

Instructions: This document provides the format for describing S&PF Program/project grants and is intended for use with the accompanying *Grant Narrative Summary*. This supports the Application for Federal Assistance, SF-424, and may be used to cover broad S&PF Program activities or specific projects. Complete a separate *Program/Project Grant Narrative* for each S&PF Program or project.

The shaded text provides instructions to the grantee that should be deleted and, where appropriate, replaced with project specific information. Applicants should be familiar with statutory and other legal authority for the use of grant funds described herein. S&PF Program authority information is available in the *National S&PF Program Authorities and Guidance* document. The narrative is one part of the grant application; please refer to USFS regional financial advice to states for grant requirements and instructions.]

**Grant Narrative for Community Forest and Open Space Program
[Grant Recipient]
FY 2012**

Lead Contact(s):

Program Manager Lead Name and Contact Information

[Include phone number, postal address and email address]

Financial Contact(s) Name(s) and Contact Information

[Include phone number, postal address and email address]

Purpose:

The Forest Service is authorized to implement the Community Forest and Open Space Program (CFP) under Section 8003 of the Food, Conservation, and Energy Act of 2008 (Public Law 110-234; 122 Stat. 2043), which amends the Cooperative Forestry Assistance Act of 1978 (16 U.S.C. 2103d).

The purpose of the CFP is to achieve community benefits through grants to local governments, Indian tribes, and nonprofit organizations to establish community forests by acquiring and protecting private forestlands. The authorizing language specifies that the Secretary of Agriculture, acting through the Chief of the Forest Service, may award grants to eligible entities to acquire private forests that provide specified public benefits to communities and are threatened by conversion to non-forest uses.

[Describe why the work or project is a priority. Use facts or statistics to briefly describe the problem, need, or opportunity to be addressed, followed by a purpose statement of need that is clear, concise, and supported by the related facts.]

For narratives covering regular S&PF Program activities, program-specific information may be copied from the *National S&PF Program Authorities and Guidance* document and from any supplemental regional S&PF Program direction.]

Scope of Work:

Provide Scope of Work

In addition, States are required to provide the US Forest Service with a Geographic Information System (GIS) shapefile of CFP project tracts and match properties that closed during the fiscal year, as part of regular annual reporting requirements. These GIS shapefiles will allow the Forest Service to spatially track CFP program accomplishments and allow the agency to calculate program outcomes and public benefits provided by the lands protected through CFP.

Methodology and Timeline:

[Describe how the scope of work will be fulfilled. List the activities and/or approaches to be accomplished for each objective. For each activity, indicate what will be done and provide a timeline with milestones. Include how the S&PF Program(s) will be used and how partners will be involved to accomplish the end result.]

Geographical Location:

Budget:

Project dollars will be granted to qualified entities ranked the highest in the national competition. Individual construction grants will be made for each project and the grantee will hold title to the lands. An appraisal that meets federal appraisal standards is required and landowners must be notified of market value. The maximum federal contribution for total program costs should not exceed 50%. At least 50% of these costs may be matching funds or in-kind contributions from non-federal sources, including from states and non-profit organizations. Donations of land must be documented and may be included as part of the non-federal cost-share match if the donation contributes to the objectives and priorities of the Community Forest Program.

[Outline the federal grant amount and match funds based on the scope of work and methodology. A suggested table format is provided below for inserting budget information by each Object Class Category that is summarized in the SF 424 C. Delete or add lines as needed to reflect work in this narrative. Note: This table shows the level of investment for specific S&PF Programs/projects but does not imply that financial reporting will occur for these elements.]

If any of these grant funds will be passed to a third party to complete the work, provide the amount of funding that will be used for the pass through grants.

Note: Refer to regional direction regarding the level of detail to provide.]

Budget Items by SF 424C Object Class Categories	Federal \$	State Match \$	Other Match \$	Source of "Other Match"
a. Personnel				
[Specific Budget Item]				
b. Fringe Benefits				
[Specific Budget Item]				
c. Travel				
[Specific Budget Item]				
d. Equipment				
[Specific Budget Item]				

Budget Items by SF 424C Object Class Categories	Federal \$	State Match \$	Other Match \$	Source of "Other Match"
e. Supplies				
[Specific Budget Item]				
f. Contractual				
[Specific Budget Item]				
g. Construction				
[Specific Budget Item]				
h. Other				
[Specific Budget Item]				
i. Total Direct Charges (sum of a-h)				
j. Indirect Charges				
k. Totals (i + j)				
l. Program Income				

[Note: This table should reflect and support budget information in the SF 424A. Enter the total grant amount and federal fund code for each S&PF Program/project in the *Grant Narrative Summary*.]

Clarification of Definitions for Categories:

Equipment: Please list the pieces of equipment greater than \$5,000 that will be purchased. Items with unit costs of less than \$5,000 dollars should be listed under "Supplies". Rented or leased equipment costs should be listed in the "Contractual" category.

Supplies: Please list supply items by categories: office supplies, postage, training materials, printing, etc. Computers usually fall in the supplies category since they are less than \$5,000 per unit to purchase.

Other: List items by major type such as: sub-grants, rent, telephone, janitorial, etc.