

Fiscal Year 2019 Northeastern Area State and Private Forestry Landscape Scale Restoration Competitive Process Request for Applications with Guidance and Instructions

Addendum 9/26/2018

Applicants are hereby informed that a Project Narrative is highly recommended component of a successful application. The original RFA guidance fails to clearly state how a Project Narrative is ideally submitted with the application. For ease of use, a form is now provided (along with other Agency Supplemental forms) both on our website:

<https://www.fs.usda.gov/naspf/working-with-us/grants/landscape-scale-restoration-grants> and within the Related Documents tab at Grants.gov. Below are provided the guidelines for a recommended Project Overview/Narrative. Succinctness is greatly appreciated by reviewers.

Project Overview

Using 26 lines of text or up to 3,000 characters and spaces with no carriage returns, provide a comprehensive but succinct overview of the proposed project that includes basic details of who is doing what, where and why (in context of need documented elsewhere). Address the project's suitability as the most appropriate scale of response (local, statewide, multistate, or national) to the issue being addressed. Projects should effectively address the purpose statement, which is to "shape and influence forest land use on a scale and in a way that optimizes public benefits from trees and forests for both current and future generations."

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Important Changes in FY 2019

- All applications for this funding opportunity are being submitted through [Grants.gov](https://www.grants.gov). Search for grant Opportunity Number **USDA-FS-2019-LSR**.
- Partners and collaborators must submit an initial draft of their Grants.gov application to involved State Foresters by **September 14, 2018**.
- The leading State Sponsor will submit their support letter to the applicant for upload to [Grants.gov](https://www.grants.gov) before COB **October 12, 2018**, which is the application deadline.
- Application evaluation criteria have changed slightly. Please review criteria closely to ensure your application addresses them adequately.

Purpose

The Fiscal Year (FY) 2019 Landscape Scale Restoration Competitive Process for the Northeastern Area State and Private Forestry (NA S&PF) is consistent with the **FY 2018 and FY 2019 Landscape Scale Restoration Competitive Process National Guidance**. Landscape Scale Restoration (LSR) grants are intended to “*shape and influence forest land use on a scale and in a way that optimizes public benefits from trees and forests for both current and future generations.*” The competitive approach is intended to demonstrate that Federal funds are being spent on projects that address priorities as described by the State and Private Forestry national themes and identified in each State’s Forest Action Plan. **The project scale will be a function of the most appropriate size associated with the issue or landscape of priority importance** and may result in single, multistate, or multiregional implementation.

Key Resources

[National State and Private Forestry Themes and Performance Measures](#)

[State Forest Action Plans](#)

[FY 2018 and FY 2019 Landscape Scale Restoration Competitive Process National Guidance](#)

Aim and Scope

Proposed projects should aim to address priority issues and threats, produce measureable results, involve collaboration with partners that results in added value, and maximize S&PF funding by using it to leverage contributions from both Federal and non-Federal entities. Projects should cross boundaries on any combination of land ownerships. S&PF LSR funds must be spent on non-Federal lands as appropriate based on S&PF authorities. Matching funds must meet all the same requirements as Federal funds and be derived entirely from non-Federal sources. Through this competition, S&PF funds are targeted at the highest priority unmet conservation needs within a State as laid out in each State’s Forest Action Plan.

This request for applications (RFA) is an appropriate opportunity to submit proposals for forest fire hazard mitigation and for landscape scale forest health management-related activities that may include treatments or intervention actions to respond to native or invasive pests. Separate RFAs may be issued for wildfire response, wildfire risk reduction, treatment of specific forest health issues, or other specific purposes if funding becomes available.

State and Private Forestry Competitive Process Background

Competitive allocation of funds was codified in Section 8007 of the Food, Conservation, and Energy Act of 2008 (P.L. 110-246, known as the 2008 U.S. Farm Bill). Section 8007 outlines a process for competitively allocating funds to State Foresters or equivalent State officials and requires that the

Secretary of Agriculture consult with the Federal Advisory Forest Resource Coordinating Committee when determining the competitive allocation of funds.

National FY 2019 Allocation Process

The State and Private Landscape-scale Restoration budget line item (SPLR) was first included in the FY 2014 appropriations bill. Congress approved a competitive process as the funding mechanism for LSR based on the tenets of the S&PF Redesign effort and focused on the priorities identified in Forest Action Plans.

For FY 2019, the net available funding will be a still undetermined portion of funds from the Landscape Scale Restoration budget line item. Landscape Scale Restoration funds can use specific authorities included under The Cooperative Forestry Assistance Act of 1978, As Amended. Forest Stewardship, Rural Forestry Assistance, Urban and Community Forestry, Forest Health Management-Cooperative Lands, and State Fire Assistance are all valid singularly or in combination. The competitive allocation will not use Volunteer Fire Assistance, Forest Legacy, and Federal Lands Forest Health Management program authorities.

Eligibility

State forestry agencies and the District of Columbia are eligible to submit or authorize applications (pass-through direct to partners) for consideration under this LSR process. Nonprofit organizations, universities, tribes, and other partners must submit draft applications to the State Forester(s) where the activity will be conducted for their consideration. For-profit organizations are not eligible to submit applications under this competition. State Foresters will collaborate with State agriculture agency directors or other organization directors with State forest health program responsibilities.

At least one State Forester Sponsor is required for each application.

- State Forester letters of support will be submitted in one of two categories:
 - ◇ **State Forester Sponsor:** This level of support is required if any of the following apply:
 - The State government unit is a recipient of Federal funds
 - The State government unit is supplying match in any form
 - The proposal is expected to generate deliverables within the State.Sponsoring Partner(s) will count against the five proposal/State cap, with this exception: Proposals with 11 or more State Forester Sponsors do not count against this cap.
 - ◇ **State Forester Endorsement:** This level of support does not count against the five proposal/State cap. Use this level of support if there is no significant direct State involvement (State cannot be a direct recipient or provide match, and work should generate deliverables to the sponsoring State(s)).

Examples of Eligible Projects

- Landscape restoration practices that enhance forest sustainability and provide future benefits, including invasive species management using appropriate tools such as prescribed fire, chemical treatments, and silvicultural practices, among others.
- Wildland-urban interface projects that combine hazard mitigation, urban community outreach, and invasives management through Stewardship project planning.
- Community Wildfire Protection Plan areas, Cooperative Weed Management Areas, and other landscape-scale planning areas.
- Holistic planning and implementation to address Forest Action Plans.
- Conservation education efforts that transcend programs and authorities. Ecosystem services projects.

- Tree planting projects in urban and municipal areas that conform to guidelines that address the number of trees to be planted and the species and size of trees (rural reforestation projects may utilize more creative planting schemes).
- Strategic outreach efforts to land managers/owners facing threats from urban sprawl, invasive species, and wildfire.
- Integrated efforts to improve management of nonindustrial private forest lands according to the State's Forest Action Plan.
- Survey, prioritization, and treatment to control invasive plants in a high-priority landscape.

Eligible Forest Health Management and Treatment Activities

- Prevention and preparedness projects in advance of known invasive pests.
- Restoration of forests following damaging events to promote desired future conditions.
- Special surveys and technical assistance for forest health issues that exceed the resources available through core Forest Health Program (FHP) funding. Applications must clearly show how and why the proposed activities complement the core FHP program in the State.
- Activities to better engage the public in forest health management-related activities.

Interested parties are encouraged to [review information pertaining to treatment and management objectives for specific pests](#). Contact Northeastern Area Field Office program specialists for assistance and additional information.

If an application involves forest health treatment or has a forest health treatment component, applicants will need to attach a completed Cooperative Lands [Form 3400-2](#) (available at the [NA S&PF Landscape Scale Restoration Grants website](#)) to the application at submission. The treatment component should also follow these guidelines:

- 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.
- Be environmentally acceptable and appropriately documented in accordance with appropriate laws.
- To be eligible for such assistance, 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.
 - ◇ Have the legal authority to carry out such projects.
- Treatment projects require the following documentation:
 - ◇ Appropriate documentation in accordance with relevant and required environmental analyses.
 - ◇ Biological evaluations, including pre-treatment and post-treatment evaluations.
 - ◇ Work, safety, and security plans where appropriate or required.
- Forest Health authorities may not be used to cut either dead trees or trees that have commercial value.
- Cooperators shall also maintain appropriate records for each project, including the location of treated areas. Please note that you can find full text and reviewer comments on previous submitted proposals on the [NA S&PF Landscape Scale Restoration Grants website](#). Current status reports for funded projects can be found at the U.S. Forest Service [Landscape-scale Restoration Projects website](#).

IMPORTANT NOTE: If a proposal involves Forest Fire Hazard Mitigation activities, you are required to attach a completed National Fire Plan Operations and Reporting System (NFPORS) Form (available at the [NA S&PF Landscape Scale Restoration Grants website](#)) to the application package at the time of submission.

Key Points

- States may collaborate or independently submit no more than five proposals (single, multistate, or multiregional).
- The minimum project proposal amount in Federal funding for Landscape Scale Restoration grants is \$25,000.
- The maximum amount of Federal funding that will be awarded to any one State (State cap) via this competitive process is 15% of the total available.
- Multistate proposals will remain eligible for funding unless all cooperating States would exceed their individual caps.
- A multistate or multiregional proposal shall not exceed \$600,000 of Federal share.
- Grants.gov requires a single SF-424, which is preliminary if multiple direct recipients are identified in the narrative. Lead agency applicants must submit a preliminary SF-424 that includes all Federal funds requested and matching contributions whether or not they intend to receive all funds. If approved for funding, each direct recipient will have to submit a new SF-424 and final narrative.
- Multistate proposals must clearly delineate State share in the budget table explanation (the allocation against each State cap need not directly link to contributions by partners).
- States are encouraged to develop multistate projects in collaboration with other State forestry agencies and partners. Collaborative proposals that involve multiple partners must include letters of concurrence from each fiscal partner and all affected State Foresters.
- All proposals must identify the lead agency that will have primary responsibility for coordinating project work and reporting on status and accomplishments. Direct funds recipients are responsible for fiscal and performance reporting.
- Funding available for this RFA does not include, nor does it affect, core program funding.
- Projects proposed through this process may extend or expand upon other work supported by Federal funds; however, activities and accomplishments must be tracked and reported separately.
- Proposals will be fully funded to the extent possible once the final NA S&PF FY 2019 budget is received.
- Projects have to be completed within 3 years.
- Funds to be passed through as a grant to third-party recipients must be clearly identified with the name of the organization, contact information, and funding amount.

Projects Excluded from Consideration under this RFA

- National and cross-regional forest health initiatives: Early Detection/Rapid Response (EDRR), Evaluation Monitoring, Forest Service Pesticide Impact Assessment Program, Hemlock Woolly Adelgid Methods, and Special Technology Development Projects. These are run through separate national processes. (**NOTE:** The EDRR exclusion does not apply to plants.)
- Forest health technology development and methods improvement proposals will be solicited separately.
- Purchase of fire department equipment, including fire weather stations; purchase and installation of dry fire hydrants.
- Small business start-up funding.
- Research and development projects. However, technical transfer, education, and outreach activities associated with research can be included in the proposal, and a research entity could be included as a partner with its contribution leveraged in the larger project proposal, but not within the S&PF-funded component (Federal dollars and associated cost share).
- Capital improvements (facilities and infrastructure). However, capital improvements completed by private companies and/or State agencies may apply as leverage (not S&PF component or match).
- Forest Legacy Program projects, including any project that would use Forest Legacy Authorities.

- Gypsy moth suppression, eradication, and Slow-the-Spread (STS) projects. These are determined by cooperative surveys or other efforts in cooperation with the STS Foundation.

Requirements for All Applications

FY 2019 NA S&PF Landscape Scale Restoration Competitive Process applications will proceed for funding consideration **only** if they meet the required elements below:

1. Link to Forest Action Plans and national and regional priorities.

In 2015, each State and the District of Columbia completed a review of its 2010 State Forest Action Plan and prepared an addendum detailing how its plan addresses national priorities. [View the latest version of these documents](#) that outline the current priority issues or landscapes within each State. The proposed project's goals must address and be clearly linked to resource objectives and/or priorities in the respective State's Forest Action Plan. Project deliverables must demonstrate how the project will help the State achieve the desired future condition documented in the Forest Action Plan. For multistate projects, the proposal deliverables must link to the Forest Action Plan of each State involved. As Forest Action plans enter the revision cycle, partners are encouraged to work closely with States to ensure they reference the current plan.

Clearly link project goals to the objectives of one or more of the national State and Private Forestry themes:

- 1) Conserve and manage working forest landscapes for multiple values and uses,
- 2) Protect forests from threats, and
- 3) Enhance public benefits from trees and forests.

2. Required matching funds (50/50minimum).

The match must be met by eligible and allowable costs and is subject to match provisions in grant regulations (see [Federal Regulations Title 2 Part 200.306 and Subpart E for Cost Principles](#)). Match must meet all the same requirements as the Federal share and be documented sufficiently to support financial tracking and accountability.

3. Appropriate and authorized use of Federal funds.

Proposals must conform to laws and authorities laid out in [The Principal Laws Relating to USDA Forest Service State and Private Forestry Programs](#). The authorities for this RFA may be used singly or in combination. **All respective program reporting requirements will apply to any funds disbursed through this grant process.**

Additional Reporting and Accountability for Funded LSR Projects

In addition to the standard annual reporting requirements associated with all USDA Forest Service grants to States and partners, funded LSR Competitive Allocation projects will be required to provide project performance and spatial data through the Landscape Scale Restoration ([LaSR](#)) reporting module. This is a national requirement. The LaSR module reporting deadline is December 31st of each year. It requires that both Forest Service grant monitors and LSR grant recipients coordinate in entering project information. If an LSR grant recipient is new to this reporting process, they will need to sign up for an account to access the LaSR module. The assigned Forest Service grant monitor can assist you with this.

Criteria for Landscape Scale Restoration Proposal Selection

1. Priority Issues and Threats – Desired Future Condition (25 points)

Projects will be based on an analysis within the State or region that identifies the issue or landscape being addressed as a priority in its Forest Action Plan.

- Demonstrate a focus on a significant issue or threat in the jurisdiction that will be addressed and how the project will lead to a desired future condition.
- Clearly articulate the methods employed, timelines, and resources needed.
- Describe how the proposal will bring a State or region to a desired future condition as articulated in its Forest Action Plan.

2. Measureable Results and Significant On-the-Ground Outcomes (35 points)

Describe how reaching the goals and achievements of the project will effect positive changes. Projects should prioritize funding and other resources used toward the achievement of the outcomes identified below (custom measures are allowed). List specific measurable results and significant on-the-ground outcomes. In the narrative section, identify significant milestones and describe less quantifiable return on investments. Reviewers will assess if outcomes are commensurate with the budget.

National State and Private Forestry Themes and Performance Measures (excerpted from the [full document](#) that includes examples and suggested units)

1) Conserve and Manage Working Forest Landscapes for Multiple Values and Uses

- Identify and conserve high-priority forest ecosystems and landscapes
 - ◇ High-priority forest ecosystems and landscapes are protected from conversion
- Actively and sustainably manage forests
 - ◇ Number of acres in forest areas being managed sustainably as defined by current Forest Stewardship Management Plan

2) Protect Forests from Threats

- Restore fire-adapted lands and/or reduce risk of wildfire impacts
 - ◇ Number of acres treated to restore fire-adapted ecosystems that are
 - Moved toward desired conditions and
 - Maintained in desired conditions
 - ◇ Total number of acres treated to reduce hazardous fuels on State and private lands through State Fire Assistance
 - ◇ Percentage of at-risk communities who report increased local suppression capacity as evidenced by:
 - Increasing number of trained and/or certified firefighters and crews or
 - Upgraded or new fire suppression equipment obtained or
 - Formation of a new fire department or expansion of an existing department involved in wildland fire fighting
- Identify, manage, and reduce threats to forest and ecosystem health
 - ◇ Number and percent of forest acres restored and/or protected from
 - Invasive and
 - Native insects, diseases, and plants

3) Enhance Public Benefits from Trees and Forests

- Protect and enhance water quality and quantity
 - ◇ Acres and percent of priority watershed areas where S&PF activities are enhancing or protecting water quality and quantity
- Improve air quality and conserve energy
 - ◇ Population of communities benefiting from S&PF activities designed to contribute to an improvement in air quality
 - ◇ Population of communities benefiting from S&PF activities that result in energy conservation
- Assist communities in planning for and reducing forest health risks
 - ◇ Number and percent of communities-at-risk covered by a CWPP or equivalent that are reducing their risk of wildland fire
 - ◇ Percent of population living in communities developing or managing programs to plant, protect and maintain their urban and community trees and forests
- Maintain and enhance the economic benefits and values of trees and forests
 - ◇ Number of communities and percent of population served under an active urban forest management plan
 - ◇ Number of total jobs (direct, indirect, and induced) sustained or maintained in the economy annually due to S&PF investments
 - ◇ Total value of resources leveraged through partnerships with States and others partners
- Protect, conserve, and enhance wildlife and fish habitat
 - ◇ Acres and percent of priority habitat areas where S&PF activities are protecting, conserving, and enhancing wildlife and fish habitat
 - ◇ Acres of connected forest resulting from S&PF investments
- Connect people to trees and forests, and engage them in environmental stewardship activities
 - ◇ Number of people who annually participate in FS and State forestry agency environmental literacy programs and activities
 - ◇ Number of people (measured in person days) engaged in environmental stewardship activities as part of an S&PF program
- Manage trees and forests to mitigate and adapt to global climate change
 - ◇ Acres and percent of priority areas vulnerable to climate change where S&PF activities are contributing to resilient forests able to adapt to climate change
 - ◇ Potential carbon sequestered through implementation of forest management practices that result from S&PF investments on private forest lands

3. Collaboration and Integrated Delivery that Influence Positive Change (15 points)

Projects should identify partners that have demonstrated a commitment and add value towards planning and carrying out the project, and describe what these partners bring to the partnership. Projects should seek to improve the delivery of public benefits from forest management by coordinating with complementary State and Federal programs. Collaboration may be qualitative in nature, and the contribution of the partners may be more important than the number of partners involved in the projects. Multistate collaboration and integration of projects are encouraged.

Projects should:

- Describe results and outcomes that are produced at a scale and cost appropriate to the project purpose.
- Demonstrate residual positive benefits related to capacity, skills, knowledge, infrastructure, or a replicable approach, among others.
- 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 project itself.

4. Leverage (15 points)

Projects should maximize S&PF funding by using it to leverage contributions from both Federal and non-Federal entities. Project applications need to clearly identify Competitive Allocation funds requested and associated non-Federal contributions as well as separately document leveraged contributions. Projects shall seek to:

- Maximize return on investment and leverage resources.
- Use effective approaches to sustainable forest resource conservation, protection, and/or enhancement.
- Improve the delivery of public benefits from forest management by coordinating with complementary State and Federal programs when possible.

NOTE: Collaborating with a for-profit Conservation Finance partner can be a powerful leverage multiplier, but requires careful budget segregation to ensure Federal grants are not for profit.

5. Knowledge and Technical Transfer (10 points)

Technical transfer is defined as the sharing of knowledge, tools, and innovations for practical application. As specifically as possible, describe how others may learn from the work done on this project. Describe the project's potential to inform practitioners and enhance the effectiveness of similar initiatives. Knowledge and technical transfer need not necessarily be between States, but should aim to share innovation across the landscapes of importance wherever it can be utilized. 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 project itself.

Instructions for Submitting Applications through Grants.gov

Submit all applications for this funding opportunity through [Grants.gov](https://www.grants.gov). Search for grant Opportunity Number **USDA-FS-2019-LSR**. Partners and collaborators must submit an initial draft of their Grants.gov application to involved State Foresters by **September 14, 2018**. You can find contact information for each State Forester in the member roster available on the [National Association of State Foresters \(NASF\) Web site](https://www.nasfweb.org). The leading State Sponsor will submit their support letter to the applicant for upload to [Grants.gov](https://www.grants.gov) before COB **October 12, 2018**, which is the application deadline. The following section provides guidance on how to submit applications through Grants.gov.

Grants.gov Application Submission and Receipt Procedures

*This section provides the application submission and receipt instructions for U.S. Forest Service, Northeastern Area State and Private Forestry (NA S&PF) program applications. Please read the following instructions carefully and completely. 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.*

1. Electronic Delivery

The U.S. Forest Service, Northeastern Area State and Private Forestry (NA S&PF) is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. NA S&PF encourages applicants to submit their applications online through Grants.gov.

2. How to Register to Apply through Grants.gov

- a. *Instructions:* Read the instructions below about registering to apply for NA S&PF 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 a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this funding opportunity, then you may begin with step 3, Create a Grants.gov Account, listed below.

Creating a Grants.gov account can be completed online in minutes, but **please NOTE: DUNS and SAM registrations may take several weeks or more to complete**. 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.

Complete organization instructions can be found on Grants.gov here:

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

- 1) *Obtain a DUNS Number:* All entities applying for funding, including renewal funding, must have a DUNS Number from Dun & Bradstreet (D&B). Applicants must enter the DUNS Number in the data entry field labeled "Organizational DUNS" on the SF-424 form. For more detailed instructions for obtaining a DUNS Number, refer to:
<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>
- 2) *Register with SAM:* All organizations 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>

Updated Alert from SAM.gov (July 25, 2018): For your SAM.gov registration, you must submit a [notarized letter](#) appointing the authorized Entity Administrator. The review process changed for the Federal Assistance community on June 11, 2018. Read the [updated FAQs](#) to learn more.

- 3) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here:
<https://www.grants.gov/web/grants/applicants/registration.html>
- 4) *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. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a 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>
- 5) *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then 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>
- 6) *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 **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 NA S&PF via Grants.gov

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, you can create individual instances of a workspace. **NOTE: Grants.gov applicants are required to use Workspace to apply online. Forms must be completed in Workspace.**

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to:

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

- a. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- b. *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.
 - 1) *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>

- 2) *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.
- 3) *Complete SF-424 Fields First:* The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.
- c. *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.
- d. *Track a Workspace Submission:* After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXX) 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 NA S&PF with tracking your issue and understanding background information on the issue.

4. Timely Receipt Requirements and Proof of Timely Submission

Online Submission. All applications must be received by NA S&PF Eastern time 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 (GRANTXXXXXXX) 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 NA S&PF 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 NA S&PF.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Preparing and Submitting an Application for this Funding Opportunity

Prior to preparing an application, applicants are encouraged to carefully read this document and review the resources for application development listed on the [NA S&PF Landscape Scale Restoration Grants website](#). Along with other valuable information, this site provides full text of previous competitive proposals, reviewer comments, and composite rankings.

Applicants should also be familiar with their State's Forest Action Plan(s). Each State Forester may sponsor up to five submissions from his or her State. Proposals with 11 or more State Forester sponsors are exempt from the limit of five proposals per State. If State financial involvement is negligible, a State Forester may submit a letter of endorsement for a proposal sponsored by another State(s).

Procedures and policies regarding how State Foresters work with partners vary from State to State, so be sure to consult your State Forester before preparing an application. State Foresters may choose to submit either a standard form letter or a custom letter of support. A single letter documenting support for all proposals supported by that State is also acceptable.

Only authorized Grants.gov Workspace representatives for the applying entity are eligible to submit applications to Grants.gov for consideration. Partners and collaborators must submit draft applications to all cooperating State Foresters for evaluation **no later than close of business on September 14, 2018** (some States may have additional requirements and deadlines). You can find contact information for each State Forester in the member roster available on the [National Association of State Foresters \(NASF\) website](#). The final submission deadline to [Grants.gov](#) is by **COB October 12, 2018**.

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

Required forms available through the Grants.gov application package:

- SF-424 Application for Federal Assistance
- SF-424A Budget Information for Non-Construction Programs
- SF-424B Assurances for Non-Construction Programs
- AD-1047 (Certification Regarding Debarment and Suspension)
- Attachments Form (must be included in the application package in order to attach additional required and optional forms below)

Optional forms available through the Grants.gov application package (fill out only if applicable):

- 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-LLL Disclosure of Lobbying Activities (for entities that lobby)
- AD-3030 (Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants) if applicable (recipient will determine if form applies to them)

Optional forms to be submitted through the Attachments Form in Grants.gov:

- [FS-1500-35](#) for entities that do not lobby (only if applicable)
- [Cooperative Lands Form 3400-2](#) (only if applicable)
- [National Fire Plan Operations and Reporting System \(NFPORS\) Form](#) (only if applicable)

Required agency-specific forms to be submitted through the Attachments Form in Grants.gov:

- Supplemental Project Narrative Form
- Supplement 1 – Partner Budget
- Supplement 2 – List of Additional Partners
- Letters of Support (template available for each type of support)

Instructions for the Supplemental Project Narrative Form

Work Title

Provide a uniquely descriptive title for this project. Use this full title consistently on all submission communications and supplemental documents, including letters of support, until an official proposal number is assigned by NA S&PF.

Project Applicant

Enter the name of organization applying for Federal funding.

Project Budget Explanation

Using 26 lines of text or up to 3,000 characters and spaces with no carriage returns, provide any additional remarks needed to clarify your budget request. For example, provide an explanation if you have a partner contributing funds to cover construction or other federally unallowable portions of your project. Clearly note portion of project to be allocated against each State cap for multistate proposals. *Note: This information may also be supplied in the budget narrative on form SF-424.*

Desired Future Condition (25 points)

(Use 44 lines of text or up to 5,000 characters and spaces with no carriage returns)

Projects will be based on an analysis within the State or region that identifies the issue or landscape being addressed as a priority in its Forest Action Plan. Identify how the project addresses a priority in the Forest Action Plan and leads to a desired future condition as described in the Request for Applications.

- Demonstrate a focus on a significant issue or threat in the jurisdiction that will be addressed and how the project will lead to a desired future condition.
- Clearly articulate the methods employed, timelines, and resources needed.
- Describe how the proposal will bring a State or region to a desired future condition as articulated in its Forest Action Plan.

Measurable Results and Significant On-The-Ground Outcomes (35 points)

Describe how reaching the goals and achievements of the project will effect positive changes. Projects should prioritize funding and other resources used toward the achievement of the outcomes identified below (custom measures are allowed). List specific measurable results and significant on-the-ground outcomes. In the narrative section, identify significant milestones and describe less quantifiable return on investments using 26 lines of text or up to 3,000 characters and spaces with no carriage returns. Reviewers will assess if outcomes are commensurate with the budget.

What are the measureable components and outcomes that will result from this project? Funding and other resources should target the outcomes outlined below and fully identified on pages 6 and 7. List specific measurable results and significant on-the-ground outcomes and milestones as well as the return on investments made. NOTE: Use of supplemental custom measures is acceptable, but use of both the [Current and New Measures](#) is highly encouraged. You do not need to identify subheadings. Consistency with the appropriate State Forest Action Plan is also expected.

National State and Private Forestry Priorities and Objectives

1. Conserve and Manage Working Forest Landscapes for Multiple Values and Uses

- 1.1. Identify and conserve high-priority forest ecosystems and landscapes.
- 1.2. Actively and sustainably manage forests.

2. Protect Forests from Threats

- 2.1. Restore fire-adapted lands and/or reduce risk of wildfire impacts.
- 2.2. Identify, manage, and reduce threats to forest and ecosystem health.

3. Enhance Public Benefits from Trees and Forests

- 3.1. Protect and enhance water quality and quantity.
- 3.2. Improve air quality and conserve energy.
- 3.3. Assist communities in planning for and reducing forest health risks.
- 3.4. Maintain and enhance the economic benefits and values of trees and forests.
- 3.5. Protect, conserve, and enhance wildlife and fish habitat.
- 3.6. Connect people to trees and forests, and engage them in environmental stewardship activities.
- 3.7. Manage trees and forests to mitigate and adapt to global climate change.

Collaboration and Integrated Delivery that Influence Positive Change (15 Points)

(Use 44 lines of text or up to 5,000 characters and spaces with no carriage returns)

Projects should identify partners that have demonstrated a commitment and add value towards planning and carrying out the project, and describe what these partners bring to the partnership. Projects should seek to improve the delivery of public benefits from forest management by coordinating with complementary State and Federal programs. Collaboration may be qualitative in nature, and the contribution of the partners may be more important than the number of partners involved in the projects. Multistate collaboration and integration of projects are encouraged.

Projects should:

- Describe results and outcomes that are produced at a scale and cost appropriate to the project purpose.
- Demonstrate residual positive benefits related to capacity, skills, knowledge, infrastructure, or a replicable approach, among others.
- 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 project itself.

Leverage (15 Points)

(Use 44 lines of text or up to 5,000 characters and spaces with no carriage returns)

Projects should maximize S&PF funding by using it to leverage contributions from both Federal and non-Federal entities. Project applications need to clearly identify Competitive Allocation funds requested and associated non-Federal contributions as well as separately document leveraged contributions. Projects shall seek to:

- Maximize return on investment and leverage resources.
- Use effective approaches to sustainable forest resource conservation, protection, and/or enhancement.
- Improve the delivery of public benefits from forest management by coordinating with complementary State and Federal programs when possible.

NOTE: Collaborating with a for-profit Conservation Finance partner can be a powerful leverage multiplier, but requires careful budget segregation to ensure Federal grants are not for profit.

Knowledge and Technical Transfer (10 points)

(Use 44 lines of text or up to 5,000 characters and spaces with no carriage returns)

Technical transfer is defined as the sharing of knowledge, tools, and innovations for practical application. As specifically as possible, describe how others may learn from the work done on this project. Describe the project's potential to inform practitioners and enhance the effectiveness of similar initiatives. Knowledge and technical transfer need not necessarily be between States, but should aim to share innovation across the landscapes of importance wherever it can be utilized. 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 project itself.

Instructions for Supplements 1 and 2

Project Proposal Supplement 1 – Partner Budget Table

This year the supplemental Partner Budget Table will include space for a short description. The supplemental Partner Budget Table is intended only for primary grant recipients and is **not** required if the project applicant will bear the sole financial responsibility for completion of the proposed project. Each primary recipient is responsible for documenting match equal to the Federal Funds received in a separate Partner Budget Table. The match may be derived from another partner, but must be tracked by the primary recipient (please make note of the match generated from partners in the Partner Budget Table description field).

You may attach as many Partner Budget Tables as are required to document partner organizations. Please be sure to enter **consistent and complete Project Title, Partner, and State fields** because these are crucial to ensuring project submissions are complete. It can be confusing to identify partners correctly because of complex statutory limitations or complex organization structures, so please work with your local U.S. Forest Service NA S&PF Field Representative to accurately identify partners. It is critical for **each Partner Budget Table to clearly identify each entity receiving funds and to identify the State(s) receiving funds (this might be different than the State where the project occurs)**. In the case where match is expected from unidentified secondary recipients, it is acceptable to complete a single budget table for this entire category. Care should be taken to ensure all Partner Budget Tables are complete and accurate and that all numbers match the values presented in the Overall Project Budget Table. Numbers that do not match are red flags for reviewers. Space is provided at the bottom of the page to enter a page number as “___ of ___”; please fill in this field to help ensure your application is complete.

Project Proposal Supplement 2 – List of Additional Partners

Supplement 2 provides a place to identify the full list of project partners including State agencies, fiscal partner organizations, and project supporters as well as subgrantees and contractors if known. NA S&PF considers the identification of contractors and subgrantees in proposals to be illustrative and not a binding commitment or endorsement. Still, identifying these partners helps reviewers to fully understand how a proposal will be put in action. You may attach as many List of Additional Partners sheets as are required to document partner organizations. Please use the page number fields at the bottom of the page to help ensure your proposal is complete.

Please keep the following in mind when completing the List of Additional Partners:

- Enter the complete descriptive project title in the area provided.
- Enter a partner number as an index of each partner organization.
- Partner 1 should be the project applicant.
- Other fiscal partners should be listed next before listing other project supporters.
- Check the box in the “\$” field to indicate a fiscal partner (each fiscal partner must also have a supplemental budget table).
- For direct grant recipients, identify the State where funds will be received, not the State(s) where funds are ultimately expended (if funds are to be split between offices in different States, each office should be listed separately).
- Nonfiscal partners should identify the State where the primary office is located and need not be listed separately even if working across State boundaries.

Letters of Support

Letters of support are of two types: **Sponsor** and **Endorsement**. State Foresters must choose the type most appropriate for them. Letters of support are welcome from all partners, but are required from sponsoring State Foresters. **At least one State Forester Sponsor letter must accompany each application.** State Forester Sponsor letters indicate that the sponsoring State understands that their State has a significant stake in the project (will receive Federal funds, contribute match, or accrue project deliverables). With one exception, each State Forester

may sponsor no more than five proposals. Proposals with 11 or more State Forester Sponsors are exempt from the five-proposal limit. State Foresters may submit a letter of endorsement to a proposal sponsored by another State if their State contribution is negligible and the direct benefit accrues primarily elsewhere.

Project Selection

A Competitive Allocation Review Team consisting of an equal number of State representatives and NA S&PF leaders will collaboratively review, evaluate, and prioritize project applications.

Applications will undergo a preliminary review to dismiss those that are incomplete or ineligible. The interagency review team will complete the review of applications and develop a recommended ranked list of projects by the end of December 2018. The recommended list of projects will be submitted to the NMSFA (Northeast – Midwest State Forester Alliance) Executive Committee for concurrence and to the NA S&PF Director for approval. Projects ranked but not funded will receive further consideration by the NMSFA Executive Committee and the NA S&PF Director should additional funds become available.

For Further Information

- [Carleen Yocum](#) – Field Office Rep., St. Paul, MN: (651) 649–5276
- [Bob Lueckel](#) – Field Office Rep., Morgantown, WV: (304) 285–1540
- [Connie Carpenter](#) – Field Office Rep., Durham, NH: (603) 868–7694
- [Ian MacFarlane](#) – NMSFA Executive Director: (202) 526–4804