



Forest Service
U.S. DEPARTMENT OF AGRICULTURE



NOTICE OF FUNDING OPPORTUNITY

STATE, PRIVATE, & TRIBAL FORESTRY

**National Urban and Community Forestry
Challenge Cost Share Grant Program:**

Community Tree Resource Utilization

August 2026

Table of Contents

I. BASIC INFORMATION 3

II. APPLICANT ELIGIBILITY 4

III. PROGRAM DESCRIPTION 5

IV. APPLICATION CONTENTS AND FORMAT 8

V. SUBMISSION REQUIREMENTS AND DEADLINES 9

VI. APPLICATION REVIEW 10

VII. AWARD NOTICES 14

VIII. POST-AWARD REQUIREMENTS AND ADMINISTRATION 14

IX. OTHER INFORMATION 15

X. APPENDIX A - BUDGET NARRATIVE EXAMPLE 16

I. BASIC INFORMATION

The Forest Service is a federal agency under the U.S. Department of Agriculture that manages 193 million acres of land of National Forest System land. The agency also provides technical and financial assistance to over 140 million acres of state, private, and tribal lands and comprises the largest forestry research organization in the world. The Forest Service helps people share and enjoy forests while conserving the environment for generations to come.

The mission of the Forest Service is to sustain the health, diversity, and productivity of all the Nation's forests and grasslands to meet the needs of present and future generations. The Forest Service motto, "Caring for the Land and Serving People", captures the spirit of this mission, which we accomplish through these main activities:

- Protection and management of natural resources on lands we manage
- Research on all aspects of forestry, rangeland management, and forest resource utilization
- Community assistance and cooperation with State and local governments, Tribal forestry agencies, forest industries, private landowners, and other partners to help protect and manage non-Federal forest land and associated rangelands and watersheds
- International assistance to formulate policy and coordinate U.S. support for the protection and sound management of the world's forest resources

The Urban and Community Forestry Program was authorized under the **Cooperative Forestry Assistance Act of 1978** (CFAA, as amended). The 1990 Farm Bill within Section 9 of the CFAA established the National Urban and Community Forestry Advisory Council (hereafter, the Council) to advise the Secretary of Agriculture, Forest Service, and other applicable Federal agencies, on urban and community forestry concerns and opportunities. The Council is responsible for defining the grant categories for the National Urban and Community Forestry Challenge Cost Share Grant Program each year.

Executive Summary: The intent of the Challenge Cost Share grant program is to advance solutions to the economic, health, and environmental challenges faced by communities. This year's program focuses on advancing community tree resource utilization, which can reduce waste and create value by turning wood generated from pruning, removals, storm events, and pest or disease outbreaks into useful products. These products may include lumber, slabs, furniture, flooring, biochar, or other materials that strengthen local economies, reduce disposal costs, and improve community resilience.

The program seeks practical, creative, and replicable projects that help communities establish or expand wood-utilization efforts. Competitive proposals will demonstrate how the project supports existing community forestry plans, applies industry-recognized safety and tree-care standards, and delivers clear economic, environmental, or workforce benefits. Projects should outline anticipated wood products, partnerships with professional or industry organizations, and opportunities for job creation, training, or certification.

This program is intended for communities and their partners seeking to improve the management and use of their urban and community forests. Eligible applicants include state, local, and tribal governments, nonprofit organizations, educational institutions, and other community-based partners.

- **Funding Opportunity Title:** 2026 National Urban and Community Forestry Challenge Cost Share Grant Program: Community Tree Resource Utilization
- **Announcement Type:** Annual Grant Announcement
- **Funding Opportunity Number:** USDA-FS-UCF-01-2026

- **Assistance Listing Number:** 10.675 - Urban and Community Forestry Program
- **Funding**
 - **Estimated Total Program Funding:** \$1 million.
 - **Expected Number of Awards:** 3-5, TBD based on the number and quality of applications received, agency priorities, and other applicable considerations.
 - **Individual Award Funding:** Up to \$500,000. The Agency reserves the right to award an applicant less than the funding requested based on funding availability and project eligibility.
- **Key Dates:**
 - **Application Due Date:** October 12, 2026, 5:00 PM Eastern
 - **Materials Release Date:** August 12, 2026
 - **Anticipated Award Date:** December 12, 2026
 - **Expected Time to Process Application and Notify Applicant:** Applications will be confirmed as received. Applicants will be notified of eligibility. Eligible proposals will be forwarded for official review. Depending on the number of proposals received, the full review and award process may take up to six months.

Agency Contact Information: Nancy Stremple, SM.FS.nucfac@usda.gov, Subject Line: 2026 National Urban and Community Forestry Grant application

II. APPLICANT ELIGIBILITY

Eligible Applicants

- **Entity Types:** U.S. State Government (including the District of Columbia), U.S. Territory (or Possession) Government (including freely-associated states), Federally Recognized Indian/Native American/Alaska Native Tribal Government, Interstate Organization, County Government (inclusive of boroughs in Alaska, parishes and other governmental entities with geographic regional control and authority), Nonprofit Organization, Not-for-Profit Organization, Tribal, State, Local, Other Special District Government, Other Local Government Consortium, Regional Organization (Intrastate), or Other Local Government Combination, Municipality or Township government (inclusive of cities, towns, boroughs (except in Alaska), and villages), Indian/Native American/Alaska Native Tribal Government (Other than Federally Recognized)
- **Restrictions:** Federal agencies, non-U.S. citizens/organizations/businesses, private businesses, and individuals are not eligible to apply.
- **Disqualifying Criteria:** Applicants that do not meet the eligibility definition will be deemed ineligible and removed from competition without further consideration.
- **Funding Restrictions Affecting Eligibility:** Applicants that do not include cost-sharing at time of application will be deemed ineligible and removed from competition without further consideration.
- **Factors Disqualifying an Application:** Applications submitted without an active SAM.gov registration at time of application will not be considered.
- **Limit on Allowable Application Submissions:** There are no limits on the number of applications an applicant may submit to this opportunity.

Cost Sharing

- **Required Cost Sharing:** Cost sharing is required for all proposals. Failure to include cost-sharing at time of application will make the application ineligible.
- **Cost Sharing Calculations:** All applicants must demonstrate a 1:1 match of federal funds to non-federal funds, which may be in the form of cash, services, or in-kind contributions. For example, if the requested Federal amount is \$100,000, the applicant match must be at least \$100,000.
 - Applicants may request reimbursement for indirect costs using an established Negotiated Indirect Cost Rate Agreement (NICRA) or the de minimis rate of 15% of Modified Total Direct Costs (MTDC) per [2 CFR 200.414\(f\)](#).
 - MTDC are calculated as defined in [2 CFR 200.1](#) “Modified Total Direct Cost (MTDC)”.
 - If applying using a NICRA, include the NICRA letter as an Appendix to the application. Under the NICRA, waived indirect costs may be used to satisfy the 1:1 match requirement.
- **Cost Sharing Restrictions:** Match contributions must consist solely of eligible and allowable costs and must comply with the cost-sharing requirements outlined in [2 CFR 200.306](#).
- **Cost Sharing Commitment Requirements:** Cost share contributions must be verifiable in the non-Federal entity’s records.

III. PROGRAM DESCRIPTION

- **Funding Purpose:** The intent of the National Urban and Community Forestry Challenge Cost Share Grant Program is to advance solutions to the economic, health, and environmental challenges faced by communities. All funded work will support USDA and Forest Service priorities.
- **Funding Priorities:** FY26 funding will address Community Tree Resource Utilization. Waste reduction and product creation through the economic use of community tree resources at the end of their life cycle. Whether generated through pruning or removal, community wood “waste” can be turned into useful products that benefit the community, its economy, and its environment.
- **Program Goals and Objectives:** Community forests and trees across small towns and cities enhance people’s lives in the places where they live, work, and play. These natural resources, whether on public or private property, support economic vitality, strengthen community resilience, and provide multiple health benefits. Healthy urban and community forests are green infrastructure and vital components of the Nation’s forests. Proper forest management and planning in communities creates jobs and business opportunities, reduces flooding, tempers extreme temperatures, mitigates risk from wildfires, and improves air quality. These forests also improve the physical and mental well-being of residents by providing recreational opportunities and relaxing spaces in parks and community gardens.
- **Award Goals and Objectives:** Successful projects will advance [Forest Service Priorities and Deliver Results for America’s Forests](#), specifically:
 - Prioritizing safety in every action we take
 - Protecting communities and natural resources from wildfire
 - Actively managing forests for health and productivity
 - Unleashing American energy and resource potential

- Supporting disaster recovery

Successful projects will:

- Improve urban and community forest management, maintenance, and arboricultural practices.
- Develop comprehensive programs, policies, and resources for enhancing community and urban forestry stewardship.
- Promote better use of technology and tools in urban forestry.

- **Expected Achievements:** The Council is seeking creative, comprehensive, and innovative proposals to assist communities in initiating or enhancing wood utilization programs. Community wood utilization keeps trees and woody debris out of landfills, reduces disposal costs burdening municipalities and private business, and creates efficient pathways to deal with debris from severe weather events and mass removals from insect and disease outbreaks. Community tree resource utilization can provide valuable wood products (dimensional lumber, wood slabs, furniture, cabinetry, flooring, etc.), workforce development opportunities, and competitive local jobs.

Proposals should complement existing community forestry management plans and programs to create comprehensive, full-cycle outcomes. All proposals will be evaluated on their merit to address innovative and sustainable community tree resource utilization. Key factors to be considered include, but are not limited to:

- Application of current tree care, nursery, and safety standards and procedures including those of the [Tree Care Industry Association \(TCIA\)](#) and [American National Standards Institute \(ANSI\)](#).
- Specification of the community tree resource utilization products to be produced/explored for economic viability.
- Identification of existing community forestry management plans, programs, and/or networks that would be supported by and would facilitate new or expanded community tree resource utilization.
- Creation of employment, business, training, and/or certification opportunities.
- Clear articulation of program components, guidance, applicable technologies, and business planning resources for other communities to start their own programs.
- Collaboration with professional organizations for expert guidance that enhances the technical quality, feasibility, and effectiveness of the proposed project (e.g., professional societies, tree care industry, tree nursery industry, utility organizations, landscape architects, universities).
- **Required Indicators and Targets:** Projects must report on the following quantitative performance indicators (as required under Reporting). These metrics reflect Administration priorities for active forest management, partnerships, and community benefits.
 - Community Wood Utilization Impact
 - Tons of wood diverted from waste streams (Target example: ≥ 500 tons)
 - Volume of wood products produced (Target example: $\geq 200,000$ board feet)
 - Estimated value added from products (Target example: $\geq \$750,000$)
 - Workforce Development Outcomes
 - Number of individuals trained (Target example: ≥ 120 trainees)

- Number of industry-recognized certifications earned (Target example: ≥ 80 certifications)
 - Number of jobs created or retained (Target example: ≥ 60 jobs)
- Operational and Market Improvements
 - Increase in processing capacity (Target example: $\geq 40\%$ increase)
 - Number of recurring buyers or customers for wood products (Target example: ≥ 25 buyers)
 - Documented energy production or cost savings (Target example: $\geq \$50,000$ in savings)
- **Baseline Data Requirements:** Applicants must document baseline conditions in their project narrative, to the extent possible. Baseline data may include:
 - Current volume of community trees/woody debris disposed of annually
 - Existing processing capacity (e.g., milling capacity, staff, equipment access)
 - Existing workforce training programs or credentials available
 - Current markets, buyers, or use cases for wood products
 - Existing municipal or community forestry utilization practices

If an indicator does not have a measurable baseline, applicants must explain why baseline data is not available.

- **Data Collection and Reporting Requirements:** Recipients must collect, maintain, and report performance data using reliable methods appropriate to their project scope. Required reporting includes:
 - Semi-annual performance progress reports.
 - Quantitative data for all applicable indicators identified above.
 - Narrative descriptions explaining progress toward goals, challenges encountered, and corrective actions.
 - Justification for any indicators that are not applicable or for which data cannot be collected.

Data sources may include but are not limited to:

- Weigh tickets, load counts, or mill production reports
 - Training rosters, certification records, employment statistics
 - Financial records (sales, revenue, cost savings)
 - Engineering or operational capacity assessments
 - Community forestry management plans or existing inventories
- **Unallowable Costs:** Proposals may only include activities and costs that fall within Urban and Community Forestry Program Authorities as defined by the [Cooperative Forestry Assistance Act](#). The following are not allowable costs and activities:
 - Construction or improvements of buildings, roads, or alterations to building space or other facilities.

- Purchase of equipment as defined in [2 CFR 200.1](#) “Equipment”.
- Expenses for self-marketing or self-promotion unrelated to the funded project (e.g., company brochures, business cards, display materials, web sites).
- Any Federal activities in the project previously funded by or matched by funds from the Forest Service.
- If claiming de minimis for cost sharing purposes waived indirect cost as match is not allowable.
- **Beneficiaries or Program Participants Eligibility:** There are no specific eligibility criteria for beneficiaries or program participants other than Federal award recipients.
- **Program Citations for Authorizing Statutes:** The grants and agreements awarded under this announcement support Section 9 of the [Cooperative Forestry Assistance Act of 1978](#) [16 U.S.C. 2105] Urban and Community Forestry Assistance (f)(g) as amended

IV. APPLICATION CONTENTS AND FORMAT

- **Required Contents:** To be considered for funding under this opportunity, an application must contain the following documents: a detailed Project Narrative (10-page limit); a Budget Narrative; grant application forms SF-424 and SF-424A; and letters of partnership (if applicable).
- **Optional Contents:** Extended literature reviews and letters of support **are not required** but may be included in an appendix, which **does not count** towards the Project Narrative’s 10-page limit.
- **Formatting Requirements:** All documents should be formatted to fit on an 8.5 x 11-inch page, with a clearly legible font no smaller than 11-point. Using 10-point font in tables is acceptable.

Each application must include the following sections, which will be evaluated during the review process. Sections 1-7 comprise the Project Narrative and are limited to 10 pages. Section 8 is the Budget Narrative and does not count toward the page limit.

1. **Proposal Description:** Describe how your proposal will advance Community Tree Resource Utilization. Include details regarding scope and timeline, originality and innovation, and applicability to the theme.
2. **Literature Review:** Cite in your narrative any references to facts, other statements of support, and research, and include sources in a literature review document in the appendix. *Limit to 1 page; an extended literature review may be included in an appendix.*
3. **Product:** Provide a detailed description of the project activities and deliverables and identify the recipients/stakeholders and their communities. Demonstrate how the proposed tree resource utilization activities reflect genuine community support and need, showing that the project arises from community priorities, incorporates community input, and is recognized by residents as beneficial. Identify any continual training and job creation needs. Explain and demonstrate how deliverables will be successfully integrated into existing community forest management plans.
4. **Collaboration:** Explain how you intend to partner with other stakeholder organizations, agencies, businesses, community members, or institutions to maximize project impact and effectively engage key audiences. *Limit to 2 pages; Include letters of partnership demonstrating that each identified partner is aware of their involvement and has agreed to their role in the project. Letters of partnership do not have a page limit.*
5. **National Distribution/Scalability:** Explain the project’s comprehensive plan for national

level distribution and networking of the final product or outcome. The plan must describe how the project's information, tools, or results will be shared and made accessible across multiple regions of the country, and how the distribution strategy will effectively reach the focus audience nationwide.

6. **Project Evaluation:** Identify any additional criteria and metrics, beyond the required indicators and targets outlined in Section III, that will be used to track and evaluate the project's success during the period of performance and after completion.
 7. **Experience/Personnel/Adequacy of Resources:** Provide a brief, focused description of the expertise and resources directly relevant to this project. Only include information that demonstrates each team members qualifications in community tree resource utilization and experience working with communities. Do not include CVs, resumes, or any unrelated background information. The description must clearly demonstrate that all proposed personnel have the skills and experience necessary to successfully carry out the project. *Limit to 2 pages.*
 8. **Budget Narrative:** Provide a budget narrative including cost classification, total costs, federal costs, and match (example in Appendix A). Upload as a separate document.
- **Requirements After Notice of Intent:** The Forest Service may have responsibility to comply with the National Environmental Policy Act (NEPA) of 1969, 42 U.S.C. § 4321 et seq., and the USDA NEPA regulations at 7 CFR part 1b. If NEPA review is required, the awardee may not initiate any activity under this federal award (except NEPA support activities) until any NEPA review, if required, has been completed and documented by the Forest Service.

V. SUBMISSION REQUIREMENTS AND DEADLINES

Address to Request Application Package

- Application Materials: Access application materials via www.grants.gov. Click on the "Search Grants" tab and enter the Funding Opportunity number or Assistance Listing number and click the search button.
 - Funding Opportunity Number: USDA-FS-UCF-01-2026
 - Assistance Listing: 10.675 - Urban and Community Forestry Program
- A paper copy of this Notice of Funding Opportunity can be provided upon request by emailing Nancy Stremple, SM.FS.nucfac@usda.gov, Subject Line: 2026 National Urban and Community Forestry Grant application.

Unique Entity Identifier and System for Award Management (SAM.gov)

- **Each applicant must:**
 - Register in SAM.gov before applying.
 - Provide a valid Unique Entity Identifier (UEI) from SAM.gov in its application.
 - Continue to maintain an active registration in SAM.gov with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal agency.
- **Helpful resources:**
 - New registration: <https://sam.gov/entity-registration>
 - Self-help: <https://sam.gov/help>

- Registration video: https://www.youtube.com/watch?v=ZJju__0bNCY&t=63s
- Frequently Asked Questions: <https://www.grants.gov/applicants/applicant-faqs>
- For assistance related to Grants.gov registration and accessing the forms, contact the Grants.gov helpdesk at 1-800-518-4726 or support@grants.gov.

Submission Instructions

- **Actions Prior to Applying:** There are no required registrations or submission systems beyond Grants.gov and SAM.gov.
- **Application Submission Methods:**
 - 1) Submit an electronic application via Grants.gov (preferred); or,
 - 2) Submit a hardcopy to the following address:
Nancy Stremple
USDA Forest Service
201 14th Street SW
Washington, DC 20250
Re: Urban and Community Forestry Challenge Cost Share Grant Program Application
- **Other Required Documents:** The submission of pre-applications, letters of intent, or similar third-party information prior to application, is not required.
- **Submission Alternatives:** If you experience system problems, please reach out to:
 - SAM.gov: <https://sam.gov/help>
 - Grants.gov: 1-800-518-4726 or support@grants.gov

Submission Dates and Times

- **Full Application Deadline:** All applications must be completed and submitted by October 12, 2026, 5:00 PM Eastern.

Intergovernmental Review

- **Intergovernmental Review of Federal Programs:** This funding opportunity is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

Program Contacts: For program information contact Nancy Stremple, National Urban and Community Forestry Specialist at SM.FS.nucfac@usda.gov.

VI. APPLICATION REVIEW

Responsiveness Review

- **Responsiveness Review Process:** All submissions will be screened for completion, adherence to application requirements, alignment with program goals, and compliance with USDA Forest Service policies before advancing in the review process. Applicants will receive notice of disqualification if any of the factors below are met.
- **Disqualifying Criteria:**
 - Applicants that do not meet the eligibility definition in Section II.
 - Applicants that do not include 1:1 cost-sharing at time of application.
 - Applications submitted without an active SAM.gov registration at time of application.

- Applications that do not address the grant program focus on Community Tree Resource Utilization.

Review Criteria

- **Criteria:** The documents described in Section IV: Application Contents and Format will be reviewed to determine adherence to the following criteria:

1. Proposal Description (0 to 20 points)

- Does the project clearly address needs and identify opportunities for utilization, training, product development, and job creation?
- How does the project increase use of community tree resources?
- To what extent does the project demonstrate innovation? Innovation will be evaluated uniformly using the following criteria:
 - Whether the project introduces a new or significantly improved method, technology, partnership, or operational approach for community tree resource utilization.
 - Whether the innovative component addresses a demonstrated gap or problem.
 - Whether the innovative element is feasible, clearly described, and supported by evidence or experience.
 - The potential for the innovative approach to produce measurable benefits or efficiencies (e.g., higher recovery rates, reduced costs, expanded workforce outcomes).
- How will the project's findings, results, and lessons learned be applied and communicated to address identified issues and support improvements in community tree resource utilization?
- How does the proposed approach build upon, expand, or improve existing community tree resource utilization programs?
- How does the proposal integrate utilization into existing or planned community forest management plans?
- Does the project identify barriers to success and explain how those barriers affecting tree resource use will be addressed?

2. Literature Review (0 to 5 points)

- Is the proposed approach based on current research, lessons learned, and known examples of successful programs?

3. Product (0 to 15 points)

- Does the project include the creation of new protocols or adaptation of successful ones from other industries to establish sustainable and efficient tree resource utilization practices and programs?
- How will the project serve communities with their overall tree planning, planting, and management efforts?

4. Collaboration (0 to 15 points)

- What partners were engaged in the development of the proposal and will be

involved in the project?

- Will there be interagency or interdepartmental collaboration at the local level? Community engagement?

5. National Distribution / Scalability (0 to 10 Points)

- Is the project clearly relevant to other communities and does it create information, tools, and/or processes that can be implemented directly in or adapted to other locations?
- Does the proposal describe how and where products will be applied in different regions of the country and what impact they will have on reducing wood waste from landfills, dumping, or open burning?
- Does the proposal demonstrate that the project model, methods, or tools can be scaled in size or replicated by communities with different capacities, resources, or needs?

6. Project Evaluation (0 to 10 points)

- Does the proposal clearly define success and identify metrics and indicators to measure progress?
- Do the proposed evaluation methods articulate how Forest Service and priorities are being advanced?

7. Experience/Personnel/Adequacy of Resources (0 to 15 points)

- Does the project team demonstrate the necessary experience and capabilities to carry out the proposed work?
- Reviewers will look for:
 - Clear descriptions of each team member's role on the project and the specific skills or experience that prepare them to perform that role.
 - Direct evidence of prior experience with community tree resource utilization, wood processing, community engagement, or comparable technical areas.
 - Examples of similar projects successfully completed by the team or organization (provided briefly in narrative form).
 - Evidence that staffing levels, time commitments, and technical resources are sufficient for the scope of work.

8. Budget Narrative (0 to 10 points)

- Are all project costs clearly defined, justified, and directly tied to the proposed activities and deliverables?
- Does the budget demonstrate cost-efficiency, including:
 - Use of resources in a way that maximizes outputs relative to costs.
 - Appropriate balance between personnel, contractual services, supplies, and other costs.
 - Avoidance of unnecessary or inflated expenses.
 - Evidence that the project design reflects thoughtful, efficient use of

federal funds.

- Does the budget align logically with the work plan and timeline, showing adequate but not excessive resources for each task?
- Does the project demonstrate meaningful local investment (cash, in-kind, partnerships, or leveraged resources) that supports long-term project sustainability beyond the end of Federal funding? Reviewers will consider:
 - Whether match or additional non-Federal resources strengthen the likelihood of project continuity.
 - Whether community partners, local governments, or industry contribute labor, equipment, facilities, or other support.
 - Whether the budget reflects durable benefits that remain after the award period.

Cost Sharing: Proposals that do not meet the 1:1 match requirement will be determined to be ineligible.

Application Reviewers

- **Reviewers:** USDA Forest Service and State agency staff, subject matter experts, and Council representatives with backgrounds and expertise in areas relevant to the program (urban and community forestry, wood utilization, etc.).
- **Reviewer Process:** To ensure the application review process is transparent and fair, the Forest Service will establish a national review panel consisting of the individuals described above. The panel will assign scores out of a maximum of 100 points based on the review criteria.

Review and Selection Process

- Applications will undergo a preliminary review to ensure eligibility and verify that all requirements are met.
- The national review panel will review, score, and rank all eligible applications using the Review Criteria stated above.
- The highest-ranking proposals will be forwarded to the appropriate State Forester and simultaneously to the full Council for recommendation.
- In accordance with 16 U.S.C. § 2105(f) and (g), each State Forester or equivalent State official may make recommendations to the Secretary for awards under the program for project proposals in their State that meet the program criteria. The program criteria have been developed in consultation with the Council.
- Consistent with 2 CFR 415.1(c), the Forest Service will consider the recommendations from both the State Forester and the Council when making final decisions on grant awards.

Risk Review

- **Risk Review Factors:** In accordance with 2 CFR 200.206, before any funding is awarded, the Forest Service will conduct a risk assessment considering the applicant's financial stability, history of performance, audit reports and findings, and ability to implement the project and meet award requirements.
- **(If applicable) When Award Exceeds Simplified Acquisition Threshold:**
 - Prior to awarding a total amount of Federal share greater than the simplified acquisition threshold (currently \$350,000), the Federal agency must review and consider any applicant information in the responsibility/qualification records available in SAM.gov

(see 41 U.S.C. 2313).

- An applicant can review and comment on any information in the responsibility/qualification records available in SAM.gov.
- Before making decisions in the risk review required by 2 CFR 200.206, the Federal agency will consider any applicant comments along with information available in the responsibility/qualification records in SAM.gov

VII. AWARD NOTICES

- **Award Notification:** The Forest Service will notify all successful applicants via email regarding their selection for funding. A notification of project selection is not an authorization to begin expending funds or documenting project performance. The Federal award is the sole authorizing document.
 - **General Terms and Conditions:** If a proposal is recommended for funding, Forest Service program staff will contact the applicant to complete pre-award documents in alignment with [Forest Service](#) and [USDA General Terms and Conditions for Federal Financial Assistance](#). Applicants are strongly encouraged to review these terms and conditions and must complete the following required forms:
 - FS 1500-22 Financial Capability or FS 1500-22B Financial Capability (States)
 - FS-1700-0006A Civil Rights Form
 - SF424 Application for Federal Assistance
 - SF424A Budget Information

Once all required documents have been completed by the applicant, the FS-1500-0100 form will be issued, signed by the applicant first, and then signed by the Forest Service's Signatory Official. Once both parties have signed the FS-1500-0100 form the awardee may then proceed with work.

- **Pre-Award Costs:** Project costs or expenses incurred prior to the award execution date are not reimbursable with Forest Service funds and cannot be counted toward the required match unless they are explicitly authorized as pre-award costs. If pre-award costs are allowed, beginning performance is at the applicant's own risk.
- **Federal Award:** The notice of Federal award signed by the Signatory Official, or equivalent, is the official document that obligates funds.
- **Notifications to Applicants Not Awarded:** The Forest Service will notify all unsuccessful applicants via email within one month of the award announcement. Each notification will include the review panel's comments to support applicants in strengthening future grant proposals.

VIII. POST-AWARD REQUIREMENTS AND ADMINISTRATION

- **Administrative and National Policy Requirements:** The [USDA General Terms and Conditions for Federal Awards](#) and the [Forest Service Federal Financial Assistance General Terms and Conditions](#) apply to awards issued pursuant to this Notice of Funding Opportunity.
- **Reporting:**
 - **Reporting Type:** Financial and Narrative
 - Interim financial reports (SF-425)

- In addition to a narrative description of project accomplishments, progress reports must address the following quantitative performance measures that meet Administration priorities of active forest management and partnerships and cooperative federalism.
 - Community wood utilization impact: Tons of wood diverted, wood products produced, and total value added (e.g., ≥500 tons diverted, ≥200,000 board feet produced, ≥\$750k value added)
 - Workforce development outcomes: Number of trainees, certifications earned, and jobs created or retained (e.g., ≥120 trainees, ≥80 certifications, ≥60 total jobs)
 - Operational and market improvements: Increased processing capacity, number of recurring wood product buyers, and energy production or cost savings (e.g., ≥40% capacity increase, ≥25 buyers, ≥\$50k energy savings)
- For any information that is not available/applicable, progress reports should note why this information is not present.
 - **Reporting Frequency:** Semi-annual
 - **Reporting Submission:** Electronic
 - **References:** 2 CFR 200.301 and 200.329
 - **Awards Exceeding \$500,000:** If the Federal share of the award exceeds \$500,000 over the period of performance, post-award reporting requirements in 2 CFR 200 Appendix XII may apply.
- **Grant Award Requirements**
 - Once an application is selected, the applicant must work with the Forest Service to successfully execute an award agreement to receive and begin spending funding.
 - Funding will be obligated to the recipient through a Grant adhering to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 CFR part 200](#)) and the Department of Agriculture's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter IV).
 - All award activities will be completed within three (3) years and may be completed in fewer than three years. Awards may be extended an additional two (2) years with prior Forest Service approval. Funding agreements will not be extended beyond 5 years.

IX. OTHER INFORMATION

Resources

- [Forest Service Urban and Community Forestry Program Website](#)

X. APPENDIX A - BUDGET NARRATIVE EXAMPLE

The Budget Narrative provides more detail than the required forms by explaining all costs associated with implementing the proposal narrative, both federal funds requested and funds/costs proposed as match. All costs described in the Budget Narrative must match those included in the SF424 and SF424A. The following is an example, but not a required format.

Estimated Project Costs			
Cost Classification	Total Cost	Urban and Community Forestry Cost (Federal)	Non-Federal Cost (Match)
Personnel	\$30,000.00	\$20,000.00	\$10,000.00
Fringe Benefits	\$9,000.00	\$9,000.00	\$0.00
Travel	\$14,400.00	\$6,000.00	\$8,400.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$7,000.00	\$0.00	\$7,000.00
Contractual	\$20,000.00	\$17,000.00	\$3,000.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$25,000.00	\$0.00	\$25,000.00
MTDC	\$105,400.00	\$52,000.00	\$53,400.00
Indirect 15%	\$15,810.00	\$8,000.00	\$7,810.00
Total Project Cost	\$121,210.00	\$60,000.00	\$61,210.00

Personnel: \$30,000

- Staff 1 @ \$50 / hr x 400 hrs = \$20,000
- Staff 2 @ \$25 / hr x 400 hrs = \$10,000

Fringe benefits: Calculated at 30% on all personnel costs = \$9,000

Travel for project monitoring and engagement: \$14,400

- 2 people x 6 trips at \$1,200 / trip = \$14,400

Supplies (Project specific outreach and informational materials): \$ 7,000

Contract for workforce training vendor: \$20,000

Other:

- Workforce training stipends for 10 people x 10 classes each = \$20,000
- Community microgrants x 5 @ \$1,000 = \$5,000

Indirect Cost: Calculated at 15% of Modified Total Direct Cost (MTDC)

- Federal share of indirect cost = \$8,000, non-federal indirect cost match = \$7,810