

The Supporting Statement for OMB 0596-0256

Wood Innovations Funding Opportunity (WIFO) Program

-

Terms of Clearance

A. Justification

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

USDA Forest Service is delivering the Wood Innovations Funding Opportunity (WIFO) to support the Agriculture Improvement Act of 2018 [Pub. L. 115-334 Sec. 9013](#), Rural Revitalization Technologies [7 U.S.C. Sec. 8113](#), Infrastructure Investment and Jobs Act (Bipartisan Infrastructure Law) [Pub. L. 117-58 Div. J Title VI](#), Inflation Reduction Act [Pub. L. 117-169 SEC. 23002](#), and the nationwide challenge of disposing of hazardous fuels and other wood residues from the National Forest System and other U.S. forest lands in a manner that supports wood products and wood energy markets. The intent of the Wood Innovations Funding Opportunity is to stimulate, expand, and support U.S. wood products markets and wood energy markets to support the long-term management of National Forest System and other forest lands. According to 2 CFR Part 200 and Forest Service Handbook 1509.11, Chapter 20, prescribes administrative requirements and processes applicable to all Forest Service domestic and international Federal Financial Assistance awards to State and local governments, institutions of higher education, hospitals, private profit and nonprofit organizations, individuals, and foreign recipients. In particular, collection of information is necessary to ascertain if applicants seeking financial assistance do in fact operate facilities in close proximity to a unit of federal or Indian land that has been identified as high or very high priority for ecological restoration.

- 2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

- a. What information will be collected - reported or recorded? (If there are pieces of information that are especially burdensome in the collection, a specific explanation should be provided.)**

Eligible applicants are For-profit entities; state, local governments; Indian Tribes; school districts; community, not-for-profit organizations; institutions of higher education; and special purpose districts (e.g., public utilities districts, fire districts, conservation districts, and ports). Public posting will be in Grants.gov. To extend opportunities from the applicants within rural communities without high speed or dependable internet connections; we enable a direct submission to one point of contact.

The full application package (Part I and Part II) is to be submitted by email to the respective Forest Service Regional Coordinator (see table with list of Regional Coordinators) in the Forest Service Region your State resides. Forest Service Regional Foresters will rank proposals according to regional priorities. A panel of Federal experts or their designees will perform a thorough technical review of eligible proposals and evaluate the proposals according to the criteria outlined in this announcement. Reviewers independently evaluate proposals for merit and assign a score using the criteria listed above in Section Error: Reference source not found ([Evaluation Criteria](#)). Both the Regional Foresters rankings and the review panel evaluations will be submitted to the Forest Service national leadership for a final decision. In addition, the Forest Service may consider performance and status of previous or ongoing Wood Innovations grants and other Federal grants and awards in making awards under this program and authority.

Forest Service Regional Coordinators:

Forest Service Northern Region (Region 1) MT, ND, Northern ID, & Northwestern SD

ATTN: Julie Kies
Building 26 Fort Missoula Road
Missoula, MT 59807
julie.kies@usda.gov (406) 370-3297

Forest Service Rocky Mountain Region (Region 2) CO, KS, NE, SD, & WY

ATTN: Todd Gardiner
1617 Cole Boulevard, Building 17
Lakewood, CO 80401-3305
todd.gardiner@usda.gov (970) 210-9103

Forest Service Southwestern Region (Region 3) AZ & NM

ATTN: Grace Sorenson
300 E State Route 260
Camp Verde, AZ 86322
grace.a.sorenson@usda.gov (928) 554-5770

Forest Service Intermountain Region (Region 4) Southern ID, NV, UT, & Western WY

ATTN: Chris Clark
1249 S. Vinnell Way, Suite 200
Boise, Idaho 83709
christopher.clark2@usda.gov (208) 809-0999

Forest Service Pacific Southwest Region (Region 5) CA, HI, Guam, and Trust Territories of the Pacific Islands

ATTN: Helena Murray
1323 Club Drive
Vallejo, CA 95492-1110
helena.murray@usda.gov (707) 980-2375

Forest Service Pacific Northwest Region (Region 6) OR & WA

ATTN: Adrian Kiser
1220 SW 3rd Avenue
Portland, OR 97204
adrian.kiser@usda.gov (971) 280-0937

Forest Service Southern Region (Region 8) AL, AR, FL, GA, KY, LA, MS, NC, OK, SC, TN, TX, VA, Virgin Islands, & Puerto Rico

ATTN: Marcus Taylor
5162 Valleypointe Parkway
Roanoke, VA 24019
marcus.taylor@usda.gov (540) 553-5476

Forest Service Eastern Region (Region 9) CT, DE, DC, IL, IN, IA, ME, MD, MA, MI, MN, MO, NH, NJ, NY, OH, PA, RI, VT, WV, WI

ATTN: Lew McCreery
180 Canfield Street
Morgantown, WV 26505
lew.mccreery@usda.gov (304) 285-1538

Forest Service Alaska Region (Region 10) AK

ATTN: Priscilla Morris
161 East 1st Avenue, Door 8
Anchorage, AK 99501
priscilla.morris@usda.gov (907) 743-9467

Within the project narrative, applicants will be asked to provide the following information:

1. Project Title.
2. Project Length.
3. Project Abstract.
4. Statement of need.
5. Specific goals and objectives in bullet format.
6. Describe how the proposed project responds to the Wood Innovations program goals and intent listed in the instructions.
7. Describe the specific project work activities or tasks that will be carried out in order to accomplish and meet the goals and objectives.
8. Describe the timeline for project activities. Describe how the budget aligns with these activities.
9. Describe how progress will be measured.
10. Describe industry involvement.
11. Describe any subgrant or subcontracting activity.
12. Describe communication and outreach activities.
13. List anticipated project outcomes, deliverables, and desired results. (Outcomes should be specific, measurable, and align with project timeline.)
14. Describe anticipated project impacts, including: 1) magnitude of impact on wood products market or wood energy market, 2) benefits to National Forest System and other forest lands; and 3) job creation and retention. (Include assumptions used to determine these impacts.)
15. Describe leveraged activities and/or leveraged funds above the minimum required match that maximize proposed project benefits or bringer greater value to the goals of the Wood Innovations program. (Explain how you will use other funding or team sources to maximize project impact.)
16. Describe how the project will help the Forest Service meet the intent and goals of this grant, including details on how the project will expand wood products and wood energy markets.
17. 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).
18. 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 U.S. Forest Service project(s). If appropriate, please include a short resume or vitae in the appendix.
19. Describe planned reports, documents, and success stories that will be provided during and at the end of the project for posting on the Wood Innovations website.
20. List the contact information for the person(s) responsible for reporting (reports should be submitted via e-mail as Word documents, preferably in a 508-compliant format).
21. See the RFP and Instructions for additional information on required reports.
22. Please complete the following two budget tables. The budget should support the narrative statements and reflect projected costs.
23. Address proposed expenditures in relation to the proposed project description.
24. Include cash and in-kind match, other Federal funds, and staff time that may help accomplish the project

Within the budget narrative, applicants will be asked to provide the following information:

1. Personnel (2 CFR § 200.430): This is the actual estimated salary cost paid and may or may not include fringe benefits. Show job titles or positions and estimated days or hours and the estimated cost per day or hour.
2. Fringe Benefits: Fringe is generally expressed as a percentage of the salary cost. Provide the rate and total estimated cost.
3. Travel: Show anticipated trips, number of travelers, locations, and an estimated cost per trip.
4. Equipment: Identify all equipment being funded. Provide any documentation of equipment costs in Appendices. Forest Service Share can only be for stationary not mobile equipment.
5. Supplies/Materials: Provide an estimate of the supplies and materials that may be purchased for the project.
6. Contractual: List out any estimated costs with a description of work for each anticipated contract or subaward.
7. Construction: Federal funds may not be used for construction; however, they may be included in the cooperator's share.
8. Other: Any costs under this category must be itemized with a description and an estimated cost.

Within the appendices, applicants will be asked to provide the following information:

- **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** showing either an active registration or that the registration process has been initiated in SAM. Refer to the Instructions Section III. B. for additional information.
- Short resume or vitae for team members.
- Documentation of equipment funded if applicable

Optional information for appendices includes:

- 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.

In total, the project narrative, budget tables/narrative, and appendices will be requested from applicants. This information will be used to determine eligibility and need for financial assistance of applicants.

To comply with federal grant requirements, the USDA Forest Service will also require applicants complete the following standard forms when applying for (and after receiving, for the FS-1500-23 and SF-425 forms) financial assistance.

- a. FS-1500-0050: Wood Innovations Funding Opportunity Application
- b. Screenshot of an active or in-process Sam.gov
- c. SF-424: Application for Federal Assistance
- d. SF-424A: Budget Information for Non-Construction Programs
- e. SF-424B: Assurances for Non-Construction Programs
- f. FS-1500-35: Certificate Regarding Lobbying Activities
- g. FS-1500-22: Financial Capability Questionnaire
- h. FS-1500-23; Optional Project Performance Report
- i. SF-425; Federal Financial Report

To comply with federal grant reporting requirements, successful applicants will need to file annual or quarterly interim project progress reports (FS-1500-23) along with the SF-425: Federal Financial Report. Report timing depends on the funding source, which is part of this NOFO. BIL funding requires quarterly, and Congressional Appropriations requires annual reporting.

- b. From whom will the information be collected? If there are different respondent categories (e.g., loan applicant versus a bank versus an appraiser), each should be described along with the type of collection activity that applies.**

Information Collected	Description	Information Provided to:	Prepared by
Individual	FS-1500-0050: Wood Innovations Funding Opportunity Application	USDA Forest Service	Public, Tribal and State
Individual	Screenshot of an active or in-process SAM.gov registration	USDA Forest Service	Public, State, and Tribal
Individual	SF-424: Application for Federal Assistance (OMB 4040-0001)	USDA Forest Service	Public, State, and Tribal
Individual	SF-424A: Budget Information for Non-Construction Programs (OMB 4040-0006)	USDA Forest Service	Public, State, and Tribal
Individual	SF-424B: Assurances for Non-Construction Programs (OMB 4040-0007)	USDA Forest Service	Public, State, and Tribal
Individual	FS-1500-35: Certificate Regarding Lobbying Activities (OMB 0596-0217)	USDA Forest Service	Public, State, and Tribal
Individual	FS-1500-22: Financial Capability Questionnaire (OMB 0596-0217)	USDA Forest Service	Public, State, and Tribal
Individual	FS-1500-23: Optional Project Performance Report (OMB 0596-0217)	USDA Forest Service	Public, State, and Tribal
Individual	SF-425: Federal Financial Report (OMB 4040-0014)	USDA Forest Service	Public, State, and Tribal

- c. What will this information be used for - provide ALL uses?**

Information will be used to evaluate eligibility and financial assistance need of applicants. In addition, the information collection will be used to produce maps illustrating where the projects will be implemented.

- d. How will the information be collected (e.g., forms, non-forms, electronically, face-to-face, over the phone, over the Internet)? Does the respondent have multiple options for providing the information? If so, what are they?**

Information will be collected using electronic forms submitted by email to the respective Forest Service Regional Coordinator (see table with list of Regional Coordinators) in the Forest Service

Region your State resides. No other forms of submitting applications for financial assistance will be accepted.

e. How frequently will the information be collected?

The information will be collected each time a notice of funding opportunity is issued, which is scheduled to be once every federal fiscal year.

f. Will the information be shared with any other organizations inside or outside USDA or the government?

The information will be shared inside the USDA. Locations of the funded projects, funding award, and an abstract of the project will be shared with the public by two public facing USDA interactive project maps: [USDA Energy Investment Map](#) and the [Wood Innovations Project Data Map](#).

g. If this is an ongoing collection, how have the collection requirements changed over time?

This is a new collection.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

The information is collected through electronic submission of the application form using email to the respective Forest Service Regional Coordinator (see table with list of Regional Coordinators) in the Forest Service Region your State resides.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.

Information collected for this Notice of Funding Opportunity (NOFO) is separate and not replicated in other USDA Forest Service NOFOs since this NOFO originates directly from the Agriculture Improvement Act of 2018 [Pub. L. 115-334 Sec 9013](#).

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

Forest Service Regional Coordinators maintain continuous contact with numerous eligible applicant partners within their Region, providing education and awareness of the program. They offer and provide assistance to all potential applicants who request assistance in understanding the program requirements and will review applications for completeness ahead of the submission date for any potential applicant who requests such review.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

Per 2 CFR Part 200 and Forest Service Handbook 1509.11, Chapter 20, if the collection is not conducted then federal funding from the USDA Forest Service cannot be awarded to recipients.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

• **Requiring respondents to report information to the agency more often than quarterly;**

Annual or quarterly financial and project reporting is required. Report timing depends on the funding source, which is part of this NOFO. BIL funding requires quarterly, and Congressional Appropriations requires annual reporting.

• **Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**

There are no other special circumstances. The collection of information is conducted in a manner

consistent with the guidelines in 5 CFR 1320.6.

- **Requiring respondents to submit more than an original and two copies of any document;**
There are no other special circumstances. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.6.
- **Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**
There are no other special circumstances. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.6.
- **In connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**
There are no other special circumstances. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.6.
- **Requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
There are no other special circumstances. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.6.
- **That includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
There are no other special circumstances. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.6.
- **Requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**
There are no special circumstances. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.6.

8. **If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8 (d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

The 60-day Federal Register Notice request for public notice and comment was published in the Federal Register on May 17, 2023, 88 FR 31481. No comments were received.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and record keeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Public consultation on the Wood Innovations Funding Opportunity was conducted with organizations that included the U.S. Endowment for Forestry & Communities, Inc., National Association of State Foresters, and the Softwood Lumber Board. Summarized feedback from this group included guidance on the amount and use of funding for the program. These comments provided direction for clarity of the application, instructions, and reporting. Specifically, they provided the insight needed for an effective application, instructions, and annual funding amount. They advised the instructions were clear and specific to the program, would be appropriate in assessing the applications. The entirety of the feedback, by organization, is provided below:

US Endowment for Forestry and Communities, Inc. –

It is the opinion of the Softwood Lumber Board that the Wood Innovation Grant application provides the government and affiliated supporting industries and associations with the required documentation and detail to award upwards of \$20M annually via the program. To appropriately award the funds, the program description, proponents team, budget, matching funds, schedule and projected outcomes and deliverables are essential to the review process and in achieving better utilization of wood products in the built environment.

The Softwood Lumber Board requires a more extensive application and due diligence in its matching funds programs to ensure that the results of such programs are easily shareable for the benefit of the broader US market and those expanding the use of wood products in taller buildings.

National Association of State Foresters –

1. Based on my participation as both a reviewer and advising applicants, the process, forms, instructions are very good and straight-forward.
2. The application form is very well organized and easy to follow.
3. Clarity on construction and labor expenses on page 2 of the instructions would be helpful. It states federal funds cannot be used. Is that all-inclusive to those expenses?
4. Can/should you limit the number of pages that an applicant submits? It seems to be unlimited now.
5. Can you expand the pool of reviewers so that each reviewer has fewer applications to manage?
6. Clarify the equipment matching description on page 15 of the instructions. The “better” solution comment seems to be a work-around on the whole equipment issue. Is that what is intended?
7. Again, on page 15, federal funds should not be used for infrastructure improvement costs. It seems that any infrastructure work would increase the value of real property.
8. Page 16. If you agree with comment #6 above, the paragraph on ‘Construction Costs’ will need to be revised also.
9. Can changes be made to the matching funds or is that baked in the underlying authority? A 50% match would be more reasonable to smaller organizations.

I like the abstract feature and limiting it to 1625 characters allows project reviewers an opportunity to quickly get a feel for the work being proposed. Same comment for the other fillable boxes such as the project goals and objectives. The character limits are good.

Perhaps a note could be added cautioning applicants that “more” is not always better in terms of the amount of supporting materials provided. As a reviewer in the past, very lengthy applications are not appreciated. The applicant should be laser-focused on the fillable boxes and only include highly relevant materials in the appendices.

Softwood Lumber Board

I am writing to express my sincere gratitude for the opportunity to participate in the review of the Wood Innovations Grant program and its implications for the Paperwork Reduction Act. During the review process, we talked to multiple partner organizations, including the National Association of State Foresters, the Softwood Lumber Board, the National Alliance of Forest. The input from these organizations played a role in shaping our feedback and guidance on the amount and use of funding for the Wood Innovations Grant program.

One of the significant takeaways from our collaborative effort was the clarity and comprehensiveness of the application, instructions, and reporting process. We believe that the provided guidance and materials are well-structured, easy to comprehend, and aligned with the program's objectives. This will facilitate a seamless and efficient application process, ensuring that deserving projects have the opportunity to be considered for funding.

Furthermore, the annual funding amount recommended by our collective effort strikes a judicious balance between promoting innovation and sustainability in the forest products industry while remaining in compliance with applicable laws and regulations. As partner organizations, we would always like to see more funding to meet unmet needs, but this funding level will enable eligible applicants to pursue their projects with confidence, knowing that the necessary resources are available to bring their innovative ideas to fruition.

In our evaluation, we found that the instructions for the Wood Innovations Grant program were clear, specific, and tailored to the program's unique requirements. By offering precise guidance, applicants can adequately prepare their proposals, thereby streamlining the evaluation process for the Forest Service, and ensuring that all applicants have the same opportunity to apply. This approach will ensure that the selected projects align closely with the program's objectives and contribute to the sustainable development of the forestry sector.

We would like to reiterate that, after a thorough review, we are convinced that the Wood Innovations Grant program is in compliance with the Paperwork Reduction Act and does not place an undue burden on the public. The streamlined application and reporting process, along with the clarity of instructions, will contribute to the reduction of administrative burdens, while still maintaining the integrity of the program's evaluation process.

Once again, we extend our appreciation to the Forest Service for including us in this essential review process. It is our hope that our collective efforts have contributed to the continued success of the Wood Innovations Grant program, fostering innovation and sustainability in the forest products industry.

Thank you for your dedication to the preservation and development of our nation's forests. We look forward to future opportunities to collaborate and support your efforts in enhancing the vitality of this vital natural resource.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

This collection is a renewal of an emergency collection and three years has not passed.

9. Explain any decision to provide any payment or gift to respondents, other than re-enumeration of contractors or grantees.

No payment or gifts are provided.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The following statement is provided in the Instructions for the Notice of Funding Opportunity.

“Confidentiality: Materials submitted to the Forest Service, such as grant applications and progress

reports, are subject to the Freedom of Information Act (FOIA). Upon request, the Forest Service may be obligated to disclose such records. However, documents or portions of documents will be protected if they satisfy the requirements of one or more FOIA exemptions. FOIA Exemption 4 protects commercial and financial information that constitutes a trade secret, or whose release would cause competitive harm to the organization that provided the information. FOIA Exemption 6 protects information whose release “would reasonably be expected to constitute an unwarranted invasion of personal privacy.”

In the event that the Forest Service receives a FOIA request seeking information provided by your organization, Executive Order 12600 requires the Forest Service to consult with you regarding the potential release of this information. When assembling your application, you may wish to highlight any information that constitutes a trade secret, whose release would cause you competitive harm, or whose release would impact personal privacy. For more information about the FOIA and its exemptions, please consult the Department of Justice Guide to the Freedom of Information Act.”

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior or attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

The application will not contain questions of a sensitive nature.

12. Provide estimates of the hour burden of the collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.

Burden Hours for Public Applicants

Title of Collection: Burden Hours for FS-1500-0050: Wood Innovations Funding Opportunity Application.

Estimate of Annual Burden: 330.00 hours.

Type of Respondents: Public applicants.

Estimated Annual Number of Respondents: 110.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 3.00 hours.

Title of Collection: Burden Hours for Screenshot of active or in-process SAM.gov registration.

Estimate of Annual Burden: 110.00 hours.

Type of Respondents: Public applicants.

Estimated Annual Number of Respondents: 110.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 1 hours.

Title of Collection: Burden Hours for FS-1500-35: Certificate Regarding Lobbying Activities

Estimate of Annual Burden: 27.50 hours.

Type of Respondents: Public applicants.

Estimated Annual Number of Respondents: 110.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 0.25 hours.

Title of Collection: Burden Hours for FS-1500-22: Financial Capability Questionnaire

Estimate of Annual Burden: 27.50 hours.

Type of Respondents: Public applicants.

Estimated Annual Number of Respondents: 110.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 0.25 hours.

Title of Collection: Burden Hours for FS-1500-23: Annual Project Progress Report (For projects funded with Congressional Appropriations)

Estimate of Annual Burden: 82.50 hours.

Type of Respondents: Public applicants.

Estimated Annual Number of Respondents: 110.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 0.75 hours.

Title of Collection: Burden Hours for FS-1500-23: Quarterly Project Progress Report (For projects funded with BIL Funding)

Estimate of Annual Burden: 330.00 hours.

Type of Respondents: Public applicants.

Estimated Annual Number of Respondents: 110.

Estimated Annual Number of Responses per Respondent: 4.

Estimated Total Annual Burden on Respondents: 3.00 hours.

Request for Common Use Forms:

Title of Collection: Burden Hours for SF-424: Application for Federal Assistance

Estimate of Annual Burden: 110.00 hours.

Type of Respondents: Public applicants.

Estimated Annual Number of Respondents: 110.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 1.00 hours.

Title of Collection: Burden Hours for SF-424A: Budget Information for Non-Construction Programs

Estimate of Annual Burden: 55.00 hours.

Type of Respondents: Public applicants.

Estimated Annual Number of Respondents: 110.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 0.50 hours.

Title of Collection: Burden Hours for SF-424B: Assurances for Non-Construction Programs

Estimate of Annual Burden: 27.50 hours.

Type of Respondents: Public applicants.

Estimated Annual Number of Respondents: 110.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 0.25 hours.

Title of Collection: Burden Hours for SF-425: Annual Federal Financial Report (For projects funded with Congressional Appropriations)

Estimate of Annual Burden: 82.50 hours.

Type of Respondents: Public applicants.

Estimated Annual Number of Respondents: 110.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 0.75 hours.

Title of Collection: Burden Hours for SF-425: Quarterly Federal Financial Report (For projects funded with BIL funding)

Estimate of Annual Burden: 330.00 hours.

Type of Respondents: Public applicants.

Estimated Annual Number of Respondents: 110.

Estimated Annual Number of Responses per Respondent: 4.

Estimated Total Annual Burden on Respondents: 3.00 hours.

Burden Hours for Tribal and State Applicants

Title of Collection: Burden Hours for FS-1500-0050: Wood Innovations Funding Opportunity Application.

Estimate of Annual Burden: 24.00 hours.

Type of Respondents: Tribal and State applicants.

Estimated Annual Number of Respondents: 8.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 3.00 hours.

Title of Collection: Burden Hours for Screenshot of active or in-process SAM.gov registration.

Estimate of Annual Burden: 8.00 hours.

Type of Respondents: Tribal and State applicants.

Estimated Annual Number of Respondents: 8.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 1 hours.

Title of Collection: Burden Hours for FS-1500-35: Certificate Regarding Lobbying Activities

Estimate of Annual Burden: 2.00 hours.

Type of Respondents: Tribal and State applicants.

Estimated Annual Number of Respondents: 8.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 0.25 hours.

Title of Collection: Burden Hours for FS-1500-22: Financial Capability Questionnaire

Estimate of Annual Burden: 2.00 hours.

Type of Respondents: Tribal and State applicants.

Estimated Annual Number of Respondents: 8.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 0.25 hours.

Title of Collection: Burden Hours for FS-1500-23: Annual Project Progress Report (For projects funded with Congressional Appropriations)

Estimate of Annual Burden: 6.00 hours.

Type of Respondents: Tribal and State applicants.

Estimated Annual Number of Respondents: 8.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 0.75 hours.

Title of Collection: Burden Hours for FS-1500-23: Quarterly Project Progress Report (For projects funded with BIL funding)

Estimate of Annual Burden: 24.00 hours.

Type of Respondents: Tribal and State applicants.

Estimated Annual Number of Respondents: 8.

Estimated Annual Number of Responses per Respondent: 4.

Estimated Total Annual Burden on Respondents: 3.00 hours.

Request for Common Use Forms:

Title of Collection: Burden Hours for SF-424: Application for Federal Assistance

Estimate of Annual Burden: 24.00 hours.

Type of Respondents: Tribal and State applicants.

Estimated Annual Number of Respondents: 8.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 1.00 hours.

Title of Collection: Burden Hours for SF-424A: Budget Information for Non-Construction Programs

Estimate of Annual Burden: 4.00 hours.

Type of Respondents: Tribal and State applicants.

Estimated Annual Number of Respondents: 8.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 0.50 hours.

Title of Collection: Burden Hours for SF-424B: Assurances for Non-Construction Programs

Estimate of Annual Burden: 2.00 hours.

Type of Respondents: Tribal and State applicants.

Estimated Annual Number of Respondents: 8.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 0.25 hours.

Title of Collection: Burden Hours for SF-425: Annual Federal Financial Report (For projects funded with Congressional Appropriations)

Estimate of Annual Burden: 6.00 hours.

Type of Respondents: Tribal and State applicants.

Estimated Annual Number of Respondents: 8.

Estimated Annual Number of Responses per Respondent: 1.

Estimated Total Annual Burden on Respondents: 0.75 hours.

Title of Collection: Burden Hours for SF-425: Quarterly Federal Financial Report (For projects funded with BIL funding)

Estimate of Annual Burden: 24.00 hours.

Type of Respondents: Tribal and State applicants.

Estimated Annual Number of Respondents: 8.

Estimated Annual Number of Responses per Respondent: 4.

Estimated Total Annual Burden on Respondents: 3.00 hours.

Spreadsheet was populated using the following assumptions:

1. Number of respondents would be 118. This is based upon the typical number of respondents for the Wood Innovations Funding Opportunity. This breaks down to 3 State applicants, 5 Tribal applicants, and 110 Public applicants.
2. Cost per hour value for respondent cost is \$40.90. This is based upon Employer Costs for Employee Compensation March 2022 report from the US Department of Labor Bureau of Labor Statistics. Accessed August 1, 2022 <https://www.bls.gov/news.release/pdf/ecec.pdf>.

13. Provide estimates of the total annual cost burden to respondents or record keepers resulting from the collection of information, (do not include the cost of any hour burden shown in items 12 and 14). The cost estimates should be split into two components: (a) a total capital and start-up cost component annualized over its expected useful life; and (b) a total operation and maintenance and purchase of services component.

There are no capital costs.

14. Provide estimates of annualized cost to the Federal government. Provide a description of the method used to estimate cost and any other expense that would not have been incurred without this collection of information.

GS 13 – 300 hours to manage application process and reviewers

GS 13 – 450 hours national to support applications and questions

GS 13 – 300 hours of executing agreements

GS 15 – 120 hours grant direction and management

Based on the following rates to include salary and benefits

GS15 @ 88.50/hr

GS13 @ 63.63/hr

Total estimated of annualized cost to the federal government is \$77,431.50

15. Explain the reasons for any program changes or adjustments reported in items 13 or 14 of OMB form 83-I.

There are no program changes.

16. For collections of information whose results are planned to be published, outline plans for tabulation and publication.

The information will be shared inside the USDA. Locations of the funded projects, funding award, and an abstract of the project will be shared with the public by two public facing USDA interactive project maps: [USDA Energy Investment Map](#) and the [Wood Innovations Project Data Map](#).

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

We are not seeking non-display approval and will display the expiration date for OMB approval.

18. Explain each exception to the certification statement identified in item 19, "Certification Requirement for Paperwork Reduction Act."

There are no exceptions.