

Lewis County – 2013 Project Requests

Secure Rural Schools and Community Self-Determination Act of 2000 As Amended and Reauthorized by Public Law 110-343 Title III Project Submission Form Instructions

Lewis County is the recipient of federal forest monies pursuant to PL 110-343. These funds are restricted to specific uses. **Lewis County has approximately \$47,000 available for award in calendar year 2013. You may use the same form for both years. Please designate the amount you are asking for each year. (SEE QUESTION #18).** If you or your organization has a project for consideration by the Board of Commissioners, **complete the Title III Project Submission Form and submit to the Lewis County Commissioner's Office, on or before August 31, 2012.**

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 302 (a)(1) – (3).
- 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. If a project area map is attached, as described under Specific Instruction #10, please submit a map reproducible in black and white, preferably in 8 ½" x 11" format.
- D. The Project Submission Form should be submitted directly to the Lewis County Budget Department on or before **August 31, 2012.** The projects will be taken under advisement and the Commissioners will review proposed projects.
- E. For information only: Lewis County must provide a 45-day public comment period following publication of a description of the proposed project(s). The projects will then be submitted to the Resource Advisory Committee for notification purposes only.
- F. A copy of Public law 110-343 is available from the County Office of Financial Management, upon request.
- G. County Contact: Lara Seiler, Lewis County Budget Dept, 351 NW North St., Chehalis, WA 98532 360-740-1370 360-740-1475 (fax)

Lara.Seiler@lewiscountywa.gov

SPECIFIC LINE ITEM INSTRUCTIONS

1. **Project Name.** Provide a *Project Name* that is short, yet descriptive.
2. **Date Submitted.** Enter the *Date* of project submission.
3. **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, and provide a list of other collaborators in Block 12 – “Project Description.”
4. **Contact Person/Title.** Provide the name and title of the person to be reached for further information, if necessary.
5. **Sponsor’s Mailing Address:** Provide the primary *Project Sponsor’s* mailing address.
6. **Sponsor’s Telephone Number.** Provide the primary *Project Sponsor’s* daytime *telephone Number*.
7. **Sponsor’s FAX Number.** Provide the primary *Project Sponsor’s Fax Number*.
8. **Sponsor’s E-mail.** Provide the primary *Project Sponsor’s E-mail address*. If none, enter N/A.
9. **Signature of Sponsor or Sponsor’s Representative.** The primary *Project Sponsor* or *Sponsor’s Authorized Representative* should sign in Box 9.
10. **Project Location (attach project area map).** Submit an appropriate *Project Area Map* along with the submission form. The following information, if applicable to your project, 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 should be no larger than 8 ½” x 11” and reproducible in black and white.
 - 10a. **Watershed Name.** Provide the *Watershed Name*, if applicable.
 - 10b. **Legal Location: Township, Range, and Section(s).** Specify the *Legal Location* of the project, including all townships, ranges, and sections where the project occurs.
 - 10c. **BLM District.** Identify the appropriate *Bureau of Land Management (BLM) District*, if applicable.
 - 10d. **BLM Resource Area.** Identify the appropriate *Bureau of Land Management (BLM) Resource Area* within the district. If the project occurs within two or more resource areas, then specify and denote the lead resource area with an asterisk (*).

10e. **National Forest**. Identify the appropriate *National Forest* unit (e.g., Gifford Pinchot National Forest).

10f. **Forest Service District**. Identify the appropriate *Forest Service District*. If the project occurs within two or more districts, then specify and denote the lead district with an asterisk (*).

10g. **State/Private/Other Lands Involved?** Specify non-federal lands (Forest Service and BLM ownerships) included within the project area boundaries.

11. Statement of Project Goals and Objectives. State the *Project Goals and Objectives* in a clear, succinct manner.

12. Project Description. In the space allotted, 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.

13. 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?

14. How Does Proposed Project Meet Purposes of the Legislation? Check each box that is applicable. [See P.L. 110-343 in Section 302 (a)(1) – (3)].

15. Estimated Completion Date. Enter the *Estimated Completion Date*.

16. Current Status of Project. Indicate whether the project is ready to proceed. If not ready to proceed, describe what must be done before the project is ready and estimate a start date.

17. Proposed Method(s) of Accomplishment. Check the method(s) of accomplishment that apply and/or specify “other” and describe.

18. Anticipated Project Costs. Provide an estimate of project costs, the amount of Title III funds requested.

18a. Total County Title III Funds Requested. Identify the total amount of Title III funds requested. This amount will equal that identified for the Total Cost Estimate (Item 19n) in *Column B* of Table 1.

18b. Is this a multi-year funding request? Check “yes” or “no.”

18c. 2013 Request. Identify total Title III funds requested in calendar year 2013.

19. Project Cost Analysis

Provide a project budget by completing EITHER Table I or Table II, whichever is most appropriate for the project.

Table 1, Column B Requested County Title III Contribution. Identify all Title III funds requested for each cost item in *Column B*.

Table 1, Column C – Other Contributions. Identify any other contributions provided from non-County Title III appropriations for each cost item in *Column C*.

Table 1, Column D –Total Available Funds. *Column D* is the sum of *Columns B and C*.

19a. Field Work & Site Surveys. Identify the costs for all necessary *Field Work and Site Surveys*, including data collection.

19b. Project Design & Engineering. Identify the costs for *Project Design and Engineering* support.

19c. Contract Preparation. Identify the costs for developing necessary contracts for advertisement and award.

19d. Contract Administration. Identify the costs for administering all necessary contracts.

19e. Contract Cost. Provide an estimate for the actual *Contract Cost* if work will be contracted out.

19f. Labor Cost. Provide an estimate for the actual *Labor Cost* if work will be furnished by Sponsor's workforce.

19g. Materials & Supplies. Identify the costs associated with all *Materials and Supplies* necessary to complete the project.

19h. Monitoring. Identify the costs to complete *Monitoring*, if required.

19i. Permit Acquisition. Identify the costs for acquiring all required *permits*, if any, for project implementation.

19j & 19k. Other (specify). Identify any other costs associated with the project and specify.

19l. Project Subtotal. The sum of Cost Items 19a through 19k.

19m. Indirect Costs. Include amounts for indirect cost (overhead), if any, and specify the rate, as a percentage, applied to the Project Subtotal. 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 18c and 18d for projects involving a multi-year funding request.

19n. Total Cost Estimate. The sum of Project Subtotal (Cost Item 19l) and Indirect Costs (Cost Item 19m).

Table II. Provide amounts for each expense category noted. Detail the expenditures by funding source: proposed Title III, Applicant Contributions, Other Contributions and Total Expenditures by expense category.

20. Identify Source(s) noted in the budget as “Other” Contributions. For all other contributions identified in the project budget as “other, identify the source(s) of contribution and the amount(s) being contributed by the source(s).

21. Project Benefits. The authorizing federal legislation requires that approved projects benefit the national forest lands. Describe how the project meets those requirements.

22. Coordination with Title II projects. Explain whether and how the project is coordinated with a Title II project. For further information on Title II projects, contact the Cowlitz County Office of Financial Management.

23. Measurement / Evaluation. Describe the specific methods and measures of evaluation that will be established to determine how well the proposed project meets the project goals and objectives. Identify who will be responsible for completing this evaluation.

24. Project Dynamics Work Plan. Provide other information and describe special and unique features of the project that merit attention. (e.g. How is this project in the best public interest? Why does it merit expenditure of public funds?)

25. Project Work Plan. List the tasks, time frames, individuals and organizations responsible for the project.