

USDA Forest Service  
Secure Rural Schools and Community Self-Determination Act

**Title II Project Proposal Form**

**Form Instructions:** Please fill out this form in entirety, as applicable. Forms filled out digitally allow additional text to be added into the text boxes. When complete, send to Kristopher Hennig via email at [Kristopher.Hennig@USDA.gov](mailto:Kristopher.Hennig@USDA.gov).

*Important Note: It is the responsibility of project applicant to contact and discuss the project with the District Ranger/Forest Supervisor prior to submission. It is recommended to do so early in the process.*

Project Name:	
Date:	
Project Submitted by:	
Contact Phone Number:	
Contact E-mail:	

<b>Project Location (Map of project area and location shall be included with application)</b>	
a. National Forest:	Monongahela
b. State	West Virginia
c. County/Counties:	
d. Forest Service District(s) involved:	
e. State/Private/Other lands involved?	
f. Project Location Description:	

<b>Project goals and objectives</b>

<b>Briefly describe the project</b>

<b>Are there other related project(s) on adjacent lands?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Land Status (State, private, etc):		
If yes, describe your role in coordination		

<b>Project timeline</b>	
Estimated Project Start Date:	
Estimated Project Completion Date:	

<b>How does the project meet the intent of the Legislation? (Check all that apply)</b>
<input type="checkbox"/> Improves maintenance of existing infrastructure
<input type="checkbox"/> Implements stewardship objectives to enhance forest ecosystems
<input type="checkbox"/> Restores and improves land health,
<input type="checkbox"/> Restores and improves water quality
<input type="checkbox"/> Makes additional investments in, and creates additional employment opportunities
<input type="checkbox"/> Improves cooperative relationships among the people that use and care for Federal lands and the agencies that manage these lands

<b>Project type (Check all that apply, must check at least one)</b>	
<input type="checkbox"/> Road Maintenance	<input type="checkbox"/> Trail Maintenance
<input type="checkbox"/> Road Decommission/Obliteration	<input type="checkbox"/> Trail Obliteration
<input type="checkbox"/> Other Infrastructure Maintenance	<input type="checkbox"/> Forest Health Improvement
<input type="checkbox"/> Soil Productivity Improvement	<input type="checkbox"/> Wildlife Habitat Restoration
<input type="checkbox"/> Watershed Restoration & Maintenance	<input type="checkbox"/> Control of Noxious Weeds
<input type="checkbox"/> Fish Habitat Restoration	<input type="checkbox"/> Fuels Management/Fire Prevention
<input type="checkbox"/> Reestablish Native Species	<input type="checkbox"/> Other Project Type
<input type="checkbox"/> Community Economic Benefit	Specify:
<input type="checkbox"/> Primary Purpose (list only one from above):	

<b>Identify what the project will accomplish (please use whole numbers, not ranges)</b>	
Miles of road maintained:	
Miles of road decommissioned/obliterated:	
Number of structures maintained/improved:	
Miles of stream/river restored/improved:	
Miles of fish habitat restored/improved:	
Acres of native species reestablished:	
Miles of trail maintained:	
Miles of trail obliterated:	
Acres of forest health improved (including fuels reduction):	
Acres of rangeland improved:	
Acres of wildlife habitat restored/improved:	
Acres of noxious weeds controlled:	
Timber volume generated (mbf):	
Jobs created in full time equivalents (FTE; one FTE is 52 40-hour weeks)	
People reached (for environmental education projects/fire prevention):	
Direct economic activity benefit:	
Other:	

**How will cooperative relationships among people that use and care for federal lands be improved through this project?** *Please also list any partners to be involved in this project.*

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**How is this project in the best interest of the community?**

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**How does this project benefit Federal lands/resources?**

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**What is the proposed method(s) of accomplishment (select at least 1)**

<input type="checkbox"/> Contract	<input type="checkbox"/> Federal Workforce
<input type="checkbox"/> County Workforce	<input type="checkbox"/> Volunteers
<input type="checkbox"/> Grant	<input type="checkbox"/> Agreement
<input type="checkbox"/> AmeriCorps	<input type="checkbox"/> YCC/CCC Crews
<input type="checkbox"/> Job Corps	<input type="checkbox"/> Stewardship Contract
<input type="checkbox"/> Merchantable Timber Pilot	<input type="checkbox"/> Other (Specify)

<b>Will the project generate merchantable materials?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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<b>13. Funding Information</b>	
Total Title II Funds Requested:	\$
Is this a multi-year funding request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would your project proceed without RAC funds, at the same or different scale, within 2-3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this project scalable? <i>Can this project be completed in phases for less than the requested amount of funding?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would proposal match change if receiving less than total amount of requested funds? If so, how?	
Source(s) of other funding related to project:	

<b>14. Monitoring Plan</b>	
Projects require a monitoring plan that tracks and explains the effects of the project on environmental and community goals (e.g. ecological outcomes, creation of local employment, benefits to federal lands/waters, etc.).  Provide a plan that describes how you will monitor these measures.	
Who will conduct the monitoring: Please include contact information:	
Identify total funding needed to carry out specific monitoring tasks (Worksheet 1, Item K)	

<b>15. Identify remedies if project cannot be completed under the terms of the agreement/proposal</b>
<input type="checkbox"/> Unused funds will be returned to the RAC account <input type="checkbox"/> Other, please explain:

<b>17. Federal Requirements (NEPA may be required even on private lands)</b>	
Does the project have a signed National Environmental Policy Act (NEPA) document?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, how would you contribute to completing the required NEPA?	
All projects receiving federal funding are required to meet the requirements of the National Historic Preservation Act (NHPA).	
Have Section 106 requirements been met?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe any ground disturbance associated with completing the project. (e.g. Why is it needed? Where? How deep?)	

<b>Project design, coordination, and implementation (Projects led by parties outside of the US Forest Service, require coordination with Forest Service staff prior to submission)</b>	
Have you worked with Monongahela National Forest staff in the development or design of this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What staff member(s) have you worked with?	
Will the Monongahela National Forest be involved in implementation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please describe how:	
SAMS.GOV Unique Entity ID (UEI) - <i>Projects implemented by or involving partners that will receive funds require an agreement. Partners require UEIs to enter into an agreement with the Forest Service.</i>	

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**For District Ranger/Forest Supervisor Completion** *(Contact info available on included map)*

I have reviewed the proposal and confirm:

1. I support the project
2. The project provides a benefit, direct or indirect, to National Forest System lands.
3. NEPA is complete or can reasonably be completed ahead of project implementation.
4. NHPA requirements are complete or can reasonably be completed ahead of implementation.
5. The district has adequate capacity to coordinate any components of the project that require Forest Service oversight.

The following individual has been designated as the Forest Service point of contact for establishing funding agreements with the project proponent and coordinating work on National Forest System lands.

Forest Service Point of Contact	
Phone Number	
Email:	

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District Ranger/Forest Supervisor Signature

Date

## Project Cost Analysis Worksheet

If you have further notes/descriptions of cost or other project related information, please use the “Additional Notes” section.

If federal requirements are needed to accomplish the project, like NEPA, those should be listed under Column A. This should be identified through conversations with your Forest Service project contact.

<b>Item</b>	<b>Column A Fed. Agency Appropriated Contribution [Sec. 203(b)(4)]</b>	<b>Column B Requested Title II Contribution [Sec. 203(b)(4)]</b>	<b>Column C Other Contributions [Sec. 203(b)(4)]</b>	<b>Column D Total Available Funds</b>
a. Field work & Site Surveys				
b. NEPA/CEQA				
c. ESA Consultation				
d. Permit Acquisition				
e. Project Design & Engineering				
f. Contract/Grant Preparation				
g. Contract/Grant Admin				
h. Contract/Grant Cost				
i. Salary				
j. Materials & Supplies				
k. Monitoring				
l. Other				
m. Project Sub-Total				
n. Indirect Costs				
<b>Total Cost Estimate</b>				
<b>Agency Use Only</b>				
<b>Forest Service Indirect Assessment:</b>				
<b>Adjusted Total Cost Estimate:</b>				

**Column A:** FS costs incurred as part of proposal implementation. Coordinate with FS to identify any FS cost for items in Col. A.

**Column B:** Title II funding requested to implement the proposal.

**Column C:** Matching funds being contributed by proponent or third parties. Please note, some funding instruments utilized by Grants and Agreements require a minimum 20% match.

**Column D:** Sum of columns A, B, and C for each individual row.

**Row A:** Costs associated with project planning, not project implementation, such as assessment of miles of trail needing maintenance. Assessments and planning needed to develop a specific proposal. For Col. B: proponents must request permission in advance to request Title II funds to complete NEPA/CEQA analyses.

**Rows B, C, D, and E:** cost associated with environmental compliance and project design. Proponents must request permission in advance to request Title II funds to complete NEPA/CEQA analyses.

**Row G:** Costs associated with preparation of contract or agreement instruments used to implement the proposal. Contracts used to complete projects have special provisions; contact the FS to identify these early in the process.

**Row G:** Costs associated with administration of contract or agreement instruments used to implement the proposal.

**Row H:** Estimated value of any contracts/agreements used to implement proposal. Contracts/agreements used to complete projects have special provisions; contact the FS to identify these early in the process.

**Row I:** Cost of salaries to implement project.

**Row L:** Examples include overhead charges from other partners, vehicles, equipment rentals, travel, etc.

**Row K:** Costs associated with performing monitoring described in Items 24a, 24b, and 24c. Amounts should be similar between Item 24 and Row K.

**Row N:** Forest Service indirect costs, including contracting / grant officer costs if needed.

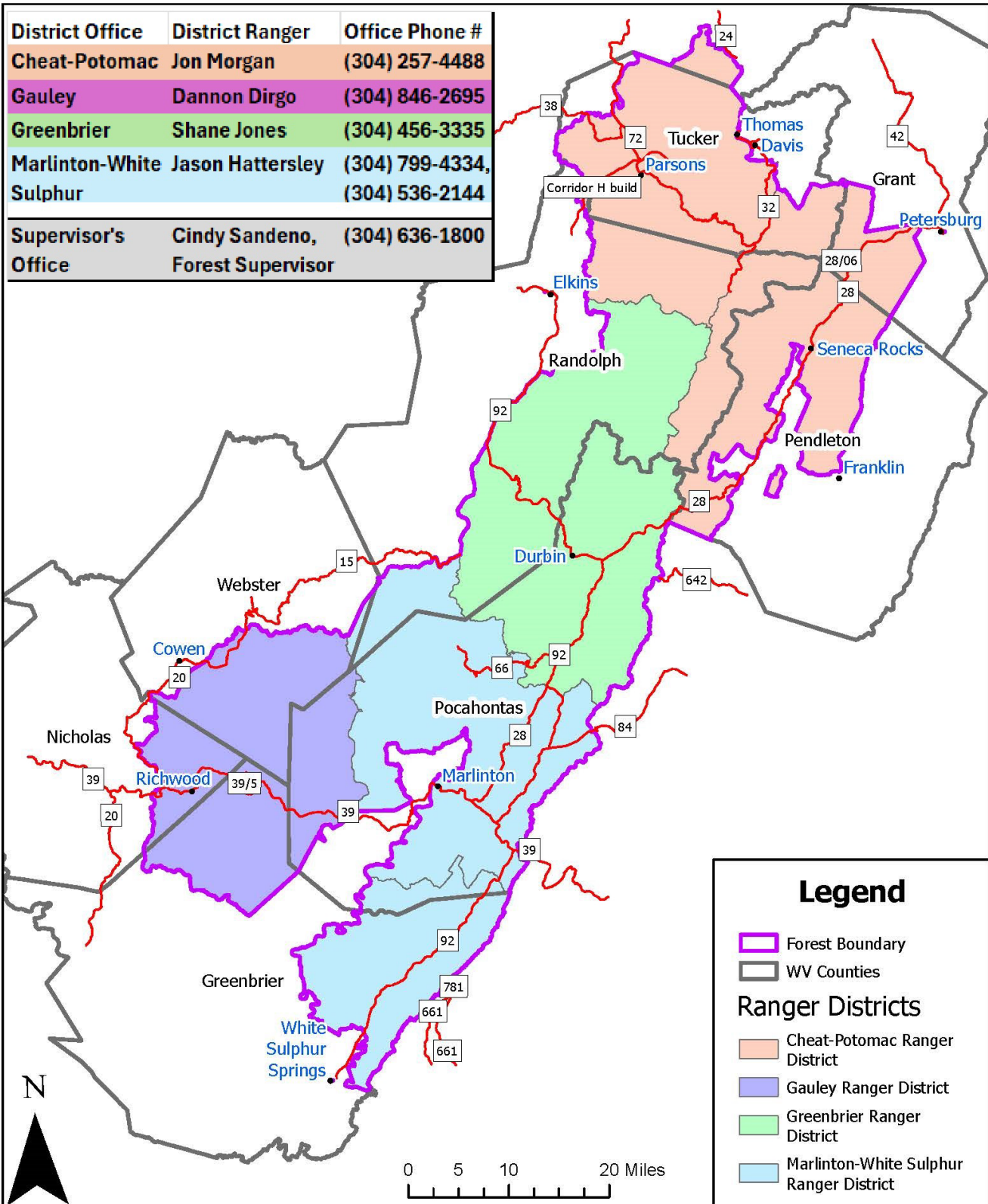
**Additional Notes:**



Forest Overview Map

Monongahela National Forest

District Office	District Ranger	Office Phone #
Cheat-Potomac	Jon Morgan	(304) 257-4488
Gauley	Dannon Dirgo	(304) 846-2695
Greenbrier	Shane Jones	(304) 456-3335
Marlinton-White Sulphur	Jason Hattersley	(304) 799-4334, (304) 536-2144
Supervisor's Office	Cindy Sandeno, Forest Supervisor	(304) 636-1800



Map Author: Neil Sutherland GIS  
 Map Creation Date: 1/7/2026  
 Project Location: T:\FS\NF\SM\Monongahela\Program\800\Information\mgrnt\GIS\WorkSpace\Neil\Sutherland\Projects\GIS\referencing\APR\1

Disclaimer  
 The USDA Forest Service makes no warranty, expressed or implied regarding the data displayed on this map, and reserves the right to correct, update, modify, or replace this information without notification.