Title II Project Submission Form Instructions

SECURE RURAL SCHOOLS AND COMMUNITY SELF-DETERMINATION ACT OF 2000
PUBLIC LAW 106-393
CENTRAL IDAHO RESOURCE ADVISORY COMMITTEE

GENERAL INSTRUCTIONS

A. The form is mostly self-explanatory. Much of the information requested on the form is required by P.L. 106-393 (The Act) in Section 203 (b). Public law references are listed in the appropriate fields in the form. Proposed projects must be on National Forests or benefit National Forest Resources.

The information required on the form is needed for the Central Idaho Resource Advisory Committee (RAC) to compare and evaluate projects for potential funding. Proponents are encouraged to contact local Forest service offices to obtain the needed information for a proposal.

B. Copies of forms and instructions can be obtained by contacting the Designated Federal Official (see C. below)

C. Contacts: Completed Project Forms and attachments are to be submitted to:

Designated Federal Official: William A. Wood
Salmon - Challis National Forest
50 HWY 93 S.
Salmon, ID 83467

For more information on the RAC: Kent Fuellenbach, RAC Coordinator
(208) 756-5145
kfuellenbach@fs.fed.us.com

SPECIFIC INSTRUCTIONS

1. **Project Number**: Leave blank.
2. **Project Name**: Provide a *Project Name* that is short, yet descriptive.
3. **Project Sponsor**: Identify the name of the proponent (person). If an entity, group or several groups are proposing the project, specify the primary contact person as the *Project Sponsor* only (the person to be reached for further information if necessary), and provide a list of other collaborators in Block 11 – “Project Description.”
4. **Date**: Enter the *Date* of project submission. Use the following format: 06-25-2003.
5. **Sponsor’s Phone Number**: Enter the *Project Sponsor’s* daytime *Phone Number*.
6. **Sponsor’s E-mail**: Enter the *Project Sponsor’s E-mail address*. If none, enter N/A.
7. **Sponsor’s Address:** Enter the *Project Sponsor’s mail address.*
8. **Project Location: (attach project area map)** Provide the legal description for the project area, Township, range and sections. 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 1 inch/mile.

8a. **County**: Identify the appropriate *County*.

8b. **National Forest and Ranger District**: Identify the appropriate *National Forest and Ranger District*. If the project occurs within two or more districts, then specify and denote the lead district with an asterisk (*). If the project is not on a National Forest identify the nearest National Forest and Ranger District.

8c. **Federal/State/Private/Other Lands Involved?** : Check appropriate boxes. If project is on non-federal lands, but benefits federal resources, specify the benefits in item *11. Project Description* below.

9. **Statement of Project Goals and Objectives**: State the *Project Goals and Objectives* in a clear, succinct manner. (max. 7 lines)

10. **Estimated Project Duration:** Provide the *Start Date* and *Completion Date* for the proposed project. Use the following format: 04-31-2003.

11. **Project Description**: In the space allotted, provide a concise *Project Description*. Include specific expected project accomplishments such as: miles of road improved, acres treated, structures constructed, etc. 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)

12. **Project Type Cited in PL 106-393**: The *Project Types* listed in this section are those specifically cited in The Act. Check all applicable *Project Types*. If none apply, then check the box entitled "Other Project Type" and specify.

13. **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.

14. **Status of Project Planning**:

14a. **NEPA Complete**: Check "yes" or "no" for completion of required analysis and documentation under the National Environmental Policy Act (NEPA). Some projects may not require NEPA or are within already existing programmatic NEPA.

14b. **If NEPA not complete, give estimated date of completion**: If NEPA is not completed, then provide the estimated date for completion. Use the following format: 10-01-2001.

14c. **NMFS Sec. 7 ESA Consultation Complete**: Check "yes" or "no" if Section 7 Endangered Species Act (ESA) consultation has been completed with the National Marine Fisheries Service (NMFS). For projects covered under programmatic biological opinions, enter "yes" only if required documentation is completed.

14d. **USFWS Sec. 7 ESA Consultation Complete**: Check "yes" or "no" if Section 7 ESA consultation is complete with the U.S. Fish and Wildlife Service (USFWS). For projects covered under programmatic biological opinions, enter "yes" only if required documentation is completed.

14e. **<u>IDWR Permits for In-stream Restoration Work Obtained</u>**: Check the appropriate box denoting whether or not the required in-stream restoration work permits have been obtained from the Idaho Department of Water Resources (IDWR).

14f. **<u>COE 404 Fill/Removal Permit Obtained</u>**: Check the appropriate box denoting whether or not the required fill/removal permit has been obtained from the Army Corps of Engineers (COE).

14g. **<u>SHPO Concurrence Received</u>**: Check the appropriate box denoting whether or not project-level concurrence has been received from the State Historic Preservation Office (SHPO).

14h. **<u>Project Design(s) Completed</u>**: Check the appropriate box denoting whether or not the required project designs are completed.

15. **<u>Anticipated Project Costs</u>**.

15a. **<u>Total Title II Funds Requested</u>**: Identify the total amount of Title II funds requested. This amount will equal that identified for the Total Project Cost Estimate (Item 30) in *Column B* of Table 1.

15b. **<u>Is this a multi-year funding request?</u>**: Check "yes" or "no."

15c. **<u>FY02 Request</u>**: Identify total Title II funds requested in fiscal year 2002 (for the period from 10-01-2001 through 09-30-2002).

15d. **<u>FY03 Request</u>**: Identify total Title II funds requested in fiscal year 2003 (for the period from 10-01-2002 through 09-30-2003).

15e. **<u>FY04 Request</u>**. Identify total Title II funds requested in fiscal year 2004 (for the period from 10-01-2003 through 09-30-2004).

15f. **<u>FY05 Request</u>**: Identify total Title II funds requested in fiscal year 2005 (for the period from 10-01-2004 through 09-30-2005).

15g. **<u>FY06 Request</u>**: Identify total Title II funds requested in fiscal year 2006 (for the period from 10-01-2005 through 09-30-2006).

16. **<u>Identify Source(s) of Other Funding, above, in Column C</u>**: 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)

<u>Table 1. Project Cost Analysis:</u> Title II funds are deposited in a Forest Service account and will be allocated to and spent on projects according the Forest Service accounting system. Thus, it is strongly recommended that proponents work with the Ranger District and/or Forest on which they are proposing projects to get the best cost estimates on items 17-29 for this analysis.

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

<u>Table 1, Column B – Requested Title II Contribution</u>: Identify all Title II funds requested for each cost item in *Column B*.

<u>Table 1, Column C – Other Contributions</u>: Identify any other matching contributions provided from non-Forest Service appropriations for each cost item in *Column C*.

<u>Table 1, Column D – Total Estimated Funds</u>: *Column D* is the sum of *Columns A, B, and C*.

17. **Field Work & Site Surveys**: Identify the costs for all necessary *Field Work and Site Surveys*, including data collection.

18. **NEPA & Sec. 7 ESA Consultation**: Identify the costs for completing *NEPA and Section 7 ESA Consultation*.

19. **Permit Acquisition**: Identify the costs for acquiring all required permits for project implementation.

20. **Project Design & Engineering**: Identify the costs for *Project Design and Engineering* support.

21. **Contract 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.

22. **Contract 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.

23. **Contract Cost**: Provide an estimate for the actual *Contract Cost*.

24. **Workforce Cost**: Provide an estimate for the actual *Workforce Cost*.

25. **Materials & Supplies**: Identify the costs associated with all *Materials and Supplies* necessary to complete the project.

26. **Monitoring**: Identify the costs to complete the required *Monitoring* components outlined in the Monitoring Plan, below, for Item 31.

27. **Other (specify)**: Identify any other costs associated with the project and specify.

28. **Project Sub-Total**: The sum of Cost Items 17 through 28.

29. **Indirect Costs**: Include a standard indirect cost (overhead) rate of 12.5% applied to the Project Sub-Total. For multi-year funding requests, the total amount of *Indirect Costs* for the entire project should be reflected. Be sure to request the appropriate amount of *Indirect Costs* for each fiscal year in Items 15c, 15d, 15e, 15f, and 15g for projects involving a multi-year funding request.

30. **Total Project Cost Estimate**: The sum of Project Sub-Total (Cost Item 28) and Indirect Costs (Cost Item 29).

31. **Monitoring Plan**

    31a&b. Develop and attach a Monitoring Plan. The plan will provide specific information on who will be responsible for what portions, specific costs for each part (30b and the total monitoring cost is reported in Item 26) and specific description of measurements for the following areas:

    1. Ecosystem goals and objectives: 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. Identify who will be responsible for completing this monitoring item.

    2. Objectives for effects on local employment and training: 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.

3. Objectives for forest products and value-added opportunities: Describe the manner in which improvements in use of or resource values of National Forest System lands resulting from the proposed project will be measured and/or evaluated. Identify who will be responsible for completing this monitoring item.