



**Application Instructions:** Complete and submit Parts 1 and 2. Address each item under subheadings A through H for Part 1.

**Submission Requirements:** Submit Part 1 (*includes appendices*) and Part 2 (*financial forms*) at one time. Separate letters of support or other documents will not be accepted. No hard copy or fax proposals will be accepted. Each submittal must consist of two separate, searchable PDF files, as follows:

Part 1: Cooperator Contact Information, Narrative (including Budget tables), and Appendices.

Part 2: Required Financial Forms.

## PART 1: NARRATIVE

### 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 and available to the general public. (*This field accommodates up to 1,625 characters and spaces.*)

**BELOW ARE THE ITEMS THAT NEED TO BE ADDRESSED IN THE SUBSEQUENT FILLABLE FORM BOXES**

**B. Project Description** (*Address the following in the form beginning on page 5*)

- Specific project goals and objectives in bullet format. (*Goals should identify the outcomes you want to achieve based on the statement of need. Objectives are the measurable steps needed to accomplish the goals*)
- Statement of need. (*Describe succinctly why this project is needed*)
- Describe the specific project work activities or tasks that will be carried out to accomplish and meet the goals and objectives listed above.
- Describe the timeline for project activities and how the budget aligns with these activities. (*This should be a brief statement of how you intend to spend money to carry out project activities. Keep in mind that projects selected for funding are anticipated to begin around May of the next calendar year*)
- Describe how progress will be measured.
- Describe any subgrant or subcontracting activity.
- Describe communication and outreach activities. (*Explain how you will inform others of the experiences, successes, lessons learned, etc. of your projects*)

**C. Project Impact** (*Address the following in the form beginning on page 6*)

- List anticipated project outcomes, deliverables, and desired results. (*Outcomes should be specific, measurable, and align with project timeline*)
- Describe anticipated impacts on forest health, including how the project will create demand for low-value wood, low-quality wood, industrial residues, or timber in areas of the U.S. in need of forest restoration.
- Describe anticipated impacts on local economies. (*Include assumptions used to determine these impacts*)
- Specify whether the project supports an existing or new sawmill or forest products business located in a geographic area with an [average annual unemployment rate](#) that is more than one percent higher than the [national average unemployment rate in calendar year 2022](#).
- If applicable, explain how the project supports, benefits, or engages communities that are historically underserved, marginalized, and adversely affected by persistent poverty or inequality (*pursuant to [Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#)*)

**D. Technical Criteria** (*Address the following in the form beginning on page 7*)

For community wood energy system or innovative wood product facility projects, describe or provide information to support the following criteria:

- Energy efficiency and cost effectiveness of the system or facility.
- Extent to which the system or facility represents the best available commercial technology.
- Extent to which the applicant has demonstrated a high likelihood of project success by completing detailed engineering and design work in advance of the grant application.

**For community wood energy system projects only** (*in addition to the above criteria*):

- Extent to which the system will displace conventional fossil fuels, minimize emission increases to the greatest extent possible, and use the most stringent control technology that has been required or achieved in practice for a wood-fired boiler of similar size and type.
- Extent to which the proposed community wood energy system will increase delivered thermal efficiency of systems being replaced.

**E. Qualifications of Team and Partners** (*Address the following in the form beginning on page 8*)

- List key personnel qualifications and role(s) in the project. Describe their capabilities, certifications, and experience on related projects that demonstrate your team has the appropriate skill set and experience for success. List any experience and performance of prior funded USDA Forest Service project(s).

**F. Annual Progress Reports and Final Reports** (*Address the following in the form beginning on page 9*)

- Annual Progress Reports are required, at a minimum, on a calendar-year basis. The reports provide an overview of accomplishments of the goals and objectives listed in the approved project narrative, success stories, and documentation of media events or activities generated by the award.
- Describe planned reports, documents, and success stories that will be provided during and at the end of the project for public posting. List the contact information for the person(s) responsible for reporting.

**THE FOLLOWING FILLABLE FORM BOXES ARE WHERE YOU PROVIDE A RESPONSE TO THE ABOVE ITEMS.  
PLEASE NOTE THE CHARACTER LIMITATIONS OF THE FILLABLE FORM BOXES.**

**B. Project Description** (*This field is limited to 5,000 characters with spaces*)

**C. Project Impact** (*This field is limited to 5,000 characters with spaces*)

**D. Technical Criteria** (*This field is limited to 5,000 characters with spaces*)

**E. Qualifications of Team and Partners** *(This field is limited to 5,000 characters with spaces)*



**F. Annual Progress Reports and Final Reports** *(This field is limited to 1,625 characters with spaces)***G. Budget Summary and Justification in Support of SF-424A**

Complete the two budget tables below and provide a brief budget narrative explaining primary costs and any subcontracting. The budget should support the narrative statement and reflect projected costs. Include cash, in-kind services, and staff time used to complete the project.

**Matching Funds, Leveraged Funds, and Limitations on Use of Forest Service Funds**

Matching funds are not required; however, leveraging is required. Applicants must contribute the remaining funds (leveraged funds) necessary to complete the project above and beyond the requested Forest Service funding. For example, if an applicant requests Forest Service funding for 35% of the total capital costs of the project, then the applicant must commit to providing 65% of the total capital costs of the project. In this example, the 65% of the total capital costs are considered the required leveraged funds. Even though leveraged funds have a lower reporting burden and fewer legal requirements than matching funds, applicants must adhere to requirements for leveraged funds.

Leveraged funds must be from non-federal sources and be committed within the grant timeframe. Moreover, **if third-party organizations contribute to the leveraged funds requirement, then applicants must submit with their proposal package commitment letters from the third-party organizations confirming the amount of leveraging being committed.**

Forest Service funds cannot pay for any of the following activities: purchasing or improving real property, relocation expenses and payments associated with real property; site work; demolition and removal; construction; or

contingencies. However, applicants may use non-federal leveraged funds to contribute toward these real property related activities.

Forest Service funds can be used for architecture and engineering design, inspections, legal work, and permitting costs associated with real property because these activities would not create a federal interest in real property.

Forest Service funds can be used to purchase equipment, but this will create a federal interest in the equipment, thereby requiring the applicant to complete additional paperwork before and after receiving Forest Service funds for the purchase, and 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](#).

Purchase of equipment with non-federal 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](#).

Forest Service funds cannot be used for basic research or Forest Service involvement in the project.

Project or program income will not be considered for these awards and should not be included in the budget or to calculate total capital costs.

Instructions for the Budget Table: Refer to Section II of the Request for Proposal Instructions on cost sharing, leveraging, capital costs, maximum allowable Forest Service funding, and limitations on use of Forest Service funds. Forest Service funds in the Budget table should be consistent with what is reported on the required SF-424A. Leveraged funds must be included in the Budget table but should NOT be reported on the SF-424A. Any leveraged funds inadvertently listed on the SF-424A must be treated as matching funds, which are subject to more stringent requirements than leveraged funds. Reminder: This grant program only requires leveraged funds, not matching funds.

Lines 1 – 8: Enter the dollar amount for each item and provide details for each of these costs in narrative section below table.

Line 9: Sum of Lines 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 Column C, Line 11 to determine the percentage of each share.

**CONTINUE TO THE NEXT PAGE**

**Project Budget Table**

Categories	Column A Forest Service Funds (Forest Service Share)	Column B Leveraged Funds (Non-federal share)	Column C Total Capital Costs (Column A + Column B)
1. Personnel			
2. Fringe Benefits			
3. Travel			
4. Equipment			
5. Supplies/Materials			
6. Contractual			
7. Construction	<b>Not Allowed</b>		
8. Other			
9. Direct Charges (sum of lines 1 through 8)			
10. Indirect Charges			
11. Total Capital Costs (sum of lines 9 and 10)			
12. Percentage of total capital costs listed in Column C, Line 11			

(Column A, Line 11) ÷ (Column C, Line 11) x 100%    (Column B, Line 11) ÷ (Column C, Line 11) x 100%

Note: Applicants should be aware that the purchase of stationary equipment (>\$5,000) with USDA Forest Service funds creates a federal interest in the equipment. Any proposed equipment purchase is subject to the regulations at 2 CFR § [200.310](#), [200.313](#), and [200.316](#). These and other 2 CFR § 200 regulations are available for viewing at the Code of Federal Regulations website <https://www.ecfr.gov/>

**Leveraged Funding Table**

Instructions for the Leveraged Funding Table: List the leveraged funds provided by the applicant and all 3<sup>rd</sup> party organizations. Exclude Forest Service funding. Use reasonable and acceptable rates to value materials and in-kind contributions.

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

**Budget Justification**

On the following pages, please provide specific details on how USDA Forest Service and leveraged funding will be used for each of the budget categories identified in the previous two budget tables.

**Category 1. Personnel:** This is the actual estimated salary cost paid and does not include fringe benefits. Show job titles or positions, estimated days or hours, and the estimated cost per day or hour. Clearly delineate if the personnel costs listed below are being used as leverage or if the personnel costs are part of the requested federal financial assistance. Cost must align with regulations listed in [2 CFR § 200.430](#) . (This field is limited to 4,700 characters with spaces)

**Category 2. Fringe Benefits:** Fringe benefits are generally expressed as a percentage of salary cost. Provide the rate and total estimated cost or in-kind contribution. Clearly identify if the fringe benefits are being used as match. (*This field is limited to 1,625 characters with spaces*)

**Category 3. Travel:** Show anticipated trips, number of travelers, locations, and an estimated cost per trip. Clearly delineate if the travel is being requested as part of the federal financial assistance or if travel is being used as in-kind match. (*This field is limited to 1,625 characters with spaces*)

**Category 4. Equipment:** Identify all equipment that is being funded with federal financial assistance and which equipment will be used as in-kind match. When possible, provide documentation of equipment cost or quotes as an appendix item. The USDA Forest Service can only fund stationary equipment. Mobile equipment will not be funded with USDA Forest Service funds. *(This field is limited to 5,000 characters with spaces)*

**Category 5. Supplies/Materials:** Identify all materials and supplies that is being funded with federal financial assistance and which items will be used as in-kind match. When possible, provide documentation of cost estimates or quotes as an appendix item. (*This field is limited to 5,000 characters with spaces*)

**Category 6. Contractual:** Identify contractual costs that is being funded with federal financial assistance and which items will be used as in-kind match. When possible, provide documentation of cost estimates or quotes as an appendix item. (*This field is limited to 5,000 characters with spaces*)



**Category 8. Other:** Identify other project costs, that do not fit in the previous categories, that are being funded with federal financial assistance and which items will be used as in-kind match. When possible provide documentation of cost estimates or quotes as an appendix item. Note: Federal funds cannot be used for construction activities and construction activities cannot be used as in-kind match. In addition, federal funds cannot be used for activities that improve land as defined in [26 CFR § 1.856-10 Definition of real property](#). (*This field is limited to 4,000 characters with spaces*)

## H. Appendices

Appendices should be well organized with an index so reviewers can readily find information of interest. Include only relevant information in the Appendices that will help the review panel understand and evaluate your project. Letters of support should be included as the first Appendix. Below are required items that must be included in the Appendices as well as examples of optional information to include the Appendices.

### Required Information for Appendices:

- Letters of support from partners, individuals, or organizations, especially those playing a key role or providing matching funds, including Forest Service units if National Forest System lands will directly benefit from the project. Letters of support should display the degree of collaboration occurring between the different entities engaged in the project. **Applicants must submit letters of support from third-party organizations confirming the amount of cash or in-kind services to be provided.**
- List of all other funds (*Federal, State, Private*) received for this project and closely related projects within the last 5 years (*include agency, program name, and dollar amount*).
- Provide screen shot from [SAM.gov](https://www.sam.gov) showing either an active registration or that the registration process has been initiated in [SAM.gov](https://www.sam.gov).
- Short resume or vitae for team members.
- Documentation and/or cost quotes of equipment requested to be funded if applicable.

### Optional Information for Appendices:

- Feasibility assessments.
- Woody biomass resource supply assessment (*recommended for larger wood energy proposals*).
- Quotes for professional engineering services and rationale for selection of contractor, if already selected.
- Miscellaneous items, such as schematics, engineering designs, or executive summaries of reports.
- Include 1 – 3 photos that best tell the story of your project. Please include a caption for each photo that explains what is shown or happening in the photo. Only include photos that can be used for press releases, public websites, or mass communications if awarded. *Optional at time of proposal submission but required if proposal is selected for award.*

## Part 2. Required Financial Forms

The following forms need to be completed and submitted with your proposal. Forms a — f below are located at the [Grants.gov website](https://www.grants.gov). Search the “Form Name” column for the appropriate form.

a. SF-424: Application for Federal Assistance

[https://apply07.grants.gov/apply/forms/sample/SF424\\_4\\_0-V4.0.pdf](https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf)

b. SF-424A: Budget Information for Non-Construction Programs

<https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>

c. SF-424B: Assurances for Non-Construction Programs

<https://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>

d. FS-1500-35: Certificate Regarding Lobbying Activities

<https://www.fs.usda.gov/nac/assets/documents/forms/fs-1500-35-certification-regarding-lobbying.docx>

e. FS-1500-22: Financial Capability Questionnaire

[https://www.fs.usda.gov/Internet/FSE\\_DOCUMENTS/stelprd3834433.docx](https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprd3834433.docx)

f. Your agency, business or organization must have an active registration (*preferred*) or have initiated the registration process in the System for Award Management (SAM.gov) to apply. You must include a screenshot of the SAM.gov registration page indicating that you have initiated the registration process in the application appendices, or your application will be denied. Additionally, your organization must have attained an active registration prior to the final selection of grant awards to be eligible for an award. There is no charge for registration. Active registration must be maintained throughout the life of the award.

Items to note when completing the SF-424 and SF-424A forms:

- Catalog of Domestic Assistance Number (CFDA): 10.674
- CFDA Title: Wood Utilization Assistance
- Funding Opportunity Number: USDA-FS-WOOD-INNOVATIONS
- Funding Opportunity Title: Wood Innovations Funding Opportunity

Note: You must register your organization at the System for Award Management ([SAM.gov](https://sam.gov)) website. The SAM registration process can take time; please ensure your registration is up to date, if awarded.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond, to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0257. Response to this collection of information is required to obtain benefits. The authority to collect the information is the Infrastructure Investment and Jobs Act (Pub. Law 117-58). The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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 on-line 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)(2) fax: (202) 690-7442; or (3) email [program.intake@usda.gov](mailto:program.intake@usda.gov).

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The Privacy Act of 1974, 5 U.S.C. 552a and the Freedom of Information Act, 5 U.S.C. 552 govern the confidentiality to be provided for information received by the Forest Service.