

Instructions for Filing a RAC Proposal

Secure Rural Schools and Community Self-Determination Act of 2000

Public Law 106-393

a.k.a. Payments to States Act

Title II Project Submission Form

Instructions for Filing

1/1/05 Version

The following instructions are to assist the applicant in the filling out and submission of the Project Submission Form prepared by the Shasta/Trinity County Resource Advisory Committee (RAC). For the current funding cycle, the Shasta RAC has approximately \$250,000 and Trinity has \$900,000 available for grants under Title II funding of the Secure Rural Schools and Community Self-Determination Act of 2000.

The following is meant to be a brief summary and overview of the types of projects that will qualify for RAC funding. This is by no means a complete list (Please consult the legislation for more details).

- Projects must be within Shasta/Trinity County.
- Environmental studies and federal laws must be followed. This includes, but is not limited to the National Environmental Policy Act (NEPA).
- Projects may include, but are not limited to the following:
 - Watershed restoration and maintenance;
 - Restoration, maintenance and improvement of wildlife and fish habitat;
 - Improvements in forest ecosystem health;
 - Road, trail and infrastructure maintenance or obliteration;
 - Soil productivity improvement;
 - Control of noxious and exotic weeds; and
 - Reestablishment of native species.

50% of all Title II project funds must be used for:

- Road maintenance/obliteration
- Watershed improvement/restoration

GENERAL INSTRUCTIONS

A. The form is, for the most part, self-explanatory. Much of the information requested on the form is required by P.L. 106-393 in Section 203 (b). Public law references are listed in the appropriate fields in the form.

B. ***Please use at least 10-12 Font.*** 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.

D. The only attachments to accompany the Project Submission Form is to be a project area map (described under Specific Instructions #8 Project Location), and a statement of acknowledgment/support from the appropriate District Ranger other landowners the proposed project directly affects (described under Specific Instruction #8b). Additional attachments are discouraged.

E. For Submissions:

Shasta County RAC

USDA Service Center
Shasta-Trinity National Forest
Attn: Mike Odle
3644 Avtech Parkway
Redding, CA 96003

Trinity County RAC

Trinity County Office of Education
Attn: Jim French
P.O. Box 1256
Weaverville, CA 96093

F. For more information, or to answer questions regarding the completion of the Project Submission Form, please contact RAC Coordinator Michael Odle, Shasta-Trinity National Forest, 3644 Avtech Parkway, Redding, CA 96003. (530) 226-2494.

SPECIFIC INSTRUCTIONS for TITLE II PROJECT SUBMISSION

* Electronic submissions are highly encouraged of the Project Submission Form. Maps and letters may be mailed under separate cover with one original.

1. **Project Number.** Leave blank.
2. **Project Name.** Provide a *Project Name* that is short, yet descriptive.
3. **County.** Specify the *County* in which the project is located. If the project area encompasses more than one county, then specify.
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.
6. **Sponsor’s Phone Number.** Enter the *Project Sponsor’s* daytime *Phone Number*. This is to be used if further information is necessary to consider the submission.
7. **Sponsor’s E-mail (optional) and Address.** Enter the *Project Sponsor’s address and E-mail address if one is available*.
8. **Project Location (attach project and local area maps).** Submit an appropriate *Project Area Map* along with the submission form. The following information should be contained on the map: project title; project sponsor; project boundary; stream names; road numbers (if applicable); legal location (township, range, and section designations); scale bar; compass orientation; and legend. The map scale should such that the project can be clearly identified, and in no case no smaller than 1 inch/mile. A general location map should also be included.

8a. **National Forest.** – Within Shasta/Trinity Counties there are parts of four National Forests. Klamath, Modoc, Six Rivers and Shasta-Trinity National Forests. The projects need not be on Forest Service land. However, they must have beneficial impacts to watersheds shared by public lands.

8b. **Forest Service Ranger District** – What Forest Ranger District(s) is the proposed project located?

8c. **State / Private / Other lands involved?** – Is the proposed project to affect other landowners other than public lands? If so, please attach written acknowledgment from those affected landowners indicating their knowledge of this submission process.

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 Goals and Objectives.** State the *Project Goals and Objectives* in a clear, succinct manner. (max. 7 lines)
10. **Project Description.** Provide a concise *Project Description*. Do not reiterate other descriptive details provided elsewhere in the project submission form. Be sure to highlight any unique aspects or special circumstances.
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?
(max. 10 lines)
12. **How Does Proposed Project Meet Purposes of the Legislation?** Check each box that is applicable.
13. **Project Type.** Check the most applicable *Project Type*. If none apply, then check the box entitled "Other Project Type" and specify.
14. **Estimated of Project Accomplishments/Expected Outcomes.** Fill in the estimated project accomplishment measures that apply in 14a through 14k. If certain measures do not apply, then leave them blank.
 - 14a. Total Acres - Estimate the *Total Acres* improved.
 - 14b. Total Miles - Estimate the *Total Miles* of road, trail, stream, etc. to be treated.
 - 14c. No. Structures - Estimate the total *Number of Structures* to be developed or constructed.
 - 14d. Est. People Reached - Enter the *Estimated Number of People to be Reached* through environmental education programs, signs, brochures, etc.
 - 14e. 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.
 - 14f. Timber - Estimate the amount of thousand board feet (MBF) of timber, or tons of biomass fuel to be generated.
 - 14g. Forage - Estimate the amount of Animal Unit Months to be increased or decreased.
 - 14h. Other Commodities– Are there other commodities that will result from the implementation of this proposed project? Please specify.
 - 14i. Economic Activity – Estimate total dollars of *direct* economic activity that the proposed project will influence. (Worksheet 2 Column D row n.)
 - 14j. Jobs Generated – How many jobs will be generated by this proposed project that do not currently exist.
 - 14k. 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 Project Time for Completion.** Enter the *Estimated Project Time for Completion*. How long will it take for the proposed project to be implemented and completed? Please include the time it will take to complete all necessary environmental documents necessary for the proposed project.
16. **How will cooperative relationships among people that use public lands be improved? List known partnerships or collaborative opportunities.** Describe how the proposed project will improve cooperative relationships among people that use public lands (Forest Service and BLM). 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? Are there partnerships with other state or federal agencies, or other groups that will occur as a result of this proposed project? (max. 12 lines)
17. **How is the project in the best interest of the community? Identify benefits to the communities.** Provide a rationale for how the proposed project is in the best public interest. Identify the affected community or communities. (max. 12 lines)
18. **How does project benefit public 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 public lands and/or resources. For example, a culvert replacement on non-federal lands may improve passage of coho salmon migrating upstream to public lands. (max. 12 lines)
19. **Proposed Method(s) of Accomplishment.** Check the method(s) of accomplishment that apply and/or specify "other" and describe.
20. **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.

21. **Anticipated Project Costs.**

21a. 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 in *Column B* of Project Cost Analysis Worksheet (Worksheet 2).

21b. Is this a multi-year funding request? Check "yes" or "no."

21c. 2002 Request. Identify total Title II funds requested in fiscal year 2002 (for the period from 10-01-2001 through 09-30-2002).

21d. 2003 Request. Identify total Title II funds requested in fiscal year 2003 (for the period from 10-01-2002 through 09-30-2003).

21e. 2004 Request. Identify total Title II funds requested in fiscal year 2004 (for the period from 10-01-2003 through 09-30-2004).

21f. 2005 Request. Identify total Title II funds requested in fiscal year 2005 (for the period from 10-01-2004 through 09-30-2005).

21g. 2006 Request. Identify total Title II funds requested in fiscal year 2006 (for the period from 10-01-2005 through 09-30-2006).

22. **Identify Source(s) of Other Funding for Project Identified Above.** Are there other sources of funding for this proposed project? Will the RAC funds be used to leverage other grants available for similar projects? Will the RAC funds be used in combination with other funds? Is this a "stand alone" project, or does its implementation depend on other funding from other sources? Please specify.

23. Monitoring Plans -

23a. What measures or evaluations will be made to determine how well the proposed project meets the desired ecological conditions? Who is responsible for this monitoring item? 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)

23b. How will the monitoring plan track and identify positive and negative impacts of implementation? Who is responsible for monitoring this item? Provide a plan for determining how the proposed project affected the environment. Are pre-project measurements to be taken as a control to measure post-project results? What specific items will be monitored? (max. 7 lines)

23c. How will the project be evaluated to determine how well the proposed project contributes towards local employment and/or training opportunities, including summer youth jobs programs such as the Youth Conservation Corps?

Who is responsible for monitoring this item?

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. (max. 7 lines)

23d. What methods and measures of evaluation will be established 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 this Act? Who is responsible for monitoring this item?

Describe the manner in which you will measure or evaluate the improvements in use of, or resource values of National Forest System lands resulting from the proposed project. Identify who will be responsible for completing this monitoring item. (max. 7 lines)

23e. Identify total funding needed to carry out specified monitoring tasks. (max. 7 lines)

Enter the total estimated dollar amount. This amount will equal that identified for the Total Cost Estimate in row j, *Column B* of Project Cost Analysis Worksheet (Worksheet 2).

PROJECT COST ANALYSIS WORKSHEET
Worksheet 1

This worksheet will help the RAC identify where the funds for the proposed project will be coming from, and how they will be estimated to be allocated.

Column A: Federal Agency Appropriated Contribution – Has there been any money appropriated by a Federal Agency (Bureau of Land Management, Forest Service, Fish and Wildlife Service, etc.) to do some or the entire proposed project?

Column B: Requested Title II Contributions – This is the money that the RAC has jurisdiction over and the discretion to allocate. This column should reflect what the applicant is seeking from the RAC.

Column C: Other Contributions – Are there other funds that will help with the completion of the proposed project (see question #11 and #16). Further, these contributors should be listed in the “**List other contributors” section.

Column D: Total Available Funds – Add Columns A, B, & C.

a. Field Work & Site Surveys – Identify the cost of the field work and on site surveys, including data collection and the sources of those funds, needed to complete the proposed project prior to the actual performance of the proposed project.

b. NEPA & Sec.7 ESA Consultation– Identify the costs for completing NEPA and all Section 7 ESA Consultations.

c. ESA Consultation: Endangered Species Act consultation for listed species.

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

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

f. 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.

g. Contract/Grant Administration - Identify the costs for administering all necessary contracts. Including organizations overhead percentage (charge), plus overhead charges from other partners, vehicles, equipment, rentals, travel, etc. Furthermore, break out each overhead and list below.

h. Contract/Grant Cost - Provide an estimate for the actual *Contract Cost*.

i. Workforce Cost - Provide an estimate for the actual *Workforce Cost*.

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

k. Monitoring - Identify the costs to complete the required *Monitoring* components outlined in the Monitoring Plan Item #23.

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

m. Project Sub-Total - The sum of Cost Items a through k.

n. Total Cost Estimate - The sum of Project Sub-Total (Cost Item l) and Indirect Costs (Cost Item m).

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

Identify individual overhead costs and percentages for total overhead listed in g. above.

STATUS OF PROJECT PLANNING WORKSHEET
Worksheet 2

This worksheet will give the RAC an idea of the amount of environmental documentation that has been done, or needs to be done for the proposed project before it is implemented as well as project planning that has been completed.

a/b. NEPA Complete Yes/No – National Environmental Policy Act requires that an Environmental Impact Statement, Environmental Analysis, or a Categorical Exclusion be provided for any land management activities on public lands.

c. NMFS Sec. 7 ESA Consultation Complete Yes/No/Not Applicable – Section 7 of the Endangered Species Act requires that if an endangered species has the possibility of being impacted by a project that the agency responsible for the recovery of the affected species must be consulted. The National Marine Fisheries Service (NMFS) has authority over several species, including salmon species.

d. USFWS Sec. 7 ESA Consultation Complete Yes/No/Not Applicable – Section 7 of the Endangered Species Act requires that if an endangered species has the possibility of being impacted by a project that the agency responsible for the recovery of the affected species must be consulted. The United States Fish and Wildlife Service (USFWS) has authority over several species, including spotted owls.

e. Survey and Manage Complete: Yes/No/Not Applicable – (Not applicable on private lands.) Under the Northwest Forest Plan many species of concern must be surveyed for and managed before project can be implemented. For a complete list of species and their habitats affected contact the Designated Federal Official.

f. RWRCB/CDFG Permits for In-Stream Work Obtained: Yes/No/Not Applicable – The Regional Water Resources Control Board (RWRCB), and the California Department of Fish and Game (CDFG) have jurisdiction over projects that impact streams and watercourses. Permits must be obtained through their offices.

g. RWRCB/COE 401/404 Fill/Removal Permit Obtained: Yes/No/Not Applicable – The Regional Water Resources Control Board (RWRCB), and the Army Corps of Engineers (COE) have jurisdiction over certain Clean Water Act requirements, including, but not limited to wetlands issues. Permits must be obtained through their offices.

h. SHPO Concurrence Received: Yes/No/Not Applicable – The State Historic Preservation Office (SHPO) must be consulted for any known significant archaeological sites within the boundaries of the proposed project.

i. Project Design(s) Completed: Yes/No – Have project designs or plans been written to implement the proposed project?

j. Categorical Exclusion: National Environmental Policy Act requires that an Environmental Impact Statement, Environmental Analysis, or a Categorical Exclusion be provided for any land management activities on public lands.

k. The Shasta/Trinity County RAC requires that the proponent make contact and coordinate with appropriate district ranger before reviewing projects.