

Program Lead Signature

District Ranger Signature

**Secure Rural Schools as Amended  
Title II Project Submission Form  
USDA Forest Service  
Central Idaho Resource Advisory  
Committee  
Fiscal Year 2024**

1. **Project Number** (Assigned by Designated Federal Officer): \_\_\_\_\_

<b>2. Project Name:</b>	<b>3. Date:</b>
<b>4. Project Sponsor:</b>	
<b>5. Sponsor's Phone Number:</b>	
<b>6. Sponsor's E-mail:</b>	
<b>7. Sponsor's Address:</b>	

8. **Project Location:** (provide Township/Range and Section(s), provide stream and watershed names, etc., where available):  
(Attach Project Area Map)

a. **County (ies):**

b. **National Forest(s) and Ranger District (s):**

If more than two districts or Forests, specify the lead with an asterisk (\*)

c. **Check one box:**

1.  Project is located on Federal land.
2.  Project is located on non-Federal land and benefits resources on Federal lands (describe resource benefits  
Project Description Section below)
3.  Both 1. and 2. above apply.

d. **Forest Service Contact(s):**

e. **Forest Service Contact's email(s):**

f. **Forest Service Contact's phone number(s):**

9. **Project Type** (check all that apply) [Sec. 203 (b)(1)]

<input type="checkbox"/> Road Maintenance	<input type="checkbox"/> Trail Maintenance
<input type="checkbox"/> Road Decommission/ Obliteration	<input type="checkbox"/> Trail Obliteration
<input type="checkbox"/> Other Infrastructure Maintenance (specify):	
<input type="checkbox"/> Soil Productivity Improvement	<input type="checkbox"/> Forest Health Improvement
<input type="checkbox"/> Watershed Restoration & Maintenance	<input type="checkbox"/> Wildlife Habitat Restoration
<input type="checkbox"/> Fish Habitat Restoration	<input type="checkbox"/> Control of Noxious Weeds
<input type="checkbox"/> Reestablish Native Species	
<input type="checkbox"/> Other Project Type (Specify):	

10. **Proposed Method(s) of Accomplishment** (check those that apply)

<input type="checkbox"/> Agreement with external party	<input type="checkbox"/> Federal Workforce/Federal Contract
<input type="checkbox"/> County Workforce	<input type="checkbox"/> Volunteers (may still require an agreement)
<input type="checkbox"/> Other (specify):	

**Merchantable Material Contracting Pilots** (check those that apply)

a. Will the project generate merchantable materials? [Sec. 204(e)(3)]     Yes     No

b. Is the project being proposed as a merchantable material contracting pilot project? [Sec.204(e)(3)

Yes

No

**11. Statement of Project Purpose and Expected Outcomes** [Sec. 203(b)(1), and (b)(5)]:

**12. Project Description:**

**13. Coordination of this project with other related project(s) on adjacent lands?**

Yes  No **If yes, then describe** (max. 10 lines)

**14. How does proposed project meet purposes of the Legislation?** [Sec. 203(b)(1)]

Improves maintenance of existing infrastructure. [Sec. 2(b)]

Implements stewardship objectives that enhance forest ecosystems. [Sec. 2(b)]

Restores and improves land health. [Sec. 2(b)]

Restores water quality. [Sec. 2(b)]

**15. Measure of Project Accomplishments/Expected Outcomes** [Sec. 203(b)(5)]

a. Total Acres:

b. Total Miles:

c. No. Structures:

d. Est. People Reached (for environmental education projects):

e. No. Laborer Days:

f. Timber:

g. Forage:

h. Other Commodities:

i. Economic Activity:

j. Jobs Generated:

k. Other (specify):

**16. Will the Project Generate Merchantable Materials?** [Sec. 204(e)(3)] (i.e., sawlogs, post and poles, etc)

YES  NO If YES, Provide a description

**17. Identify Source(s) and Amount(s) of Other Funding for Project:** [Sec. 203(b)(4)] :

**18. How will cooperative relationships among people that use federal lands be improved?** [Sec. 2(b)(3)] (max. 12 lines)

**19. How is this project in the best public interest?** [Sec. 203(b)(7)] **Identify benefits to communities.**

**20. How does the project benefit federal lands/resources?** (max. 12 lines)

**21. Anticipated Project Duration:** [Sec. 203(b)(2)]

**Start Date:** \_\_\_\_\_

**Progress Reporting Date:** \_\_\_\_\_

**Anticipated Completion Date:** \_\_\_\_\_

**22. Anticipated Title II Funds Request** [Sec. 203(b)(3)]

a. Total Title II Funds Requested in FY22:

b. Previously funded? Indicate fiscal year(s) approved:

(Include cash and non-cash (in-kind services))

**Submit documentation with your application.**

**23. Status of Project Planning**

a. NEPA Complete:  Yes  No  Not Applicable

If no, give est. date of completion:

c. NMFS Sec. 7 ESA Consultation Complete:  Yes  No  Not Applicable

d. USFWS Sec. 7 ESA Consultation Complete:  Yes  No  Not Applicable

e. IDWR\* Permits for In-stream Work Obtained:  Yes  No  Not Applicable

f. COE\* 404 Fill/Removal Permit Obtained:  Yes  No  Not Applicable

g. SHPO\* Concurrence Received:  Yes  No  Not Applicable

h. Project Design(s) Completed:  Yes  No  Not Applicable

\* IDWR = Idaho Department of Water Resources, COE = Army Corps of Engineers, SHPO = State Historic Preservation Office

**24. Project Cost Analysis – Table 1.**

Item	Column A Fed. Agency Appropriated Contribution <sup>1</sup> [Sec. 203(b)(4)]	Column B Requested Title II Contribution [Sec. 203(b)(4)]	Column C Other Contributions [Sec. 203(b)(4)]	Column D Total Available Funds
a. Field Work & Site Surveys				
b. NEPA & Sec. 7 ESA Consultation				
c. Permit Acquisition				
d. Project Design & Engineering				
e. Contract Preparation				
f. Contract Administration				
g. Contract Cost				
h. Workforce Cost				
i. Materials & Supplies				
j. Monitoring (cost of Item 21.)				
k. Other				
l. Project Sub-Total				
m. Indirect Costs (Overhead @ 12.5%)				
<b>n. Total Cost Estimate</b>				

(Include cash and non-cash (in-kind services))

**25. Monitoring Plan (provide as attachment) [Sec. 203(b)(6)]**

a. Provide a plan that describes the monitoring measurements and identifies who will conduct the monitoring for the following areas:

1. Ecosystem management goals and objectives
2. Objectives for effects on local employment and training.
3. Objectives for forest products and value-added opportunities.

b. Identify total funding needed to carry out specified monitoring tasks (Table 1, Item 20j.).

<sup>1</sup> Sec. 206 (a)(2) provides the Secretary (and delegated to the National Forest Supervisor) the sole discretion to cover the costs of a portion of an approved project using Federal funds appropriated or otherwise available for the same purposes of the project.

## **Title II Project Submission Form Instructions**

**SECURE RURAL SCHOOLS AND COMMUNITY SELF-DETERMINATION ACT OF 2008**  
**PUBLIC LAW 110-343**  
Central IDAHO RESOURCE ADVISORY COMMITTEE

### **GENERAL INSTRUCTIONS**

- A. There is **one** form associated with Title II project submissions. All portions of the form should be completed by the project sponsor.
- B. The forms are mostly self-explanatory. Much of the information requested on the forms is required by P.L. 110-343 (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 forms is needed for the Central Idaho Resource Advisory Committee (RAC) to compare and evaluate projects for potential funding. Project sponsors should contact local Forest Service offices to obtain the needed information for a proposal. Additionally, a local Forest Service Contact is needed to ensure proper agreements and paperwork are completed to enable the project sponsor to obtain funding once approved by the RAC.
- C. Copies of the form and instructions can be found on the web:  
<http://www.fs.usda.gov/main/scnf/workingtogether/advisorycommittees> o
- D. Contact: Completed Proposed Project Form is to be submitted to: Amy Baumer, Coordinator

amy.baumer@usda.gov  
208-756-5145

### **SPECIFIC INSTRUCTIONS**

- 1. **Project Number:** Leave blank. Will be assigned by the Designated Federal Official (DFO).
- 2. **Project Name:** Provide a *Project Name* that is short, yet descriptive.
- 3. **Date:** Enter the *Date* of project submission. Use the following format: mm/dd/yyyy.
- 4. **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 Item 11 – “Project Description.”
- 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 mailing 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.
  - a. **County:** Identify the appropriate *County or Counties*.
  - b. **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 (\*)*.
  - c. **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.
  - d. **Forest Service Contact(s):** Identify the name of the *Forest Service Contact(s)*. List one for each *Forest Contact* if *multiple Forests* are involved. You must identify a Forest Service Contact. That individual will be responsible for ensuring that the grant payment is processed.
  - e. **Forest Service Contact's email(s):** Identify the email(s) of the *Forest Service Contact(s)*. List one for each *Forest Contact* if *multiple Forests* are involved.
  - f. **Forest Service Contact's phone number:** Identify the email(s) of the *Forest Service Contact(s)*. List one for each *Forest Contact* if *multiple Forests* are involved.
9. **Project Type Cited in PL 110-343:** The *Project Types* listed in this section are those that meet the purpose(s) of The Act. Check all applicable *Project Types*. If none apply, then check the box entitled "Other Project Type" and specify.
10. **Proposed Method(s) of Accomplishment:** Identify if work will be most likely completed through contracting, federal workforce, county workforce, volunteer agreements, or other. This is open to change but is helpful to preliminarily identify to determine the routing for funding.
11. **Statement of Project Purpose and Expected Outcomes:** State the objectives of the project, and how the expected outcomes of the project address the purpose of The Act. The purpose of The Act is to 1) make additional investments and create additional employment opportunities through projects that improve the maintenance of existing infrastructure, implement stewardship objectives that enhance forest ecosystems, and restore and improve land health and water quality, and 2) improve cooperative relationships among the people that use and care for Federal lands, and the agencies that manage these lands.
12. **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.
13. **Coordination of this Project with Other Related Project(s) on Adjacent Lands?** Check appropriate box. If you answer yes, briefly describe how it is coordinated with other projects.
14. **How does Proposed Project Meet Purposes of the Legislation?** Check appropriate box or boxes.
15. **Measure of Project Accomplishment/Expected Outcomes?** Fill out appropriate quantitative measure (e.g., CCF of timber generated, cords of firewood made available, acres of noxious weeds

treated, number of culverts replaced, miles of trail maintained or constructed, dollars generated for local economy, etc.)

16. **Will the Project Generate Merchantable Materials?** Check appropriate box. This applies to those projects involving the sale of merchantable material using separate contracts for:
  - i. harvesting or collection of merchantable material; and
  - ii. sale of such material.
17. **Identify Source(s) and Amount(s) of Other Funding for Project:** [Sec. 203(b)(4)] For all other contributions, whether in cash or in-kind services, identify the source(s) of contribution and the amount(s) (for in-kind services, list the type of in-kind service and its equivalent cash value) being contributed by the source(s). Column C in project cost analysis – table 1.
18. **How will Cooperative Relationships among People that use Federal Lands be Improved?**  
Describe how cooperative relationships will be improved. Are you bringing multiple partners together to accomplish the project?
19. **How is this Project in the Best Public Interest? Identify Benefits to Communities.** Describe why you think this project is in the best public interest? Describe how the community is going to benefit by having this project completed.
20. **How does the Project Benefit Federal Lands/Resources?** Describe how the project will benefit federal lands and resources (e.g., Does the project prevent the spread of noxious weeds from private land to federal land? Does it improve fish habitat by replacing a passage blocking culvert?)
21. **Anticipated Project Duration:** Provide the *Start Date*, *Progress Reporting Date*, and *Completion Date* for the proposed project. Use the following format: mm/yyyy (month/year)
22. **Anticipated Title II Funds Request.**
  - a. Total **Title II Funds Requested in Fiscal Year 14:** Identify the total amount of Title II funds requested.
  - b. Was this project **previously funded?** Indicate fiscal year(s) approved (FY08 through FY2021)
23. **Status of Project Planning:**
  - a. **NEPA Complete:** Check “yes” or “no” for completion of required analysis and documentation under the National Environmental Policy Act (NEPA).
  - b. 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: mm/dd/yyyy.
  - 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 has been completed with the U.S. Fish and Wildlife Service (USFWS). For projects covered under programmatic biological opinions, enter “yes” only if required documentation is completed.
  - e. **IDWR 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 Idaho Department of Water Resources (IDWR).

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

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

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

24. **Project Cost Analysis - Table 1:** Title II funds are deposited in a Forest Service account and will be allocated to and spent on projects according to 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 Cost Items a.-k. for this analysis.

**Column A – Federal Agency Appropriated Contribution:** Identify any funding matches provided through Federal agency appropriations for each cost item in *Column A*.

**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 appropriations for each cost item in *Column C*.

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

**Rows:**

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, including costs for Forest Service contracting officer support. and contracting officer representatives if necessary.

f. **Contract Administration:** Identify the costs for administering all necessary contracts, including costs for Forest Service contracting officer support and contracting officer representatives if necessary.

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 if not already included in contract costs.

j. **Monitoring:** Identify the costs to complete the required *Monitoring* components outlined in the Monitoring Plan, below, for Item 21.

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

l. **Project Sub-Total:** The sum of Cost Items a. through k.



m. **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. **Title II funds will not be used to fund Indirect Costs.**

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

## 25. **Monitoring Plan**

a. 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 (sum should equal the total monitoring cost reported in Cost Item 20j.) 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.