



Eastern Region State, Private, and Tribal Forestry Fiscal Year (FY) 2024 Landscape Scale Restoration Competitive Process Request for Applications Instructions

Disclaimer: The Federal Government's obligation under this program is contingent upon the availability of funds.

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Submission Dates for FY 2024

- All applications submitted, except those by Tribes, must have a State Forester sponsor. For applications developed by collaborators with State forestry agencies: Submit a draft of your project narrative and budget spreadsheet to the relevant State Forester(s) by COB **October 5, 2023**. The State Forester sponsor(s) must submit their support letter to the applicant in time for the applicant to upload to Grants.gov by 6 p.m. EST, **November 30, 2023**.
- **Submit all applications through [Grants.gov opportunity USDA-FS-2024-LSR-Northeast-Midwest](#) by 6 p.m. EST, November 30, 2023.** See [Appendix I](#) for Grants.gov instructions.

Purpose of the Landscape Scale Restoration Competitive Process

The State, Private, and Tribal Forestry (SPTF) Landscape Scale Restoration (LSR) Program purpose is: “To encourage collaborative, science-based restoration of priority forest landscapes.”¹ As noted in the [Landscape Scale Restoration Manual \(FSM 3800\)](#), this competitive grant program supports “high impact projects that lead to measurable outcomes on the landscape, leverage public and private resources, and further priorities identified in each [State Forest Action Plan](#) or equivalent restoration strategy.”² The project scale must be the most appropriate size based on the land ownerships and desired outcomes for the landscape, and may result in single, multistate, or cross-regional implementation.

¹ The LSR program is authorized by the [Cooperative Forestry Assistance Act](#).

² The proposed Forest Service Manual (FSM) 3800 for Landscape Scale Restoration provides national program requirements.

Key Points

- **Who Can Apply:** State forestry or an equivalent State agency, units of local government, [federally recognized Indian Tribes](#) and Tribal organizations, nonprofit organizations, and universities are eligible to submit applications. For-profit entities are not eligible to apply under this competition.
- **State Forester Sponsorship:** All applications submitted, except those submitted by Tribes, must have a State Forester sponsor. Each State Forester may sponsor no more than 5 applications (single, multistate, or cross-regional); however, applications with 11 or more State Forester sponsors and applications submitted by Tribes do not count against this limit of 5 applications per State.
- **On-the-Ground Outcomes on Rural Lands:** Projects must achieve on-the-ground outcomes on rural, nonindustrial private forest land and/or rural Tribal, State, or local government forest land.³ For the purposes of this program, “rural” means any area other than an urbanized area such as a city or town that has a population of greater than 50,000 inhabitants according to the latest census. You may use the [LSR Project Planning Tools: Project Eligibility Tool](#) to confirm if a city or town is rural according to this definition. Note: While projects may include outreach, education, and/or training as a means to achieve project goals, those should not be the sole outcome. For what are considered “on-the-ground” outcomes for LSR, see the [national quantitative accomplishment measures](#). All LSR projects must accomplish at least one of those measures.
- **State Forest Action Plans:** Projects must further the priorities, e.g., goal, strategy, and/or priority landscape, in the 2020 State Forest Action Plan (2017 for Vermont) or equivalent restoration strategy.
- **Benefit to Disadvantaged Communities/People:** Following national program direction, there are slightly revised definitions and resources for the criteria to benefit disadvantaged communities/people. See the [Criteria section](#) for more information.
- **Minimum and Maximum Funding Levels:**
 - The minimum Federal funding per project is \$25,000.
 - The maximum amount of Federal funding awarded to any one State (State cap) or Tribe via this competitive process is 15 percent of the total available. As in past years, for FY 2024, funds available to the Eastern Region are based on the final fiscal year appropriation from Congress for the LSR Program and the funding allocation to the Eastern Region.
 - The maximum Federal funding for a multistate or cross-regional project is \$600,000.
- **Required Matching Funds of 1 to 1:** 1 to 1 match (cash and/or in-kind contributions) must be derived entirely from non-Federal sources. Match must be eligible and allowable and is subject to match provisions in grant regulations ([Code of 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. See the [Matching Funds document](#) for more guidance.
- **Lead Agency or Organization:** All applications must identify the lead agency or organization that will have primary responsibility for coordinating project work and reporting. The lead agency may pass funds to other partners performing work as relevant (this is preferred when funding will go to multiple agencies/ organizations). If funds will go directly from the Forest Service to multiple agencies (not passed through by the lead), for this Request for Applications (RFA) the lead agency must submit a

³ Federal funding and 1 to 1 match will be spent on non-Federal lands that are:

- Nonindustrial private forest land that is rural; has existing tree cover or is suitable for growing trees; and is owned by any private individual, group, association, corporation, or other private legal entity, or an Indian Tribe; and/or
- State forest land that is rural, under State or local governmental ownership, and considered to be non-Federal forest land.

preliminary SF-424 and SF-424A that includes all Federal funds requested and matching contributions (for the whole project) and list each partner in a separate column in the budget spreadsheet. A budget spreadsheet template is available in the grants.gov opportunity, Related Documents tab. If the project is selected for funding, at that time each direct recipient will submit a new SF-424, SF-424A, and narrative for their portion of the project. All direct funds recipients are responsible for fiscal and performance reporting.

- **Grant Timeframes:** Projects will be fully funded to the extent possible once the final Eastern Region SPTF FY 2024 budget is received (ranging from April to July in past years). Projects should be completed within 3 years, i.e., FY 2024 projects awarded in spring or summer of 2024 would be completed by September 30, 2027.
- **For Multistate and Cross-Regional Projects:** Collaborative projects that involve multiple partners must include letters of concurrence from each fiscal partner and all affected State Foresters. Multistate projects remain eligible for funding unless all cooperating States would exceed their individual caps, i.e., the 15 percent State caps can be exceeded in a multistate project if at least one partner State would not exceed its individual cap. This provision removes a previous disincentive to pursue multistate projects.

Maximum Federal funding for a multistate or cross-regional project is \$600,000. Multistate project applications must clearly delineate each State's share in the budget spreadsheet or Project Description (the allocation against each State funding cap need not directly link to contributions by partners).

For cross-regional projects, the relevant Forest Service Regions and Regional State Forester Organizations will coordinate to determine which will review and score the application.

- **Information for Tribes:**⁴
 - According to a recent USDA legal decision, Tribal trust land held both by Tribes and individuals is now eligible for LSR. Tribal land held in fee simple is also eligible. Note: Work on Tribal fee lands still must adhere to all applicable State laws.
 - Federally recognized Tribes and Tribal organizations as defined in the Indian Self-Determination and Education Assistance Act (25 USC 5304) are eligible to submit applications. Tribal organizations require a letter of support from a federally recognized Tribe.
 - There is a separate national LSR Request for Proposals for federally recognized Tribes and Tribal organizations. Information for this Request for Proposals will be posted on the [national LSR web page](#) and in Grants.gov. While Tribes may also apply to this regional RFA, we encourage them to submit applications to the national Request for Proposals specifically for Tribes.
- **Reporting:** In addition to the standard annual grant performance reporting requirements associated with all U.S. Forest Service grants to States and partners, for LSR projects grant recipients are required to provide annual accomplishment reporting through the Landscape Scale Restoration database (LaSR) no later than October 28 each year. This includes spatial data outlining the discrete area(s) where on-the-ground implementation activities occur. Reporting in LaSR requires both Forest Service grant monitors and LSR grant recipients to coordinate in entering project information and publishing the reports each year. 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 with this. The LaSR reports are publicly available at this [LSR interactive web map](#).

⁴ Tribal trust land: The U.S. government holds legal title to *trust land* for the benefit of federally recognized Tribes or individual Tribal members. For more information about Tribal lands, see this [Congressional Research Service In Focus overview](#) of Tribal Lands. Note: Alaska Native Corporations are also eligible; however, this LSR instructions document pertains to projects across the 20 Northeast and Midwest States.

Eligibility

State forestry or an equivalent State agency, units of local government, [federally recognized Indian Tribes](#) and Tribal organizations, nonprofit organizations, and universities are eligible to submit applications. At least one State Forester sponsor is required for each application, except those submitted by Tribes. Nonprofit organizations, universities, and units of local government must submit a draft of the project narrative and budget spreadsheet to the State Forester(s) in the State(s) where the activity will be conducted for their sponsorship. State Forester contact information is available on the [National Association of State Foresters website](#). State Foresters will collaborate with State agriculture agency directors or other organization directors with State forest health program responsibilities.

Federally recognized Tribes and Tribal organizations are encouraged to submit applications to the separate national LSR Request for Proposals for Tribes.

See the [“Preparing an Application” section](#) of this document for more instructions. For-profit organizations are not eligible to submit applications under this competition.

State Forester letters of support are 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 project is expected to generate deliverables within the State.

Each State Forester may sponsor no more than 5 applications (single, multistate, or cross-regional); however, applications with 11 or more State Forester sponsors and applications submitted by federally recognized Tribes do not count against this limit of 5 applications per State.

- **State Forester Endorsement:** This level of support does not count against the five applications per State limit. Use this level of support if there is no significant direct State involvement (State is not a direct recipient, State will not provide match, and work will not generate deliverables in the State).

Eligible Authorities and Project Types for LSR

Allowable Authorities for LSR: The LSR program is authorized in Section 13A of the [Cooperative Forestry Assistance Act \(CFAA\)](#) and also uses the authorities for the following programs in the CFAA:

- Rural Forestry Assistance (CFAA Section 3)
- Forest Stewardship (CFAA Section 5)
- Forest Health Protection (CFAA Section 8)
- Urban and Community Forestry (CFAA Section 9)
- Community and Private Land Fire Assistance (State Fire Assistance) (CFAA Section 10(b)(1) and (2))

In general, the authorities for this RFA may be used singly or in combination.

Ineligible Authorities for LSR: Rural Volunteer Fire Department Assistance, Forest Legacy, Community Forest and Open Space, and Federal Lands Forest Health Management.

Examples of Eligible Projects

- Water quality and watershed health improvement.
- Wildlife habitat improvement.
- Wildfire fuels management projects.
- Demonstration projects that both achieve on-the-ground accomplishments for a specific area and also provide sites for conservation education and tech transfer.
- Community tree planting projects in communities with a population of less than 50,000.⁵

⁵ Conform to [Tree Planting Guidelines](#), which address accepted techniques for tree planting and maintenance. The number of trees to be planted, size of trees, and general description of the planting should be included in the application.

- Strategic outreach efforts to land managers/owners facing threats from urban sprawl, invasive species, and wildfire, and complementary efforts to improve rural prosperity, as long as the project includes on-the-ground outcomes as well.
- Cross-boundary fuels management projects that are adjacent to National Forest System lands.
- Integrated efforts to improve management of nonindustrial private forestlands according to the State’s Forest Action Plan.
- Survey, prioritization, and treatment to control invasive plants in a high-priority landscape.
- Reducing wildfire risk in the wildland-urban interface to protect high-value assets such as drinking water and community infrastructure.
- Prevention and preparedness projects in advance of known invasive pests, with on-the-ground outcomes.
- 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 and must include on-the-ground outcomes.
- Activities that engage the public in forest health work to achieve on-the-ground outcomes.

Important Notes:

- **For projects with forest health activities:** LSR project applications involving invasive plant treatments, insect and disease prevention, detection surveys, eradication, or suppression of insect and disease outbreaks **require** coordination with Forest Service and/or State agency forest health specialists. To start this process, contact the relevant [Eastern Region SPTF Forest Health Program specialist](#) first to discuss technical review and coordination needs for the project. Provide documentation of this review, including who you coordinated with, either in your project narrative or as a separate document. Also see [Appendix II](#). The Eastern Region SPTF Forest Health Program specialists can also assist in determining other appropriate national and cross-regional funding opportunities for forest health activities, such as Early Detection/Rapid Response (EDRR), Evaluation Monitoring, Forest Service Pesticide Impact Assessment Program, and Special Technology Development Projects.
- **If an application involves forest fire hazard mitigation activities:** You are required to attach a completed [National Fire Plan Operations and Reporting System \(NFPORS\) Form](#) to the application package at the time of submission.
- **Fuels management projects adjacent to National Forests** may be eligible for additional funding sources. Please consult with Steve Goldman (steven.goldman@usda.gov or 414-308-7775), Eastern Region SPTF, Deputy Director of Fire and Aviation, prior to submission to ensure all funding opportunities are explored.

Projects Not Eligible under this RFA

- **Activities in cities or towns with greater than 50,000 inhabitants.** Refer to the [LSR Project Planning Tools: Project Eligibility Tool](#).
- **Research:** Basic research as defined in 2CFR 422.1, “Systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind.” Note: Technical transfer, education, and outreach activities associated with applying research can be included in the application. A research entity can be included as a partner and can contribute research as non-match leverage (not funded with the LSR Federal dollars or associated match).
- **Construction and capital improvements**, such as facilities, infrastructure, roads, boardwalks, and culverts.

- **Purchase of fire department equipment**, including fire weather stations and dry fire hydrants.
- **Small business start-up funding.**
- **Cost-share, reimbursement, and other types of payment provided directly to private landowners;** however, LSR funding (and match) may be used to perform work on private lands.
- **Land acquisition projects**, including purchase of conservation easements and fee simple.
- **Revolving loans.**
- While projects may include a component of outreach, education, and/or training as a means to achieve the project objectives, outreach and education should not be the sole outcome.
- *Lymantria dispar* (spongy moth) Slow the Spread (STS) projects. These are determined in cooperation with the STS Foundation.

Note: While Federal funding and 1 to 1 match cannot be used on the above activities, non-match leverage can be used to fund these activities as a part of an LSR project.

Criteria for Landscape Scale Restoration Project Selection (106 points total)

Note: Clearly articulate the methods employed, timelines, and resources needed in the “Project Description” section of the project narrative.

Maps and photos may be uploaded using the Grants.gov Attachment Form.

Clearly and concisely address each of these criteria in the project narrative.

1. Priority Issues and/or Landscapes in the State Forest Action Plan(s) or Equivalent Restoration Strategy (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 the State Forest Action Plan(s) or equivalent restoration strategy.⁶

- Demonstrate focus on a significant issue and/or priority landscape in the respective State Forest Action Plan(s) or equivalent restoration strategy.
- Describe how the project will bring a State or region to a desired future condition, goal, or strategy as articulated in the respective plan(s).

Refer to the [Landscape Scale Conservation Web Map Viewer](#) to learn about multistate priority areas listed in the 2020 State Forest Action Plans.

Note: Most States now have a 2020 State Forest Action Plan (except Vermont, which was revised in 2017). The plans are posted on the [National Association of State Foresters website](#). If you don't see the 2020 plan posted there, contact the relevant [State Forester\(s\)](#) or [Sherri Wormstead](#).

2. Measurable Outcomes (35 points)

- Describe how the project outcomes will result in science-based restoration of priority landscapes.
- Projects shall prioritize funding and other resources toward one or more of the national LSR objectives:
 - Reduce the risk of uncharacteristic wildfires.
 - Improve fish and wildlife habitats, including for threatened and endangered species.
 - Maintain or improve water quality and watershed function.
 - Mitigate invasive species, insect infestation, and disease.
 - Improve important forest ecosystems.

⁶ As specified in the LSR national directive, the following are elements to be considered an equivalent restoration strategy: (1) Complete or substantially complete, (2) For a multiyear period, (3) For non-industrial private forest land or State forest land, (4) Accessible by wood-processing infrastructure, and (5) Based on the best available science.

- Measure ecological and economic benefits, including air quality and soil quality and productivity.
- Each LSR project must accomplish at least one of the on-the-ground national quantitative measures listed on the next page and may include additional specific measurable results that show how the Federal investment will lead to outcomes on the landscape. The measures/metrics should be specific, measurable, achievable, realistic, and timely. A map of the on-the-ground impact area(s) for the project is encouraged (upload to Grants.gov using the Attachments Form).
- Include description of less quantifiable return on investments in the narrative section.
- Describe outcomes in relationship to the proposed budget. In the budget spreadsheet, provide a brief description to justify each budget category requested. Reviewers will assess if outcomes are commensurate with the budget.
- For projects with acres treated for invasive insects, diseases, or plants, coordinate with Forest Service and/or State agency forest health specialists and provide documentation of this review and coordination, either in the project narrative or in a separate document.
- For projects with hazardous fuels reductions and/or prescribed fire, fill out and submit a [National Fire Plan Operations and Reporting System \(NFPORS\) Form](#).

Each LSR project must directly accomplish (during the timeframe of the grant) at least one of these national quantitative measures:

Quantitative Accomplishment	Description
Acres treated to reduce hazardous fuels	Acres treated to reduce or mitigate hazardous fuels including prescribed fire, thinning, and other actions that reduce hazardous fuels and mitigate fire risk.
Acres treated to enhance wildlife habitat	Acres of forest treated to improve wildlife and fish habitat. Threatened and endangered species that will benefit from project activities should be included in the narrative accomplishments.
Miles of riparian forest treated to enhance wildlife habitat	Miles of riparian forest treated to improve wildlife and fish habitat. Threatened and endangered species that will benefit from project activities should be included in the narrative accomplishments.
Acres of trees and seedlings planted to enhance water quality	Acres of trees and seedlings planted to improve water quality including planting to create riparian buffers, floodplain restoration, and other actions that enhance water quality/quantity.
Miles of riparian forest treated to enhance water quality	Miles of riparian forest treated to improve water quality including riparian buffer establishment or maintenance and other actions that enhance water quality. This does not include any structural enhancements or construction (e.g., culverts).
Number of trees, saplings, and/or seedlings planted to enhance water quality	Number of trees, saplings, and/or seedlings planted to improve water quality including riparian buffers, floodplain restoration, and storm water management actions that are non-structural. Specify size of trees planted and describe the plan for tree care to maximize survival.
Acres treated for insects and disease	Acres treated for insects and disease including through chemical, mechanical, and biological actions that improve forest health conditions.
Acres invasive plant/weed management	Infested acres treated for invasive plants including chemical, mechanical, and biological actions that improve forest health conditions. This does not

	include acres surveyed.
Acres under new forest stewardship or other forest management plans	Acres under a new forest management plan. A forest management plan could include a Tribal forest management plan, Forest Stewardship Plan, CAP 106 plan, Tree Farm plan, tax abatement plan, or equivalent state forest, watershed, or landscape plan. If a landscape plan, the plan must focus on discrete/specific geography such as a watershed and is not state-wide.
Number of forest landowners reached through technical assistance	Forest landowners reached through technical assistance in more than one interaction and known to have benefited in some significant and lasting way (e.g., developed or implemented a forest management activity or practice). This does not include a landowner who simply attended a technical or training session without any follow-up or were spoken to only once, such as over the phone, with no follow-up.
Tons of pulpwood or biomass produced (economic benefit)	Tons of pulpwood or biomass produced that contribute to the forest products industry.
Board feet of logs/sawlogs produced (economic benefit)	Board feet of logs/sawlogs produced that contribute to the forest products industry.

3. Collaboration and Integrated Delivery (20 points)

- Identify partners that have demonstrated a commitment and add value toward planning and carrying out the project and describe what these partners will contribute.
- Seek to improve the delivery of public benefits from forest management by coordination with or proximity to complementary State and Federal programs and partnership efforts when possible, e.g., Collaborative Forest Landscape Restoration Program, landscape areas designated for insect and disease treatments under section 602 of the Healthy Forest Restoration Act of 2003, Good Neighbor Authority, National Forest stewardship contracting projects, Natural Resources Conservation Service programs, Shared Stewardship agreements, and relevant State-level programs.
- Describe land ownerships for the project area and cross-boundary goals, which can include a combination of Tribal, State, local government, and private land ownerships, e.g., multiple private landowners, private and State landowners, State and Federal landowners, State and local government, State and Tribal landowners, etc.
- Demonstrate residual positive benefits, as a result of collaboration, related to capacity, skills, knowledge, infrastructure, or a replicable approach, among others.

Note: Collaboration may be qualitative in nature, and the contribution of the partners may be more important than the number of partners involved. Multistate collaboration and integration of projects are encouraged. Refer to the [Landscape Scale Conservation Web Map Viewer](#) to learn about multistate priority areas listed in the 2020 State Forest Action Plans.

4. Leverage (10 points)

Projects should maximize SPTF funding by using it to leverage contributions from both Federal and non-Federal entities. Project applications need to clearly identify the LSR Federal funds requested and the associated non-Federal contributions in the SF-424A and Budget Spreadsheet. Provide details about leveraged contributions, including match from partners and additional non-match leveraged contributions. Note: Collaboration with a for-profit Conservation Finance partner can be a powerful

leverage multiplier, but this requires careful budget segregation to ensure Federal grants are not earning income.

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 will 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 grant. While projects may include a component of outreach, education, and/or training to achieve the project goals, outreach and education should not be the sole outcome.

6. Benefit to Disadvantaged Communities/People (6 points)

In support of *Executive Order 14008 Tackling the Climate Crisis at Home and Abroad* and the *Forest Service Equity Action Plan, FY 2024 national guidance for LSR* requires the regional LSR processes to promote equity in the guidance and scoring criteria to ensure Tribes and disadvantaged communities have equitable access to and benefit from the LSR program. LSR applicants are strongly encouraged to meaningfully incorporate these elements:

A. A description of the benefiting community(ies) or recipient(s).

Use data or other evidence to describe the disadvantaged communities or recipients the project will engage/benefit. Applicants may use the national tools and datasets listed below and/or more localized knowledge such as Tribal, local, or State data, to describe the population and conditions the project proposes to benefit. Provide or link to the source for the data used to identify the disadvantaged communities or recipients.

When the project locations are not known at the application stage, describe if and how equity and serving disadvantaged populations will be considered in selecting project locations/benefiting communities.

B. A description of how the project engages and benefits disadvantaged communities/people.

There are a variety of ways LSR projects can engage and benefit disadvantaged, including:

- Forest management actions that benefit disadvantaged communities and/or people, including landowners in persistent poverty counties and/or impacted by climate change.⁷
- Applicants or project partners that work with disadvantaged groups are actively engaged in project planning/implementation, e.g., minority-led organizations and Historically Black Colleges and Universities.
- Watershed restoration efforts that improve or protect drinking water supplies for communities with persistent poverty.
- Hazardous fuels or forest health treatments that reduce risk to disadvantaged communities.
- Project-generated income opportunities (e.g., forest products or fuelwood), employment, or forest management job training that benefits disadvantaged people.
- Technical assistance that helps disadvantaged landowners establish management plans for their land.

⁷ Note: Cost-share, reimbursement, and other types of payment directly to private landowners are not allowed for LSR; however, LSR funding (and match) may be used to perform work on private lands.

Definitions: The term **disadvantaged communities** is used in *Executive Order 14008, Tackling the Climate Crisis at Home and Abroad*. The [Interim Implementation Guidance for the Justice40 Initiative](#), released by OMB in July 2021, provides the following definitions.

Community: Either a group of individuals living in geographic proximity to one another, or a geographically dispersed set of individuals (such as migrant workers or Native Americans), where either type of group experiences common conditions.

Disadvantaged: The term includes, but is not limited to, communities that experience the following:

- Low income, high and/or persistent poverty
- High unemployment and underemployment
- Racial and ethnic residential segregation, particularly where the segregation stems from discrimination by government entities.
- Linguistic isolation
- High housing cost burden and substandard housing
- Distressed neighborhoods
- High transportation cost burden and/or low transportation access
- Disproportionate environmental stressor burden and high cumulative impacts
- Limited water and sanitation access and affordability
- Disproportionate impacts from climate change
- High energy cost burden and low energy access
- Jobs lost through the energy transition
- Access to healthcare

In addition to the definition, geographic areas within Tribal jurisdiction should be included.

Resources: Applicants may use the following national data tools and/or local data to identify and describe disadvantaged communities the project will engage and support. These national data sources are available in the [LSR Project Planning Tools: Project Planning tab](#).

- [White House Council on Environmental Quality, Climate and Economic Justice Screening Tool \(CEJST\)](#): This interactive map identifies disadvantaged communities using indicators of burdens in eight categories: climate change, energy, health, housing, legacy pollution, transportation, water and wastewater, and workforce development. A community is highlighted as disadvantaged if it is in a census tract that is (1) at or above the threshold for one or more environmental, climate, or other burdens, and (2) at or above the threshold for an associated socioeconomic burden. Federally recognized Tribes are also considered disadvantaged communities.
- **Persistent Poverty Counties:** The USDA Economic Research Service (ERS) defines counties as being persistently poor if 20 percent or more of their populations were living in poverty based on three decades of U.S. Census Data. See the [ERS County Typology Codes, 2015 Edition](#), for a full list of counties.

Criteria Scoring Rubric to Guide LSR Review Team Scoring

Criteria	High Score	Medium Score	Low Score
1. Priority issues/ landscapes in the State Forest Action Plan(s) (SFAP) or equiv. restoration strategy (25 points)	<p style="text-align: center;">17-25 points</p> <ul style="list-style-type: none"> Strong and clear contribution to one or more significant goal, issue, and/or priority landscape in the relevant SFAP(s) or equiv. restoration strategy. Clear description of how project contributes to a specific strategy(ies) in the plan/strategy. 	<p style="text-align: center;">8-16 points</p> <ul style="list-style-type: none"> Clear contribution to a significant goal, issue, or priority landscape in the relevant SFAP(s) or equiv. restoration strategy. 	<p style="text-align: center;">0-7 points</p> <ul style="list-style-type: none"> A simple assertion or weak or general connection to the relevant SFAP(s) or equiv. restoration strategy.
2. Measurable Outcomes (35 points)	<p style="text-align: center;">24-35 points</p> <ul style="list-style-type: none"> Compelling, clear, and concise description of how quantitative and qualitative outcomes will influence positive change to achieve one or more national LSR objectives. Measures are specific and achievable and clearly show how the Federal investment will lead to outcomes on the landscape. Outcomes are commensurate (or greater) with the budget. 	<p style="text-align: center;">12-23 points</p> <ul style="list-style-type: none"> Description of how outcomes will achieve one or more national LSR objectives. Outcomes are commensurate with the budget. 	<p style="text-align: center;">0-11 points</p> <ul style="list-style-type: none"> Weak description or lack of clarity for measures. Outcomes limited compared to the budget.
3. Collaboration and Integrated Delivery (20 points)	<p style="text-align: center;">14-20 points</p> <ul style="list-style-type: none"> Demonstrates strong collaboration with and commitment by partners, adding value and lasting benefits to the project. High coordination with or proximity to complementary Federal and/or State landscape-scale programs/projects (see page 7 for example programs). Includes cross-boundary collaboration by proximity to or inclusion of a combination of Tribal, State, or local government, and/or private lands. 	<p style="text-align: center;">7-13 points</p> <ul style="list-style-type: none"> Demonstrates moderate collaboration with and commitment by partners, adding value to the project. Limited or moderate coordination with or proximity to complementary programs/projects. Limited or moderate cross-boundary proximity or collaboration. 	<p style="text-align: center;">0-6 points</p> <ul style="list-style-type: none"> A simple assertion or very little or no meaningful collaboration. Little or no coordination with complementary programs/projects. Little or no cross-boundary proximity or impact.
4. Leverage (10 points)	<p style="text-align: center;">7-10 points</p> <ul style="list-style-type: none"> Substantial leveraged contributions (match and non-match) that maximize Federal funding for project outcomes. 	<p style="text-align: center;">3-6 points</p> <ul style="list-style-type: none"> Moderate leveraged contributions. 	<p style="text-align: center;">0-2 points</p> <ul style="list-style-type: none"> Minimal or no leveraged contributions.
5. Knowledge and Technical Transfer (10 points)	<p style="text-align: center;">7-10 points</p> <ul style="list-style-type: none"> Clear and specific description of how others will learn from the project. Project has high potential to inform practitioners and enhance effectiveness of similar initiatives. 	<p style="text-align: center;">3-6 points</p> <ul style="list-style-type: none"> Description of how other will learn from the project. Project has moderate potential to inform others. 	<p style="text-align: center;">0-2 points</p> <ul style="list-style-type: none"> A simple assertion or limited description of how others will learn from the project.
6. Benefit to Disadvantaged Communities/ People (6 points)	<p style="text-align: center;">5-6 points</p> <ul style="list-style-type: none"> Specific description of strong, meaningful commitment to support and engage disadvantaged communities/people. Clear description with data/evidence of the specific disadvantaged communities/people the project will benefit or how benefit to disadvantaged will be considered to select project location(s). 	<p style="text-align: center;">2-4 points</p> <ul style="list-style-type: none"> Moderate commitment to support/engage disadvantaged communities/people. Description of disadvantaged communities/people the project will benefit. 	<p style="text-align: center;">0-1 points</p> <ul style="list-style-type: none"> Weak or no commitment to disadvantaged. Form fields for this criterion left blank or very weak description provided.

Preparing an Application

Submit all applications through **Grants.gov opportunity USDA-FS-2024-LSR-Northeast-Midwest**. Only authorized Grants.gov Workspace representatives for the applying entity are eligible to submit applications through Grants.gov. See [Appendix I](#) for Grants.gov instructions. [Appendix III](#) provides a checklist of requirements and required forms for the application package.

Partners and collaborators must submit a draft of their project narrative and budget spreadsheet to the relevant State Forester(s) by COB **October 5, 2023**. 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. Contact information for each State Forester is available on the [National Association of State Foresters website](#). The sponsoring State(s) must submit its support letter to the applicant in time for the applicant to upload to Grants.gov by 6 p.m. EST, **November 30, 2023**.

State Foresters may choose to submit either a standard form letter or a custom letter of sponsorship. A single letter documenting support for all applications sponsored by that State is also acceptable. Each State Forester may sponsor up to five submissions from his or her State. Applications with 11 or more State Forester sponsors and applications submitted by Tribes do not count toward the limit of 5 applications sponsored per State. If State financial involvement is negligible, a State Forester may submit a letter of endorsement for an application sponsored by another State(s).

Prior to preparing an application, carefully read this document and review the resources for application development in the Grants.gov Opportunity “Related Documents” section and on our [Landscape Scale Restoration Grants web page](#). This site provides full text of previous competitive project applications, reviewer comments, and ranked lists. Applicants should also be familiar with the relevant [State Forest Action Plan\(s\)](#).

Complete/upload all forms in your Workspace at Grants.gov. Complete application packages include the following:

Required Forms Available in the Grants.gov Application Package:

- SF-424 Application for Federal Assistance. Note: The Catalog of Domestic Assistance number is 10.664. Note:
 - Box 11. Catalog of Federal Domestic Assistance (CFDA) Number: 10.664, CFDA Title: Cooperative Forestry Assistance.
 - Box 12. For the Funding Opportunity Number, use: USDA-FS-2024-LSR-Northeast-Midwest. For the Title: Landscape Scale Restoration
 - Box 13. For Competition Identification Number: Leave blank.
 - Box 17: Use a project start date of July 1, 2024.
 - Box 19: Select “C. Program is not covered by E.O. 12372.”
- SF-424A Budget Information for Non-Construction Programs. Note: In Section A, place the project title in the first box (row 1, column a) and then you may place the total amounts in row 1, columns e, f, and g.
 - In Section B, you may place the total Federal amounts for each budget object class in column 1 (leave columns 2, 3, and 4 blank). If you would like to split out Federal and match amounts, then place the match in column 2.
 - In Section C, you may fill out row 8 (leave row 9-11 blank). Leave Section D and section E blank.
- Attachments Form (must be included in the application package in order to attach additional forms below)

Other Forms Available in the Grants.gov Application Package (submit as applicable):

- For projects requesting \$100,000 or more Federal Funding, one of the following:
 - For applicants that do not lobby: Grants.gov Lobbying Form
 - For applicants that do lobby: SF-LLL Disclosure of Lobbying Activities
- For incorporated organizations only (nonprofit organizations): USDA AD-3030 Representations Regarding Felony Conviction and Tax Delinquent Status

Documents Submitted Using the Attachments Form in Grants.gov (attach in this order):

- LSR project narrative(required); may use the optional fillable PDF provided.
- Maps or photos to accompany the narrative (optional).
- Detailed budget spreadsheet (required); may use the optional budget spreadsheet provided.
- [National Fire Plan Operations and Reporting System \(NFPORS\) Form](#): Required for wildfire risk reduction projects, e.g., acres of hazardous fuels reduction.
- Letters of Support (template available for each type of support: sponsor or endorsement). All applications except those submitted by Tribes must have one State Forester sponsorship letter (or more as relevant).

The above files are available in the Grants.gov Opportunity “Related Documents” tab.

Note: The following forms are NOT required if your entity has certified the Federal Financial Assistance Reps/Certs in SAM.gov during registration or renewal. If not, include a completed and signed copy of the following application forms:

- SF-424B Assurance for Non-Construction Programs
- AD-1047 Certification Regarding Department, Suspension, and Other Responsibility Matters
- Drug-Free Workplace Certification:
 - Nonprofits, for-profits, local government, and educational institutions: AD-1049
 - State agencies: AD-1052

Project Narrative Instructions

Clearly and concisely respond to each section. An optional fillable PDF is provided. For the longer sections we encourage you to include sub-headings and/or line spacing to format for ease of reading (rather than fill every line with words). You may format text in MS Word and then copy and paste it into the PDF. Some text formatting is available in the PDF form, e.g., bold, underline, and italic. To format text in the fillable PDF: Highlight the text, right click, and select “Text Style.”

- **Project 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 application number is assigned by the Eastern Region SPTF.
- **Project Applicant:** Enter the name of the organization applying for Federal funding.
- **Program Contact:** Enter the name and contact information for the project or program, i.e., who would be the lead for implementing the project if funded.
- **Brief Project Overview and Purpose:** 6 lines of text or up to 640 characters and spaces. Provide a brief purpose statement for the project.
- **Multistate Project Status:** Check either the “yes” or “no” box. If you checked “yes,” check one of the two boxes below.
- **Cross-Regional Project Status:** Check either the “yes” or “no” box.
- **Project Description:** 46 lines of text or up to 5,000 characters and spaces with no carriage returns. Provide a comprehensive but succinct description of the proposed project that includes basic

details of who is doing what, where, and why (in context of need documented elsewhere). Clearly articulate the methods employed, timelines, and resources needed. Describe the project area, land ownerships, and specific areas targeted for treatment (or how the specific areas will be identified as part of project implementation) and 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: "To encourage collaborative, science-based restoration of priority forest landscapes."

- **Priority Issues and/or Landscapes in the State Forest Action Plan (25 points):** 45 lines of text or up to 5,000 characters and spaces with no carriage returns. Refer to the [Criteria](#) for what to address in this section.
- **LSR Objectives the Project Addresses:** Select the relevant LSR objective(s) the project addresses.
- **Measurable Outcomes (35 points):**
 - Measurable Outcomes Table: Provide the output amount for at least one of the quantitative accomplishment measures listed and, as relevant, add additional, specific measurable results in the rows at the bottom of the table (measure, output, and unit).
 - Narrative: Describe measurable outcomes in 45 lines of text or up to 5,000 characters and spaces with no carriage returns. Refer to the [Criteria](#) for what to address in this section.
- **Collaboration and Integrated Delivery (20 points):** 27 lines of text or up to 3,000 characters and spaces with no carriage returns. Refer to the [Criteria](#) for what to address in this section.
- **Leverage (10 points):** 15 lines of text or up to 1,625 characters and spaces with no carriage returns. Refer to the [Criteria](#) for what to address in this section.
- **Knowledge and Technical Transfer (10 points):** 15 lines of text or up to 1,625 characters and spaces with no carriage returns. Refer to the [Criteria](#) for what to address in this section.
- **Benefit to Disadvantaged Communities/People (6 points):** 15 lines of text or up to 1,625 characters and spaces with no carriage returns. Refer to the [Criteria](#) for what to address in this section.

Budget Spreadsheet Instructions

A detailed budget spreadsheet is required for all applications. A spreadsheet template is available in the Grants.gov opportunity "Related Documents" tab. Read the "Instructions" worksheet in the Excel spreadsheet. Note: There are columns for the applicant and four financial partners in the spreadsheet. You may delete or add columns if there are fewer or more financial partners, respectively. Fill out this spreadsheet first and then transfer the totals to the SF-424 A.

Letters of Support Instructions

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, except applications submitted by Tribes** (for which State Forester sponsorship is optional). State Forester sponsor letters indicate that the sponsoring State understands that their State has a significant stake in the project (i.e., will receive Federal funds, contribute match, or accrue project deliverables). Each State Forester may sponsor no more than 5 applications; however, applications with 11 or more State Forester sponsors and applications submitted by Tribes do not count against this limit. State Foresters may submit a letter of endorsement to an application sponsored by another State if their State contribution is negligible and the direct benefit accrues primarily elsewhere.

Project Selection

An LSR Competitive Allocation Review Team consisting of an equal number of State representatives and Eastern Region SPTF leaders will collaboratively review, evaluate, and prioritize project applications.

1. Applications undergo a preliminary review to ensure eligibility and verify requirements.
2. The interagency review team completes the review of applications and develops a recommended ranked list of projects.
3. The recommended list of projects is submitted to the NMSFA (Northeast–Midwest State Forester Alliance) Executive Committee for concurrence and to the Eastern Regional Forester for approval.
4. The regionally recommended projects list is submitted to the USDA Forest Service Washington Office by February 28, 2024.

Projects ranked but not funded will receive further consideration by the NMSFA Executive Committee and the Eastern Region, Regional Forester should additional funds become available.

Contacts for Further Information

Applicants are encouraged to reach out to the relevant State Forester and Forest Service Field Office Representative during application development to ensure the project aligns with program purpose and eligibility and receive input to strengthen the application.

Overall Program Contacts for LSR:

- **Eastern Region SPTF LSR Program Lead: Sherri Wormstead**, 603-742-6712, sherri.j.wormstead@usda.gov
- **NMSFA Executive Director: Ian MacFarlane**, 202-526-4804, ian@northeasternforests.org

Forest Service Eastern Region SPTF, Field Office Contacts:

- **For New England and New York: Constance Carpenter**, Durham, NH, Field Office Representative, 603-809-8666, constance.carpenter@usda.gov
- **For Mid-Atlantic States (DC, DE, MD, NJ, OH, PA, WV): Collin Shepard**, Forest Stewardship Program Specialist, Morgantown, WV, 304-276-8993, collin.shephard@usda.gov
- **For Midwest States (IA, IL, IN, MI, MN, MO, WI): Gina Jorgensen**, St. Paul, MN, Field Office Representative, 651-247-0130, gina.m.jorgensen@usda.gov

For Tribal Entities: Contact the relevant Field Office representative listed above, Sherri Wormstead, or one of the Eastern Region Tribal Relations Specialists:

- **Paul Cloutier**, Tribal Relations Program Manager, with focus on CT, DC, DE, IA, Southern IL, IN, MA, MD, ME, MO, NH, NJ, NY, OH, PA, RI, VT, and WV: 970-792-5300, gene.cloutier@usda.gov
- **Kira Kaufmann**, Tribal Relations Program Manager, with focus on Northern IL, MI, MN, and WI: 715-401-2610, kira.kaufmann@usda.gov

Appendix I. Instructions for Submitting Applications through Grants.gov

Eastern Region SPTF uses Grants.gov to provide a single site to find and apply for grant funding opportunities. Submit all applications for this funding opportunity through [Grants.gov opportunity USDA-FS-2024-LSR-Northeast-Midwest](#). Partners and collaborators must submit a draft of their project narrative and budget spreadsheet to the relevant State Forester(s) by COB **October 5, 2023**. You can find contact information for each State Forester on the [National Association of State Foresters website](#). State Foresters provide sponsor letters to applicants before November 10. Applicants must submit their applications to Grants.gov by 6 p.m. EST, **November 30, 2023**. The following section provides guidance on how to submit applications through Grants.gov.

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 by email at support@grants.gov.

1. How to Register to Apply through Grants.gov

Organizations must have an active System for Award Management (SAM) registration and a Grants.gov account to apply for grants. Creating a Grants.gov account can be completed online in minutes, but **the SAM registrations may take several weeks or more to complete.**

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

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

- a. [Register with SAM](#): All organizations must register with the SAM, and this registration must be renewed annually. Note: The Unique Entity ID (UEI) has replaced the DUNS number in SAM.gov and should be referenced on your SF-424. See this [SAM.gov web page](#) for more information.
- b. [Register with Grants.gov](#)
- c. [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 UEI number for the organization in the UEI field while adding a profile.
- d. [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 Authorized Organization Representative (AOR) role, thereby giving you permission to complete and submit applications on behalf of the organization.
- e. [Track Role Status](#).

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.

2. How to Submit an Application to Eastern Region SPTF 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. Package forms must be completed in or downloaded from Workspace.**

Below is an overview of applying on Grants.gov using Workspace. For access to complete instructions and training videos, refer to the [Grants.gov “Get Started on Your Workspace Application” web page](#).

- a. **Create a Workspace:** Log in to your Grants.gov account first. 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. The Workspace progress bar will display the state of your application process as you apply. For page-specific help: Click the blue question mark icon near the upper-right corner of each page.
Mandatory Fields in Forms: In the forms, fields marked with an asterisk and a different background color are mandatory and must be completed to successfully submit your application.
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 UEI number. Once the SF-424 is completed, the information will transfer to the other forms.
Note: 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, then accessed through Adobe Reader. Visit the [Adobe Software Compatibility page on Grants.gov](#) to download the appropriate version of the software.
- c. **Submit a Workspace:** Submit your application 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 (GRANTXXXXXXXX) is automatically assigned to the application. The number is 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.

Applicant Support: For additional training resources, including video tutorials, refer to the [Grants.gov Training page](#). Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and by email at support@grants.gov. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number to track your issue.

3. Timely Receipt Requirements and Proof of Timely Submission

All applications must be received by 6 p.m. EST, November 30, 2023. Proof of timely submission is automatically recorded by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application, serving as proof of their timely submission. 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 Eastern Region SPTF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. 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.

Appendix II. Additional Guidelines for Forest Health Treatment Projects

Projects with a Forest Health treatment component should also follow these guidelines:

- When developing your project, coordinate with Forest Service and/or State agency forest health specialists. To start that process, contact the relevant Eastern Region SPTF Forest Health specialist (listed below) to discuss technical review and coordination needs for the project.

Provide documentation of this review and coordination, including who you coordinated with, either in the project narrative or as a separate attachment.

- 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.
- Cooperators shall also maintain appropriate records for each project, including the location of treated areas.

Eastern Region SPTF Forest Health Program specialists:

- Eastern Region SPTF, Assistant Director for Forest Health, Forest Markets, and Cooperative Forestry: Rachel Reyna, 717-448-0979, rachel.reyna@usda.gov
- New England States and New York (CT, MA, NH, NY, RI, VT): Mike Bohne, 603-868-7708, michael.bohne@usda.gov
- Mid-Atlantic States (DC, DE, MD, NJ, OH, PA, WV): Rick Turcotte, 304-285-1544, richard.m.turcotte@usda.gov
- Midwest States (IA, IL, IN, MI, MN, MO, WI): James Jacobs, 651-649-5266, james.j.jacobs@usda.gov

Appendix III. Landscape Scale Restoration Application Requirements Checklist

This is an aid for applicants submitting LSR applications through Grants.gov for the LSR process in the Northeast and Midwest and is not an exhaustive list of grant requirements.

Requirements:

- Applicant is a State Forestry Agency (or other relevant State Agency), nonprofit organization, university, unit of local government, or federally recognized Tribe or Tribal organization ([see page 4](#)).
- Applicant organization must have an active [System for Award Management \(SAM\)](#) registration and Grants.gov account (see Appendix I). Note: The Unique Entity ID (UEI) has replaced the DUNS number in SAM.gov. See this [SAM.gov web page](#) for more information.
- Project is focused on rural forest lands ([see page 2](#)).
- Project includes on-the-ground outcomes on nonindustrial private and/or State or local government forest land and will result in accomplishments for at least one of the national LSR quantitative measures ([see page 7](#)).
- Project activities within allowable authorities in the [Cooperative Forestry Assistance Act](#) ([see page 4](#)).
- Addresses priority issues/landscapes in the relevant State Forest Action Plan(s) or equivalent restoration strategy ([see page 6](#)).
- Addresses one or more of the National Objectives for LSR ([see page 6](#)).
- Minimum Federal funding request of \$25,000 and 1 to 1 allowable matching funds ([see page 2](#)).
- Submit draft Project Narrative and budget spreadsheet to relevant State Forester(s) by October 5 for sponsorship ⁸ ([see page 4](#)).
- Submit all forms in Grants.gov by 6 p.m. EST, November 30, 2023 ([see page 1](#) and [Appendix I](#)).

Forms Required:

- SF-424 Application for Federal Assistance (see the [“Preparing an Application” section](#) for notes for this form) ⁹
- SF-424A Budget Information for Non-Construction Programs ⁹
- LSR Project Narrative, may use the fillable PDF provided¹⁰ ([see page 13](#))
- Sponsor letter from relevant State Forester(s) ⁸ ([see page 4](#) and [14](#))¹⁰
- Eastern Region LSR Budget Spreadsheet ¹⁰ ([see page 14](#))
- Regarding lobbying, required for projects requesting Federal funding of \$100,000 or more:
 - For entities that lobby: SF-LLL Disclosure of Lobbying Activities ⁹
 - For entities that do not lobby: Grants.gov Lobbying Form ⁹ (Note: This replaces FS-1500-35)
- For incorporated organizations only (nonprofits): USDA AD-3030 Representations Regarding Felony Conviction and Tax Delinquent Status ⁹
- If project includes forest health treatments:** Coordinate with Forest Service and/or State agency forest health specialists and provide documentation of this review and coordination.
- If project includes forest fire hazard mitigation activities:** Complete and attach the [National Fire Plan Operations and Reporting System \(NFPORS\) Form](#) ([see page 5](#)).¹⁰

The following forms are not required if your entity has certified the Federal Financial Assistance Reps/Certs in SAM.gov during registration or renewal. If not, include a completed and signed copy of the following forms:

- SF-424B Assurance for Non-Construction Programs ⁹
- AD-1047 Certification Regarding Department, Suspension, and Other Responsibility Matters ⁹
- Drug-Free Workplace Certification:
 - Nonprofits, for-profits, local government, and educational institutions: USDA AD-1049 ⁹
 - State agencies: USDA AD-1052 ⁹

⁸ State Forester sponsorship is not required for applications submitted by federally recognized Tribes.

⁹ Form available in Grants.gov Opportunity “Package” tab

¹⁰ Available in Grants.gov Opportunity, “Related Documents” tab. Submitted using the Attachments Form in Grants.gov



In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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