

United States Department of Agriculture

U.S. Forest Service Resource Assistants Program

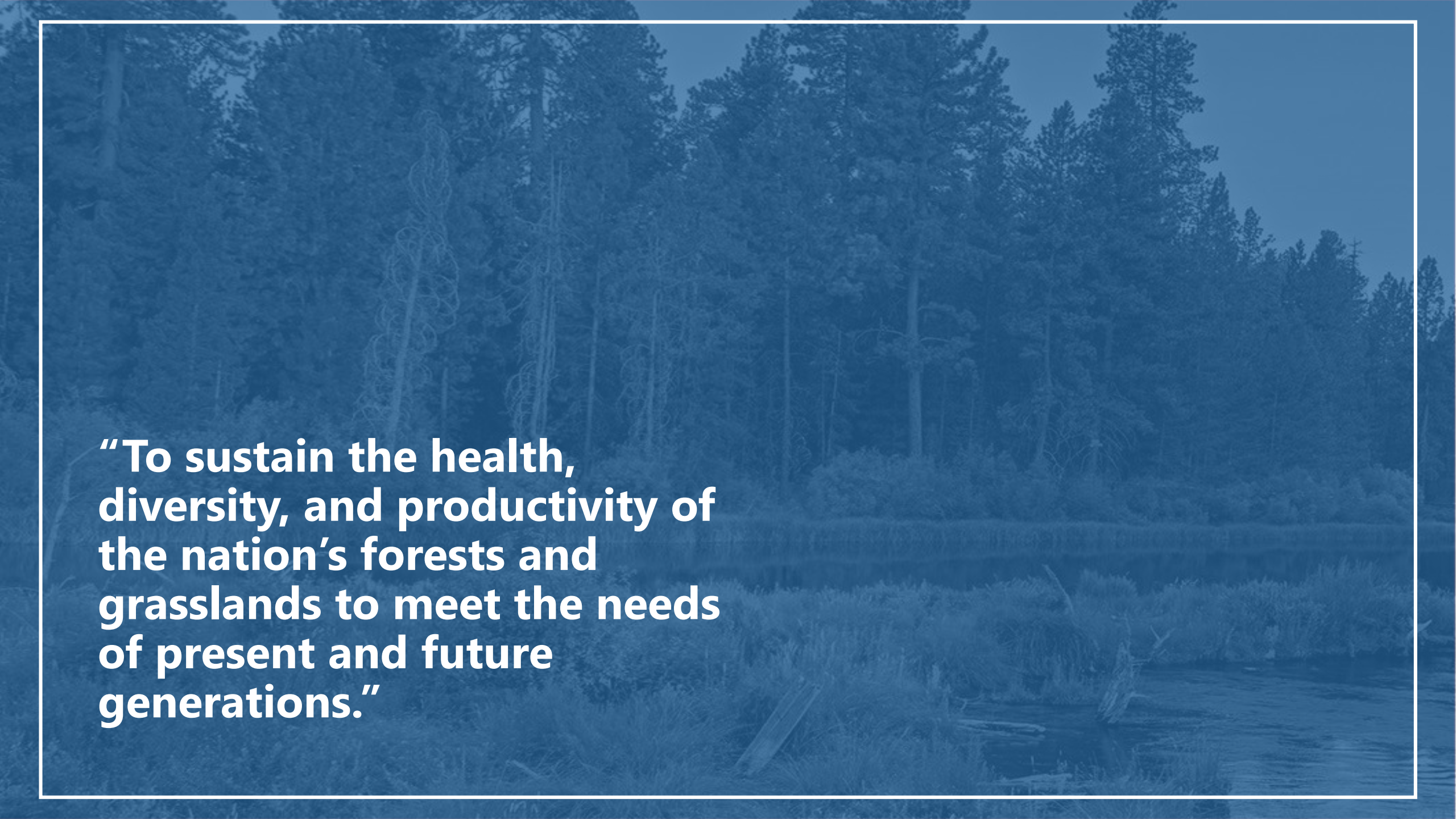
National and Regional Level Cooperator Organizations Request for Information (RFI)

Informational Session
November 15, 2019

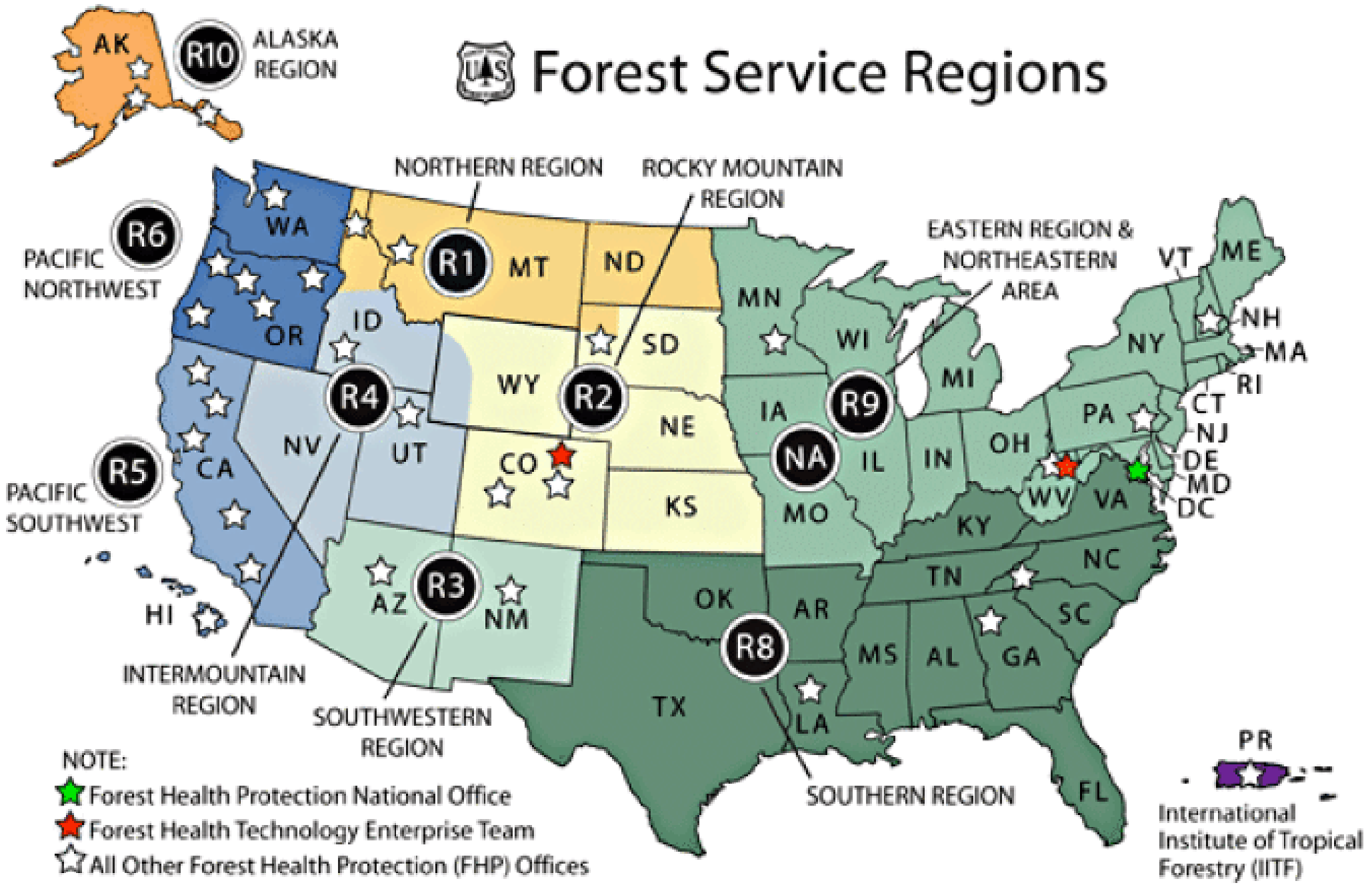
Agenda



- RAP Overview
- Purpose of RFI
- Eligibility requirements
- Evaluation criteria
- Using Grants.gov
- Contacts
- Discussion



“To sustain the health, diversity, and productivity of the nation’s forests and grasslands to meet the needs of present and future generations.”


Forest Service Regions
AK
R10
ALASKA REGION
NORTHERN REGION
ROCKY MOUNTAIN REGION
EASTERN REGION & NORTHEASTERN AREA
R6
PACIFIC NORTHWEST
R1
R2
R4
R5
PACIFIC SOUTHWEST
R3
R8
R9
NA
WA
OR
CA
ID
NV
MT
ND
WY
SD
UT
CO
NE
KS
AZ
NM
HI
OK
TX
MN
WI
MI
IA
IL
IN
MO
OH
KY
TN
MS
AR
LA
AL
GA
SC
NC
FL
PA
NY
VT
ME
NH
MA
RI
CT
NJ
DE
MD
DC
WV
VA
PR
INTERMOUNTAIN REGION
SOUTHWESTERN REGION
SOUTHERN REGION
NOTE:
Forest Health Protection National Office
Forest Health Technology Enterprise Team
All Other Forest Health Protection (FHP) Offices
International Institute of Tropical Forestry (IITF)

Forest Service Resource Assistants Program

The USDA Forest Service Resource Assistants Program (FSM 1820)

- A rigorous and immersive, paid experience for participants interested to launch natural and cultural resource careers
- U.S. citizens or permanent residents at least 17 years of age
- Accomplish mission-critical work and improve leadership, critical thinking and strategic communication skills
- 960 hours, minimum Associate degree, and successful completion required to earn RAP hiring eligibility certificate
- Preferences for outreach to and engagement of emerging professionals, students and/or graduates, underrepresented populations

Forest Service Resource Assistants Program

The USDA Forest Service Resource Assistants Program (FSM 1820)

- Engage highly motivated candidates through workforce development experiences under the mentorship and coaching of Forest Service staff
- Instill stewardship values in the next generation of natural and cultural resource management professionals through career exploration and professional development
- Expand and enhance the capacity of the Forest Service to accomplish critical work and high-priority projects
- Attract and retain a diverse and inclusive workforce to support the Forest Service mission to “sustain the Nation’s forests and grasslands to meet the needs of present and future generations.”



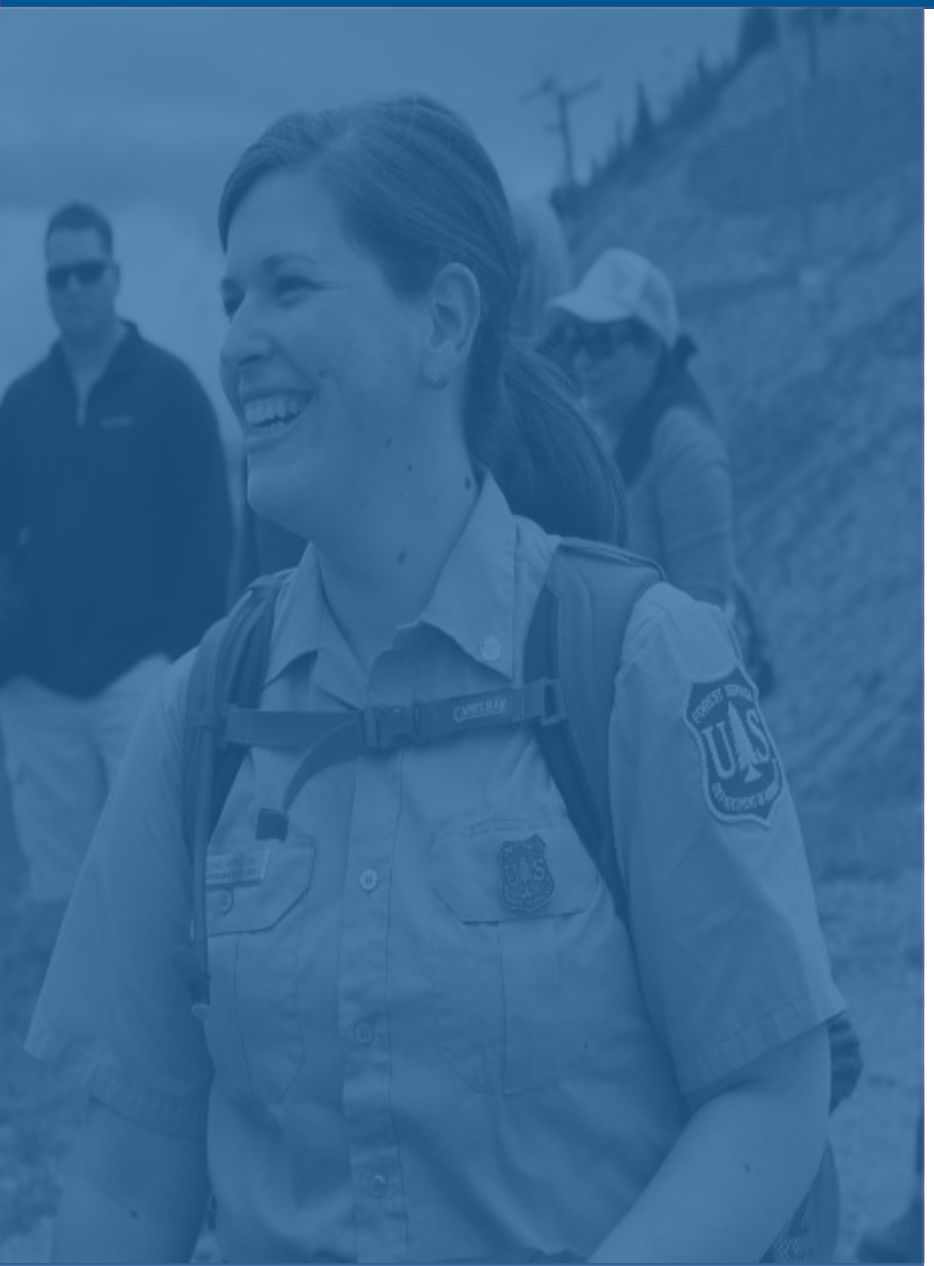




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Purpose



What is the purpose of the Request for Information (RFI)?

- Public, transparent announcement with increased awareness of the opportunity to partner
- Ensure a wide range of potential applicants to submit application of interest
- Gather comparable information for programmatic review and assessment
- Identify cooperator candidates to establish an official Forest Service Master Partnership Agreement for national and regional level Cooperators



U. S. Forest Service Resource Assistants
Program National and Regional Level
Cooperator Organizations Information (RFI)
USDA-FS-2020-FSRAP
CFDA Number: 10.699
Due Date: December 6, 2019

Eligibility Requirements



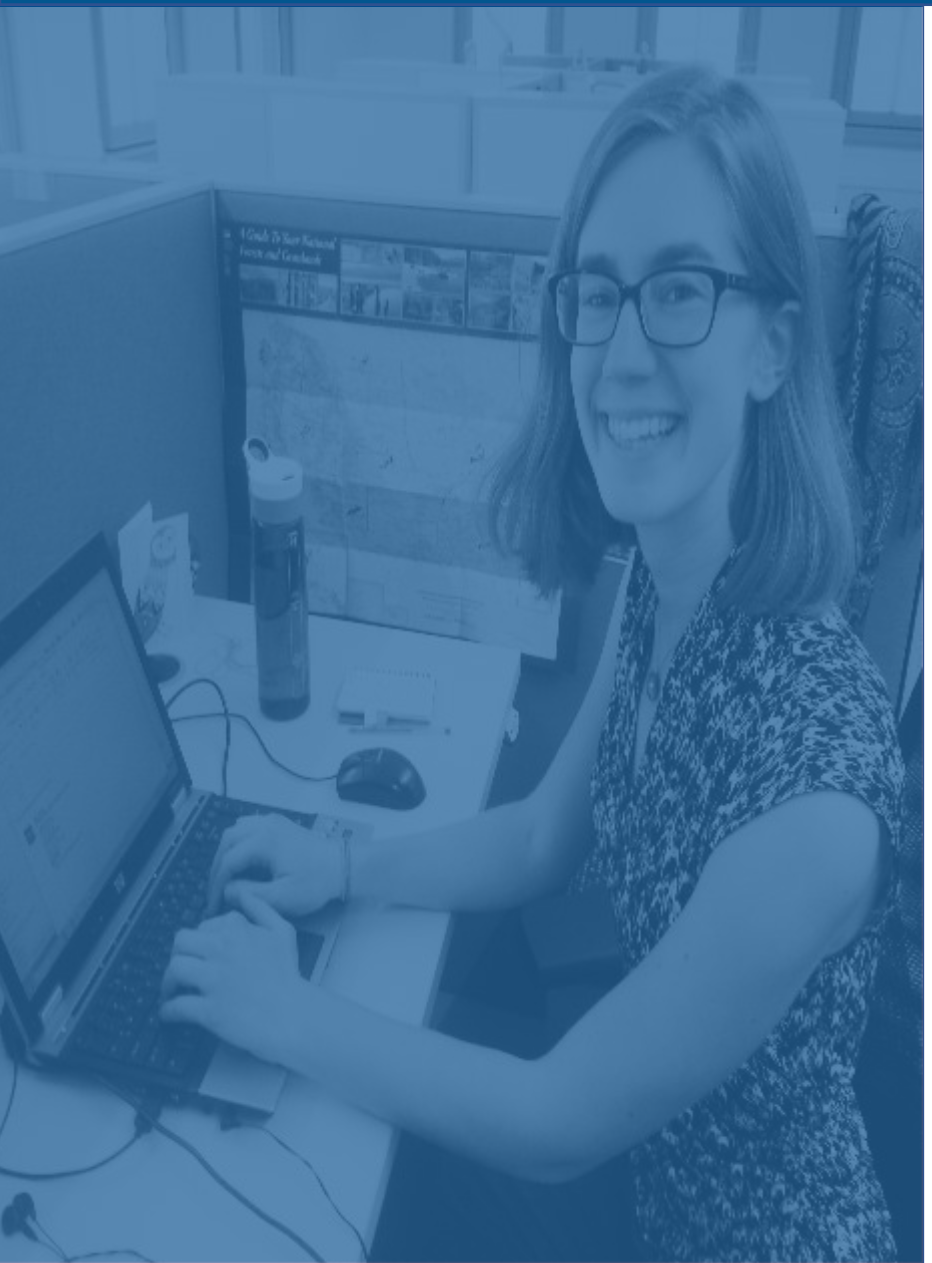
Who should respond to the RFI?

- Nonprofits, educational institutions, government, tribal organizations/entities, and other entities
- Expertise working with diverse populations and networks to support workforce development initiatives
- Ability to competitively recruit and outreach to diverse, high-quality candidates for positions
- Demonstrated capacity to provide recruitment support and to be accountable for administrative and program support, performance reporting, and record keeping

Forest Service Resource Assistants Program

Budget Item Description	Estimated Cost
Living Allowance/Stipend (Minimum 26 weeks)	$13,000
Training and Travel Allowance (Minimum) Minimum 5,000 for travel, orientation, and training.	$5,000
Housing Allowance (Maximum) housing allowance from $300 up to $1,500 per month based on the location of their assignment, cost of living, unique situation and need.	$9,000
Daily Commuting Allowance (Maximum) Up to $100.00 per month for documented daily commuting costs	$600
Uniforms/Special Gear (Maximum) Costs incurred for uniforms and other special gear will be covered up to $250 for the full term of service for Cooperator uniforms.	$250
Recruitment (Maximum) Reimburse recruitment costs up to $450 per resource assistant for newly recruited resource assistants.	$450
Health Insurance (Flexible) Must provide health insurance unless the resource assistant opts out in writing.	(Cooperator determined)
Program Support (Flexible) Indirect support costs incurred by the cooperator to effectively deliver agreement goals and objectives.	(Cooperator determined)
Administrative Support (Flexible) Support costs to administer day-to-day activities and manage payments	(Cooperator determined)
Other Benefits and Costs (Flexible)	(Cooperator determined)
Indirect Cost Rate (NICRA)	(Cooperator determined)

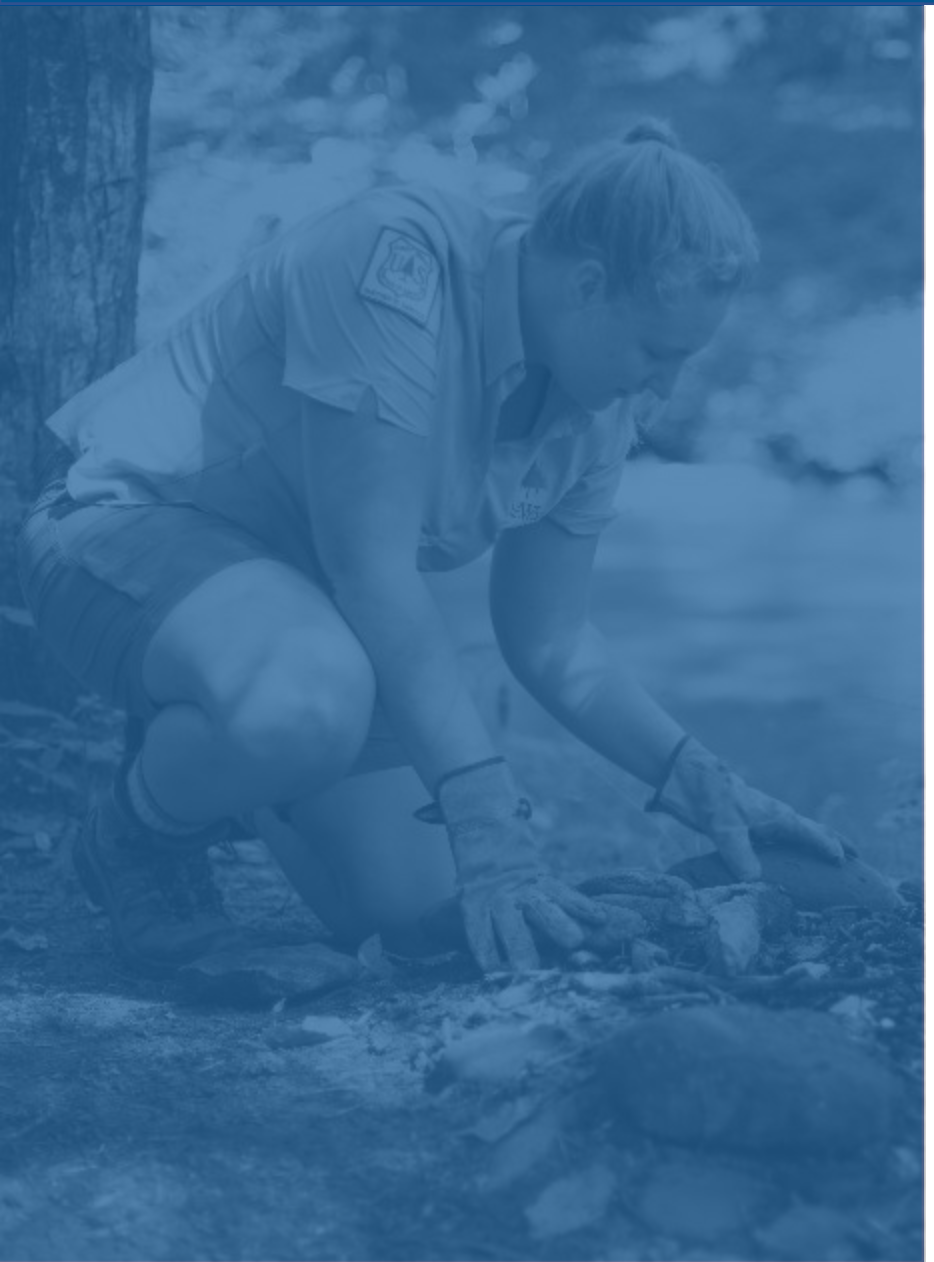
RAP Cooperator Agreement



What are cooperator agreement requirements?

- Requires a minimum **25 percent match** which can be met in full with cash, non-cash, and in-kind contributions
- Selection as a RAP cooperator does not guarantee funding and is limited to a period of up to five years

Evaluation Criteria



What are the process and criteria for proposal review?

- First Level Screening for Basic Eligibility
  - Completed proposal includes required documents and as per formatting guidelines
  - Proposals demonstrates prior experience with workforce development, engagement, and diversity outreach
  - Must identify national and/or regional interest
- Second Level Evaluation -- Merit Review Evaluation (Appendix B)
  - Compliance/alignment with evaluation criteria in proposal narrative of application

Evaluation Criteria



What are the process and criteria for proposal review?

SF 424	SF-424, Application for Federal Assistance
SF 424B	SF424B, Assurances (Non-Construction Programs)
AD-1047	Certification Regarding Debarment, Suspension Form
FS 1500-35	FS 1500-35, Certification Regarding Lobbying
Proposal narrative submitted as an attachment in one .pdf document to include:	Statement of Interest Visual flowchart Components 1-6 (Required) Component 7 (Optional) Copy of IRS status determination letter and documentation of indirect cost rate agreement

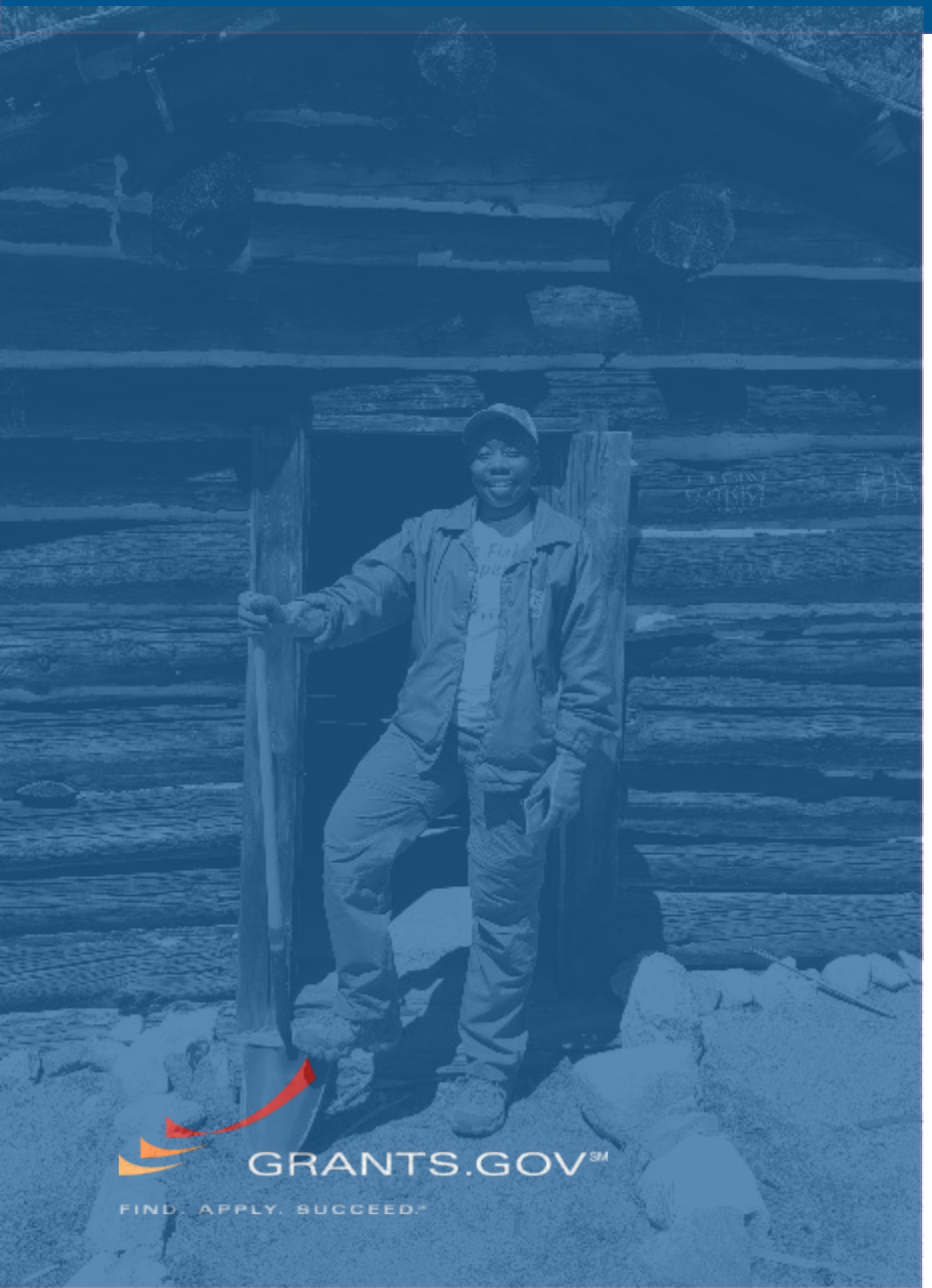
Proposal Components



What are the required proposal components?

- Organizational mission, culture, values
- Diverse recruitment and outreach model and outcomes
- Programmatic and administrative oversight
- Prior experience and accomplishments in workforce development
- Experience working with collaborative teams
- Budget narrative and template with estimated cooperator program and administrative support costs, and indirect cost rate budget template
- Letters of Recommendation (Optional)

Using Grants.gov



How do interested organizations submit a proposal through Grants.gov?

- Obtain a DUNS Number
- Register with SAM
- Create a Grants.gov Account
- Add a Profile to a Grants.gov Account
- EBiz POC Authorized Profile Roles
- Electronic Signature
- More information and tips described in Appendix A

Grants.gov applicants are required to use Workspace to apply online. Package forms must be completed in or downloaded from Workspace.

United States Department of Agriculture

Contact information

Submit your questions to SM.FS.WOVolServ@usda.gov

Subject: U. S. Forest Service Resource Assistants Program National and Regional Level Cooperator Organizations Request for Information (RFI)


USDA
United States Department of Agriculture
Discussion
FOREST SERVICE
DEPARTMENT OF AGRICULTURE