

TITLE 2300 - RECREATION MANAGEMENT

*- 2333.03 - PolicyCOORDINATION SCHEDULE FOR THE 5-YEAR RECREATION PROGRAM

Years Before Project Award	Work Description
6	<p>Step 1. Project Identification: The Ranger writes a letter to the Forest Supervisor recommending a recreation project to be considered for addition to the 5-Year Recreation Plan. This project should agree with ROS identified opportunities and the Forest Plan Implementation Schedule. If the project is an addition, an explanation should be attached and must be based on sound rationale and justification, i.e. responds to a problem or real need or opportunity. If an explanation is necessary, it should be no more than one or two paragraphs. From a list of the projects identified, the Supervisor will select the projects for which Project Proposals are to be prepared, and amend the Forest Plan Implementation Schedule.</p>
5 1/2-6	<p>Step 2. Project Proposal: Prepare a project Design Narrative. Refer to R10 FSH 2309.23 for specific content of the Design Narrative with a Conceptual Site Development Plan (refer to R10 FSH 2309.23, Chapter 500). The Design Narrative includes the project name, location, project objectives, targeted user group(s), and project opportunities, etc. The Conceptual Site Development Plan should include sufficient information in conjunction with the Design Narrative that an estimate can be made of the project cost. Prepare a feasibility study, if necessary, for high cost projects or where there is a real question of economic feasibility.</p> <p>Note: The Design Narrative will address specific design requirements including: capacities, i.e. PAOT's and square footage for parking areas, structures, and camping facilities; vegetative management; interpretive displays; traffic circulation; design style; garbage disposal; access for physically impaired; type of sewage; water and/or sanitation systems, etc., which will give us a basis for the economic analysis.</p>
5-5 1/2	<p>Step 3. Addition to the 5-Year Recreation Capital Investment Plan: (This is a go-no go decision point). Refer to R10 Recreation Capital Investment budgeting process (dated 1-28-88) and fill out the appropriate worksheet.</p>

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(REQUEST FUNDING FOR THE NEPA PROCESS)

- 4 3/4-5 Step 4. Appointment of an interdisciplinary IDT and a Design Team by the Ranger. Should include a list of the disciplines to be consulted.
- 4 3/4-5 Step 5. Prepare the Preliminary Public Involvement Plan and Scoping Statement.
- 4-4 3/4 Step 6. Data Needs Assessment. IDT responsibility with involvement of the Ranger. Items to reflect the results of the public scoping.
- 4-4 1/2 Step 7. Field data collection: preliminary ground reconnaissance and use studies conducted as necessary to begin NEPA process.
- 4 **{(REQUEST FUNDING FOR SITE DESIGN & SURVEY)}**
Site Design involves a plan for location of all facilities on the site.
- 3-4 Step 8. Prepare site survey: compass-rag tape, transit/chain, plane table, etc. (Do basic information for preliminary site plan. Final survey will be done in Step 18.)
- 3-4 Step 9. Landline located and marked (when required). Rights-of-Way surveyed, and plat prepared and submitted (when required).
- 3-3 1/2 Step 10. Prepare draft NEPA document for staff review. Complexity should be commensurate with project.
- 3-3 1/2 Step 11. Prepare preliminary site plan alternatives based on the Design Narrative and Conceptual Site Development Plan.
- 3-3 1/2 Step 12. Staff review of draft NEPA document. Prepare final NEPA document.
- 3-3 1/2 Step 13. Obtain State Tideland Permit and Corps of Engineers 404 Permit (covers Wetlands and construction in water), as applicable.
- 3-3 1/2 Step 14. State review for ACMP Consistency (when required).
- 3-3 1/2 **{(REQUEST FUNDING FOR FACILITY DESIGN)}**
This is the design for all facilities on the site, i.e. buildings, utility systems, and other construction details and specifications. -*

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- 3-3 1/2 Step 15. Publication of Record of Decision, Decision Notice, or Categorical Exclusion (as applicable).
- 3-3 1/2 Step 16. Right-of-Way Acquisition (when required).
- 3 Step 17. Plan-in-hand review of the preliminary site development plan with the appropriate disciplines and staff officers. (Plan should be in sufficient detail to obtain cost estimates.)
- 2 1/2-3 Step 18. Complete final site survey/layout.
- 2 ((REQUEST FUNDS FOR CONSTRUCTION, CHALLENGE COST SHARE, OR PARTNERSHIP))
- 2-2 1/2 Step 19. Complete Final Site Development Plan and obtain required approvals.
- 1 1/2-2 Step 20. Prepare preliminary construction plans (utilizing standard plans, if available) for the facilities included in the approved site development plan; i.e., roads, buildings, utility systems (water, sewer, electrical), trails, walks, signs, outdoor interpretive facilities, etc.
- 1-1 1/2 Step 21. Plan-in-hand review with the appropriate disciplines and staff officers before preparation of the final construction package (facility plans/specs).
- ((REQUEST OPERATION AND MAINTENANCE FUNDS))
- 1/2-1 Step 22. Prepare final construction plans, details, specifications, and cost estimate(s).
- 1/4 Step 23. Advertise contract.
- 0 Step 24. Award contract.
- +1/2-2 Step 25. Project Construction completed and accepted.
- Step 26. Final construction report, including As-Built drawings (to be completed within three months of project acceptance).
- +1/2-1 ((REQUEST FUNDS FOR PROJECT MONITORING AND ANALYSIS))
- Step 27. Post-construction monitoring and analysis of adequacy of project and design (should be done within 1 to 2 years after project acceptance). *

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Once the recreation planning program is established, funding requests for planning out-year projects need to be submitted annually.

The budget cycle requires initial requests two years in advance of the budget object year. For example, in FY 1990 we should request funding for out-year planning in FY 1992. Assuming we get the funds in FY 1992, the out-year planning done that year will be for proposed project(s) through FY 1997. At the same time in FY 1990, we should be requesting funding for the NEPA process for projects in FY's 1996 and 1995, funding for the survey for projects for FY 1994 and for the design for projects for FY 1993. Finally, if it was decided to go to contract with a project or projects in FY 1992, those funds also need to be requested in FY 1990. If Challenge Cost Share or Partnership method of accomplishment is chosen, we should begin negotiations at this time.

A spreadsheet showing the project, and the due date of each step in the process for all approved projects, can be set up for the Coordination Schedule For The 5-Year Recreation Program. The Project Leader is responsible for recording the progress of the projects and entering the date each step is accomplished. At the beginning of each Fiscal Year, the completed projects are dropped from the spreadsheet and another year's projects are added at the end of the spreadsheet.

In the "real" world, it is unlikely that funding will come down in the "neat" stages indicated above since funding levels tend to go up and down. However, the steps of the process should be followed even though the time intervals may vary because of funding.

Following is an example of a form to use in the preparation of the Design Narrative and Conceptual Site Development Plan. It contains the minimum design requirements that should be addressed: *

Exhibit 1

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RECREATION PROJECT PLANNING
Design Narrative
Stikine Area, Tongass National Forest

PROJECT NAME: XX

Date: xx

Location: xx
Elevation: xx

Trail Access:	Yes	No
Road Access:	Yes	No
Marine Access:	Yes	No

PROJECT OBJECTIVES:

The primary objective of this project is to:

Example: provide improved access, provide additional opportunities for enjoying scenery, increase customer awareness, enhance picnicking opportunities, etc. Use active verb as lead in. Describe need, public's interest, supporting NEPA documents, etc.
xx

Project Opportunities:

SITE CHARACTERISTICS

Discuss ROS class, visual condition, attractions, natural features, etc.
Is a site survey necessary?
Conditions of existing facilities:

CUSTOMER CHARACTERISTICS

Targeted user groups:
Specific needs:

DESIGN REQUIREMENTS

Describe how the Project Objectives will be incorporated into the design process. If some of these don't apply, don't use them.

- * Capacities: (PAOT's, parking/structures/picnic facilities/etc)
- * Structures: xx
- * Challenged Customer Access: xx
- * Vegetative Management: xx
- * Interpretive Displays: xx
- * Traffic Circulation
- * Design Style: xx
- * Maintenance: xx
- * Garbage Disposal: xx
- * Water and Sewage: xx
- * Visual Resource Mgmt & Admin: xx
- * Anticipated Use: xx

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Exhibit 1 (cont.)

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Consultation with others (This section of the form can be used by the Ranger when assigning ID and Design teams):

L.Arch:	Who: xx Responsibilities:	Date: x
Engineering:	Who: xx Responsibilities: x	Date: x
Cultural:	Who: xx Responsibilities: x	Date: x
F&WL:	Who: xx Responsibilities: x	Date: x
Timber:	Who: xx Responsibilities:	Date: x
Soils/Water:	Who: xx Responsibilities:	Date: x
User Groups:	Who: xx Responsibilities:	Date: x

Notes: