

Project Level Agreement Template

The OCCFC will be engaging on the North Fork Smith Project with the Central Coast Ranger District. This document outlines the expectations and commitments of the OCCFC and Central Coast Ranger District during this engagement process. This agreement is meant to provide further clarification to the OCCFC's existing Operating Protocol, and the Letter of Agreement between the OCCFC and the Siuslaw National Forest.

Engagement Expectations:

- OCCFC members and Forest Service staff will have open minds and work to understand other perspectives
- OCCFC members and Forest Service staff will respect everyone's time in the collaborative process by following the engagement timeline and being considerate of information requests and capacity
- OCCFC members and Forest Service staff will engage in a transparent process that honors agreements and commitments
- OCCFC members and Forest Service staff will work to address each other's requests and questions. The OCCFC coordinator will be responsible for facilitation and managing the engagement process which includes note taking, meeting facilitation, and follow-up on action items
- OCCFC members and Forest Service staff will rely on and abide by the OCCFC Ground Rules listed in their Operating Protocols which describe rules of engagement during OCCFC meetings:
 - **Treat everyone with respect:**
 - Have an open mind and work to understand other perspectives
 - Be courteous and allow others to speak before responding
 - Respect and support the role of the facilitator
 - **Respect everyone's time:**
 - Stay on topic, follow the agenda, begin and end meetings on time
 - Take phone and side conversations outside and leave camera on during virtual meetings
 - Come to meetings prepared
 - **Work to find common ground:**
 - Address ideas, not individuals
 - Accept areas of disagreement
 - Lead with interests rather than positions
 - Honor agreements and commitments, bring all cards to the tables
 - **Encourage participation:**
 - Indicate when you want to speak
 - Monitor your participation to allow everyone the chance to speak
 - **Prioritize transparency and honesty:**
 - Air disagreements and critical information during meetings
 - Avoid backroom deals
 - Keep colleagues/constituents informed about the work of the Collaborative

Potential Outcomes

- A transparent and clear engagement process where everyone is heard.
- A shared understanding of alternatives developed through the NEPA process, the impacts that are analyzed, and the process by which the final NEPA decision is made.
- Strong engagement between the OCCFC and Forest Service on defining the purpose and need of the project, while incorporating input generated from public engagement efforts throughout the duration of the project.
- A comment provided by OCCFC on the draft EA.
- OCCFC develops or suggests an alternative to be considered for analysis in the Environmental Assessment.
- Shared understanding of the science, policy, law, and forest plan direction utilized in developing the project, and a better appreciation of the expertise within the IDT and OCCFC membership.

Engagement Timeline

The OCCFC and Forest Service agree to engage early and throughout the North Fork Smith project planning and EA analysis. Generally, the OCCFC will work with the Forest Service to help frame the purpose and need statements based on a shared understanding of issues, with consideration for the regulatory and fiscal constraints that exist and input provided by other stakeholders during public engagement throughout the project. The OCCFC and Forest Service will engage during scoping to identify possible effects of various actions and carry-out joint fact-finding and shared dialogue through a series of meetings and field trips which may be open to the general public. The OCCFC will work with the Forest Service to discuss draft alternatives through subcommittee work and generate a shared understanding of the impacts of these alternatives. Finally, the OCCFC will provide feedback on drafts and collaboratively comment on draft decisions and final decisions when appropriate.

To accomplish this level of engagement the OCCFC will dedicate a portion of its monthly meeting time as well as additional subcommittee time to engaging on the North Fork Smith project. Similarly the Forest Service will attend monthly OCCFC meetings and subcommittee meetings when appropriate. Both the OCCFC and Forest Service will attend field trips to important sites throughout the process. The Collaborative Coordinator will attend Interdisciplinary Team (IDT) meetings on a regular basis and keep both the OCCFC and Forest Service up to date on the other party's work. Below is a detailed engagement timeline for North Fork Smith.

NFS Timeline:

Date	FS Objective	Collaborative Engagement
February 2022 - End of project	Resume work to develop proposed action	Form subcommittee to engage Wildlife and Roads Coordinator begins attending IDT meetings
May 2022	Agree to project-level agreement	Agree to project-level agreement
June 2022	FS host project introduction meeting	OCCFC members attend introduction meeting
July 2022	Purpose and need meeting	Purpose and need meeting Provide feedback on purpose and need
August 2022	Proposed action meeting	Proposed action meeting
September 2022	conduct 30-day scoping period	Subcommittees continue to meet OCCFC and Forest Service staff field trip (open to the public)
	respond to scoping comments and identify alternatives	Subcommittees continue to meet OCCFC and Forest Service meet to discuss alternatives
	write the effects analysis	OCCFC and Forest Service staff field trip Subcommittees continue to meet
	write the effects analysis	OCCFC and Forest Service meet to discuss forthcoming draft EA Subcommittees continue to meet
	draft the EA	OCCFC works to draft

		collaborative comment Subcommittees continue to meet
	prepare the comment period documents	OCCFC works to draft collaborative comment Subcommittees continue to meet
	conduct the 30-day comment period	OCCFC submits public comment
	respond to comments	OCCFC and Forest Service meet to discuss public comment
	respond to comments	OCCFC and Forest Service meet to discuss final EA
	finalize the EA	OCCFC and Forest Service meet to review engagement process
	Draft the DN	
	Prepare the objection period documents	
	Release the final EA and the draft DN to initiate the 45-day objection period	
	Objection and resolution periods	
	45-day resolution period ends	
	prepare the project record	
	sign the DN	

Engagement Topics

The OCCFC will begin to engage with the Central Coast Ranger District on North Fork Smith by identifying the topics they wish to collaborate on with the Forest Service and those that they do not. As the OCCFC makes their internal decisions on which topics they would like to address collaboratively for the North Fork Smith project, they will indicate it by recording the decision in

this section of the project-level agreement document. In most cases the OCCFC will form a subcommittee for each topic they decide to engage on collaboratively.

Members of the OCCFC have agreed to abide by the OCCFC Operating Protocols on topics which the OCCFC has agreed to work collaboratively on. This means that they will communicate with the Forest Service through the OCCFC Coordinator and be transparent about their individual and organization's interests and positions on a collaborative topic. Topics which the OCCFC has agreed not to engage on collaboratively will not be addressed in this same manner. This means that members of the Collaborative may reach out to Forest Service project leads individually on topics that are not being addressed by the OCCFC. The OCCFC will likely generate collaborative suggestions and comments on topics they have agreed to work on together related to North Fork Smith.

Topics

The OCCFC will focus on wildlife habitat and road related topics in their engagement with the Forest Service on North Fork Smith. Accordingly, they have established a Wildlife Habitat ZOA Subcommittee and a Roads ZOA subcommittee that meet regularly.

Communication

Transparency and open communication are key to the success of collaborative engagement on North Fork Smith. In order to ensure clear communication processes and expectations, the OCCFC and Forest Service staff will provide up to date contact information for all relevant positions. Similarly, each OCCFC subcommittee that forms will share contact information.

The OCCFC and Forest Service will share files in a Forest Service Box folder. Both OCCFC members and Forest Service staff are committed to providing responses to questions in a responsible amount of time. OCCFC requests for information from the Forest Service will go through the OCCFC Coordinator. It is the OCCFC coordinator's role to follow-up on information requests from the OCCFC and Forest Service.

The OCCFC point of contact is the Collaborative Coordinator:

Kailey Kornhauser
847-828-1458
Kailey.Kornhauser@gmail.com

The Forest Service updated contact information is attached.