

Final (July 22, 2009)

## FY2010 Northeastern Area State and Private Forestry Competitive Grant Initiative Application Instructions

*Preface to RFP*

### **Submission Instructions and Timeline**

In FY2010, only State Forestry agencies will be eligible to submit or authorize proposals (pass-through direct to partners) for consideration under this competition. State Agriculture agencies or other organizations with State Forest Health program responsibilities are encouraged to work through the State Forestry agencies to develop and submit proposals. States are encouraged to develop multi-state projects in collaboration with other State Forestry agencies and partners. Proposals must be for projects between \$20,000 and \$1,000,000 in size (federal share). No less than 35% of the total available funding will be awarded to projects less than \$200,000 in size. There is no limit of the number of proposals (single or multi-state) any one state can submit or be listed as a participant. However, no more than \$500,000 will be awarded to any one state, unless they are party to a multi-state project. In no case will individual states receive more than \$500,000 of a multi-state project(s). The maximum amount that could potentially be awarded to any one state via this competitive process is \$1,000,000. Projects can be consolidated with other federal funds, but activities and accomplishments must be tracked and reported separately. Projects may span up to three (3) years. Projects may occur on any combination of land ownerships, although S&PF funds should only be spent on non-federal lands. Funds to be passed through to Third Party Recipients must be clearly identified: name of organization, contact information and funding amount). Third party pass through funding amounts will count towards a state's total allocation. All proposals must be signed by and submitted through the State Forester.

To assist in development of your proposals, and to aid our accountable administration of project grants, it is recommended that you review the specific Cooperative Forestry Assistance Act Authorities for those funds available for competition under Redesign. They are listed on the Forest Service S&PF Redesign webpage: <http://www.fs.fed.us/spf/redesign/redesign-authorities.pdf> . We are asking that you consider these authorities when developing your proposal.

As a reminder: examples of well prepared proposals can be viewed by going to the following website: [www.na.fs.fed.us/redesign09/](http://www.na.fs.fed.us/redesign09/) Proposals are listed in order as to how they were ranked and prioritized for funding during the FY2009 Redesign Competitive Initiative.

Please submit your proposals to: **na\_rfp@fs.fed.us** in electronic form, **no later than close of business on October 16, 2009**. Required information for the proposal should not exceed five (5) pages (including budget tables I and II), with a print font of 12 preferred. Additional information such as maps, tables, and letters of support may be included in addition to the proposal on 8.5" x 11" paper (but digital is preferred). The interagency Competitive Review Team will complete the review of proposals, developing a recommended list of projects by December 8, 2009. The recommended list of proposals will be submitted to the Area Director – NA S&PF, no later than December 22, 2009. The Area Director working together with the NAASF Executive Committee will recommend the appropriate mix of program funds and provide the list of projects recommended for funding to the Deputy Chief for S&PF.

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- Project Applicant:** Identify the entity responsible for conducting the fiscal and performance accountability of the project. The project applicant in most cases will be the grant award recipient, except where the proposal is multi-state.
- Project Title:** Provide appropriate title for future reference to the project. This must be the same title used on the Application for Federal Financial Assistance.
- Project Location:** Proposals should identify the watershed(s), community(ies), counties, congressional districts or other appropriate geographic area(s) to which project activities will be targeted.
- Theme / Issues:** Identify all of the national theme(s) and geographic area issues / strategies this proposal addresses.
- Project Lead:** Provide the name(s) and contact information (address, phone, fax, email) of the grant administrator and the state staff member who will serve as principal contact(s) for the project.
- Funding requested:** Applicant must identify amount of federal funds being requested.
- Recipient of funds:** Identify recipient(s) of federal funds (name, address, phone, email, and fax). In the case of multi-state projects, identify all recipients and amounts to be directly awarded. Third Party pass through recipients, funding amount, and mix of funds must be clearly identified.
- Abstract:** A short summary of the project that describes the project scope, expected accomplishments, and benefits. The abstract is limited to 200 words, emphasizing focus, priority, and outcome.
- Scope of Work:** Provide a detailed narrative (2 pages maximum) that addresses each of the evaluation criteria identified (page 2 of RFP).
- Partners:** List and/or describe any significant partners who will be involved and their level of commitment. Do not list partners who will not have a material involvement in the project. Attach letters of support, as appropriate.
- Time line:** Provide a brief, approximate schedule showing intermediate steps and major milestones. Please indicate if a specific start date is critical.
- Budget:** Provide a proposed budget using the template provided in the application. Show primary budgeted activities and matching funds. 50:50 non-federal matching funds are required and can include in-kind contributions of partners in the areas of staff time, work performed, materials and services donated, etc. States may choose to provide Grant funds to other local groups /partners to assist in project accomplishment.

FY2010 Northeastern Area State and Private Forestry  
Competitive Grant Initiative Application Form

**Project Applicant:**

**Project Title:**

**Project Location:**

**Theme / Issues:**

**Project Lead:**

**Name:**

**Address:**

**Phone number:**

**Fax number:**

**E-mail address:**

**Federal funding requested:** \$ \_\_\_\_\_

**Recipient of funds:** (If third party, be sure to provide name, address, phone number and funding amount for grant purposes); if multi-state project, be sure to identify each recipient as well as mix and amount of funding:

**Name:**

**Address:**

**Phone number:**

**Fax number:**

**E-mail address:**

**Abstract:**

(A short summary of the project that describes the project scope, expected accomplishments, and benefits. The abstract is limited to 200 words, emphasizing focus, priority, and outcome.)

NOTE: In order for project proposals to be considered for ranking, they must meet both of the required elements below:



- 3) **Capacity for Replication (weighted value – 4 points):** project utilizes sustainable or replicable approaches to forest resource conservation, protection, and/or enhancement that result in skills and capabilities extending beyond the life and scope of the project itself (demonstrates and/or documents transferability to other states or partners).
  
- 4) **Partnerships and Collaboration (weighted value – 3 points):** show how project demonstrates leadership in cross-boundary cooperation (multi-state, metropolitan and multi-community, multi-landowner) in scope or delivery and influence; demonstrates collaborative, coordinated and integrated delivery within and between other state, federal, and non-federal partners and programs; and describes the specific contributions of all partners and the critical role of those partners in leveraging outcomes.

**Partners:** List and/or describe role of any significant partners. Attach material letters as appropriate.

**Timeline:** Provide a brief, approximate schedule showing intermediate steps and major milestones. Please indicate if a specific start date is critical.

**Budget:** Forest Service share must be matched 50:50

**Table I:** In column II, be sure to include (sum total) of all non-federal cooperators.

Categories	I <i>FS Share</i>	II <i>Cooperator's Share</i>	III <i>Total</i>
<b>1. Personnel</b>			
<b>2. Fringe benefits</b>			
<b>3. Travel</b>			
<b>4. Equipment</b>			
<b>5. Supplies/Materials</b>			
<b>6. Contractual</b>			
<b>7. Other (identify)</b>			
<b>8. Indirect Costs</b>			
<b>9. Total Costs</b>			

**Instructions for Table I:**

1. Lines 1-7: Enter the dollar amount for each item.
2. Line 8: Identify charges. Additional lines can be added for budget items not listed.
3. Line 9: Charges not directly attributable to accomplishing the project such as overhead. You are encouraged to keep the Forest Service share of indirect charges to a minimum. Indirect rate must be approved by federal partner.
4. Line 10: Enter totals of lines 1-9.

**Budget:** **Table II. Cooperator Contributions** — (not including USDA Forest Service contributions) include state agency contribution as a Cooperator even if this is a single state proposal.

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

**Instructions for Table II:**

Excluding USDA Forest Service contributions, identify the value of all non-federal cooperator contributions. Please value in-kind contributions and materials at reasonable and acceptable rates.

**State Forester's Signature:** \_\_\_\_\_