

**USDA Forest Service – Plumas National Forest Service  
Plumas Resource Advisory Committee**

**Title II Project Application Instructions – Funding Cycle 16**

**GENERAL INSTRUCTIONS**

- A. The application (labeled project submission form) is mostly self-explanatory. Much of the information requested on the form is required by P.L. 106-393 in Section 203(b) as reauthorized by P.L. 116-94. Public law references are listed in the appropriate fields in the form. The electronic MS Word form is located on <http://www.fs.usda.gov/plumas>.
- B. Use as few abbreviations as possible and minimize the use of technical jargon that may not be widely understood. Remember that the people making decisions about these projects come from a wide variety of backgrounds.
- C. Formatting: **You may only use the Funding Cycle 16 - Title II Project Submission Form** as part of the submittal. Any proposal that does not use the Cycle 16 form or exceeds six pages (excluding worksheets and attachments) will not be considered. All type must be 12 point. Application must be in a .doc or .docx format. Attachments may be in any format.
- D. Attachments: The only attachments to accompany the Cycle 16 submission form are: **required** letters of commitment from collaborators (including Forest Service); **required** letter of support from the District Ranger responsible for the project area (do not wait until the last minute); letters of support from others; a project area map (described under Specific Instructions #8); a project work plan (described in “F” below); and the monitoring plan (described in item #24 of the application). **Commitment letters (required) must detail specific contributions the collaborators are making to the project such as support staff, funds, equipment, etc. Contributions detailed in the letter should be the same as those described in the application.**
- E. Project Work Plan. Describe “how” the work will be accomplished with an itemized work plan that identifies significant milestones, timeframes, responsible parties, etc. The work plan should tie to the objectives identified in the Specific Instructions #9. Ideally, the work plan should detail project objective(s), milestone (activity), start/completion date and who is responsible for each activity. A well-developed work plan is critical to a project’s success.
- F. Submittals: You may submit your application either by: 1) email or 2) hard copy *and* Thumb Drive version. \*  
The project application & attachments *must be received* by email, hard mail, or hand delivery no later than 4:00 p.m. on **September 30, 2022** to: Plumas Resource Advisory Committee, Plumas RAC, c/o Plumas National Forest – Mt. Hough Ranger District, 39696 Hwy 70, Quincy, CA 95971, Attn: Joseph Hoffman (530-283-7610).

Application must include: 1) One email application and attachments *Or* 2) One hard copy application & attachments, *and* One Thumb Drive with application & attachments.

*\* Note: Your application will be duplicated in black & white for RAC review.*

## SPECIFIC INSTRUCTIONS

**Name of Resource Advisory Committee:** Plumas

**Funding Fiscal Year:** For Cycle 16 Applications, use “FY19/20” as this is when funds were generated.

1. **Project Number**. Leave blank.
2. **Project Name**. Provide a *Project Name* that is short, yet descriptive.
3. **County**. Specify the *County* in which the project is located. If the project area encompasses more than one county, then specify.
4. **Project Sponsor or Submitted By**. Identify the name of the entity, individual, or group proposing the project. If several collaborators are involved specify the primary *Project Sponsor* only (the person to be reached for further information, if necessary), and provide a list of other collaborators in Block 10 – “Project Description.”
5. **Date**. Enter the *Date* of project submission. Use the following format: 09-14-2022.
6. **Contact Name & Mailing Address**. Enter the *Project Sponsor’s name & mailing address*.
7. **Sponsor’s E-mail & Phone Number**. Enter the *Project Sponsor’s E-mail and Phone Number*. An E-mail address is required. Include a primary contact name if application is being submitted by an organization.
8. **Project Location (attach project area map)**. Submit an appropriate *Project Area Map* along with the submission form. The following information should be contained on the map: project title; project boundary; stream names; road numbers; legal location; township, range, and section designations; scale bar; compass orientation; and legend. The map scale should be no larger than 2.64 inches/mile and no smaller than 1 inch/mile. Black and white maps are preferred as applications will be duplicated in same for RAC consideration.
  - 8a. **National Forest**. Identify the appropriate *National Forest* unit (e.g., Lassen/Plumas National Forest)
  - 8b. **Forest Service District**. Identify the appropriate *Forest Service District*. If the project occurs within two or more districts, then denote the lead district with an asterisk (\*).
  - 8c. **State/Private/Other Lands Involved?** Specify non-federal lands included within the project area boundaries.
  - 8d. **Legal Location: Township, Range, and Section(s)**. Specify the *Legal Location* of the project, including all townships, ranges, and sections or lat./long. where the project occurs.
9. **Statement of Project Justification, Goals and Objectives**. State the *Project Justification, Goals and Objectives* in a clear, measurable, succinct manner.
10. **Project Description**.
  - 10a. **Brief**. Provide a *one-sentence description*.
  - 10b. **Detailed**. *State exactly, and very briefly, “what” you are going to do. Specific project outcomes should be easily identifiable.* Do not reiterate other descriptive details provided elsewhere in the application but be sure to highlight any unique aspects or special circumstances. Use this space to show work that may have been accomplished to date.

11. **Coordination of Project with Other Related Project(s) on Adjacent Lands?** Check the appropriate box. If yes, then provide a brief description of what type of coordination is needed with regard to other related project(s) on adjacent lands. Is the sequence of project implementation important for achieving a successful outcome? Will the achievement of stated project goals and objectives be contingent on the implementation of other related or complimentary project(s) on adjacent lands?
12. **How Does Proposed Project Meet Purposes of the Legislation?** Check each box that is applicable.
13. **Project Type.** Check each box that is applicable *Project Type*. If none apply, then check the box entitled “Other Project Type” and specify.
14. **Measure of Project Accomplishments/Expected Outcomes.** Fill in the estimated project accomplishment measures that apply. If certain measures do not apply, then leave them blank. Descriptions of some measures follow, as most are self-explanatory.
- No. Jobs.** Estimate the number of jobs generated in *full time equivalents (FTE) to nearest tenth. (One FTE is 52 forty-hour weeks).*
- Est. the Timber Volume Generated.** Enter the *Estimated Timber Volume to be produced (sawlog volume in mbf).*
- Est. the Value of Direct Economic Activity Benefit.** Enter the *Estimated Value (\$) of Economic Activity* that results from the project. Use direct vs indirect benefits.
- Other (specify).** Identify other measures of proposed project accomplishments or expected outcomes if the listed categories are inadequate for an accurate description. Make sure to specify the units of measure.
15. **Estimated Start Date.** Enter the Estimated Start Date (Example: 06-14-2023).
16. **Estimated Completion Date.** Enter the Estimated Completion Date (Example: 12-31-2024).
17. **How Will Cooperative Relationships Among People That Use Federal Lands Be Improved?** Describe how the proposed project will improve cooperative relationships among people that use public (federal) lands. For example, will the project bring groups with differing views on natural resource management together in an effort to achieve outcomes pursuant to common interests?
18. **How is the project in the best public interest?** Provide a rationale for how the proposed project is in the best public interest. For example, how does this provide local jobs, how does this create an atmosphere of stewardship? Why does the community need this project?
19. **How does project benefit federal lands/resources?** Title II projects to be implemented on state, county, or private lands **must have a clear benefit** to federal lands and/or resources. The benefit must be clearly articulated. For example, a culvert replacement on non-federal lands may improve passage of coho salmon migrating upstream to federal lands. If project is on federal land please respond with “n/a.”
20. **Proposed Method(s) of Accomplishment.** Check the method(s) of accomplishment that apply and/or specify “other” and describe.
21. **Will the Project Generate Merchantable Materials?** Check “yes” or “no.” This applies to those projects involving the sale of merchantable material such as biomass or saw timber using separate contracts for:  
a. the harvesting or collection of merchantable material; and b. the sale of such material.

22. **Anticipated Project Costs.**

- a. **Total Title II Funds Requested.** Identify the total amount of Title II funds requested. This amount will equal that identified for the Total Cost Estimate (Item 37) in *Column B* of Table 1.
- b. **FY 2023 Request.** Identify total Title II funds requested in 2023 for the period from project award (approximately 11/01/22) through 09/30/2023.
- c. **FY 2024 Request.** Identify total Title II funds requested in FY 2024, if needed for the period from 10/01/2023 through 09/30/24.

23. **Identify Source(s) of Other Funding for Project Identified Above.** For all other contributions identified in Worksheet 1, *Column C*, identify the source(s) of contribution and the amount(s) being contributed by the source(s). (max. 7 lines)

24. **Monitoring Plan.**

- a. **Provide a plan that describes your process for tracking and explaining the effects of this project on your environmental and community goals outlined above.** Describe the specific evaluations to be made in order to determine how well the proposed project meets its stated goals and objectives
- b. **Identify who will conduct the monitoring.** Identify who will be responsible for completing monitoring tasks.
- c. **Identify total funding needed to carry out specified monitoring tasks.** Worksheet 1, Item k.

25. **Failure to comply with terms of the Agreement.** Select the appropriate box. If “Other” is selected, provide a course of action that would be taken.

**STATUS OF PROJECT PLANNING WORKSHEET  
WORKSHEET 2**

- a. **NEPA and/or CEQA Complete.** Check “yes” or “no” for completion of required analysis and documentation under the National Environmental Policy Act (NEPA) and or California Environmental Quality Act (CEQA).
- b. **If no, give estimated date of completion.** If NEPA/CEQA is not completed, then provide the estimated date for completion. Use the following format: 05-14-2023.
- c. **NMFS Sec. 7 ESA Consultation Complete.** Check “yes” or “no” if Section 7 Endangered Species Act (ESA) consultation has been completed with the National Marine Fisheries Service (NMFS). For projects covered under programmatic biological opinions, enter “yes” only if required documentation is completed.
- d. **USFWS Sec. 7 ESA Consultation Complete.** Check “yes” or “no” if Section 7 ESA consultation is complete with the U.S. Fish and Wildlife Service (USFWS). For projects covered under programmatic biological opinions, enter “yes” only if required documentation is completed. Communication with Forest Service is vital to determine if this applies to project.
- e. **Survey & Manage Complete.** Check the appropriate box denoting completion of required surveys for Survey and Manage Species under the Northwest Forest Plan. For projects occurring non-Forest Service or non-BLM lands, these surveys are not required.
- f. **RWRCB/CDFG Permits for In-stream Restoration Work Obtained.** Check the appropriate box denoting whether or not the required in-stream restoration work permits have been obtained from the Regional Water Resources Control Board (RWRCB) and California Department of Fish and Game (CDFG).
- g. **RWRCB /COE 401/404 Fill/Removal Permit Obtained.** Check the appropriate box denoting whether or not the required fill/removal permit has been obtained from the Regional Water Resources Control Board (RWRCB) and Army Corps of Engineers (COE). If the proposed project work falls under the regional permit, then check “yes.”
- h. **SHPO Concurrence Received.** Check the appropriate box denoting whether or not project-level concurrence has been received from the State Historic Preservation Office (SHPO).
- i. **Project Design(s) Completed.** Check the appropriate box denoting whether or not the required project designs are completed.

**PROJECT COST ANALYSIS WORKSHEET  
WORKSHEET 1**

**Column A – Federal Agency Appropriated Contribution.** Identify any funding matches provided through Federal agency appropriations for each cost item in *Column A*. [Complete this column only if the Project Sponsor is a federal entity!]

**Column B – Requested Title II Contribution.** Identify all Title II funds requested for each cost item in *Column B*. If Title II funds will be used by several partners (Fed /other), separate request by a slash and an asterisk to identify what monies go to whom. Track fund division through to totals columns.

**Column C – Other Contributions.** Identify any other matching contributions provided from non-Forest Service or non-BLM appropriations for each cost item in *Column C* (e.g., funds secured through the Oregon Watershed Enhancement Board).

**Column D – Total Available Funds.** *Column D* is the sum of *Columns A, B, and C*.

- a. **Field Work & Site Surveys.** Identify the costs for all necessary *Field Work and Site Surveys*, including data collection.
- b. **NEPA & CEQA.** Identify the costs for completing *NEPE/CEQA*.
- c. **ESA (Sec. 7) Consultation.** Identify the costs for completing consultation.
- d. **Permit Acquisition.** Identify the costs for acquiring all required permits for project implementation.
- e. **Project Design & Engineering.** Identify the costs for *Project Design and Engineering* support.
- f. **Contract/Grant Preparation.** Identify the costs for developing necessary instruments for advertisement and award. If the Project Sponsor is a federal entity, then include costs for contracting officer support.
- g. **Contract/Grant Administration.** Identify the costs for administering all necessary contracts/grants. Include costs for contracting officer's support. If the Project Sponsor is a federal entity, then include costs for contracting officer support.
- h. **Contract/Grant Cost.** Provide an estimate for the actual *Contract/Grant Cost*.
- i. **Salaries.** Provide an estimate for the actual *Workforce/Salary Cost*.
- j. **Materials & Supplies.** Identify the costs associated with all *Materials and Supplies* necessary to complete the project.
- k. **Monitoring.** Identify the costs to complete the required *Monitoring* components outlined in the Monitoring Plan, below, for Item 39.
- l. **Other (specify).** Identify any other costs associated with the project and specify (travel, etc.).

**Project Sub-Total.** The sum of Cost Items 24 through 34.

m. **Partner Indirect Costs.** For multi-year funding requests, the total amount of *Indirect Costs* for the entire project should be reflected.

n. **FS Indirect Costs.** n/a for Plumas/Butte RACs

**Total Cost Estimate.** Project Sub-total plus Indirect Costs