



USDA Forest Service

Great Lakes Restoration Initiative – Forest Restoration FY 2024 Project Narrative Form

Note: Form fields and instructions have changed. Do not use form versions released prior to 2024

Project Information

Applicant Organization:

Short Project Title:

Program Area (select one):

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1 – Insect & Disease Mitigation

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2 – Reduce Runoff

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3 – Coastal and Riparian Habitats

Project Contact Name:

Project Contact E-mail:

Federal Funds Requested (whole \$):

Project Coordinates (decimal degrees): All project sites must be located within the Great Lakes Basin (see Appendix A and B of the RFA). If you have multiple sites, use multiple coordinates.

Latitude	Longitude

Great Lakes Watershed (e.g., Erie, Ontario, etc):

Note: all the following narrative sections must fit in space provided, regardless of character count.

Project Overview

750 characters (maximum including spaces) – Provide a summary of the project that includes the scope (e.g., number of trees planted), location, key partners, and expected accomplishment in acres treated or gallons of runoff intercepted using standards defined in the Program Area Information.

Purpose and Need

2,000 characters (maximum including spaces) – Describe how the project addresses criteria below. Attach a site location map to your application in Grants.gov.

Evaluation Criteria for Purpose and Need (20%): The project location is strategically selected to maximize benefits to Great Lakes water quality and watershed health. The project is designed to address a documented need or threat.

- Describe the connection between project activities and priorities of applicable strategic plans, such as the GLRI Action Plan III or a [Lakewide Action and Management Plan \(LAMP\)](#), State Forest Action Plan, or Tribal Land Management Plan. Additional emphasis will be given to projects that address specific rather than general priorities of these regional plans.
- Achieve goals or desired future conditions identified in local/regional watershed or stormwater plans, urban tree canopy management plans, or forest health assessments.
- Leverage past projects, other GLRI-funded work, or long-term commitments beyond the life of the project.
- Demonstrate environmental need using appropriate information on ecosystem stressors, water quality problems, canopy cover, or land use such as impervious cover (see [i-Tree Landscape](#)).
- Demonstrate meaningful attention to equity and environmental justice, supported by reliable data sources, such as [Tree Equity Score, Climate and Economic Justice Tool](#), or other equity indicators (see appendix D for more information on environmental justice and strategies for addressing it).

Scope of Work

5,000 characters (maximum including spaces) – Provide a narrative that details the activities and methods proposed for addressing the Priorities and Metrics of the Program Area for which you are applying. Include additional activity details to explain values in the Measurable Outcomes table (page 4), if needed.

Evaluation Criteria for Technical Merit and Sustainability (30%): Scope of work demonstrates ability to create and sustain environmental benefits over multiple decades, using science-based best management practices.

- Tree planting projects attach a Tree Planting and Maintenance Plan that follows applicable best practices identified in the [Guidance for Landscape Tree Planting](#).
- *Insect and Disease* mitigation projects use strategies and tools that are known to be effective.
- Projects involving insect and disease prevention, detection surveys, eradication, or suppression of insect and disease outbreaks are coordinated with the appropriate Forest Service or State forest health specialist and include documentation of this coordination (e.g., an email exchange) with their grant application.
- Applicants describe how project outcomes will be achieved by describing planned methodology (e.g., if pesticides will be used, what type of pesticide and how will it be used?).
- Applicant and partners show adequate expertise to address technical elements of the project, as shown by prior experience, qualifications, and technically sound project plans.
- Application shows capability and clear plans for long-term maintenance or monitoring of project benefits.
- Project is designed to be resilient to the effects of climate change and other ecosystem stressors.

Measurable Results and Significant Outcomes Expected

List the units of work to be completed and outcomes. Include required metrics for the Program Area and other applicable outcomes from the Metrics table in the RFA Instructions (Table 3). Include additional activity details (e.g., species planted, treatment methods, stormwater calculations) in the Scope of Work (page 3) and attachments.

Evaluation Criteria for Measurable Results and Outcomes, including Budget Detail (30%): Proposed work strategically and cost effectively advances Program Area Priorities. Project implements measurable outcomes using the required metrics at minimum and may include additional specific measurable results (see page 8, Table 3, in the RFA). The measures/metrics should be specific, measurable, achievable, realistic, and timely. A map of the on-the-ground impact area(s) for the project is encouraged.

- Application defines expected outcomes (acres or gallons) required for the Program Area and clearly describes units of work to be accomplished (e.g., species, number, and size of trees planted).
- Application includes appropriate on-the-ground outcomes for the Program Area.
- Applicant uses required metrics for the Program Area (see metrics table below).
- Address priority issues, practices, or locations identified in the Program Area description.
- Federal cost per acre treated or per gallon intercepted is cost-effective relative to similar projects.
- Budget information is clear and consistent; costs are reasonable and allowable. In the budget table, provide a brief description to justify each budget category requested. Reviewers will assess if outcomes are commensurate with the budget.

Activity description (e.g., size of tree stock planted; insect/disease treatment method)	Output (numeric value)	Metric (e.g., acres treated, gallons, number of trees established)

Budget Detail

List specific budget items under each object class category and provide a detailed description of budget items included in the *SF-424A, Budget Information Form*. Identify Federal shares for each category. Note that equipment purchase with Federal funds requires additional documentation and approval.

Detailed Budget Items by Object Class Categories	Federal \$ (whole \$ only)	Description
Personnel		
Fringe Benefits		
Travel		
Equipment (>\$5,000 unit cost)		
Supplies		
Contractual		
Other		
Indirect Charges		
TOTALS		

Additional comments on budget, if needed:

Partnerships and Engagement

1,500 characters (maximum including spaces) – List and describe the role of any partners who will be materially involved, including subgrant or contract amounts, if applicable. Upload letters of support from project partners and State or Tribal agencies with your application in Grants.gov.

Evaluation Criteria for Partnerships and Engagement (10%):

- Project involves diverse partners and representation in addressing local community interests. All partners and their roles (e.g., providing monetary support, providing volunteers or work hours, helping with outreach, collaborating on data sharing, etc.) are clearly identified.
- Engage a diversity of partners, including members of historically underserved communities, to improve equity, inclusion, and access to environmental benefits.
- Include key partners with jurisdiction or ownership in the landscape, such as State and local government, watershed organizations, Federal or Tribal land managers, or other organizations.
- Engage a spectrum of local residents in project planning, implementation, and maintenance.
- Demonstrate residual positive benefits, as a result of collaboration, related to capacity, skills, knowledge, infrastructure, or a replicable approach, among others.

Sharing Knowledge and Outcomes

1,500 characters (maximum including spaces) – Identify strategies that will be used to engage people and share outcomes and knowledge.

Evaluation Criteria for Sharing Outcomes and Knowledge (10%): Projects should include a component of outreach, training, lessons learned, or related opportunities so that carrying out the project results in skills and capability that extend beyond the life of the grant. Describe the project's potential to inform practitioners and enhance the effectiveness of similar initiatives.

- Identify strategies for outreach and education beyond current partners.
- Develop deliverables to communicate project results and outcomes.
- Share knowledge, tools, or innovations that have practical application beyond the life of the project.

Timeline

1,500 characters (maximum including spaces) – Provide an approximate schedule of intermediate steps and major milestones. Timeline can be by months or quarters.

Key Personnel Qualifications

2,500 characters (maximum including spaces) – Include names and titles of the project manager and key personnel. List any relevant experience and certifications of the organization and personnel. Include outcomes of any Forest Service grants held by the applicant in the last 5 years. If needed, attach a separate Statement of Experience with further information.