

Title II Project FINAL Application Form Instructions

SECURE RURAL SCHOOLS AND COMMUNITY SELF-DETERMINATION ACT OF 2000 PUBLIC LAW 110-343 PLUMAS COUNTY

GENERAL INSTRUCTIONS

- A. The form is mostly self-explanatory. Much of the information requested on the form is required by P.L. 110-343 in Section 203 (b). Public law references are listed in the appropriate fields in the form.
- B. 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.
- C. In the MS WORD version of the form the shaded areas identify places where information is required. The “page up” and “page down” buttons will move you from one shaded area to the next one. The electronic form is located on <http://www.fs.fed.us/r5/plumas>.
- D. Formatting: You may only use this form as part of the application. **Any proposal that does not use this form or exceeds six pages (excluding worksheets and attachments) will not be considered.** All type must be 12 point.
- E. Attachments: The only attachments to accompany the Title II Project Proposal Form are: letters of commitment from collaborator; letters of support from others; a project area map (described under Specific Instructions #8); a project work plan (described in “F” below); and the monitoring plan (described in item #24 of the application). Commitment letters (required) should detail specific contributions the collaborators are making to the project such as support staff, funds, equipment, etc. Contributions in letter should be the same as those described in the application. **A commitment letter signed by a District Ranger is required for all project applications.**
- F. Project Work Plan. Describe “how” the work will be accomplished with an itemized work plan that identifies significant milestones, timeframes, responsible parties, etc. The work plan should tie to the Objectives identified in the Specific Instructions #9. Ideally, the work plan should be laid out objective, milestone (activity), start/completion date and who is responsible. Example applications are available for ideas. A well-developed work plan is critical.
- G. For Submissions: 1 copy of the project proposal form & attachments* will need to be received either by electronic mail or hard copy by 4:30 p.m. on **March 4, 2009**. Electronic copy is preferred. Hard copy mail to the: Plumas County Resource Advisory Committee, c/o Lee Anne Schramel Taylor, P.O. Box 11500/159 Lawrence St., Quincy, CA 95971. E-mail to: eataylor@fs.fed.us ***Please submit/email your application package in black & white. If a color map or photo page is necessary, please furnish 30 hard copies of the color page (s) with your application.**

SPECIFIC INSTRUCTIONS

1. **Project Name.** Provide a *Project Name* that is short, yet descriptive.
2. **County.** Specify the *County* in which the project is located. If the project area encompasses more than one county, then specify.
3. **Project Number.** Leave blank.
4. **Project Sponsor.** Identify the name of the entity, individual, 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 in Block 10 – “Project Description.”
5. **Date.** Enter the *Date* of project submission. Use the following format: 05-17-2005.
6. **Sponsor’s Phone Number.** Enter the *Project Sponsor’s* daytime *Phone Number*.
7. **Sponsor’s E-mail & hard copy mail address.** Enter the *Project Sponsor’s E-mail and hard copy mailing address*. Indicate if no email is available.
8. **Project Location (attach project area map).** 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. Black and white maps are preferred. Proponent will need to submit 30 hard copies of color pages if used.
 - 8a. **National Forest.** Identify the appropriate *National Forest* unit (e.g., Plumas National Forest, Lassen National Forest)
 - 8b. **Forest Service District.** Identify the appropriate *Forest Service District*. If the project occurs within two or more districts, then denote the lead district with an asterisk (*).
 - 8c. **State/Private/Other Lands Involved?** Specify non-federal lands included within the project area boundaries.
 - 8d. **Legal Location: Township, Range, and Section(s).** Specify the *Legal Location* of the project, including all townships, ranges, and sections where the project occurs.
9. **Statement of Project Justification, Goals and Objectives.** State the *Project Justification, Goals and Objectives* in a clear, measurable, succinct manner.
10. **Project Description.** *State exactly, and very briefly, “what” you are going to do. Specific project outcomes should be easily identifiable.* Do not reiterate other descriptive details provided elsewhere in the application but be sure to highlight any unique aspects or special circumstances. Use this space to show work that may have been accomplished to date.

11. **Coordination of Project with Other Related Project(s) on Adjacent Lands?**
Check the appropriate box. If yes, then provide a brief description of what type of coordination is needed with regard to other related project(s) on adjacent lands. Is the sequence of 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?
12. **How Does Proposed Project Meet Purposes of the Legislation?** Check each box that is applicable.
13. **Project Type.** Check each box that is applicable *Project Type*. If none apply, then check the box entitled “Other Project Type” and specify.
14. **Measure of Project Accomplishments/Expected Outcomes.** Fill in the estimated project accomplishment measures that apply. If certain measures do not apply, then leave them blank. Descriptions of some measures follow, as most are self-explanatory.
- No. Laborer Days.** Estimate the *Number of Laborer Days* required for implementing the project (i.e., contractor laborer days, volunteer laborer days, federal workforce laborer days, etc.). 1 laborer day = 8 hours of work time. For example, one person working 16 hours equals 2 laborer days and two people working 8 hours each also equals 2 laborer days.
- Est. the Timber Volume Produced.** Enter the *Estimated Timber Volume to be produced* (sawlog volume in cubic feet and/or biomass in bone dry tons).
- Est. the Value of Economic Activity.** Enter the *Estimated Value (\$)* of *Economic Activity* that results from the project. Use direct vs indirect benefits.
- Other (specify).** Identify *Other* measure of proposed project accomplishments or expected outcomes if the other categories are inadequate for an accurate description. Make sure to specify the units of measure.
15. **Estimated Start Date.** Enter the *Estimated Start Date* (Example: 02-31-2005).
16. **Estimated Completion Date.** Enter the *Estimated Completion Date* (Example: 12-31-2005).
17. **How Will Cooperative Relationships Among People That Use Federal Lands Be Improved?** Describe how the proposed project will improve cooperative relationships among people that use public (federal) lands. For example, will the project bring groups with differing views on natural resource management together in an effort to achieve outcomes pursuant to common interests?
18. **How is the project in the best public interest?** Provide a rationale for how the proposed project is in the best public interest. For example, how does this provide local jobs, how does this create an atmosphere of stewardship? Why does the community need this project?
19. **How does project benefit federal lands/resources?** 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. If project is on federal land please respond with "n/a."

20. **Proposed Method(s) of Accomplishment.** Check the method(s) of accomplishment that apply and/or specify "other" and describe.

21. **Will the Project Generate Merchantable Materials?** Check "yes" or "no." This applies to those projects involving the sale of merchantable material such as biomass or saw timber using separate contracts for:

- a. the harvesting or collection of merchantable material; and
- b. the sale of such material.

22. **Anticipated Project Costs.**

a. **Total Title II Funds Requested.** Identify the total amount of Title II funds requested. This amount will equal that identified for the Total Cost Estimate (Item 37) in *Column B* of Table 1.

b. **2009 Request.** Identify total Title II funds requested in 2009 (for the period from project award (XX/XX/09 through 12/31/2009).

c. **2010 Request.** Identify total Title II funds requested in 2010 (for the period from 01/03/2010 through 12/31/2010).

23. **Identify Source(s) of Other Funding for Project Identified Above.** For all other contributions identified in Worksheet 2, *Column C*, identify the source(s) of contribution and the amount(s) being contributed by the source(s). (max. 7 lines)

24. **Monitoring Plan.**

a (1). **What measures or evaluations will be made to determine how well the proposed project meets the desired ecological conditions?** 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. (max. 7 lines)

a (2). **How will the project be evaluated to determine how well the proposed project contributes to local employment and/or training opportunities, including summer youth job programs?** Describe the specific evaluations to be made to determine how the project contributes to local employment and/or training opportunities. Identify who will be responsible for completing this monitoring item. (max. 7 lines)

a (3). **What methods and measures of evaluation will be used to determine how well the proposed project improves the use of, or added value to, any products removed from National Forest System lands consistent with the purposes of the Act?** Describe the specific evaluations to be made in order to determine how the project improves the use of or added value to and products removed from National Forest System lands. Identify who will be responsible for completing this monitoring item. (max. 7 lines)

b. **Funding needed to accomplish monitoring** (Worksheet 1, Item k).

25. **Failure to comply with terms of the Agreement.** What is in place to ensure that this project will be completed? What happens if it is not? What ensures that project coordinators (you) will do what they say they are going to do? Please illustrate your qualifications and experience with similar types of projects.
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Status of Project Planning Worksheet Worksheet 1

- a. **NEPA and/or CEQA Complete.** Check “yes” or “no” for completion of required analysis and documentation under the National Environmental Policy Act (NEPA) and or California Environmental Quality Act (CEQA).
- b. **If no, give estimated date of completion.** If NEPA/CEQA is not completed, then provide the estimated date for completion. Use the following format: 10-01-2005.
- c. **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.
- d. **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. Communication with Forest Service is vital to determine if this applies to project.
- e. **Survey & Manage Complete.** Check the appropriate box denoting completion of required surveys for Survey and Manage Species under the Northwest Forest Plan. For projects occurring non-Forest Service or non-BLM lands, these surveys are not required.
- f. **RWRCB/CDFG Permits for In-stream Restoration Work Obtained.** Check the appropriate box denoting whether or not the required in-stream restoration work permits have been obtained from the Regional Water Resources Control Board (RWRCB) and California Department of Fish and Game (CDFG).
- g. **RWRCB /COE 401/404 Fill/Removal Permit Obtained.** Check the appropriate box denoting whether or not the required fill/removal permit has been obtained from the Regional Water Resources Control Board (RWRCB) and Army Corps of Engineers (COE). If the proposed project work falls under the regional permit, then check “yes.”
- h. **SHPO Concurrence Received.** Check the appropriate box denoting whether or not project-level concurrence has been received from the State Historic Preservation Office (SHPO).
- i. **Project Design(s) Completed.** Check the appropriate box denoting whether or not the required project designs are completed.

Project Cost Analysis Worksheet

Worksheet 2

Column A – Federal Agency Appropriated Contribution. 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!]

Column B – Requested Title II Contribution. Identify all Title II funds requested for each cost item in *Column B*.

Column C – Other Contributions. Identify any other matching contributions provided from non-Forest Service or non-BLM appropriations for each cost item in *Column C* (e.g., funds secured through the Oregon Watershed Enhancement Board).

Column D – Total Available Funds. *Column D* is the sum of *Columns A, B, and C*.

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

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

c. Permit Acquisition. Identify the costs for acquiring all required permits for project implementation.

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

e. 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.

f. 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.

g. Contract Cost. Provide an estimate for the actual *Contract Cost*.

h. Workforce Cost. Provide an estimate for the actual *Workforce Cost*.

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

j. Monitoring. Identify the costs to complete the required *Monitoring* components outlined in the Monitoring Plan, below, for Item 39.

k. Other (specify). Identify any other costs associated with the project and specify.

l. Project Sub-Total. The sum of Cost Items 24 through 34.

m. Indirect Costs. Include a percent indirect cost 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 23c, 23d, 23e, 23f, and 23g for projects involving a multi-year funding request.