



Secure Rural Schools and Community Self-Determination Act

Title II Project Submission Checklist

A competitive project proposal will contain all information outlined below. Applicants should consult with the local District Ranger prior to proposal submission. Submit complete proposals to the coordinator for your local Resource Advisory Committee.

Contact Information

- ☐ Point of Contact: name, title, phone number and email address
- ☐ Affiliated organization name, if applicable
- ☐ Date of submission

Location

- ☐ State
- ☐ County
- ☐ National Forest
- ☐ Ranger District
- ☐ Township, Range, and Section
- ☐ Description of other lands involved, if any (state, private)

Project Description

- ☐ Project name
- ☐ 1-sentence project synopsis
- ☐ Detailed project narrative
- ☐ Goals and objectives
- ☐ Benefits to communities
- ☐ Benefits to Federal land and resources
- ☐ Partners or collaborators
- ☐ Estimated start date and estimated completion date
- ☐ Alignment with the Secure Rural Schools Act. Describe which of the following purposes the project fulfills:
 - *Improves maintenance of existing infrastructure*
 - *Implements stewardship objectives that enhances forest ecosystems*
 - *Restores and improves land health*
 - *Restores water quality*
- ☐ Identify project type:
 - Road maintenance
 - Trail maintenance
 - Road decommission/obliteration
 - Trail obliteration
 - Other infrastructure maintenance
 - Soil productivity improvement
 - Forest health Improvement
 - Watershed restoration/maintenance
 - Wildlife habitat restoration
 - Fish habitat restoration
 - Control of noxious weeds
 - Reestablishment of native species
 - Fuels management/fire prevention
 - Community Wildfire Protection Plan implementation



Costs

- ☐ Anticipated total project costs
- ☐ Amount of Title II funds being requested
- ☐ Identified other sources of funding
- ☐ Detailed cost breakdown including*:
 - ☐ Field work and site surveys
 - ☐ National Environmental Policy Act (NEPA)/California Environmental Quality Act compliance
 - ☐ National Historic Preservation Act compliance
 - ☐ Endangered Species Act consultation
 - ☐ Permit acquisition
 - ☐ Design and engineering
 - ☐ Contract/grant preparation
 - ☐ Contract/grant administration
 - ☐ Sub-award costs
 - ☐ Salary
 - ☐ Materials and supplies
 - ☐ Monitoring
 - ☐ Other – including partner indirect costs

**For each budget line item, specify what portion of the cost will be covered by the requested Title II funds, Federal agency appropriated dollars, or other contributions.*

Monitoring

- ☐ Detailed monitoring plan that describes your process for tracking and explaining the effects of this project on your environment and community goals
- ☐ Identify who will conduct the monitoring
- ☐ Identify metrics for accomplishment. Metrics may include:
 - miles of road maintained
 - miles of road decommissioned/obliterated
 - number of structures maintained/improved
 - acres of soil productivity improved
 - miles of stream/river restored/improved
 - miles of fish habitat restored/improved
 - acres of native species reestablished
 - acres of hazardous fuels treatment
 - 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 weed controlled
 - timber volume generated (mbf)
 - jobs generated (in full time equivalents (FTEs) to the nearest tenth, one FTE is 52 40-hour work weeks)
 - number of people reached (for environmental education/fire prevention); direct economic activity benefit.