

**FOR THE
HELENA-LEWIS AND CLARK RESOURCE ADVISORY
COMMITTEE
TITLE II PROJECT SUBMISSION FORM INSTRUCTIONS**

GENERAL INSTRUCTIONS

- A. The form is mostly self-explanatory. Much of the information requested on the form is required by P.L. 106-293 in Section 203 (b). Public law references are listed in the appropriate fields in the form.
- 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. In the MS WORD version of the form the shaded areas identify places where information is required. The “page up” and “page down” buttons will move you from one shaded area to the next one.
- D. The only attachments to accompany the Project Submission Form should be a project area map described under Specific Instructions #8 Project Location and a monitoring plan, as needed. Additional attachments are discouraged.
- E. The project submission form needs to be submitted by **5 p.m. on Thursday July 31, 2025** to RAC Coordinator Chiara Cipriano at chiara.cipriano@usda.gov For additional information you may email questions to Chiara Cipriano at that email, or call her at (406) 594-6497.

SPECIFIC INSTRUCTIONS

- 1. **Project Number:** Leave blank.
- 2. **Project Name:** Provide a *Project Name* (short, yet descriptive name).
- 3. **State, County:** Specify the *State* in which the project is located. Specify the *County* in which the project is located. If the project area encompasses more than one county, then specify.
- 4. **Project Sponsor:** Identify the name of the entity, individual, or group proposing the project. If several collaborators are involved specify the primary *Project Sponsor*,

only (the person to be reached for further information if necessary), and provide a list of other collaborators in Block 10: *Project Description*.

5. **Date:** Enter the *Date* of project submission. Use the following format: 07-10-2025.
6. **Sponsor's Phone Number:** Enter the *Project Sponsor's* daytime *Phone Number*.
7. **Sponsor's E-mail:** Enter the *Project Sponsor's E-mail address*. If none, enter N/A.
8. **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 one inch/mile.
 - 8a. **National Forest(s):** Identify the appropriate *National Forest* unit (e.g., Flathead National Forest, Helena - Lewis and Clark National Forest, or Lolo National Forest).
 - 8b. **Forest Service District:** Identify the appropriate *Forest Service District*. If the project occurs within two or more districts, then specify and denote the lead district with an asterisk (*).
9. **Statement of Project Goals and Objectives:** State the *Project Goals and Objectives* in a clear, succinct manner. (max. 7 lines)
10. **Project Description:** In the space allotted, provide a concise *Project Description*. Do not reiterate other descriptive details provided elsewhere in the project submission form. Be sure to highlight any unique aspects or special circumstances. (max. 30 lines)
11. **Type of Lands Involved:** Check the appropriate box. If yes, then provide a brief description of the lands.
12. **How Does Proposed Project Meet Purposes of the Legislation?** Check each box that is applicable.
13. **Project Type:** Check the most applicable *Project Type*. If none apply, then check the box entitled "Other Project Type" and specify.
14. **Identify What the Project will Accomplish:** Fill in the estimated project accomplishment measures that apply. If certain measures do not apply, then leave them blank.

Total Acres: Estimate the *Total Acres* improved or benefited within the project area.

Total Miles: Estimate the *Total Miles* of road, trail, stream, etc. to be treated.

Number of Structures: Estimate the total *Number of Structures* to be developed or constructed.

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

Number of Jobs Generated: Estimate the *Number of Laborer Days* required for implementing the project (i.e., contractor laborer days, volunteer laborer days, federal workforce laborer days, etc.). 1 laborer day = 8 hours of work time. For example, one person working 16 hours equals 2 laborer days and two people working 8 hours each also equals 2 laborer days.

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

15. **Estimated Start Date:** Enter the *Estimated Start Date*. Use the following format: mm-dd-year (Example: 04-30-2026).
16. **Estimated Completion Date:** Enter the *Estimated Completion Date*. Use the following format: mm-dd-year (Example: 04-30-2027).
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 federal lands (Forest Service and BLM). 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? (max. 12 lines)
18. **How is the project in the best interest of the community?** Provide a rationale for how the proposed project is in the best public interest. (max. 12 lines)
19. **How does project benefit federal lands/resources?** Answer this question only for those Title II projects where implementation is proposed on non-federal lands. Title II projects to be implemented on state, county, or private lands must have a clear description of benefits for federal lands and/or resources. For example, a culvert replacement on non-federal lands may improve passage of fish migrating upstream to public lands. (max. 12 lines).
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 using separate contracts for:
- i. the harvesting or collection of merchantable material; and
 - ii. the sale of such material.
22. **Anticipated Project Costs:**
- 22a. **Total County 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.
- 22b. **Is this a multi-year funding request?** Check “yes” or “no.”
23. **Identify Source(s) of Other Funding, above, in Column C:** For all other contributions identified in *Column C* (Table 1), identify the source(s) of contribution and the amount(s) being contributed by the source(s). (max. 7 lines)
24. **Monitoring Plan (Required)**
- a. **What measures or evaluations will be made to determine how well the proposed project meets the desired ecological conditions?** Describe the specific evaluations to be made in order to determine how well the proposed project meets its stated goals and objectives, particularly in regard to the desired ecological conditions. (max. 7 lines)
 - b. **Identify who will do the monitoring:** Provide a plan for determining how well the proposed project contributes towards local employment and/or training opportunities. Identify who will be responsible for completing this monitoring item. (max. 7 lines)
 - c. **Identify total funding needed to carry out specified monitoring tasks (Table 1, Item k):**
Enter the estimated dollar amount. (max. 7 lines)
25. **Identify remedies for failure to comply with terms of the agreement:** Check the appropriate box.

Project Cost Analysis Worksheet

Table 1, Column A – Federal Agency Appropriated Contribution. Identify any funding matches provided through Federal agency appropriations for each cost item in *Column A*. [Note: Complete this column only if the Project Sponsor is a federal entity.]

Table 1, Column B – Requested County Title II Contribution. Identify all Title II funds requested for each cost item in *Column B*.

Table 1, 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 State of Montana programs or private funding).

Table 1, 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:** Identify the costs for completing *NEPA*. (*National Environmental Policy Act*)
- c. **ESA:** Identify the costs for completing *Section 7 ESA Consultation*. (*Endangered Species Act*)
- 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 contracts 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. Include costs for contracting officer's support. If the Project Sponsor is a federal entity, then include costs for contracting officer support.
- h. **Contract/Cost:** Provide an estimate for the actual *Contract/Grant Cost*.
- i. **Salaries:** Provide an estimate for the actual *Workforce 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 24.
- l. **Other (specify):** Identify any other costs associated with the project and specify.

- m. **Project Sub-Total:** The sum of Cost Items a. through l.
- n. **Indirect Costs:** Include a standard indirect cost (overhead) rate of 5% applied to the Project Sub-Total.
- o. **Total Cost Estimate:** The sum of Project Sub-Total (Cost Item m.) and Indirect Costs (Cost Item n.).