

U.S. Forest Service
Fiscal Year 2020 Great Lakes Restoration Initiative
Project Narrative Form

Project Information

Applicant Organization:

Short Project Title:

Program Area (select one): ☐ 1 - Insect & Disease Mitigation ☐ 2 - Reduce Runoff
 ☐ 3 - Restore Coastal Wetlands ☐ 4 - Restore Riparian Forests

Requested Start Date:

Requested End Date:

Federal Funds Requested: \$

Project Coordinates (decimal degrees) Latitude:

Longitude:

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

Project Overview

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

Priority Landscape (20 points)

1,500 characters (maximum including spaces) – Provide information on the site location and its strategic value to Great Lakes water quality and watershed health. Describe how applications advance environmental priorities of applicable plans, such as GLRI Action Plan III, Lakewide Action and Management Plans, and State Forest Action Plan or Tribal Land Management Plan. The most competitive applications will link to priorities in local/regional watershed or stormwater plans, urban tree canopy management plans, or forest health assessments. Additional emphasis will be given to identified State, Tribal, Federal, or regional watershed priorities, and projects that benefit underserved communities.

Scope of Work (30 points)

5,000 characters (maximum including spaces) – 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 the effects of climate change and other ecosystem stressors. For projects involving tree planting, review [Guidance for Landscape Tree Planting](#) and attach a [Tree Planting and Maintenance Plan](#). For projects involving insect and disease treatments, attach a [Forest Pest Treatment Form](#).

Measurable Results and Significant On-The-Ground Outcomes Expected (30 points)

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

Activity description (e.g. size and type of trees planted or insect/ disease treatment method)	Value	Metric (may be used more than once for different activities, e.g. tree sizes)

Budget Detail

2,500 characters (maximum including spaces) – Provide a detailed description of budget items included in the *SF-424A, Budget Information* form. Separate costs by category: personnel, fringe benefits, travel, equipment (>\$5,000 unit cost), supplies, contractual, other, and indirect charges. Identify federal and matching expenses in each category.

Timeline

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

Partnerships (10 points)

1,500 characters (maximum including spaces) – List and describe the role of any partners who will be materially involved, including subgrant or contract amounts, if applicable. Attach letters of support from project partners and State or Tribal agencies. *Note: Letters of support should be uploaded electronically with your application in Grants.gov. If they must be sent separately, address letters to: Robert Lueckel, Acting Regional Forester, USDA Forest Service, Eastern Region, 626 East Wisconsin Avenue, Milwaukee, WI 53202.*

Sharing Results/Outcomes (10 points)

1,500 characters (maximum including spaces) – 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 practical application beyond the life of the project.

Key Personnel Qualifications

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