



Project Proposal Review Form

1. Identifying Information

1.1 Project Title (Same as used in other planning documents, such as ATC Capital Plan)		
1.2 Briefly List Project Goals (Describe action and location. A detailed description must be included as an attachment)		
1.3 Project ID No. (Capital Plan)	1.4 Project Management Information System (PMIS) No.	1.5 Proposal Review Form Submission Date
1.6 Project Lead/Project Proposer:		
_____	_____	
Name (Please print)	Position/Title/Organization	
_____	_____	
Phone	Email	
1.7 ATC Point of Contact (if different from above)		
_____	_____	
Name (Please print)	Position/Title	
_____	_____	
Phone	Email	

1.8 Review/Recommendation		Opt out
Club Representative:		
Name (Please print)	Signature	Date
RPC Representative :		Opt out
Name (Please print)	Signature	Date
ATC Representative/Regional Manager:		
Name (Please print)	Signature	Date

1.9 Who will do the work? (volunteers, paid crew, contractor, etc.)
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2. Project Planning Details

2.1 Describe the problem to be solved or condition to be addressed.
2.2 What alternatives were considered?
2.3 Is this project identified in a planning document? If so, identify the specific plan. (A.T. Club Local Management Plan, State or Local Recreation Plan, Capital Plan, etc.)
2.4 List any consultations with experts (natural resource specialists, state or federal wildlife agency, engineer, recreation planner, SHPO/cultural resource specialist, etc.)
2.5 List any consultations with other partners or landowners.
2.6 List any seasonal or timing considerations/restrictions for this work (high use period, natural resource sensitivities or requirements, agency policy, fund source, access etc.).

2.7 List any immediate safety concerns	
2.8 Indicate priority level and provide a short explanation. Urgent High Medium	
2.9 Project Type Facilities Natural Resources Cultural Resources	
2.10 Work Type Cyclic Maintenance New Construction Inventory and Monitoring Routine Maintenance Replace Invasive Species Management Repair/Rehabilitation Emergency Repair Restoration Remove/Demolish Resource Management Other _____	
2.11 Project Target Start Date	2.12 Project Target Completion Date
2.13 Is this a phased project? Yes No If "Yes," list each phase and current status.	

3. Project Location

3.1 Project State(s)	3.2 Project County(s)
3.3 ATC Region (NERO, MARO, VARO, SORO)	3.4 Trail Club (Or other partner organization[s])
3.5 Land Manager(s)/Owner(s)	3.6 Ownership Type(s) (Examples: fee, easement)

3.7 APPA Tract Number(s)	3.8 GPS Lat/Long(s) (Center of site or start/ end points)
NOTE: A detailed site map and shape files must be included as an attachment.	

4. Facility Management Software System (FMSS) Details

4.1 FMSS Location Name(s)	4.2 FMSS Location Number(s)																
<p>4.3 FMSS Location Type(s) (Mark all that apply)</p> <table border="0"> <tr> <td>AT Treadway</td> <td>Boundary</td> <td>Building</td> <td>Bridge</td> </tr> <tr> <td>Campground</td> <td>Dam</td> <td>Maintained Landscape</td> <td>Parking Area</td> </tr> <tr> <td>Road</td> <td>Side Trail</td> <td>Vista</td> <td>Water System</td> </tr> <tr> <td>Other:</td> <td></td> <td>N/A</td> <td></td> </tr> </table>		AT Treadway	Boundary	Building	Bridge	Campground	Dam	Maintained Landscape	Parking Area	Road	Side Trail	Vista	Water System	Other:		N/A	
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Campground	Dam	Maintained Landscape	Parking Area														
Road	Side Trail	Vista	Water System														
Other:		N/A															

<p>4.4 Does the project repair/replace assets within the same (i.e. existing) footprint? Yes No If “No,” what is the distance from the original footprint? _____ If “Yes,” will the asset expand outside the boundary of the existing footprint? Yes No</p>
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5. Compliance Screening – Materials and Methods Questions

<p>5.1 Describe site access and parking to be utilized. (A.T., side trail, bushwhack, road, air, etc.). (Identify the access route and parking area[s] on site map.)</p>
<p>5.2 Describe mode of site access (foot, ATV, vehicle, snow mobile, etc.) and length of each mode used. Describe any seasonal considerations that may affect access (snow cover, water level of streams/rivers).</p>

5.3 Estimate/describe the amount and types of materials that will be used in the project. Specify any changes from existing materials, such as replacing wood shingles with metal roofing. If estimated, what is the stage of the design process?

5.4 Describe the types of equipment and tools that will be used for the work, including to move materials to the site.

5.5 Will a staging area be required for materials and or equipment?

Yes

No

If "Yes," identify equipment/supplies to be staged, how long they will be staged and the estimated size of the staging area in square feet. (Identify the specific location and access route of the staging area[s] on the site map.)

5.6 Estimate the maximum number of people who will be working on site at any given time to complete the project.

5.7 Describe the duration and timing of the work (time of day, days of week, weekends vs. weekdays).

5.8 Will the project require a field camp for workers near the project site?

Yes

No

If "Yes," identify location and describe plans for managing refuse and waste. (Identify the specific location[s] of camp on the site map.)

5.9 Will the project involve working with or around known Hazardous Materials?

Yes

No

If "Yes," list each hazardous material and attach a safety plan.

7. Compliance Screening – Natural Resource Questions

7.1 Provide a brief description of the surrounding natural environment and include representative photographs. (Examples: mixed hardwood deciduous forest, low litter; meadow; wetland)

7.2 Describe any vegetation trimming, cutting, or clearing that will occur for this project. For removal of trees larger than saplings/3 inch DBH, include the number, species, and locations on a map.

7.3 How much ground surface area (sqft/acres) will be disturbed, cleared, or denuded of vegetation?

7.4 Will any project materials be harvested or removed from adjacent areas? (E.g. quarried/gathered rock, lumber, soil)

Yes No

If “Yes,” identify the type(s) and amount(s) of native materials to be harvested, the method of removal, and how the materials will be stored over the duration of the project. (Identify location[s] on a map.)

7.5 Is the project site within or adjacent to a federally designated wilderness area, wilderness study area, or area with significant wilderness characteristics?

Yes No Unknown

7.6 Are there any known invasive species at or adjacent to the project site? If so, list the known species, species density (high, med, low) and their approximate location(s) in relation to the project area.

7.7 Are there any known state or federally recognized rare, threatened, or endangered species at or adjacent to the project site? If so, please list the known species and their approximate location(s).

7.8 Have any of the following natural resource surveys been completed or planned?

Botanical

T&E Species

Wetlands

Other: _____ (Attach any completed reports)

If "Planned," who will conduct the survey and approximately when? NOTE: Coordination with APPA required prior to any natural resource surveys being conducted on APPA land by a contractor.

7.9 Describe any anticipated specific mitigation measures and best management practices which may be used in order to reduce potential for natural resource impact.

8. Compliance Screening – Cultural Resource Questions

8.1 Provide a brief description of the surrounding built environment and/or adjacent cultural resources. (Examples: rock walls, homesteads, cemeteries, bridges, ruins, etc.) Include photos

8.2 Does the project entail any ground disturbance such as digging, boring, excavation, grading, etc.?

Yes

No

If "Yes," describe the extent and depth of soil disturbance and show location(s) on a map. (Quantify by width, length, depth, cu. ft., etc.) Also, describe any known prior ground disturbance at these locations.

8.3 Does the project involve work in or near a known archaeological site or resource?

Yes

No

Unknown

8.4 Does the project involve work in or near properties listed or eligible for listing on the National Register of Historic Places (other than the A.T.)?			
Yes	No	Unknown	If "Yes," list the property/properties.
8.5 Have any of the following Cultural Resource surveys been completed?			
Archaeological	Historic Structures	Other _____	
NOTE: Coordination with APPA is required prior to conducting any cultural surveys on APPA land.			
8.6 Detail specific mitigation measures and best management practices which are planned in order to reduce potential for cultural resource impact.			

9. Project Packet Checklist

In addition to this form, please ensure that you have completed and included the following documents in your submission packet for NPS review:

Detailed Project Description* (a complete narrative of the condition to be addressed as well as any alternatives considered. Include WHO is involved, WHY the project is needed, WHERE all aspects of the work are located, WHEN and HOW the work will be done including measures to reduce impacts. Include amounts, volumes, types, measurements, etc.)

Site Maps* (broad project area & detailed site map)

Shapefile* (Polygon of project boundary and any access routes created for the project work. *At least one shape file must be submitted that consists of only polygons [no line segments - any necessary line segments must be buffered into polygons] and zipped.*)

Site Photos/Video* (clearly labeled and depicting problem to be solved or condition to be addressed)

Example Photos (what the finished project is intended to achieve, examples of similar work)

Specification or Schematics (of materials, design drawings, construction blueprints, etc.)

Natural and/or Cultural Resource Surveys

*Required