



**Fiscal Year 2022 USDA Forest Service
Great Lakes Restoration Initiative (GLRI)
Forest Restoration Request for Applications**
Applications due by 6:00 p.m. Eastern, November 14, 2022

Background and Purpose

The interagency Great Lakes Restoration Initiative (GLRI) targets improvements to address the most significant environmental problems within the Great Lakes Basin. Through an agreement with the Environmental Protection Agency (EPA), the U.S. Department of Agriculture, Forest Service (Forest Service) anticipates receiving funds to support competitive projects that implement strategic, priority actions within Forest Service authorities to restore, protect, and maintain the Great Lakes ecosystem. Successful projects will implement reforestation and other forest restoration activities to address invasive species, nonpoint source pollution impacts on nearshore health, and habitat restoration in coastal and riparian areas. Anticipated funds will be distributed across three specific Program Areas described below. Award of grants is contingent on allocation of EPA funding.

Program Area and Description	Anticipated Funding	GLRI Focus Areas
1. Mitigate Forest Insect and Disease Impacts – Implement targeted reforestation and forest protection actions to minimize invasive forest insect and disease impacts on watersheds.	\$1,350,000	Invasive Species
2. Reduce Runoff from Degraded Sites through Green Infrastructure – Capture or treat stormwater runoff by planting trees and other vegetation as an integral component of green infrastructure.	\$1,800,000	Nonpoint Source Pollution Impacts on Nearshore Health
3. Restore and Connect Coastal and Riparian Forest Habitats – Protect, restore, and enhance high-quality coastal zone and connecting riparian ecosystems where trees are an important component.	\$1,000,000	Habitats and Species

Eligibility

State agencies, Tribal communities, nonprofit organizations, educational institutions, and local governments are eligible for GLRI funding in all Program Areas. Projects must be located within the Great Lakes Basin of Minnesota, Wisconsin, Michigan, Illinois, Indiana, Ohio, Pennsylvania, and New York. **Eligible applicants are encouraged to consult with their appropriate State Forester, Tribal administrator (for federally recognized Tribes), or Forest Supervisor (for work near National Forests) to develop and submit applications.**

The Great Lakes watershed is defined as those areas within the United States that currently or historically drain into Lake Superior, Lake Michigan, Lake Huron, Lake Erie, or Lake Ontario, or drain into the St. Lawrence River west of where the International Boundary line leaves the river. A map of the basin is in [appendix A](#), and a list of eligible counties either wholly or partially in the Great Lakes watershed is in [appendix B](#).

To be successful, applications must conform to the authorities of the [Cooperative Forestry Assistance Act of 1978](#) (as amended), specifically Sections 3. Rural Forestry Assistance, 5. Forest Stewardship, 8. Forest Health Protection, or 9. Urban and Community Forestry Assistance.

Minimum Requirements

- All proposed projects must lie entirely within the Great Lakes watershed of the United States.
- Projects must address the purpose of one of the three Program Areas, and may apply for consideration under only one of those Program Areas.
- No matching funds are required.
- Costs must be allowable and budgeted in accordance with the [OMB Uniform Guidance](#).
- Projects must not include construction (capital improvements of facilities or infrastructure) as Federal costs.
- Only non-Federal applicants may apply under this opportunity. Projects must take place on non-Federal lands, except as allowed in Program Area 1, Insect and Disease.
- Applications should include sufficient detail to demonstrate the applicant has the capacity to achieve stated objectives in a timely manner.
- Ownership of the property where grant activities occur must be clear. Letters of support are required from identified partners that own or maintain the project area. Describe how permission will be obtained if work spans multiple properties not owned by the applicant or current partners.
- Letters are recommended from State agencies or other partners that make substantive commitments towards project planning or implementation.
- Projects involving insect and disease prevention, detection surveys, eradication, or suppression of insect and disease outbreaks are required to:
 - a. be developed in coordination with USFS and/or state agency forest health specialists. Contact the appropriate forest health specialist (see [forest health specialist staff list](#)) to discuss technical review and coordination needs for the project;
 - b. attach a [Forest Pest Treatment form](#) with additional information about methods, outcomes, and environmental benefits and risks.
- Projects using Forest Health Protection (FHP) authorities for insect or disease activities should follow these guidelines:
 - a. Show strong potential for meeting project objectives and must be supported by a biological evaluation that substantiates the need for the project and the strategies proposed.
 - b. Be environmentally acceptable and appropriately documented in accordance with appropriate laws.
 - c. The entity having ownership or jurisdiction over the affected land must consent, cooperate, and participate in the project; contribute directly to the work to be done; and have the legal authority to carry out such projects.
- Planting projects must avoid installing any state-listed invasive species, including invasives listed as “restricted”, “pending further review”, “non-restricted”, on a watch list, etc. [Click here to explore state lists](#).

Important Considerations for Grant Award Recipients

- The expected award date is between February and April 2023. Projects should be completed within a 2-year project period after the award date.
- Annual progress reports and annual financial reports are required as well as final reports. Final progress reports must include information on the measureable results and outcomes, as well as spatial data (e.g. shapefiles) of project locations. Supplemental information such as relevant photos, illustrations, diagrams, or maps that help convey the impact of the project will be required as appropriate to project activities.
- Projects must post a visible project identification sign at each project site that includes project information and purpose, GLRI reference, and Federal agencies involved.

- Awardees will be required to comply with all Federal laws and regulations related to the completion of projects as stated in the final Award Document.
- You are encouraged to leverage other Federal programs with your project, including working on EPA Brownfields sites. [Click here to identify Brownfields sites in your area.](#)
- You are encouraged to work with State Forestry agencies and research how your project fits into the goals and objectives of the State Forest Action Plan. [Click here to look up State Foresters.](#)

Evaluation Criteria (Relative Weight)

All applications will be evaluated on how well they address the evaluation criteria below, including applicable considerations under each heading.

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](#), [Lakewide Action and Management Plan](#), and [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.
- 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 attention to equity and environmental justice, supported by information such as [Tree Equity Score](#), [Social Vulnerability Index](#), [Opportunity Zone](#) status, or other equity indicators.

Technical merit and sustainability (30%)

Scope of work demonstrates ability to create and sustain environmental benefits over multiple decades.

- 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 efficacious.
- Projects involving insect and disease prevention, detection surveys, eradication, or suppression of insect and disease outbreaks are coordinated with the appropriate USDA Forest Service or state [forest health specialist](#) and attach a [Forest Pest Treatment form](#).
- 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 of project benefits.
- Project is designed to be resilient to the effects of climate change and other ecosystem stressors.

Measurable results/outcomes expected (30%)

Proposed work strategically and cost effectively advances Program Area priorities.

- 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, size of trees planted).
- 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.
- Leverage of past projects, other GLRI-funded work, or long-term commitments beyond the life of the project.

Partnerships and engagement (10%)

Projects involve partners and ensure diversity representation in addressing local community interests.

- Engage diverse partners, including members of historically [underserved communities](#), to improve equity, inclusion, and 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.

Sharing outcomes and knowledge (10%)

- Identify strategies for outreach 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.

Program Area Information

Program Area 1. Mitigate Forest Insect and Disease Impacts

GLRI funds for Program Area 1 (*Insect and Disease Mitigation*) will address non-native insect and disease impacts and threats to forests and trees through activities such as (1) planting trees to mitigate adverse insect/disease effects, (2) preparedness and prevention planning, (3) targeted (as opposed to general area) insect/disease survey and monitoring, (4) local eradication strategies if feasible, (5) direct suppression with pesticides or approved biological control agents when best suited for long-term management of non-native insects and diseases, and (6) the use of proven silvicultural practices to mitigate insect/disease damage. Non-native forest insects and diseases, such as emerald ash borer, hemlock woolly adelgid, beech bark disease, oak wilt, and others pose significant threats to forest and watershed health through high levels of tree mortality. Promoting healthy forests in the Great Lakes Basin will ensure that ecosystems are more resilient to future disturbances, are biologically diverse, and contribute to the availability of abundant clean water. Successful applications will demonstrate how targeted restoration or protection of canopy cover in developed areas, forests, wetlands, riparian corridors, and coastal zones benefits water quality, watershed processes, and/or priority habitats.

Projects in Program Area 1 may include third-party detection surveys, monitoring, evaluations, prevention, and suppression of insect and disease outbreaks on Federal land as part of a landscape effort if consistent with authorities of [16 U.S.C 2104- Forest Health Protection](#) and approved by the Federal entity.

All projects must specify acres treated, since on-the-ground outcomes are an important factor in project ratings. Urban tree planting projects should use a default conversion factor of 100 trees per acre (20-foot spacing) if acreage information is otherwise unavailable. Projects involving insect and disease prevention, detection surveys, eradication, or suppression of insect and disease outbreaks are required to:

- a. be developed in coordination with USFS and/or state agency forest health specialists. Contact the appropriate forest health specialist (see [forest health specialist staff list](#)) to discuss technical review and coordination needs for the project;
- b. attach a [Forest Pest Treatment form](#) with additional information about methods, outcomes, and environmental benefits and risks.

Program Area 1 priorities and activities receiving additional emphasis include projects that:

- Suppress insect and disease threats with a high risk of damage across Great Lakes forests and watersheds;
- Minimize insect and disease impacts where tree damage and mortality pose a particularly high risk to hydrologic function and ecosystem integrity in a watershed;
- Align with State and/or Federal initiatives and strategies for non-native invasive forest pests, showing a high probability of success based on scale and best practices; or
- Increase environmental justice through integrated programs for insect and disease resilience, equitable environmental benefits, and improved quality of life.

The [aerial detection survey](#) and [State forest health highlights](#) are data sources that can provide further information on risk and impacts.

Required reporting metrics: Acres treated for mitigation and control of non-native invasive forest insect and disease impacts (all projects); number of trees and other plantings by size class (tree planting projects); acres surveyed for invasive species (survey projects).

Program Area 2. Reduce Runoff from Degraded Sites through Green Infrastructure

GLRI funds for Program Area 2 (Reduce Runoff) will create or improve green infrastructure in developed areas as part of a local stormwater management strategy. Healthy trees and other plantings are critical to maintaining functioning watershed processes that reduce and absorb stormwater flow, soil erosion, and sediment/nutrient loading in Great Lakes tributaries and nearshore waters. Applications must describe how the project relates to a target water body, and supports existing watershed management or stormwater reduction plans to address specific water quality impairments or other problems. Note that only nonconstruction activities are eligible for Federal funding.

Reduce runoff applications must include estimates of annual gallons of rainfall intercepted (20-year average), using the following conversion factors for trees established at the end of the grant period:

Tree diameter at planting (measured 6 inches above root collar)	Gallons conversion factor (use to obtain values for outcomes table)
Greater than or equal to 1 inch	200 gallons/tree
Less than 1 inch	100 gallons/tree
Shrub	50 gallons/shrub

Final reports must refine estimates using accepted tools (e.g. [i-Tree Planting Calculator](#), [i-Tree Design](#)). Projects will be rated competitively, partially on the Federal cost per gallon of annual stormwater interception.

Program Area 2 priorities receiving additional emphasis include projects that:

- Increase capacity, expertise, and engagement in maintaining community trees, particularly in underserved communities;
- Leverage existing modeling or other green infrastructure planning to plant trees in areas that will maximize filtration of overland flow;
- Improve infiltration through practices such as converting turf to native plantings, amending soil, or removing impervious surfaces in planting areas to improve green infrastructure connectivity; or
- Restore riparian and floodplain tree canopy cover in these GLRI agricultural priority watersheds: Lower Fox River, Saginaw River, Maumee River, Genesee River (see page 15 of [GLRI Action Plan III](#)).

Required reporting metrics: Gallons of stormwater runoff intercepted annually; number of trees and other plantings established by size class.

Program Area 3. Restore and Connect Coastal and Riparian Forest Habitats

GLRI funds for Program Area 3 (Coastal and Riparian Habitats) will protect, restore, and connect high-quality coastal and connecting ecosystems where trees are an important component. Examples of included habitats are coastal wetlands, drowned river mouths, dune and swale habitats, forested coastal buffers, and critical connecting riparian areas. Funded activities will enhance the cover, diversity, and resilience of native trees and other vegetation in and connecting to coastal ecosystems to improve wildlife habitat and filter out sediments, nutrients, toxic contaminants, pathogens, and other pollutants. Applications should highlight any geographical, hydrological, biological, or habitat-related connections of project areas to coastal wetlands. View mapped coastal wetland polygons in the [Great Lakes Coastal Wetland Monitoring Program Site Mapping Tool](#). Projects will be rated competitively, partially on the Federal cost per acre of habitat restored or enhanced. Selected applicants will produce a case study highlighting project contributions to ecosystem resilience (e.g., to climate change or other forest health threats).

Program Area 3 priorities receiving additional emphasis include projects that:

- Leverage or protect previous GLRI coastal wetland investments;
- Contain priority coastal habitats identified in [Lakewide Action and Management Plan \(LAMP\) documents](#) and [State Forest Action Plans](#); or
- Enhance habitat quality and connectivity in important waterbird/waterfowl habitats, or for other GLRI priority species (e.g., see [Upper Mississippi/Great Lakes Joint Venture planning tools](#), or [GLRI Action Plan III](#), p. 24)

Required reporting metrics: Acres of Great Lakes coastal wetlands, nearshore, and other habitats restored or enhanced; number of trees and other plantings by size class.

Grant Limits

Submit each project proposal under only one of the three listed Program Areas. Allowable Federal requests vary by Program Area as shown below.

Program Area	Minimum Federal Request	Maximum Federal Request
1. Insect and Disease Mitigation	\$50,000	\$200,000
2. Reduce Runoff	\$100,000	\$300,000
3. Coastal and Riparian Habitats	\$50,000	\$200,000

Metrics

Each Program Area has a required metric for GLRI reporting and an additional activity-dependent metric related to tree planting or forest health treatment. Other metrics facilitate evaluation and communication of outcomes, and are encouraged for use as applicable. The metrics below should be used in the Measurable Results table in the Project Narrative Form.

Metric Name	Required/Optional Status and description
Acres treated for invasive insect and disease impacts	Required for <i>Insect & Disease Mitigation</i> ; includes replacement of trees lost to pests
Gallons of stormwater intercepted (20-year average annual interception for trees)	Required for <i>Reduce Runoff</i> ; use conversion factor appropriate to size class below: • <i>Trees ≥ 1" diameter: 200 gallons/tree</i> • <i>Trees < 1" diameter: 100 gallons/tree</i> • <i>Shrub: 50 gallons/shrub</i>
Acres of habitat restored (report <i>coastal wetland, nearshore</i> , and <i>other</i> habitat types separately)	Required for <i>Coastal and Riparian Habitats</i> Program Area
Number of trees planted (number established and surviving at end of grant period)	Required for tree planting projects; include separate lines for each size class
Acres surveyed for invasive species	Required for projects that include invasive species surveys as a budget item
Number of trees treated	Recommended for chemical treatment of trees in <i>Insect & Disease Mitigation</i> ; list average tree size
Miles of shoreline or riparian corridors restored or protected	Recommended for projects that target restoration along water bodies in a linear fashion
Number of shrubs planted	Optional; recommended if applicable

Number of plugs/other vegetation planted	Optional; recommended if applicable
Number of volunteer hours contributed	Optional; estimated
Number of youth (grades K-12) impacted through education and stewardship projects	Optional; estimate active participants (i.e. beyond general site use, viewing signs)
Number of people engaged in education and stewardship	Optional; estimate active participants; can overlap with number of youth impacted
Other	Provide units in the “activity description” field

How to Apply

Submit all applications for this GLRI funding opportunity through [Grants.gov](https://www.grants.gov). Search for grant Opportunity Number **USDA-FS-GLRI-FR22**. See the Grants.gov [organization registration page](#) and [appendix C](#) of this document for further detail on how to register and apply for opportunities through Grants.gov. Applicants are encouraged to subscribe to this opportunity in Grants.gov to receive updates.

Applicants are required to apply online through Grants.gov using Workspace. Workspace is a shared, online environment where members of a grant team may access and edit different webforms within an application. After creating a Workspace, you may work online or download the application package, instructions, and forms, if you prefer to work offline. Grants.gov recommends submitting your application package 24 to 48 hours before the closing date to give you time to correct any potential technical issues that disrupt your initial application submission.

If you have not applied for a grant through Grants.gov before, you must complete several registration steps before you can submit your application. **Note SAM registrations may take several weeks**, after which a Grants.gov organization account can be obtained within a few days. Please review the requirements for submitting an application and take steps early to be ready to submit your application by the deadline.

- System for Award Management (SAM) registration must be current and in place at the time you submit your application. This registration should include the Certification for Financial Assistance.
- Grants.gov registration by an authorized organization representative (AOR)

Note: there is **NO FEE** for SAM registration. Go to www.sam.gov to register and find additional help.

Customer Support: Grants.gov provides customer support via the toll-free number 1-800-518-4726 and by email at support@grants.gov. For questions related to the specific grant opportunity, contact the numbers listed in the *Contacts* section of this document.

Be sure to fill out the required Project Narrative Form and all applicable forms listed below. Other formats will not be accepted. Forms are accessed through the Grants.gov Package tab, or in the Related Documents tab, as indicated.

Complete application packages include the following (complete all forms in your Grants.gov Workspace):

Required forms available in the Grants.gov Application Package:

- ☐ SF-424 Application for Federal Assistance
- ☐ SF-424A Budget Information for Non-Construction Programs
- ☐ Attachments form (must be included in application in order to attach additional forms below)

Other forms available in the Grants.gov Application Package (submit as applicable):

- ☐ AD-1047 Certification Regarding Debarment and Suspension (not required if SAM registration included the Certification for Financial Assistance)
- ☐ AD-1049 Certification Regarding Drug-Free Workplace for all non-State entities

OR... AD-1052 Certification Regarding Drug-Free Workplace for “State and State Agencies”

- ☐ SF-424B Non-construction Assurance (not required if SAM registration included the Certification for Financial Assistance)
- ☐ SF-LLL Disclosure of Lobbying Activities, for entities that lobby
- OR...** Grants.gov Lobby Form, for entities that do not lobby
- ☐ USDA AD-3030 Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants, if applicable (recipient will determine if form applies to them)

Documents submitted using the Attachments Form in Grants.gov (attach in this order):
Forms below are available in the Related Documents tab in the Grants.gov opportunity

- ☐ FY2022 GLRI Project Narrative Form, **required for all applications**; other formats not accepted
- ☐ Tree Planting and Maintenance Plan, **required** for applications that include tree planting
- ☐ Forest Pest Treatment Form, **required** for applications including forest pest treatment
- ☐ Map showing target location(s) of work to be completed
- ☐ Statement of Experience, if needed
- ☐ Letters of support

Important Dates

- **Thursday, September 22, 2022: 9:00 a.m.** Eastern/10:00 p.m. Central (*tentative*) – Webinar to discuss the Request for Applications, purpose of the grant Program Areas, eligibility, and how to apply. Webinar will be recorded for future viewing.
- **Monday, November 14, 2022** – Applications must be submitted through [Grants.gov](https://www.grants.gov) by 6:00 p.m. Eastern/5:00 p.m. Central.
- **February 2022** – The Forest Service expects to notify all applicants regarding their status as recipients. Project awards are contingent on allocation of EPA funding.

Contacts

General Questions
SM.FS.glri@usda.gov

If you have questions regarding the types of projects or components that can be considered, please contact your respective Field Office Representative:

- Minnesota, Wisconsin, Michigan, Illinois, and Indiana:
Gina Jorgensen, St. Paul Field Office Rep., 651-649-5276, gina.m.jorgensen@usda.gov
- Ohio and Pennsylvania:
Joe Koloski, Morgantown Field Office Rep., 304-285-1540, joseph.koloski@usda.gov
- New York:
Constance Carpenter, Durham Field Office Rep., 603-868-7694, constance.carpenter@usda.gov

Review Process

All applications will undergo a preliminary review to dismiss incomplete or ineligible applications. An application review team consisting of staff from the Forest Service and State forestry agencies will collaboratively review and evaluate project applications. The review team will complete the review of applications and develop a recommended ranking of projects. The recommended ranking will be submitted to the Regional Forester for the Forest Service Eastern Region for approval. All applicants will be notified of the final selection or non-selection of their applications. Full text of Project Narrative Forms and reviewer comments may be posted on our website after selections have been made.

Project Narrative Supplement Form Instructions

Applicant Organization: Name of organization requesting Federal aid.

Short Project Title: Provide a four- to eight-word title for future reference to the project. This must match the title on the SF-424 Application for Federal Assistance.

Program Area: Identify the GLRI Program Area your application addresses (select one).

Project Contact Name: List the most appropriate contact for questions about application content.

Project Contact E-mail: Provide the e-mail address for the Project Contact listed above.

Federal Funds Requested: Identify the total amount of Federal funding requested for the project.

Project Coordinates: Provide coordinates (in decimal degrees) for a point representing the general location of project work.

Project Overview: Provide a summary of the project that includes the scope, location, key partners, and expected accomplishment in acres treated or gallons intercepted using standards defined in the Program Area Information.

Purpose and Need: Provide information on the site location and its strategic value to the Great Lakes as described on page 3 of these RFA Instructions. Identify related priorities in applicable strategic plans at the State, regional, or local level. Document environmental goals, need, and environmental justice considerations for the project. Attach a location and site map.

Scope of Work: Provide a narrative that details the activities and methods proposed for addressing the measures, priorities, and emphasis of the Program Area for which you are applying. Describe planning and implementation measures that ensure long-term project sustainability, including resilience to climate change and other ecosystem stressors. Review [Guidance for Landscape Tree Planting](#) and attach a [Tree Planting and Maintenance Plan](#) and/or the [Forest Pest Treatment Form](#) as applicable.

Results/Outcomes: List the units of work to be completed and outcomes. At minimum, include required metrics (acres treated or gallons intercepted) using standards provided in the Program Area Information and Metrics table. Include additional activity details (e.g. species planted, treatment methods) in the Scope of Work and attachments.

Budget Detail: Provide a detailed description of budget items, including personnel, fringe benefits, travel, equipment (>\$5,000 unit cost), supplies, contractual, other, and indirect charges. Identify Federal expenses by category.

Partnerships/Engagement: List and describe the role of any partners who will be materially involved, including subgrant or contract amounts, if applicable. Attach letters of support from project partners to your application in Grants.gov. *If sent separately, address to: Gina Owens, Regional Forester, USDA Forest Service, Eastern Region, 626 East Wisconsin Ave., Milwaukee, WI 53202.*

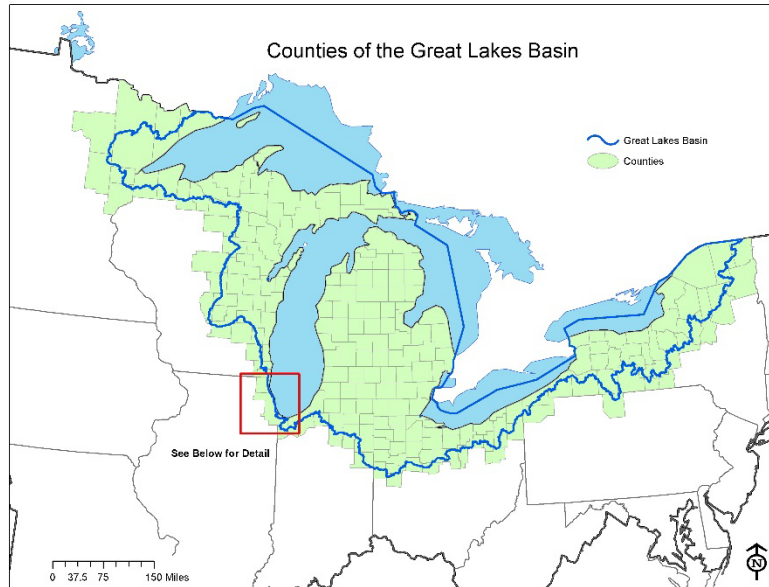
Sharing: Identify strategies that will be used to engage people and share results/outcomes, including any proposed knowledge, tools, and innovations that may be developed for application beyond the life of the project.

Timeline: Provide an approximate schedule of intermediate steps and major milestones. Timeline can be by months or quarters.

Qualifications: 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.

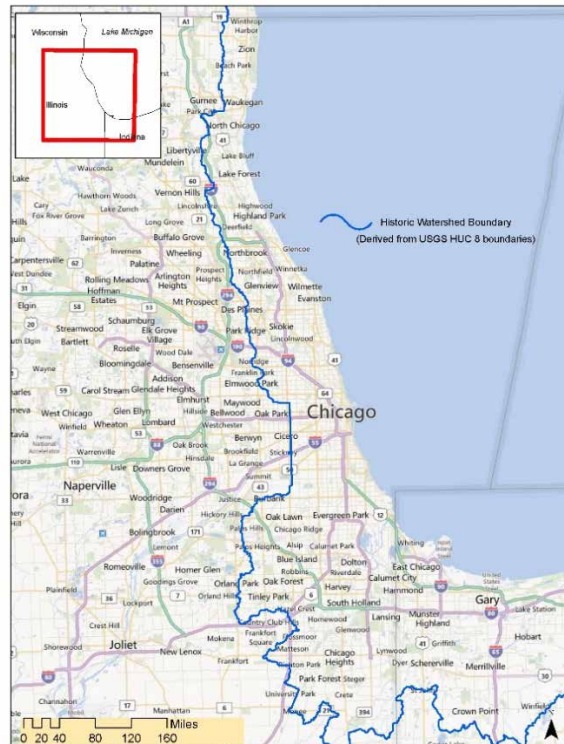
Appendix A. Great Lakes Watershed Map

FY 2022 USDA Forest Service
Great Lakes Restoration Initiative (GLRI)



Map Inset for Illinois and Indiana

In Illinois and Indiana, for purposes of this RFA, the Great Lakes Basin includes the historic watersheds of the North Shore channel, Chicago, and Little Calumet Rivers. This description was provided by EPA and supported by the Illinois Department of Natural Resources.



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Appendix B. Eligible Counties Wholly or Partially in the Great Lakes Watershed

FY 2022 USDA Forest Service
Great Lakes Restoration Initiative (GLRI)

Counties Wholly in the Great Lakes Watershed

Indiana

DeKalb, LaGrange, Steuben

Michigan

Alcona, Alger, Allegan, Alpena, Antrim, Arenac, Baraga, Barry, Bay, Benzie, Branch, Calhoun, Cass, Charlevoix, Cheboygan, Chippewa, Clare, Clinton, Crawford, Delta, Dickinson, Eaton, Emmet, Genesee, Gladwin, Grand Traverse, Gratiot, Hillsdale, Houghton, Huron, Ingham, Ionia, Iosco, Isabella, Jackson, Kalamazoo, Kalkaska, Kent, Keweenaw, Lake, Lapeer, Leelanau, Lenawee, Livingston, Luce, Mackinac, Macomb, Manistee, Marquette, Mason, Mecosta, Menominee, Midland, Missaukee, Monroe, Montcalm, Montmorency, Muskegon, Newaygo, Oakland, Oceana, Ogemaw, Ontonagon, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon, Saginaw, Sanilac, Schoolcraft, Shiawassee, St. Clair, St. Joseph, Tuscola, Van Buren, Washtenaw, Wayne, Wexford

New York

Erie, Genesee, Jefferson, Monroe, Niagara, Orleans, Oswego, Seneca, Wayne, Wyoming

Ohio

Cuyahoga, Defiance, Erie, Fulton, Hancock, Henry, Huron, Lake, Lorain, Lucas, Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood

Wisconsin

Brown, Calumet, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Ozaukee, Sheboygan, Waupaca, Winnebago

Counties Partially in the Great Lakes Watershed (Project boundaries must be within the watershed)

Illinois

Cook, Lake

Indiana

Adams, Allen, Elkhart, Kosciusko, Lake, LaPorte, Noble, Porter, St. Joseph, Wells

Michigan

Berrien, Gogebic, Iron

Minnesota

Aitkin, Carlton, Cook, Itasca, Lake, Pine, St. Louis

New York

Allegany, Cattaraugus, Cayuga, Chautauqua, Chemung, Cortland, Essex, Franklin, Hamilton, Herkimer, Lewis, Livingston, Madison, Oneida, Onondaga, Ontario, Schuyler, St. Lawrence, Steuben, Tioga, Tompkins, Yates

Ohio

Allen, Ashland, Ashtabula, Auglaize, Crawford, Geauga, Hardin, Marion, Medina, Mercer, Portage, Richland, Shelby, Stark, Summit, Trumbull, Wyandot

Pennsylvania

Crawford, Erie, Potter

Wisconsin

Adams, Ashland, Bayfield, Columbia, Dodge, Douglas, Fond du Lac, Forest, Green Lake, Iron, Kenosha, Langlade, Marathon, Marquette, Milwaukee, Oneida, Portage, Racine, Shawano, Vilas, Washington, Waukesha, Waushara

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Appendix C. Grants.gov Application Submission and Receipt Procedures

This section provides the application submission and receipt instructions for FY 2022 USDA Forest Service GLRI applications through Grants.gov. Please read the following instructions carefully and completely.

1. Electronic Delivery

The Forest Service is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. The Forest Service requires all applicants to submit their applications for this opportunity online through Grants.gov.

2. How to Register to Apply through Grants.gov

- a. *Instructions:* Read the instructions below about registering to apply for Forest Service funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information

Organizations must have an active System for Award Management (SAM) registration which provides a Unique Entity Identifier (UEI), and Grants.gov account to apply for grants. If individual applicants (those submitting on their own behalf) are eligible to apply for this funding opportunity, they need only refer to steps 2 and 3 below.

Creating a Grants.gov account can be completed online in minutes, but SAM registration may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Organization registration instructions can be found on Grants.gov here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

- 1) *Register with SAM:* All organizations (entities) applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>
- 2) *Create a Grants.gov Account:* The next step is to register an account with Grants.gov. Follow the on-screen instructions provided on the registration page.
- 3) *Add a Profile to a Grants.gov Account:* A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant submitting on their own behalf. If you work for or consult with multiple organizations, you can have a profile for each organization under one Grants.gov account. In such cases, you may log in to one Grants.gov account to access all your grant profiles. To add an organizational profile to your Grants.gov account, enter the UEI (Unique Entity Identifier) for the organization in the UEI field. If you are an individual applicant submitting on your own behalf, you do not need a UEI to add the profile. For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>
- 4) *EBiz POC Authorized Profile Roles:* EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

5) *Track Role Status*: To track your role request, refer to:
<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

- b. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC of the organization **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed and it is crucial for valid and timely submissions.**

3. How to Submit an Application to the Forest Service via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

For an overview of applying on Grants.gov using Workspaces, refer to:
<https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

- 1) *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- 2) *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
 - a. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software
at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>
 - b. *Mandatory Fields in Forms*: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
 - c. *Complete SF-424 Fields First*: These forms are designed to fill in common required fields across other forms, such as the applicant name, address, and SAM UEI. Once it is completed, the information will transfer to the other forms.
- 3) *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
- 4) *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to: <https://www.grants.gov/web/grants/applicants/applicant-training.html>

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the Forest Service with tracking your issue and understanding background information on the issue.

4. Timely Receipt Requirements and Proof of Timely Submission

a. *Online Submission.* All applications must be received by 6:00 p.m. Eastern on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When the Forest Service successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by the Forest Service.

Applicants using unreliable internet connections should be aware that the process of completing the Workspace can take some time. Therefore, applicants should allow enough time to prepare and submit the application before the package closing date.

Grants.gov will provide either an error or a successfully received submission message in the form of an email sent to the applicant with the AOR role attempting to submit the application.

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