

USDA Forest Service – Pacific Northwest Region
Secure Rural Schools & Community Self-Determination Act
Reauthorized by Public Law 115-141 Title II
Project Submission Form Instructions

GENERAL INSTRUCTIONS

- A. 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.
- B. The shaded areas identify places where information is required. Hover over the box and click on the shaded area to insert text. The text boxes will expand as you type.
- C. The only required attachment to accompany the Project Submission Form is a project area map described under Specific Instructions #13 Project Location. Submission of a separate monitoring plan as an attachment is acceptable. Additional attachments are discouraged, but photos representing the project are acceptable.
- D. **For Federal Agency Submissions:** The Project Submission Form will need to be submitted to the Designated Federal Official (or the RAC Coordinator) for your Forest.
- E. **For projects submitted by other parties:** The Project Submission Form may be submitted to the Designated Federal Official (or the RAC Coordinator) for the appropriate Resource Advisory Committee (RAC). In addition, a supplemental form may need to be completed and submitted with the project application.

SPECIFIC INSTRUCTIONS

- 1. **Name of Resource Advisory Committee:** Identify the name of the RAC to which you are submitting a project proposal.
- 2. **Project Number:** Leave blank. This will be filled out by the Designated Federal Officer.
- 3. **Funding Fiscal Year(s):** Leave blank. This will be filled out by the Designated Federal Officer.
- 4. **Proposal Submission Date:** Enter the date of project submission, in the format MM-DD-YYYY.
- 5. **Project Name:** Provide a project name that is short, yet descriptive.
- 6. **State:** Specify the state in which the project is located. If the project area encompasses more than one state, include all that apply.
- 7. **County(s):** Specify the county in which the project is located. If the project area encompasses more than one county, include all that apply.
- 8. **Project Submitted By:** Identify the name of the entity, individual (including first and last name), 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.
- 9. **Contact Phone Number:** Include daytime phone number of primary project proponent listed above.
- 10. **Contact Email:** Include email address of primary project proponent listed above.
- 11. **Organization Name:** Include the organization name exactly as it appears in sam.gov. If the project proposal is submitted by an FS employee, use “U.S. Forest Service.”

12. **Unique Entity Identifier:** Include the Unique Entity Identifier (UEI) exactly as it appears in sam.gov. If your organization does not yet have a UEI, indicate that in the form. This is not required for FS employees submitting project proposals.
13. **Project Location:** An appropriate Project Area Map is required as part of the project proposal submission.
- a. **National Forest(s):** Identify the National Forest(s) on which the project takes place.
 - b. **Forest Service District(s):** Identify the appropriate Forest Service district(s). If the project occurs within two or more districts, then specify and denote the lead district with an asterisk [*].
 - c. **Location (Township – Range – Section):** Include GPS Coordinates, Township, Range, Sections, etc.
14. **Project Goals and Objectives:** State or list project goals and objectives in a clear, succinct manner. [max. 7 lines]
15. **Project Description:**
- a. **Brief:** Include a brief high-level description of the project.
 - b. **Detailed:** Include project activities, methods, designs, timeline, partners, etc. Spell out acronyms once for reference and limit the use of technical/field specific jargon where able. Do not reiterate other descriptive details provided elsewhere in the project submission form. [max. 30 lines]
16. **Types of Lands Involved:**
- a. **State/Private/Other lands involved:** Indicate and describe the land status of all non-federal lands involved in the project.
 - b. **If there are other related project(s) on adjacent lands, please specify:** Identify if there are other related projects on adjacent lands. Describe the type of land involved [i.e. State, private, etc.]. Provide a brief description of what type of coordination is needed regarding other related project(s) on adjacent lands. Is the sequence of the 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?
17. **How does the proposed project meet purposes of the Legislation?** Check all that apply, must check at least one. If you would like to re-visit the SRS legislation, visit: <https://www.fs.usda.gov/working-with-us/secure-rural-schools>.
18. **Project Type**
- a. **Select all that apply:** Must check at least one. If none apply, check the box titled "Other" and specify.
 - b. **Primary Purpose:** Identify only one primary project type from the options above.
19. **Identify What the Project Will Accomplish:** Fill in the estimated project accomplishment measures that apply. If certain measures do not apply, leave them blank. Use whole numbers, not ranges.
20. **Estimated Project Start Date:** Identify approximate project start date, in the format MM-DD-YYYY.
21. **Estimated Project Completion Date:** Identify approximate project end date, in the format MM-DD-YYYY. Be sure estimated date includes time for grant development, approval, contracting, reporting, etc.

22. **List known partnerships or collaborative opportunities:** List known partnerships or collaborative opportunities, which could include, but is not limited to, participating agreements, matching funds, memoranda of understanding, in-kind work, volunteer agreements, and adjacent landowners. Describe how the proposed project will improve cooperative relationships among people that use National Forest System lands (Forest Service and BLM). For example, will the project bring groups with differing views on natural resource management together to achieve outcomes pursuant to common interests? [max. 12 lines]
23. **Identify benefits to communities:** Identify how the project is in the best interest of the community. Provide a rationale for how the proposed project is in the best public interest. [max. 12 lines]
24. **How does the project benefit federal lands/resources?** Answer this question only for those Title II projects where implementation is proposed on non-Forest Service or non-BLM lands. Title II projects to be implemented on state, county, or private lands must have a clear description of benefits for federal lands and/or resources. For example, a culvert replacement on non-federal lands may improve passage of coho salmon migrating upstream to federal lands. [max. 12 lines]
25. **Status of Project Planning:** Information provided here helps the RAC and the Forest get a clear picture of the status of project planning, specifically related to legal requirements like NEPA and the National Historic Preservation Act (NHPA). If NEPA and/or SHPO are not yet completed, please provide best estimate of anticipated completion.
- NEPA - National Environmental Policy Act
 - NMFS - National Marine Fisheries Service
 - ESA - Endangered Species Act
 - USFWS - U.S. Fish and Wildlife Service
 - DSL - Department of State Lands
 - USACE - U.S. Army Corps of Engineers
 - SHPO - State Historic Preservation Officer
26. **What is the proposed method(s) of accomplishment?** Select at least one anticipated method of accomplishment of the project.
27. **Will the project generate merchantable timber?** 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.
28. **Anticipated Project Costs:** A Project Cost Analysis Worksheet is required as part of the project proposal submission. The last page of this form contains the worksheet.
- a. **Title II Funds Requested:** Identify the total amount of Title II funds requested. This amount will equal that identified for the Total Cost Estimate in Column B of the Project Cost Analysis Worksheet.
 - b. **Is this a multi-year funding request?** If all funds will be utilized within one year, select "No." If funding will be utilized throughout multiple years, select "Yes."
29. **Identify source(s) of other funding:** List sources of other funding, including other Federal, State, etc.
30. **Monitoring Plan:** If preferred, a separate Monitoring Plan can be submitted as part of the project proposal submission.

- 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 method of measurement for whether the project met or exceeded the desired ecological conditions. (Photo points, on the ground measurements, etc., that describe the specific evaluations to be made to determine how well the proposed project meets its stated goals and objectives, particularly regarding the desired ecological conditions.) [max. 7 lines]
 - How will the project be evaluated to determine if it created local employment or training opportunities, including summer youth job programs? [max. 7 lines]
 - How will the project be evaluated to determine if the project improved the use of, or added value to, any products removed from the land consistent with the purposes of Title II? Describe how you will measure or evaluate the improvements in use or resource values of National Forest System lands resulting from the proposed project. [max. 7 lines]
 - b. **Identify who will conduct the monitoring.** In addition to name(s), include email address(es) and/or phone number(s) for follow-up purposes.
 - c. **Identify total funding needed to carry out specified monitoring tasks (Worksheet 1, Item K).** Include the name of the task associated with the funding amount.
31. **Identify remedies for failure to comply with the terms of the agreement.** Select all that apply.

PROJECT COST ANALYSIS WORKSHEET 1

- **Column A:** Forest Service costs incurred as part of proposal implementation. Coordinate with FS to identify any FS cost for items in Column 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 Column 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 F:** 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 J:** Costs associated with all materials and supplies necessary to complete the project.
- **Row K:** Costs associated with performing monitoring described in project submission form. Amounts should be similar between those described in the form and Row K.
- **Row L:** Examples include overhead charges from other partners, vehicles, equipment rentals, travel, etc.
- **Row M:** Sum of the total in the column of Rows A-L.
- **Row N:** Forest Service indirect costs, including contracting/grant officer costs, if needed. The percentage of direct cost should be included in the first column.
- **Total Costs Estimate:** Sum of Rows M-N.
- **Notes:** Use this space if you have notes/descriptions related to project-related cost information. List what costs relate to or are based upon. Provide as much detail as possible.