



**FOREST SERVICE HANDBOOK
NATIONAL HEADQUARTERS (WO)
WASHINGTON, DC**

FSH 2409.19 – RENEWABLE RESOURCES HANDBOOK

**CHAPTER 20 – KNUTSON-VANDENBERG FOREST AND REGIONAL PROGRAM
MANAGEMENT HANDBOOK**

Amendment No.: 2409.19-2019-4

Effective Date: , 2019

Duration: This amendment is effective until superseded or removed.

Approved:

Associate Deputy Chief

Date Approved: /2019

Posting Instructions: Amendments are numbered consecutively by handbook number and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document. The last amendment to this handbook was 2409.19-2008-3 to 2409.19_10.

New Document	2409.19_20	9 Pages
Superseded Document(s) by Issuance Number and Effective Date	2409.19_20 (Amendment 2409.19-2008-3, 03/04/2008)	10 Pages

Digest:

- Recaptions chapter.
- Adds new section 20.1 Authority.
- Adds new section 20.2 Objectives.
- 21 – Retitled as section 20.3 Policy. Revised to include direction on how CWK2 funds are generated. Includes new direction on CWKV collections for use outside the sale area and how those funds are converted to CWK2.
- 21.1 Retitled as section 20.31 Development of Annual Regional CWK2 Inventory of Work.

FSH 2409.19 – RENEWABLE RESOURCES HANDBOOK
CHAPTER 20 – KNUTSON-VANDENBERG FOREST AND REGIONAL PROGRAM MANAGEMENT HANDBOOK

- 21.1 – Exhibit 01 removed and included a link to the Regional CWK2 Inventory of Work form on the Forms sharepoint site.
- Adds new section 20.32 Development of Annual Forest CWK2 Inventory of Work.
- 21.2 – Exhibit 01 removed and included a link to the Forest CWK2 Inventory of Work form on the Forms sharepoint site.
- Adds new section 20.33 Identification of CWK2 Needs and Prioritization of Projects.
- Adds new section 20.4 Responsibility.
- Adds new section 20.43 Regional Forester.
- Adds new section 20.44 Forest Supervisor.
- Adds new section 20.5 Definitions.
- 21.4 – Clarified the list of inappropriate uses of CWK2 funds.
- 26 – Section removed. Information inserted in section 10.3 of this handbook.

DRAFT - FOR INTERNAL REVIEW ONLY

FSH 2409.19 – RENEWABLE RESOURCES HANDBOOK
CHAPTER 20 – KNUTSON-VANDENBERG FOREST AND REGIONAL PROGRAM MANAGEMENT
HANDBOOK

Table of Contents

20.1 - Authority.....	4
20.2 - Objectives.....	4
20.3. - Policy.....	4
20.31 - Development of Annual Regional CWK2 Inventory of Work.....	4
20.32 - Development of Annual Forest CWK2 Inventory of Work	5
20.33 - Identification of CWK2 Needs and Prioritization of Projects	5
20.4 - Responsibility.....	5
20.43 - Regional Forester.....	5
20.44 - Forest Supervisor.....	6
20.5 - Definitions	6
21 - USES OF CWK2 FUNDS	6
21.1 - Appropriate Uses of CWK2 Funds.....	6
21.2 - Administrative Studies	7
21.3 - Water Impoundment Facilities	7
21.4 - Limitations on Uses of CWK2 Funds	8
22 - DOCUMENTATION OF ACCOMPLISHMENTS.....	8
23 - PURCHASER REQUIREMENTS AND CWK2 FUNDING	9

DRAFT - FOR INTERNAL REVIEW ONLY

**FSH 2409.19 – RENEWABLE RESOURCES HANDBOOK
CHAPTER 20 – KNUTSON-VANDENBERG FOREST AND REGIONAL PROGRAM MANAGEMENT
HANDBOOK**

20.1 - Authority

Refer to FSH 2409.19, ch. 10.5 for authority related to CWK2.

20.2 - Objectives

The objectives of the CWK2 program are to perform any activities appropriate for the use of CWKV funds, as well as community protection activities, timber sale preparation and maintenance of forest roads within the Forest Service Region in which the timber sale occurred.

20.3. - Policy

1. CWK2 activities must be planned using a coordinated process that considers all resources within the Region. Evaluate long-term environmental, social, and economic benefits, as well as national priorities, within the context of these resources in setting priorities for CWK2 activities. Incorporate ecological approaches to management into all projects.
2. Regions must perform an annual review of the CWK2 program balance and notify the Washington Office of any unneeded CWK2 funds for consideration to return to the U.S. Treasury. The balance analysis and notification of unneeded funds must be completed by December 15 of each year.
3. CWK2 funded activities must be included on the Regionwide CWK2 inventory of work.
4. CWK2 funds are generated in two distinct ways. First, CWK2 funds are generated from CWKV collections declared unneeded to meeting the needs of SAI plans. For example, when the annual balance analysis is completed, the CWKV funds available to implement all remaining CWKV funded activities is compared to the funding needed and any excess is made available to be converted to CWK2. These funds are managed at the Regional level.
5. CWKV funds may be collected specifically for use outside the sale area (Line 25 of FS-2400-0050A). In the balance analysis completed at the end of the year in which a sale closes, these funds may be declared as excess and converted to CWK2. A percentage or all of the CWKV funds collected for use outside the sale area are made available annually for the collecting Forest. (sec. 20.4).

20.31 - Development of Annual Regional CWK2 Inventory of Work

FSH 2409.19 – RENEWABLE RESOURCES HANDBOOK
CHAPTER 20 – KNUTSON-VANDENBERG FOREST AND REGIONAL PROGRAM MANAGEMENT
HANDBOOK

Regional Foresters are responsible for developing the desired program size, by using form FS-2400-0083a to prepare the [Regional CWK2 Inventory of Work](#).

20.32 - Development of Annual Forest CWK2 Inventory of Work

The Forest Supervisor is responsible for developing the desired program size, by using FS-2400-0083b. Document this estimate in writing. Costs are adjusted for the expected rate of inflation to the date of planned accomplishment. The cost should include all other costs such as treatment costs and other direct costs (coordinating, directing and overseeing) of the CWK2 programs. Consider all other fund sources available for similar types of work. Develop a program regardless of funding and then determine what portion of that program could be funded using CWK2 sources. Retain this inventory in the Regional Office and file it as part of the annual K-V balance review and include a copy of the desired annual CWK2 program size when submitting the annual K-V balance analysis to the Washington Office.

20.33 - Identification of CWK2 Needs and Prioritization of Projects

Evaluate available CWK2 funds, other trust funds, and appropriated funds when identifying CWK2 spending authority requests. Use an interdisciplinary process to identify potential projects that could be funded with CWK2. Consider national and/or Regional priority areas and applicable laws when developing priorities for use of CWK2 funds. Coordinate the use of CWK2 funds with other available funding sources to finance an integrated set of landscape scale treatments. Also consider projects that are on identified inventories and/or implementation plans (for example, watershed improvement needs inventory, state approved Maximum Daily Load implementation plans).

20.4 - Responsibility

In addition to the responsibilities listed below, refer to FSH 2409.19, sec. 10.4.

20.43 - Regional Forester

The Regional Forester may:

- Determine whether the CWKV collected for use outside the sale area, as identified on the SAI plan, should be managed at the Regional level (Regional Projects); or
- Identify the percentage or all of the CWKV funds collected for use outside the sale area available annually for the collecting Forest.

The Regional Forester is responsible for developing a desired program size and a Regionwide CWK2 Inventory of Work using form FS-2400-0083a.

**FSH 2409.19 – RENEWABLE RESOURCES HANDBOOK
CHAPTER 20 – KNUTSON-VANDENBERG FOREST AND REGIONAL PROGRAM MANAGEMENT
HANDBOOK**

20.44 - Forest Supervisor

The Forest Supervisor shall develop a Forest-level inventory of work and an inventory of unfunded needs to submit to the Regional Office for the Forest Inventory of CWK2 Project needs (form FS-2400-0083b).

20.5 - Definitions

CWK2 Activity. An activity that is funded with CWKV collections which have been declared unneeded to meeting the needs of SAI plans from timber sales within the Region or from CWKV collections for use outside the sale area. This activity is within the Region in which the timber sale occurred and is an appropriate use of CWK2 funds per FSH 2409.19, sec. 21.1.

CWK2 Program. The program that applies to activities that were funded with unused CWKV collections or CWKV collections for use outside the sale area.

Excess CWK2. CWK2 spending authority that are excess to the needs of a Region. Notify the Washington Office of any excess CWK2 on an annual basis for consideration for return to the U. S. Treasury.

Funded CWK2 activity. CWK2 funded if there are sufficient CWK2 funds available to perform the activity.

21 - USES OF CWK2 FUNDS

21.1 - Appropriate Uses of CWK2 Funds

CWK2 funds can be used for a wide variety of activities. The activity is generally appropriate for use of CWK2 funds if the activity demonstrates that it contributes to one of the following, is within the Forest Service Region where the timber sale occurred that generated the funds, and is on National Forest lands:

- Watershed restoration;
- Wildlife habitat improvement;
- Controls insects, disease, and noxious weeds;
- Community protection activities; or
- Maintenance of forest roads.

A wide variety of tools can be used to perform CWK2 work, such as force account crews, service contracts, stewardship contracts, forest product sales, and cooperative agreements. See FSH 2409.19, sec. 81.32 for appropriate uses of CWK2 funds under Good Neighbor Agreements.

**FSH 2409.19 – RENEWABLE RESOURCES HANDBOOK
CHAPTER 20 – KNUTSON-VANDENBERG FOREST AND REGIONAL PROGRAM MANAGEMENT
HANDBOOK**

It is appropriate to use CWK2 to fund all legitimate activities associated with performing the CWK2 funded project. These activities include, but are not limited to:

1. Inventory.
2. Surveys.
3. Data management.
4. Prescription development.
5. NEPA.
6. Contract preparation, award and administration.
7. Repair or replace bridges.
8. Purchase of necessary supplies.
9. Implementation of projects.
10. Monitoring of results (implementation and effectiveness).
11. Engineering support.
12. Land line location

21.2 - Administrative Studies

Administrative studies (FSM 1991.05) may be implemented using CWK2 funds. However, use other funding for the preparation and planning of the studies. Prepare a program plan and document cost and funding details (FSM 1991.1). CWK2 funds must only be used to implement studies of CWK2 funded activities.

21.3 - Water Impoundment Facilities

CWK2 funds can be used to construct dams for the benefit of any of the authorized uses for CWK2 funds. Use of CWK2 funds for this purpose must follow the approval process as follows:

1. Determination of need and proposed funding plans. The need is established in developing or updating the unit facilities master plan, which is a strategic plan documenting the need for the construction of a new facility or the renovation of or addition to an existing facility.

FSH 2409.19 – RENEWABLE RESOURCES HANDBOOK
CHAPTER 20 – KNUTSON-VANDENBERG FOREST AND REGIONAL PROGRAM MANAGEMENT HANDBOOK

2. Determination of technical adequacy of project drawings and specifications. The Regional Director of Engineering shall approve and determine the technical adequacy of final drawings and specifications. This authority may be delegated (FSM 7310.41b, 7310.42, and 7310.43).

3. Certification. The Forest Budget Officer must review the proposal and funding and must certify, prior to advertising contracted work or before obligating funds for materials, that sufficient funds are available to construct the project, and that the CWK2 funds are appropriate for the project. Source documents include facilities master plans, accounting records, and engineering cost estimates.

In addition, only structures with less than 6 feet of hydraulic height or which have a maximum storage capacity of less than 15-acre feet, regardless of height, may be constructed with CWK2 funds (P.L. 92-367). Funding for operation and maintenance must come from appropriated fund sources and be consistent with forest plan direction and associated NEPA documents.

21.4 - Limitations on Uses of CWK2 Funds

Examples of activities that are not appropriate for the use of CWK2 are:

1. Protection or maintenance of non-renewable resources, such as wells, water lines, and signs.
2. Construction, reconstruction, development, and maintenance of facilities.
3. Furniture, supplies, and equipment not directly tied to the project.
5. Research.
6. Preparation and planning of administrative studies.
7. Activities that are the responsibility of the timber purchaser (including BD) or permittee under the terms of the contract (sec. 14 and 15).
8. Administration of activities inappropriate for the use of CWK2.

22 - DOCUMENTATION OF ACCOMPLISHMENTS

Minimum documentation of a CWK2 funded activity includes in the activity file, a map showing the location of the activity and a narrative description with cost estimates of the project.

Accomplishments of CWK2 funded activities must be recorded in the appropriate accomplishments database as displayed in the annual program direction. All projects are to be shown on the CWK2 Inventory of Work using form FS-2400-0083a.

**FSH 2409.19 – RENEWABLE RESOURCES HANDBOOK
CHAPTER 20 – KNUTSON-VANDENBERG FOREST AND REGIONAL PROGRAM MANAGEMENT
HANDBOOK**

23 - PURCHASER REQUIREMENTS AND CWK2 FUNDING

Actions resulting from the operation of a timber sale or a permit are the responsibility of the purchaser or permittee and are not eligible for CWK2 funding. Examples of actions for which the purchaser or permittee are responsible include, but are not limited to:

1. Performing haul maintenance of National Forest System roads.
2. Establishing vegetation and controlling erosion for roadbanks, landings, and skid trails.
3. Managing fuels or disposing of routine slash from sale activities.

DRAFT - FOR INTERNAL REVIEW ONLY