



# WOOD INNOVATIONS FUNDING OPPORTUNITY

Reference Public Law 115-334 Sec. 9013, 117-58 Div. J. Title VI, 117-169 Sec. 23002, and  
7 U.S.C. Sec. 8112

FS-1500-0050 (REV. 08/2025)  
OMB #: 0596-0256  
OMB Exp. Date: 06/30/2027

## Cover Page for Part 1: Cooperator Contact Information

Ensure that your organization is registered with the System for Award Management (SAM), which is located at <https://sam.gov/>. DO NOT go through a third party that may charge for registration. There is no charge for registering at [SAM.gov](https://sam.gov/). This process may take time, so please **register immediately**.

1. Project Title:
2. Project Type (choose one):  Wood Products  Wood Energy
3. Project Cost & Cooperator Funding
  - A. Cooperator Funding (Amount of matching funds):
  - B. Requested Forest Service Funding:
  - C. Cooperator Funding as a Percentage of Requested Forest Service Funding ( $A \div B \times 100$ ):
  - D. Total Project Cost (A + B):

4. Contact Information

Financial Agreement Applicant (*Responsible official for the financial administration of the project*)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Street Address/P.O. Box: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Project Contact (*Responsible for management/coordination of project*)

If listed above, check box

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Street Address/P.O. Box: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Part 1: Narrative, including Budget Tables and Justification****A. Basic Project Information**Project Title: 

Project Length:  Typical award is for 2-3 years (*projects of greater complexity may be awarded for a longer period, not to exceed 5 years*).

Project Abstract: Provide a brief description of the project. If funded, the abstract will be posted on the Wood Innovations website. Be concise and clear. (*This field accommodates up to 1,625 characters and spaces.*)

**B. Project Goals and Objectives** *(This field accommodates up to 5,000 characters with spaces.)*  
Review program instructions and Notice of Funding Opportunity for more information.

**C. Project Description** *(This field accommodates up to 5,000 characters with spaces.)*

Review program instructions and Notice of Funding Opportunity for more information.

**D. Project Impact** *(This field accommodates up to 5,000 characters with spaces.)*

Review program instructions and Notice of Funding Opportunity for more information.

**E. Qualifications of Team and Partners** *(This field accommodates up to 5,000 characters with spaces.)*  
Review program instructions and Notice of Funding Opportunity for more information.

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**F. Annual Progress Reports and Final Reports** *(This field accommodates up to 5,000 characters with spaces.)*

Review program instructions and Notice of Funding Opportunity for more information.

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## G. Budget Tables and Justification in Support of SF-424A

Please complete the following two budget tables. The budget should support the narrative statements and reflect projected costs. Address proposed expenditures in relation to the proposed project description. Include cash and in-kind match, other Federal funds, and staff time that may help accomplish the project.

**Applicants must contribute at least 100% of the Forest Service requested funds.** For every \$1 of Federal funding requested, applicants must provide at least \$1 in match. For example, if the requested Federal amount is \$100,000, the applicant match must be at least \$100,000. The applicant's match must come from non-Federal sources. The match may include cash or in-kind contributions. All matching funds must be directly related to the proposed project.

**Applicants must submit letters of support from third-party organizations confirming the amount of cash or in-kind services to be provided, up to the minimum required match. The match needs to be provided within the agreement timeframe.**

**Note:** Applicants should be aware that **the purchase of equipment with Forest Service funds creates a federal interest in the equipment.** The successful applicant will be required to complete additional paperwork before and after receiving Forest Service funds for the purchase and is subject to the regulations at [2 CFR § 200.310](#), [200.313](#), and [200.316](#). These 2 CFR § 200 regulations are available at: [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

**The purchase of equipment with cooperator matching funds does not create a federal interest in the equipment.**

**Projects must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States pursuant to [2 CFR § 200.322](#).**

### Instructions for the Budget Table:

- Lines 1-8: Enter the dollar amount for each item.
- Line 4: Only stationary equipment is eligible for Forest Service grant funds.
- Line 9: Sum of 1 – 8.
- Line 10: Costs not directly attributable to accomplishing the project, such as overhead or indirect costs.
- Line 11: Sum of 9 and 10.
- Line 12: Use the total in Line 11, Column III to determine the percentage of each share.

**1. Budget Table**

Categories	I. Forest Service	II. Cooperator's	III. Total
1. Personnel			
2. Fringe benefits			
3. Travel			
4. Equipment			
5. Supplies/Materials			
6. Contractual (identify below)			
7. Construction	N/A	N/A	N/A
8. Other (identify below)			
9. Direct charges			
10. Indirect charges			
11. Total			
12. Percentage of Total			

**2. Cooperator (Matching) Contributions Table**

Instructions for the Cooperator Contributions Table. Identify the value of *matching contributions to satisfy the minimum*, which must equal **at least 100% of the Forest Service requested funds**. Please value in-kind contributions and materials at reasonable and acceptable rates.

Cooperator Name	Cash	Materials	In-Kind Services	Total
<b>Totals</b>				

**Please provide more specific details on how Forest Service funding and Cooperator match funding will be used for each of the following budget categories:**

**Category 1. Personnel (2 CFR § 200.430):** This is the actual estimated salary cost paid and may or may not include fringe benefits. Show job titles or positions and estimated days or hours and the estimated cost per day or hour. *(This field accommodates up to 4,700 characters and spaces.)*

**Category 2. Fringe Benefits:** Fringe is generally expressed as a percentage of the salary cost. Provide the rate and total estimated cost. *(This field accommodates up to 1,625 characters and spaces.)*

**Category 3. Travel:** Show anticipated trips, number of travelers, locations, and an estimated cost per trip. *(This field accommodates up to 1,625 characters and spaces.)*

**Category 4. Equipment:** Identify all equipment being funded. Provide any documentation of equipment costs in Appendices. Both Forest Service and Cooperator Share can only be for stationary not mobile equipment. *(This field accommodates up to 5,000 characters and spaces.)*

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**Category 5. Supplies/Materials:** Provide an estimate of the supplies and materials that may be purchased for the project. *(This field accommodates up to 5,000 characters and spaces.)*

**Category 6. Contractual:** List out any estimated costs with a description of work for each anticipated contract or subaward. *(This field accommodates up to 5,000 characters and spaces.)*

**Category 7: Construction:** Construction will not be funded or considered as eligible match under this funding opportunity.

**Category 8. Other:** Any costs under this category must be itemized with a description and an estimated cost. *(This field accommodates up to 1,625 characters and spaces.)*

### PAPERWORK REDUCTION ACT STATEMENT

According to the Paperwork Reduction Act of 1995, a Federal agency may not conduct or sponsor, and a person is not required to respond to, an information collection request unless it displays a valid Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection request is 0596-0256. Response to this information collection request is mandatory to obtain or retain benefits. The authority for this information collection request is the Infrastructure Investment and Jobs Act (Pub. Law 117-58). The time required to complete this information collection request is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, collecting and maintaining the data needed, and completing and reviewing the information collection request. Send comments regarding this burden estimate or any other aspect of this information collection request, including suggestions for reducing the burden, to USDA Forest Service Information Collections Officer, SM.FS.InfoCollect@usda.gov, with OMB control number 0596-0256 in the subject line.

### NONDISCRIMINATION STATEMENT

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