year	Budget Object Category	Description	Computation Showing Unit Cost	Federal Funds (\$)	Non-Federal Funds (\$)	Total
2	Program Income	Fire Wood for Heating	\$150/cords X 80 Cords		\$12,000	
3	Personnel	Crew Foreman	\$20/hr X 430 hrs	\$8,600		\$8,600
3	Personnel	6 Crew Members	\$12/hr X 400 hrs X 6 pers	\$28,800		\$28,800
3	Personnel	Accountant	\$15/hr X 400 hrs	\$6,000		\$6,000
3	Personnel	Director	20% X \$48,000 salary	\$9,600		\$9,600
3	Fringe Benefits	Crew Foreman	25% X 8,480	\$2,150		\$2,150
3	Fringe Benefits	6 Crew Members	25% X 28,800	\$7,200		\$7,200
3	Fringe Benefits	Accountant	25% X 6,000	\$1,500		\$1,500
3	Fringe Benefits	Director	25% X 9,600	\$2,400		\$2,400
3	Travel	CFRP Workshop-Santa Fe- Mileage	\$0.505 X 144 milesX 2 pers	\$145		\$145
3	Travel	CFRP Workshop-Santa Fe- Hotel	\$101 X 2 nights X 2 persons	\$404		\$404
3	Travel	CFRP Workshop- Santa Fe- Per Diem	\$248.50 X 2 persons	\$497		\$497
3	Supplies	Bar and Chain Oil	\$8/gallon X 250 gal.	\$2,000		\$2,000
3	Supplies	Gas mix	\$2/gal. X 83.3 gals. X 6 saws	\$1,000		\$1,000
3	Supplies	Gas	\$4/gal. X 83.3 gals. X 6 saws	\$2,000		\$2,000
3	Supplies	Transportation of Supplies	see description	\$29		\$29
3	Other	Sub-awards: Pleasantville YCC	\$10/hr X 26.7 hrs. x 6 youth	\$1,600		\$1,600
3	Other	Sub-awards: Monitoring Supervisor	\$30/hr X 26.7 hrs.	\$800		\$800
3	Other	Sub-awards: Highfliers - Bird Survey	\$30/hr X 30 hrs	\$900		\$900
3	Other	Sub-awards: Pueblo Prescribed Burn	see attached letter	\$43,927		\$43,927
3	Other	In-kind: Equipment Use- bulldozer	\$250/day X 80 days		\$20,000	\$20,000
3	Other	In-kind: Equipment use - chipper	\$100/day X 100 days		\$10,000	\$10,000
3	Other	In-kind: Forest Worker Safety Recert	\$64/person X 7 people	\$448		\$448
3	Program Income	Fire Wood for Heating	\$150/cords X 80 Cords		\$12,000	\$12,000

Appendix D. Summaries of Selected 2014  
CFRP Grants

Object Class Category	Total Fed Funds	Total Non-Fed Funds	Narrative
Personnel	\$218,100	\$0	The Key Personnel on the project is the Project Coordinator, Gary Jones (see attached CV). Project activities will take 20 percent of his time. He will complete project reports, oversee implementation and coordinate monitoring with partners. The Crew Foreman is Sam Jones (see attached CV). He will oversee all field work. The accountant is Sally Jones and works in our accounting office. 4 crew members will be hired at the start of the work season. The other 2 are already on staff working on other projects. All crew members will be required to attend safety training.
Fringe Benefits	\$54,525	\$0	Fringe benefits apply to all fulltime employees of the organization and all forest workers. A universal rate of 25 percent is applied to salary expenditures based upon a formula updated annually. Fringe benefits include FICA, workman's compensation, retirement/pension, Medicare and health insurance.
Travel	\$3,138	\$0	CFRP project coordinator and the crew foreman will attend the CFRP workshop. Travel to attend CFRP workshop is based on 2010 Federal per diem rates from GSA website. Hotel cost includes 15 percent tax.
Equipment	\$0	\$0	We will not purchase equipment with this project.
Supplies	\$19,193	\$0	We will purchase supplies for forestry restoration activities and to cover gas and operating expenses. Transportation of supplies will include gas or postage used in purchasing, transporting and securing supplies. All items purchased will be inventoried and maintained in a secure location according to our written business procedures. Amounts budgeted are based on averages of three quotes we obtained from vendors.
Contractual	\$0	\$0	We will not issue contracts on this project.
Construction	\$0	\$0	We will not issue contracts on this project.
Other	\$65,043	\$90,000	Three partners participating in this project will receive sub-awards. The Pleasantville YCC will provide the monitoring. They have attached a letter verifying that they will complete the monitoring field work and reporting using the amounts budgeted above. Highfliers will provide a bird survey. The bird survey will locate and mark active nests for avoidance by thinning crews. Their attached letter shows a unit cost breakdown of the \$2,700. The Pueblo will do a burn plan in year 2 and complete a prescribed burn in year 3. They have provided a budget showing the unit costs for the burn plan in their attached letter of support. Our community will use two separate New Mexico Legislative appropriations to purchase a new chipper and a new D-5 bulldozer to be used on the project. The use of the equipment is our in-kind match for this project. We calculated the in kind cost to the project by using the going daily rate for renting a chipper and a bulldozer. We contacted equipment supply companies to get quotes for renting similar equipment. Commercial chippers that can handle reliably diameters up to 12 inches can be rented for anywhere from \$100 to \$250 dollars a day. Bulldozers are renting at \$250 to \$350 a day plus a driver. Since we cannot show more than 20 percent match, we used the lower end of the rental cost and show as many days as a 20 percent match will allow. We anticipate using the equipment more on this project and will thus provide additional in kind beyond the 20 percent.
Total Direct	\$360,000	\$90,000	

Appendix D. Summaries of Selected 2014  
CFRP Grants

Object Class Category	Total Fed Funds	Total Non-Fed Funds	Narrative
Indirect Costs	\$0	\$0	Indirect costs are not requested for this project.
Grand Total	\$360,000	\$90,000	\$450,000
Program Income			The company will produce 80 cords of firewood each year. Each cord of firewood is speculated to have a worth of approximately \$150/cord which comes out to a value of \$36,000 for the three year project.

Budget Object Categories												
Year	Funding Source	Personnel	Fringe Benefits	Travel	Equipment	Supplies	Contractual	Construction	Other	Indirect Cost	Sub-Total*	Program Income
1	Federal Funds	\$84,965	\$21,241	\$1,046	\$0	\$9,127	\$0	\$0	\$3,620	\$0	\$120,000	\$0
	Non-Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000	\$12,000
	Year 1: Total	\$84,965	\$21,241	\$1,046	\$0	\$9,127	\$0	\$0	\$33,620	\$0	\$150,000	\$12,000
2	Federal Funds	\$80,135	\$20,034	\$1,046	\$0	\$5,037	\$0	\$0	\$13,748	\$0	\$120,000	\$0
	Non-Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000	\$12,000
	Year 2: Total	\$80,135	\$20,034	\$1,046	\$0	\$5,037	\$0	\$0	\$43,748	\$0	\$150,000	\$12,000
3	Federal Funds	\$53,000	\$13,250	\$1,046	\$0	\$5,029	\$0	\$0	\$47,675	\$0	\$120,000	\$0
	Non-Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000	\$12,000
	Year 3: Total	\$53,000	\$13,250	\$1,046	\$0	\$5,029	\$0	\$0	\$77,675	\$0	\$150,000	\$12,000
4	Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Non-Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Year 4: Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$218,100	\$54,525	\$3,138	\$0	\$19,193	\$0	\$0	\$155,043	\$0	\$450,000	\$36,000

\*Note: Statute requires that federal costs do not exceed \$120,000 per year.

## Appendix D. Summaries of Selected 2014 CFRP Grants

### PLANNING

#### 1) Wildfire and Water Source Protection for New Mexico

Racher Resource Management, LLC

Federal Request \$239,968

**Abstract:** Racher Resource Management, LLC will collaborate with the New Mexico Forest Industry Association, The Nature Conservancy and other partners to integrate the activities of the forest industry, land management agencies, local governments, and the private sector to achieve large-scale restoration in high priority forested watersheds. This project engage stakeholders to develop public-private partnerships to make coordinated investments in forest restoration, build entrepreneurial capacity, and provide integrated workforce training. The project will focus on accelerating the implementation of restoration treatments in the Sandia, Manzano, and Jemez Mountain areas, and engaging stakeholders in other forested areas in New Mexico.

**Partners:** US Forest Service Southwestern Regional Office; Cibola National Forest; Santa Fe National Forest; The Nature Conservancy; New Mexico Forest Industry Assoc.; New Mexico Office of the Superintendent of Insurance; Albuquerque Bernalillo County Water Utility Authority; New Mexico Farm Bureau; New Mexico Cattle Growers Association; Central New Mexico Community College; Five Sandoval Indian Pueblos; Walatowa Timber; South Central Mountain Resource Conservation and Development Council (RC&D); Wells Fargo; and Power

New Mexico Resources.

### SMALL DIAMETER TREE UTILIZATION

#### 2) High Volume Production in Flooring from Small Diameter Timber

Old Wood, LLC

Federal Request \$360,000

**Abstract:** The proponent has successfully created and marketed plank and wood block flooring using small diameter timber from forest restoration projects on Federal and Tribal land in New Mexico. The proposed project will increase the production capability and volume of Old Wood's wood block flooring manufacturing process by adding, computer numeric control, nested manufacturing, modern panel spraying, and automated 'optimizing'. This will allow the applicant to transition from handmade processes to more automated production for larger markets that will result in an increase in the volume of small diameter material utilized.

Approximately nine jobs will be created as a result of the project.

**Partners:** USDA Forest Service; Rachel Wood Consulting; Forest Guild; Alamo Navajo School Board; Luna Community College; the Manufacturing Extension Partnership; H.R. Vigil Small Products; Silver Dollar Racing & Shavings; Walatowa Timber; K&B Timberworks; Griegos Logging, LLC; and Barela Timber Management Co.

## IMPLEMENTATION:

- 3) White Oaks Forest Restoration and Fuelwood Project  
American Wildfire Suppression Services, Inc. Federal Request \$357, 21 0

**Abstract:** The project will build on the accomplishments of two innovative and successful CFRP projects which have conducted prescribed burns on state land using local resources and private prescribed fire contractors. Following this model, the project will implement over 300 acres of mechanical and prescribed fire treatments in pifion-juniper stands to reduce the risk of catastrophic wildfire and encourage the use of prescribed fire. This project will. Local firewood contractors will thin over 300 acres on National Forest and State land. Federal, volunteer, and contract fire crews and prescribed fire practitioners will then implement prescribed fire on those acres. Conservation groups and local stakeholders will make improvements to wildlife habitat and riparian areas and conduct community outreach and youth education. The project will also leverage additional private and Natural Resource Conservation Service (NRCS) funding to treat up to 200 additional acres which will contribute to landscape scale restoration and resiliency.

Partners: Lincoln National Forest; New Mexico State Land Office; New Mexico State Forestry; White Oaks Fire Department; NRG Consulting Services; New Mexico Forest Industry Assoc.; National Wild Turkey Federation; Carrizozo Soil and Water Conservation District; Lincoln County Weed Assoc.; EcoServants; South Central Mountain RC&D; Caggiano Consulting; and private land owners.

- 4) Rio de las Trampas Watershed Restoration Phase I: State Trust Lands  
Forest Guild Federal Request \$357,308

**Abstract:** The Forest Guild, the New Mexico State Land Office, and a diverse array of collaborators will restore forests and watersheds through treatments across 350- 450 acres of State Trust land in the Rio Trampas watershed in North-Central New Mexico. Restoration activities will occur in pifion-juniper shrubland, woodland, and ponderosa pine cover types. The project will generate approximately 300-350 cords of firewood and latillas, support ten restoration practitioner jobs, employ 15 local youth, and engage five local communities in Fire Adapted Community outreach.

Partners: New Mexico State Land Office; Picuris Pueblo; Bureau of Land Management Taos Field Office; Carson National Forest; Northern Pueblos Agency; Ecotone Consulting; Arid Lands Institute; New Mexico State Forestry Cimarron District; Acequia Abajo in El Valle; Garo's General Works; Penasco High School; and Taos County Envirothon.

- 5) Restoring Forest and Watershed Health and Functioning within a Multi-jurisdictional Ponderosa Pine/Pinon Juniper Landscape in the Manzano Mountains of New Mexico  
Edgewood Soil & Water Conservation District Federal Request \$360,000

**Abstract:** The Edgewood Soil and Water Conservation District (ESWCD), in collaboration with the Pueblo of Isleta and Forest Fitness LLC will treat and restore 826 acres of pifion-juniper and ponderosa pine woodlands on a multijurisdictional landscape through mechanical and hand thinning. This project will complement the landscape-scale forest restoration effort proposed by the Cibola National Forest Mountainair Ranger District within and around the project area. The project area is designated as a high to extreme fire risk in the East Mountain and Torrance County Community Wildfire Protection Plans. The proposed treatment areas were analyzed under the completed Environmental Assessment for the Isleta Collaborative Landscape Analysis Project, which was a multijurisdictional planning effort. Project partners will work with approximately 30 local youth from the Pueblo of Isleta and the ESWCD to train them in ecological monitoring and the principles of forest restoration and ecology.

**Partners:** Pueblo of Isleta; US Forest Service Mountainair Ranger District, Forest Fitness, LLC, SWCA Environmental Consultants; Estrada Consulting; Claunch-Pinto Soil and Water Conservation District; New Mexico Forest Industries Association; and The Nature Conservancy.

- 6) Building Local Forest Industry Capacity in Central New Mexico through Restoration and Education in the Manzano Mountains  
Romero's Firewood Federal Request \$358,995

**Abstract:** The project will conduct forest and watershed restoration on 750 acres of ponderosa pine forest within Red Canyon in the Manzano Mountains of the Cibola National Forest Mountainair Ranger District. The watershed supplies water to the town of Manzano, and is one of the few remaining watersheds within the landscape that has not been burned in recent wildfires. The project would complement landscape-scale work being conducted in the area by the Claunch Pinto Soil and Water Conservation District. Local community members will be trained and employed to build workforce capacity. Wood products from the treatments will be processed into rough-cut lumber, furniture, or sold as firewood. A minimum of 50 cords of wood per year will be donated to St. Vincent de Paul Society, which helps the elderly and families in need in Torrance County. Project partners will educate local High School students in ecological monitoring and the principles of forest restoration.

**Partners:** Claunch-Pinto Soil and Water Conservation District; Cibola National Forest Mountainair Ranger District; SWCA Environmental Consultants; Estrada Collaborative Resource Management, LLC; Mountainair High School; New Mexico Forest Industries Association; and The Nature Conservancy.

## **Appendix E. Sample Operational Guidelines for CFRP Fuels Reduction and Restoration Thinning Treatments on National Forest Lands**

NOTE: This document is an example of the guidelines that the Forest Service (or other jurisdictional land management agency) may ask a CFRP grantee to agree to during the projects' on-the-ground treatments/operations.

### **1. Project Location and Description**

- a. (Insert location and description of project.)
- b. The Grantee's work plan should be submitted and reviewed by the Forest Service technical contact and the grants and agreements (G&A) specialist prior to starting work each year. The technical contact for the project will review and approve or recommend changes to the work plan in a timely manner and the G&A specialist will incorporate that plan into the award document.

### **2. Restrictions on Work to Prevent Unacceptable Resource Damage.** Work may be suspended under various circumstances if it is determined that continuation will damage resources or threaten the safety of people. The following list describes some of those circumstances, but is not all-inclusive.

- a. In accordance with the Fire Protection Plan (9.E–G).
- b. When the technical contact has determined that adverse weather has made access, haul, or skidding too dangerous or that continued vehicular travel would cause unacceptable road, landing, or skid trail damage. As a general guideline, forest roads, landings, or skid trails should not be used for access, haul, or skidding if such use will result in the travel way being rutted to a depth of greater than or equal to 2 inches over more than 10 percent of the length of the road or landing (measured on a mile by mile basis).
- c. In accordance with the plan of operations approved by the technical contact.
- d. To protect other resources as outlined in the 6A. Other Resource Protection Guidelines.

### **3. Fuels Reduction and Forest Restoration Technical Guidelines**

- a. Desired End Result Objectives. The desired end result of this project is to achieve the following:
  - Provide for safe operations.
  - Reduce ladder and surface fuels, thereby reducing the susceptibility of the forest to catastrophic losses caused by wildfire.
  - Open gaps in the canopy and retain the largest trees, thereby restoring fire resiliency in stands located in high risk fire areas
- b. Thinning Guidelines  
(Insert Silvicultural Prescription)

### **4. Erosion Control Guidelines to Meet Best Management Practices**

- a. The following guidelines prevent soil loss through erosion:

The technical contact will specify areas that require the construction of waterbars. All waterbars should be installed prior to November 15 of each year on skid trails where skidding has been completed or is finished for the season.

Use of roads, landings, or skid trails must be halted during wet periods.

After landings have served Grantee's purpose or prior to any seasonal period of precipitation, Grantee should ditch or slope landings to permit water to drain or spread. Grantee should close all landings following completion of log hauling and fuels treatment. If the grant application included seeding of each closure area, the Grantee should use a Forest Service approved seed mixture.

- b. The following Water Quality Guidelines protect stream courses:

The Grantee's operations should be conducted to prevent soil and vegetative debris from entering stream courses. In the event the Grantee causes debris to enter stream courses in amounts which may adversely affect the natural flow of the stream, water quality or fishery resource, the Grantee must remove such debris as soon as practicable, but not to exceed 48 hours, and in an agreed manner that will cause the least disturbance to stream courses.

Wheeled or track-laying equipment should not be operated within streamside environment zones except at crossings designated by the technical contact. If a drainage crossing is necessary, it should be done at designated locations on existing roads with stream crossing structures in place.

- c. Grant activities that have the greatest potential impacts to water quality include landing and skid trail construction, soil disturbance and vegetation removal.

Construct no landings in wet or difficult to drain areas, in depressions, or near designated ephemeral streams.

Protect permanent and seasonal wet areas from mechanical disturbance.

## **5. Other Resource Protection Guidelines**

Avoid adverse impacts as determined by the technical contact to the following resources listed.

All section corners, post markers, fences, bearing trees must not be disturbed in any way.

The location of known historic or prehistoric sites, buildings, objects, and properties related to American history, architecture, archaeology and culture, such as settler or Indian artifacts, protected by American Antiquities Act of 1906 (16 U.S.C. 431-433), National Historic Preservation Act of 1966 (16 U.S.C.470) and the Archaeological Resources Protection Act of 1979 (16 U.S.C. 470aa-ll) (36 CFR 296.4 and 36 CFR 261.9(e)), has been identified on-the-ground by the Forest Service prior to award of this Grant. The Government may unilaterally modify or cancel this grant in whole or in part, to protect an area, object of antiquity, artifact, or similar object with is or may be entitled to protection under these Acts regardless of when the area, object or artifact is discovered or identified. Discovery of such areas or objects by either party must be

promptly reported to the other party.

The Grantee must protect all known and identified historic or prehistoric sites, buildings, objects, and properties related to American history, architecture, archaeology and culture against destruction, obliteration, removal or damage during the Grantee's operations. The Grantee must bear costs of restoration in accordance with 36 CFR 296.14(c), provided that such payment must not relieve the Grantee from civil or criminal remedies otherwise provided by law.

**Protection of Protected Species.** The location of areas needing special measures for protection of plants or animals listed as threatened or endangered under the Endangered Species Act of 1973, 16 U.S.C. 1531, et seq., or a sensitive species identified by the Regional Forester have been identified on-the-ground by the Forest Service prior to this grant agreement and these locations are shown on the project area map. If the technical contact determines that protection measures are inadequate, if other such areas are discovered, or if new species are listed on the endangered species list, the technical contact may either cancel, in whole or in part or unilaterally modify this grant agreement to provide additional protection regardless of when such facts become known. Discovery of such areas by either party must be promptly reported to the other party. This provision and any protections listed pursuant to this provision

do not constitute a warranty of any kind, either express or implied, including, but not limited to, implied warranties of merchantability or fitness for a particular purpose. Grantee is on notice that special protection measures not currently listed may be required at any time.

**6. Safety Guidelines that meet or exceed state and Federal OSHA standards.**

When Grantee's project operations are in progress adjacent to or on Forest Service controlled roads and trails open to public travel:

Grantee must furnish, install and maintain all temporary traffic controls which provide user with adequate warning of hazardous or potentially hazardous conditions associated with Grantee's operations.

A specific traffic control plan may be required by the Forest Service prior to commencing operations.

Flagmen and devices must be as specified in the "Manual on Uniform Traffic Control Devices for Streets and Highways".

**Protection of Public.** For protection of national forest interests and safety of general public. Grantee's Operations must be subject to the following restrictions:

- When Grantee's operations are in progress, Grantee may be required to post warning signs in the area or maintain a watchman whose sole duty must be to warn and advise public of any hazards present in area as a result of this project
- During periods of general recreation activity within the project area or vicinity, Forest Service may restrict hauling to days other than Saturdays, Sundays, and National holidays.

## 7. Special Grant Guidelines

- a. **Winter Shutdown Procedures.** When winter weather sets in and the continuation of work is impractical, upon written request by the Grantee, the technical contact may authorize a total suspension until such winter weather has passed and work can proceed. During the period of total suspension, the calendar days elapsed will not be charged against total grant time.
- b. **Superintendence by Grantee.** The grantee should designate the foreman or superintendent for the project in writing and provide to the technical contact. The Grantee must have a person on-site that is fully conversant in the English language.
- c. **Equipment Furnished with Operator.** The Government must not be liable for loss, damage, or destruction of equipment furnished under this grant except for such loss, damage, or destruction resulting from the negligent or wrongful act(s) of Government employee(s) while acting within the scope of their employment.

**Cleaning Equipment.** Unless the entire treatment area is already infested with specific noxious weed species of concern, Grantee must ensure that prior to moving on to the Treatment Area all Off-Road Equipment, which last operated in areas known by Forest Service to be infested with specific noxious weeds of concern, is free of soil, seeds, vegetative matter, or other debris that could contain or hold seeds. Grantee must certify in writing that off-road equipment is free of noxious weeds prior to each start-up of timber sale operations and for subsequent moves of equipment to Treatment Area. The certification must indicate the measures taken to ensure that off-road equipment is free of noxious weeds. "Off- road equipment" includes all logging and construction machinery, except for log trucks, chip vans, service vehicles, water trucks, pickup trucks, cars, and similar vehicles. A current list of noxious weeds of concern to Forest Service is available at the Forest Supervisor's Office.

- d. A Camping Permit is required for all **CFRP grant projects that operate on national forest lands (see permit for specific requirements).**
- e. **Oil Storage Guidelines Compliance with Environmental Protection Agency (EPA) Regulations**

If the total oil or oil products storage exceeds 1,320 gallons or if any single container exceeds a capacity of 660 gallons, the Grantee must prepare and implement a Spill Prevention and Countermeasures (SPCC) Plan.

The SPCC plan must meet applicable EPA requirements (40 CFR 112), including certification by a registered professional engineer.

The Grantee under the direction of the technical contact, or in the absence of said officer, acting independently, must immediately take action to contain and clean up, without expense to the Government, all petroleum products spills on or in the vicinity of the project which are caused by the Grantee's employees directly or indirectly as a result of grant operations.

The Grantee may be held liable for all damages and costs of additional labor, subsistence, equipment, supplies, and transportation deemed necessary by the Government for the containment and cleanup of petroleum products spills caused by Grantee's employees or resulting from grant operations.

The Grantee must immediately report all petroleum products spills to the Technical Contact.

f. **Road Maintenance and Skid Trail and Landing Guidelines**

**Use of Roads by the Grantee.** The Grantee is authorized to use existing National Forest System roads and specified roads. The Parties will determine that such use will not cause damage to the roads or national forest resources.

**Plan of Operations for Roads.** Annually, prior to start of operations, the Grantee will prepare a supplement to the technical proposal that must include a schedule of proposed maintenance and construction progress and a description of planned measures to be taken to provide erosion control for work in progress, including special measures to be taken on any segments of construction not substantially completed prior to periods of seasonal precipitation or runoff. The Grantee must submit a revised schedule when they propose a significant deviation from the progress schedule. Prior to beginning construction on any portion of specified roads identified as sensitive on plans, the parties must agree on the proposed method of construction and maintenance.

**Temporary Roads.** As necessary to attain stabilization of roadbed and fill slopes of temporary roads, the Grantee must employ such measures as outsloping, drainage dips, and water-spreading ditches. After a temporary road has served the Grantee's purpose, the Grantee must give notice to the Forest Service and must remove bridges and culverts, eliminate ditches, outslope roadbed, remove ruts and berms, effectively block the road to normal vehicular traffic where feasible under existing terrain conditions, which would include spreading slash on the entire road bed area covering 80 percent of the exposed soil, and build cross ditches and water bars, as staked or otherwise agreed to. When bridges and culverts are removed, associated fills must also be removed to the extent necessary to permit normal maximum flow of water.

**Temporary Roads, Skid Trails and Landings.** The Grantee must locate temporary roads, skid trails and landings on locations approved by the Forest Service. Such location must include the marking of road centerline or grade-line and the setting of such construction stakes as are necessary to provide a suitable basis for economical construction and the protection of national forest lands.

Temporary road surface width must be limited to truck bunk width plus four (4) feet, except for needed turnouts which must not exceed two (2) times the bunk width plus four (4) feet. If shovels or cranes with revolving carriage are used to skid or load, temporary road surface width equal to track width plus tail swing must be permitted.

As necessary to attain stabilization of roadbed and fill slopes of temporary roads, the Grantee must employ such measures as outsloping, drainage dips, and water- spreading ditches.

**Temporary Road and Landing Scarification.** Unless waived in writing by Forest Service on specific roads or landings, all landings and temporary roads constructed or used by grantee will be scarified by partner following use. Scarification must be done to a depth of not less than four inches and must effectively prepare the ground for seeding.

**Temporary Road and Tractor Road Obliteration.** Notwithstanding the provisions of and, unless otherwise agreed, temporary roads accessing any and all Cutting Unit(s) and tractor roads within any and all Cutting Unit(s) existing or constructed for use with this agreement must be obliterated after they have served the Grantee's purpose. Obliteration will consist of recontouring road prism including all cut and fill slopes to natural ground contour. Equipment will not be permitted to operate outside the clearing limits. In addition, from clearing or logging slash, stumps or other woody debris will be placed and scattered uniformly on the top of the recontoured corridor covering 80 percent of the total area.

**Snow Removal Guidelines.** If Grantee removes snow from roads, such work must be done in a manner that will protect roads and adjacent resources. Snow berms will be removed or placed to avoid accumulation of melt water on the road and prevent water concentration on erosive slopes or soils. The road surface will not be removed by plowing. If the road surface is damaged, the Grantee maybe liable for replacement of lost surface material and repair of structures damaged in snow blading operations.

- g. **Vegetative Soil Stabilization Guidelines.** The Grantee may be required to revegetate landings and skid trails as prescribed by the Forest Service or in the work plan of the grant application. Seeding, where required, should be done after May 15 and prior to November 15.

Revegetation should be accomplished by placing grass seed on top of the soil. The seed should be applied at application rates as directed by the Forest Service.

- h. **Transfer of ownership of woody materials generated from the CFRP project site on National Forest System Lands to the CFRP proponent as approved in the CFRP Grant Agreement.**

Woody material title of passage: All right, title and interest in and to any forest products generated from the CFRP grant project on National Forest System lands, such as but not limited to saw logs, pulpwood, biomass, post, poles, latillas, vigas and firewood, will remain in Forest Service until it has been removed from the National Forest System Lands at which time title will vest in the CFRP grantee. Title to any Forest Products that have not been removed from the National Forest System Lands by Grantee on or prior to the grant termination date will remain in Forest Service.

## 8. Emergencies and Fire Plan

- a. The Grantee is required to comply with state and Federal Fire laws during fire season.

Unless otherwise noted elsewhere in the grant agreement, the Grantee's area of responsibility for fire includes 150 feet around the perimeter of the unit or area being worked in.

The Grantee will take all steps necessary to prevent his/her employees from setting fires not required in completion of the grant, be responsible for preventing the escape of fires set directly or indirectly as a result of thinning operations, and extinguish all such fires which may escape. The Grantee may be held liable for all damages and for all costs incurred by the Government for labor, subsistence, equipment, supplies, and transportation deemed necessary to control or suppress a fire set or caused by the Grantee or the Grantee's agents or employees.

The Grantee must immediately notify the Government of any fires sighted on or in the vicinity of the work site.

When directed by the technical contact, the Grantee will allow the Government to temporarily use employees and equipment from the work site for emergency work (anticipated to be restricted to firefighting).

- b. **Grantee Tool and Equipment Guidelines that Meet or Exceed Federal and State Fire Laws**

Internal combustion engines must be equipped with a spark arresters qualified and rated under U.S. Forest Service Standard (Spark Arrester Guide) 5100-1a or the latest revision of Society of Automotive Engineers "medium size engine, SAE recommended practice J350" unless it is:

- Equipped with a turbine-driven exhaust supercharger such as the turbocharger. There will be no exhaust bypass.
- A multi-position engine, such as on power saws purchased after June 30, 1977, which must meet the performance levels set forth in the Society of Automotive Engineers "multi-positioned small engine exhaust fire ignition standard, SAE recommended practice J335B" as now or hereafter amended.
- Those purchased prior to the above date will be equipped with an approved spark arrester/muffler containing a 0.023 inch mesh screen in good condition.
- A passenger carrying vehicle or light truck, or medium truck up to 40,000 GVW, used on roads and equipped with a factory designed muffler and an exhaust system in good working condition.
- A heavy duty truck, such as a dump or log truck, or other vehicle used for commercial hauling, used only on roads and equipped with a factory designed muffler and with a vertical stack exhaust system extending above the cab.
- Exhaust equipment described in this Subsection, including spark arresters and mufflers, must be properly installed and constantly maintained in serviceable condition.

The Grantee should furnish and have available for emergency use on each piece of equipment used in conjunction with performance of the work as listed below, hand tools and/or equipment as follows:

- One shovel, one axe (or Pulaski) and a fully charged fire extinguisher U.L. rated at 4 B:C or more on each truck, personnel vehicle, tractor, grader and other heavy equipment.
- One shovel and one backpack 5-gallon water-filled tank with pump with each welder.
- One shovel and one chemical pressurized fire extinguisher (fully charged) for each gasoline-powered tool, including but not restricted to chain saws, soil augers, rock drills, etc. Fire extinguishers will not be less than 8-ounce capacity. Shovel must be kept within 100 feet from each chain saw when used off cleared landing areas.

All tools and equipment recommended above should be in good workable condition and should meet the following principle Forest Service guidelines for fire tools:

- Shovels must be size "O" or larger and be not less than 46 inches in overall length.
- Axes (or Pulaski) must have 2-1/2 pound or larger heads and not less than 28 inches in overall length.

It is recommended that a sealed box of tools be located within the operating area, at a point accessible in the event of fire. This fire tool box should at a minimum contain:

- One 5-gallon, backpack pump-type fire extinguisher filled with water.
- Two axes.
- Two McLeod fire tools.
- One serviceable chain saw of three and one-half or more horsepower with a cutting bar 20 inches in length or longer.
- Sufficient number of shovels so that each employee at the operation can be equipped to fight fire.
- The Grantee should make available this box of firefighting tools for use at location(s) of the work. The fire toolbox must remain unlocked, but should be sealed to prevent use for other than emergency use only.

c. **Fire Preparedness Guidelines that Meet or Exceed State and Federal Fire Laws**

**Smoking and Fire Rules.** Smoking is not permitted during fire season, except in a barren area or in an area cleared to mineral soil at least three feet in diameter. In areas closed to smoking, the technical contact may approve special areas to be used for smoking. The Grantee must sign these areas. Grantee will post signs regarding smoking and fire rules in conspicuous places for all employees to see. Grantee's supervisory personnel will require compliance with these rules. Under no circumstances will smoking be permitted during fire season while employees are operating light or heavy equipment, or walking or working in grass and woodlands.

**Storage and Parking Areas.** Equipment service areas, parking areas, and gas and oil storage areas must be cleared of all inflammable material for a radius of at least 50 feet. Small mobile or stationary engine sites must be cleared of inflammable material for a radius of at least 15 feet from such engine. The technical contact must approve areas of the type described above prior to use.

**Welding.** Grantee will confine welding activity to cleared areas having a minimum radius of 10 feet measured from place of welding.

**Oil Filter and Glass Jugs.** Grantee must remove from national forest land all oily rags and used oil filters.

**Reporting Fires.** The Grantee must notify the Forest Service of any fires encountered in the vicinity of the project. The Grantee should take control action upon discovery of a fire as safety and conditions allow.

**Communications.** The Grantee should furnish a serviceable telephone, radio-telephone, or radio system that allows the Grantee to contact the Forest Service or other law enforcement or emergency agencies in the event of a fire or other medical emergency. If the project's location makes communication clearly impractical, the Technical Contact will accept a reasonable alternative. The communications system must be operable during the Grantee's operation in the fire precautionary period and at the time fire patrol person service is required.

- d. **Emergency Fire Precautions.** Grantee will restrict operations in accordance with the attached Emergency Fire Precaution Schedule. When there is a predicted change, Forest Service will inform the Grantee by 6 p.m., MST (7 p.m. MDT), of the predicted change in the Industrial Fire Precaution Plan. The procedure for the Forest Service to notify the Grantee of a change will be stated in the timber sale fire plan required by BT7.1. The Contracting Officer may, after consultation with the Forest Supervisor, adjust the predicted Industrial Fire Precaution Plan for local weather conditions on Project Area. Changes in the predicted Industrial Fire Precaution Plan must be agreed to in writing.

#### Emergency Fire Precaution Schedule, Fire Restriction/Closure “Stage”

“Staged” Restriction Levels	Industrial Fire Precaution Plan
No Restrictions	A
Stage I	B
Stage II	C
Stage III (Partial Forest Closure)**	C or D
Stage IV (Total Forest Closure)	D
Red Flag Warning (Issued by National Weather Service)	D

\*\***Partial Forest Closure:** Timber project areas which are outside the boundaries of the partial forest closure may continue to operate under Industrial Fire Precaution Plan “C”

operating criteria as agreed upon between the CO and Grantee in writing.

Timber project areas within the boundaries of the proclaimed partial forest closure area are to operate under Industrial Fire Precaution Plan “D”.

Staged restriction levels are determined by the Line Officer in conjunction with Fire Management Officer(s) and Contracting Officer(s). The process is a mix of quantitative and subjective measures which allows Line Officers a broad level of discretion considering local conditions and issues when deciding to implement fire restrictions and/or area closures.

**Industrial Fire Precaution Plan - Description**

**A**—Normal Fire Precautions - No fire guard required.

**B**—Normal Fire Precautions, except designated areas for smoking and warming or cooking fires require a written permit. Grantee will provide fire guard.

**C**—All power saws and mechanical fellers except for mechanical fellers equipped with hydraulic shears will shut down from 9 a.m. until 8 p.m. MST (10 a.m. to 9 p.m. MDT), except chainsaws may be used from 9 a.m. until 2 pm MST (10 a.m. to 3 p.m. MDT), for limbing on landings cleared to mineral soil. Loading is authorized to continue from 12 noon until 2 p.m., MST (1 p.m. to 3 p.m. MDT), on landings cleared to mineral soil. Log hauling trucks must be out of the Project area to a surfaced road by 2 p.m., MST (3 p.m. MDT). Shutdown from 12 noon until 8 pm MST (1 p.m. to 9 p.m. MDT); all machine treatment of slash; mechanical equipment used for shearing, bunching, or delimiting; skidding; cable yarding; blasting; welding; metal cutting; and clearing. Operations on mineral soil involving road excavation, watering, grading, surfacing, rock crushing, and/or other equipment maintenance may continue. No smoking, warming or cooking fires are permitted at any time. Grantee will provide fire guard.

**D**— Shutdown all operations; except operations on mineral soil involving road excavation, watering, grading, gravel surfacing, and rock crushing may continue with special Forest Service permit. Grantee will provide fire guard.

- e. Reporting all Wildfires. Grantee's employees must report all fires to any of the following Forest Service facilities and/or personnel listed below, but not necessarily in the order shown.

**Forest Service Personnel to call in case of fire or other emergency:**

Contact	Name	Office Telephone	Home Telephone
Nearest FS			
Technical Contact			
Forest Timber			
District Ranger			
District FMO			

**Grantee's Key Personnel to call in case of fire or other emergency:**

<b>Contact</b>	<b>Name</b>	<b>Office Telephone</b>	<b>Home Telephone</b>

## Appendix F. Map Making Pointers

As the project proponent, you are familiar with all aspects of the project and know exactly where it is located. You should convey this information to the CFRP Technical Advisory Panel and others as clearly as possible.

### Key Points for Any Map

It must be **legible**; have a **legend, scale, north arrow, date**, and name of **map maker**. CFRP maps **SHOULD** be in **black and white**. Maps should be in **black and white** and include **township** and **range**.

### Different Maps

A project that involves on-the-ground treatment(s) should have at least two maps in the application. The first should depict the **location of the project in relation to major cities and highways** (this is typically a statewide image with the project represented by a dot). The second map should show the **project boundaries where the treatment(s) will take place**.

### Simple Maps

The simplest project maps can be made drawing the boundaries on a USGS 7.5-min topographic quadrangle (1:24,000 scale ratio) and photocopying at 100 percent onto 8 ½ x 11-letter size paper.

Since all maps will be reproduced in black and white, the legend should use different lines in the boundaries or hatching to distinguish two or more areas where different treatments or actions will take place.

When hand-drawing a map, the legend can be easily made on a sticky note and copied with the quadrangle. Do not cover any map feature that will help viewers to orient themselves to the project's immediate area.

If it is going to take 3 to 4 copy pages to depict the entire project on the 7.5 min quadrangles, please use a 15-min quadrangle (1:62,500). Any map with a smaller ratio (1:100,000) will likely not show enough detail.

### Statewide Image for the Vicinity Map

If you need an image to insert into your application that you can add a circle or star to using the drawing tools in your word processing software, or just draw on and copy, one is available on the GIS in State Forestry web-page:

- Go to [www.nmforestry.com](http://www.nmforestry.com).
- Lower right hand column has a link for GIS in State Forestry.
- Lower right hand column has a link for State map for CFRP Vicinity maps.
- Right click on the image that opens and save to your computer.
- The image can now be inserted into your application.

## **GIS**

Maps needed for the application can be made in a GIS and easily stored for re-use, such as for the project monitoring, in a GIS. There are several software packages at a wide range of costs and broad range of capabilities. One of the parties involved in your application may have GIS capabilities. **Free data is available from the [New Mexico Resource Geographic Information System](#) (RGIS).**

## Appendix G. National Policy Requirements Affecting Grants

Issue	Applicable Statutes & Regulations	Impact of Requirement
Civil Rights	<ul style="list-style-type: none"> <li>• Civil Rights Act, 42 USC 2000, as implemented at 28 CFR 42;</li> <li>• Age Discrimination Act, 42 USC 6101, as implemented at 45 CFR 90;</li> <li>• Age Discrimination in Employment Act, 29 USC 621, as implemented at 29 CFR 1625;</li> <li>• Title IX of the Education Amendments of 1972, 20 USC 1681, as implemented at 45 CFR 86;</li> <li>• Section 504 of the Rehabilitation Act, 29 USC 791, as implemented at 28 CFR 41;</li> <li>• Executive Order 11246; and</li> <li>• Americans with Disabilities Act, PL 101-366.</li> </ul>	<ul style="list-style-type: none"> <li>• Certification(s) of compliance with one or more authorities may be required.</li> <li>• Regulations dealing with access for the disabled may impact project plans (e.g., architectural plans for construction projects, or requirements for including affected individuals on planning boards).</li> </ul>
Labor Standards	<ul style="list-style-type: none"> <li>• Fair Labor Standards Act, 29 USC 207, as implemented at 29 CFR 500899;</li> <li>• Davis-Bacon Act, 40 USC 3141-3148, as implemented at 29 CFR 1, 3, 5, and 7; and</li> <li>• Contract Work Hours and Safety Standards Act, 40 USC 327, as implemented at 29 CFR 5, 1926</li> </ul>	Requirements may affect amounts budgeted for compensation, as well as require alterations in the organization's compensation policies.
Intergovernmental Review	<ul style="list-style-type: none"> <li>• Executive Order 12372, as implemented by individual agencies; and</li> <li>• The Intergovernmental Cooperation Act of 1968, 31 USC 6501.</li> </ul>	<ul style="list-style-type: none"> <li>• If applicable, applicants must file a Notification of Intent to apply for assistance with state and area-wide clearinghouses.</li> <li>• If applicable, applicants must file completed applications with clearinghouses.</li> <li>• Comments made by or through the clearinghouses must be submitted to the federal agency with the application.</li> <li>• Applications subject to intergovernmental review which have not been reviewed will not receive federal funding.</li> </ul>

<b>Issue</b>	<b>Applicable Statutes &amp; Regulations</b>	<b>Impact of Requirement</b>
Confidentiality	<ul style="list-style-type: none"> <li>• Freedom of Information Act, 5 USC 552, as implemented by individual agencies; and</li> <li>• Privacy Act, 5 USC 552a.</li> </ul>	Portions of the application package and other records may be open to the public: confidential and proprietary information in grant applications (e.g., employee salaries, information on pending patents) should be marked to avoid disclosure.
Debarment and Suspension	Executive Order 12549, as implemented in common rule form by individual agencies.	<ul style="list-style-type: none"> <li>• Excluded person(s) cannot be involved in a federal project.</li> <li>• Certification required with application.</li> </ul>
Drug-Free Workplace	Drug-Free Workplace Act of 1988, PL 100-690, as implemented in common rule form by individual agencies.	Certification of a drug-free workplace required with application.
Lobbying Restrictions	Limitations on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions, 31 USC 1352, as implemented in common rule form by individual agencies.	<ul style="list-style-type: none"> <li>• Certification required with application.</li> <li>• Disclosure necessary if otherwise covered payment made with non-federal funds</li> </ul>
Conservation in Procurement	Resource Conservation and Recovery Act, 42 USC 6962 and Executive Order 12873, as implemented at 40 CFR 247.	State and local governments should consider the impact of the requirements on their procurement system before applying for funds.
Crimes and Prohibited Activities	<ul style="list-style-type: none"> <li>• Anti-Kickback (Copeland) Act, as implemented at 29 CFR 3.1;</li> <li>• False Claims Act, 31 USC 3729; and</li> <li>• Program Fraud Civil Remedies Act, 31 USC 3801-3812.</li> </ul>	Note: although these statutes do not have a significant impact on the application process, they are important later in the grants process, and prospective recipients should be aware of their provisions, e.g., recipient liability for employee misuse of funds.
Seat Belt Use	<ul style="list-style-type: none"> <li>• Highway Safety Act of 1966 as amended (23 USC §§402-03);</li> <li>• Government Organization and Employees Act as amended (5 USC §7902(c));</li> <li>• Occupational Safety and Health Act of 1970 as amended (29 USC §668); and</li> <li>• Increasing Seat Belt Use in the United States (EO 13043).</li> </ul>	Applicants should make sure their staff are aware of this requirement and periodically audit seat belt usage while on official business.

<b>Issue</b>	<b>Applicable Statutes &amp; Regulations</b>	<b>Impact of Requirement</b>
Trafficking Victims Protection	<ul style="list-style-type: none"> <li>• Trafficking Victims Protection Act of 2000 (22 USC 7104);</li> <li>• Trafficking Victims Protection Reauthorization Act of 2003 (PL 108-193);</li> <li>• Trafficking Victims Protection Reauthorization Act of 2005 (PL 109-164);</li> <li>• President’s Interagency Task Force to Monitor and Combat Trafficking in Persons (EO 13257) and Amending Executive Order 13257 to Implement the Trafficking Victims Protection Reauthorization Act of 2003 (EO 13333); and</li> <li>• Award Term for Trafficking in Persons (2 CFR Part 175) and OMB Memo M-08-03.</li> </ul>	Agencies have the right to terminate any award to an organization found to engage in human trafficking or forced labor.
Counterterrorism	<ul style="list-style-type: none"> <li>• International Emergency Economic Powers Act (50 USC 1701 et seq.);</li> <li>• National Emergency Act (50 USC 1601 et seq.);</li> <li>• USA Patriot Act (PL 107-56); and</li> <li>• Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism (EO 13224).</li> </ul>	Agencies must consult the terrorist watch list.
Political Activity	Hatch Act (5 USC 1501-1508)	Limits political activities of certain state and local government employees who work on government-funded grants.

**Questions?** Your local CFRP Coordinator can offer additional advice/pointers.