

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

Forest Service Handbook 2409.19 – Renewable Resources Handbook

Chapter 20 - Knutson-Vandenberg Forest and Regional Program Management

Amendment: 2409.19-2022-9

Effective date: October 26, 2022

Duration: This amendment is effective until superseded or removed.

Approved by: Deborah Hollen, Acting Associate Deputy Chief, NFS

Date approved: October 13, 2022

Responsible Staff:

Last Change: 2409.19-2022-8 to Chapter 70

Superseded Document(s): 2409.19-2022-2, January 4, 2022

Digest: Following is an explanation of the changes throughout the directive by section.

Chapter 20: Retitles chapter from “CWK2 Project Planning” to “Knutson-Vandenberg Forest and Regional Program Management Handbook.” Throughout the chapter recodes, reformats, and organizes direction.

Section 20.1: Establishes code, caption, and sets forth direction for Authority section, previously set out in the Zero Code.

Section 20.2: Establishes code, caption, and sets forth direction for Objective section previously set out in the Zero Code.

Section 20.3: Establishes code, caption, and sets forth direction for Policy section, previously set out in the Zero Code. Revises to include direction on how CWK2 (Cooperative Work, Knutson-Vandenberg, Regional Projects) funds are generated. Includes new direction on CWKV (Cooperative Work, Knutson-Vandenberg, Sale Area Projects) collections for use outside the sale area and how those funds are converted to CWK2.

Section 20.31: Retitles section 21 as section 20.31 - Development of Annual Regional CWK2 Inventory of Work. Removes Exhibit 01 and includes a link to the Regional CWK2 Inventory of Work form on the Forms SharePoint site.

Forest Service Handbook 2409.19 – Renewable Resources Handbook
Chapter 20 - Knutson-Vandenberg Forest and Regional Program Management

Amendment: 2409.19-2022-9

Effective date: October 26, 2022

Section 20.32: Retitles section 21.2 as section 20.32, Development of Annual Forest CWK2 Inventory of Work. Removes Exhibit 01 and includes a link to the Forest CWK2 Inventory of Work form on the Forms SharePoint site.

Section 20.33: Establishes code, caption, and sets forth direction for Identification of CWK2 Needs and Prioritization of Projects.

Section 20.4: Establishes code, caption, and sets forth direction for Responsibility.

Section 20.5: Establishes code, caption, and sets forth direction Definition.

Section 21: Retitles section 23 as section 21, Uses of CWK2 Funds.

Section 21.4: Clarifies the list of inappropriate uses of CWK2 funds.

Section 21.5: Establishes timeline for the use of CWK2 funds.

Section 22: Retitles section 24 as section 22, Documentation of Accomplishments.

Section 23: Retitles section 25 as section 23, Purchaser Requirements and CWK2 Funding

Forest Service Handbook 2409.19 – Renewable Resources Handbook
Chapter 20 - Knutson-Vandenberg Forest and Regional Program Management
Amendment: 2409.19-2022-9
Effective date: October 26, 2022
Table of Contents

Table of Contents	3
20.1 - Authority	4
20.2 - Objectives	4
20.3 - Policy	4
20.31 - Development of Annual Regional CWK2 Inventory of Work.....	5
20.32 - Development of Annual Forest CWK2 Inventory of Work	5
20.33 - Identification of CWK2 Needs and Prioritization of Projects.....	5
20.4 - Responsibility.....	5
20.41 - Chief.....	5
20.42 - Director of Forest Management	5
20.43 - Regional Forester.....	6
20.44 - Forest Supervisor.....	6
20.5 - Definitions	6
21 - Uses of CWK2 Funds	6
21.1 - Appropriate Uses of CWK2 Funds	6
21.2 - Administrative Studies	7
21.3 - Water Impoundment Facilities	8
21.4 - Limitations on Uses of CWK2 Funds.....	8
21.5 - Time Limits for Implementation of CWK2 Activities	9
22 - Documentation of Accomplishments.....	9
23 - Purchaser Requirements And CWK2 Funding.....	9

20.1 - Authority

Refer to FSH 2409.19, chapter 10.1 for authority related to Cooperative Work, Knutson-Vandenberg, Regional Projects (CWK2).

20.2 - Objectives

The objectives of the CWK2 program are to perform any activities appropriate for the use of Cooperative Work, Knutson-Vandenberg, Sale Area Project (CWKV) funds, as well as community protection activities, timber sale preparation, and maintenance of forest roads within the Forest Service Region in which the timber sale occurred.

20.3 - Policy

1. CWK2 activities must be planned using a coordinated process that considers all resources within the Region. Evaluate long-term environmental, social, and economic benefits, as well as national priorities, within the context of the resources in setting priorities for CWK2 activities. Incorporate ecological approaches to management into all projects.
2. Regions must perform an annual review of the CWK2 program balance and notify the Washington Office of any unneeded CWK2 funds for consideration to return to the U.S. Treasury. The balance analysis and notification of unneeded funds must be completed by December 15 of each year.
3. CWK2 funded activities must be included on the Regionwide CWK2 inventory of work.
4. CWK2 funds are generated in two distinct ways:
 - a. First, CWK2 funds are generated from CWKV collections declared excess to meeting the needs of Sale Area Improvement (SAI) plans. For example, when the annual balance analysis is completed, the CWKV funds available to implement all remaining CWKV funded activities is compared to the funding needed and any excess is made available to be converted to CWK2. These funds are managed at the Regional level.
 - b. Second, CWKV funds may be collected specifically for use outside the sale area (Line 23 of FS-2400-0050A). In the balance analysis completed at the end of the year in which a sale closes, these funds may be declared as excess and converted to CWK2. A percentage or all of the CWKV funds collected for use outside the sale area are made available annually for the collecting Forest. (sec. 20.4).

20.31 - Development of Annual Regional CWK2 Inventory of Work

Regional Foresters are responsible for developing the desired CWK2 program size by using form FS-2400-0083a to prepare the [Regional CWK2 Inventory of Work](#).

20.32 - Development of Annual Forest CWK2 Inventory of Work

The Forest Supervisor is responsible for developing the desired CWK2 program size by using form FS-2400-0083b to prepare the [Forest CWK2 Inventory of Work](#). Document this estimate in writing. Costs are adjusted for the expected rate of inflation to the date of planned accomplishment. The total cost should include all other costs, such as treatment costs and other direct costs (coordinating, directing, and overseeing) of the CWK2 programs.

Consider all other fund sources available for similar types of work. Start by developing a program regardless of funding, and then determine what portion of that program could be funded using CWK2 sources. Retain this inventory in the Regional Office and file as part of the annual K-V balance review and include a copy of the desired annual CWK2 program size when submitting the annual K-V balance analysis to the Washington Office.

20.33 - Identification of CWK2 Needs and Prioritization of Projects

Evaluate available CWK2 funds, other trust funds, and appropriated funds when identifying CWK2 spending authority requests. Use an interdisciplinary process to identify potential projects that could be funded with CWK2. Consider national and/or Regional priority areas and applicable laws when developing priorities for use of CWK2 funds. Coordinate the use of CWK2 funds with other available funding sources to finance an integrated set of landscape scale treatments. Also consider projects that are on identified inventories and/or implementation plans (for example, watershed improvement needs inventory or state approved Maximum Daily Load implementation plans).

20.4 - Responsibility

In addition to the responsibilities listed below, refer to FSH 2409.19, section 10.4.

20.41 - Chief

Refer to FSH 2409.19, section 10.41. The Chief reserves the authority to determine when excess CWKV funds should be retained as CWK2, rather than returned to the U.S. Treasury (sec. 10.3, para. 7, 8).

20.42 - Director of Forest Management

Refer to FSH 2409.19, section 10.42. The Director of Forest Management provides leadership, technical direction, and oversight of the CWK2 program.

20.43 - Regional Forester

1. The Regional Forester may:
 - a. Determine whether the CWKV collected for use outside the sale area, as identified on the SAI plan, should be managed at the Regional level (Regional Projects); or
 - b. Identify the percentage or all of the CWKV funds collected for use outside the sale area available annually for the collecting Forest.
2. The Regional Forester is responsible for developing a desired program size and a Region-wide CWK2 Inventory of Work using form [FS-2400-0083a](#).

20.44 - Forest Supervisor

The Forest Supervisor shall develop a Forest-level inventory of work and an inventory of unfunded needs to submit to the Regional Office for the Forest Inventory of CWK2 Project needs using form [FS-2400-0083b](#).

20.5 - Definitions

CWK2 Activity. An activity that is funded with CWKV collections which have been declared unnecessary for meeting the needs of SAI plans from timber sales within the Region or from CWKV collections for use outside the sale area. This activity is within the Region in which the timber sale occurred and is an appropriate use of CWK2 funds per FSH 2409.19, section 21.1, below.

CWK2 Program. The program that applies to activities that were funded with unused CWKV collections or CWKV collections for use outside the sale area.

Excess CWK2. CWK2 spending authority that are excess to the needs of a Region. Notify the Washington Office of any excess CWK2 on an annual basis for consideration for return to the U. S. Treasury.

Funded CWK2 activity. CWK2 funded if there are sufficient CWK2 funds available to perform the activity.

21 - Uses of CWK2 Funds

21.1 - Appropriate Uses of CWK2 Funds

CWK2 funds can be used for a wide variety of activities. The activity is generally appropriate for use of CWK2 funds if the activity is within the Forest Service Region where the timber sale occurred that generated the funds, is on National Forest lands, and demonstrates that it contributes to one of the following:

Forest Service Handbook 2409.19 – Renewable Resources Handbook
Chapter 20 - Knutson-Vandenberg Forest and Regional Program Management
Amendment: 2409.19-2022-9
Effective date: October 26, 2022

1. Watershed restoration;
2. Wildlife habitat improvement;
3. Insect, disease, and/or noxious weed control;
4. Community protection activities; or
5. Forest road maintenance.

A wide variety of tools can be used to perform CWK2 work, such as force account crews, service contracts, stewardship contracts, forest product sales, and cooperative agreements. See FSH 2409.19, section 81.32 for appropriate uses of CWK2 funds under Good Neighbor Agreements.

It is appropriate to use CWK2 to fund all legitimate activities associated with performing the CWK2 funded project. These activities include, but are not limited to:

1. Inventory.
2. Surveys.
3. Data management.
4. Prescription development.
5. Activities related to the National Environmental Policy Act (NEPA).
6. Contract preparation, award, and administration.
7. Repair or replacement of bridges.
8. Purchase of necessary supplies.
9. Implementation of projects.
10. Monitoring of results (implementation and effectiveness).
11. Engineering support.
12. Land line location.

21.2 - Administrative Studies

Administrative studies (FSM 1991.05) may be implemented using CWK2 funds. However, use other funding for the preparation and planning of the studies. Prepare a program plan and

document cost and funding details (FSM 1991.1). CWK2 funds must only be used to implement studies of CWK2 funded activities.

21.3 - Water Impoundment Facilities

CWK2 funds can be used to construct dams for the benefit of any of the authorized uses for CWK2 funds. Use of CWK2 funds for this purpose must follow the approval process as follows:

1. **Determination of need and proposed funding plans.** The need is established in developing or updating the unit facilities master plan, which is a strategic plan documenting the need for the construction of a new facility or the renovation of or addition to an existing facility.
2. **Determination of technical adequacy of project drawings and specifications.** The Regional Director of Engineering shall approve and determine the technical adequacy of final drawings and specifications. This authority may be delegated (FSM 7310.41b, 7310.42, and 7310.43).
3. **Certification.** The Forest Budget Officer must review the proposal and funding and must certify, prior to advertising contracted work or before obligating funds for materials, that sufficient funds are available to construct the project, and that the CWK2 funds are appropriate for the project. Source documents include facilities' master plans, accounting records, and engineering cost estimates.

In addition, only structures with less than 6 feet of hydraulic height or which have a maximum storage capacity of less than 15-acre feet, regardless of height, may be constructed with CWK2 funds (Pub. L. 92-367). Funding for operation and maintenance must come from appropriated fund sources and be consistent with both Forest plan direction and associated NEPA documents.

21.4 - Limitations on Uses of CWK2 Funds

Examples of activities that are not appropriate for the use of CWK2 are:

1. Protection or maintenance of non-renewable resources, such as wells, water lines, and signs.
2. Construction, reconstruction, development, and maintenance of facilities.
3. Furniture, supplies, and equipment not directly tied to the project.
4. Research.
5. Preparation and planning of administrative studies.

Forest Service Handbook 2409.19 – Renewable Resources Handbook
Chapter 20 - Knutson-Vandenberg Forest and Regional Program Management
Amendment: 2409.19-2022-9
Effective date: October 26, 2022

6. Activities that are the responsibility of the timber purchaser (including Brush Disposal) or permittee under the terms of the contract (sec. 14 and 15).
7. Administration of activities inappropriate for the use of CWK2.

21.5 - Time Limits for Implementation of CWK2 Activities

CWK2 funded activities should be implemented within 2 years of selection for funding.

22 - Documentation of Accomplishments

Minimum documentation of a CWK2 funded activity includes in the activity file a map showing the location of the activity and a narrative description with cost estimates of the project. Accomplishments of CWK2 funded activities must be recorded in the appropriate accomplishments database as displayed in the annual program direction. All projects are to be shown on the CWK2 Inventory of Work using form [FS-2400-0083a](#).

23 - Purchaser Requirements And CWK2 Funding

Actions resulting from the operation of a timber sale, or a permit are the responsibility of the purchaser or permittee and are not eligible for CWK2 funding. Examples of actions for which the purchaser or permittee are responsible include, but are not limited to:

1. Performing haul maintenance of National Forest System roads.
2. Establishing vegetation and controlling erosion for roadbanks, landings, and skid trails.
3. Managing fuels or disposing of routine slash from sale activities.