

**Fiscal Year 2023 APPLICATION FORM**  
**Wood Innovations Funding Program (CFDA 10.674)**

Ensure that your organization is registered with the System for Award Management (SAM), which is located at <https://sam.gov/>. DO NOT go through a third party that may charge for registration. There is no charge for registering at [SAM.gov](https://sam.gov/). This process may take time, so please **register immediately**.

**Cover Page for Part 1: Cooperator Contact Information**

1. Project Title:
  
2. Project Type (choose one):     Wood Products     Wood Energy
  
3. Project Cost & Cooperator Funding
  - A. Cooperator Funding (Amount of matching funds):
  
  - B. Requested Forest Service Funding:
  
  - C. Cooperator Funding as a Percentage of Requested Forest Service Funding ( $A \div B \times 100$ ):
  
  - D. Total Project Cost (A + B):
  
4. Contact Information
  - Financial Agreement Applicant (*Responsible official for the financial administration of the project*)  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
  
Organization/Company: \_\_\_\_\_  
  
Street Address/P.O. Box: \_\_\_\_\_  
  
City, State Zip: \_\_\_\_\_  
  
Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_
  
  - Project Contact (*Responsible for management/coordination of project*)  
If listed above, check box
  
  - Name: \_\_\_\_\_ Title: \_\_\_\_\_  
  
Organization/Company: \_\_\_\_\_  
  
Street Address/P.O. Box: \_\_\_\_\_  
  
City, State Zip: \_\_\_\_\_  
  
Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Wood Innovations** Funding Program (CFDA 10.674) FY23 Application

**Application Instructions:** Complete and submit Part 1 (Contact Information, Narrative including budget tables and justification, Appendices) and Part 2 (Required Financial Forms). Address each item under subheadings A through G for part 1.

**Formatting Requirements:**

The following sections (A – G below) are required for Part 1 Narrative (see Application Form for more specific instructions)

- A. Basic Project Information
- B. Project Goals and Objectives
- C. Project Description
- D. Project Impact
- E. Qualifications of Team and Partners
- F. Annual Reports and Progress Reports
- G. Budget Summary and Justification in Support of SF-424

**Submission Requirements:** E-mail submittal of Part 1 (includes appendices) and Part 2 (forms) at one time to the Forest Service Regional Coordinator. Separate letters of support or other documents will not be accepted. No hardcopy or fax proposals will be accepted. Each submittal must consist of two separate, searchable PDF (or Word) files, as follows:

- 1. Part 1: Cooperator Contact Information, Narrative including budget table and justification, and any Appendices
- 2. Part 2: Required Financial Forms

**Part 1: Narrative, including budget tables and justification**

**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 (*This field accommodates up to 1,625 characters and spaces.*)

- Provide a brief description of the project. If funded, the abstract will be posted on the Wood Innovations website. Be concise and clear.

**B. Project Goals and Objectives** *(This field accommodates up to 5,000 characters and spaces.)*

- A. Statement of need. (Describe succinctly why this project is needed.)
- B. Specific goals and objectives in bullet format.
- C. Describe how the proposed project responds to the Wood Innovations program goals and intent listed in the instructions.

**C. Project Description** *(This field accommodates up to 5,000 characters and spaces.)*

- D. Describe the specific project work activities or tasks that will be carried out in order to accomplish and meet the goals and objectives.
- E. Describe the timeline for project activities.
- F. Describe how progress will be measured.
- G. Describe industry involvement.
- H. Describe any subgrant or subcontracting activity.
- I. Describe communication and outreach activities.

**D. Project Impact** (*This field accommodates up to 5,000 characters and spaces.*)

- J. List anticipated project outcomes, deliverables, and desired results.
- K. 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.
- L. 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.
- M. 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.
- N. 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).

**E. Qualifications of Team and Partners** *(This field accommodates up to 5,000 characters and*

O. 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.

spaces.)

**F. Annual Progress Reports and Final Reports** (*This field accommodates up to 5,000 characters and spaces.*)

- P. 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.
- Q. 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).
- R. See the RFP and Instructions for additional information on required reports.

**G. Budget Tables and Justification in Support of SF-424A**

Please complete the following two budget tables. The budget should support the narrative statements and reflect projected costs.

Address proposed expenditures in relation to the proposed project description.

Include cash and in-kind match, other Federal funds, and staff time that may help accomplish the project.

**Applicants must contribute at least 100% of the Forest Service requested funds.** For every \$1 of Federal funding requested, applicants must provide at least \$1 in match. For example, if the requested Federal amount is \$100,000, the applicant match must be at least \$100,000. The applicant's match must come from non-Federal sources. The match may include cash or in-kind contributions. All matching funds must be directly related to the proposed project.

**Applicants must submit letters of support from third-party organizations confirming the amount of cash or in-kind services to be provided, up to the minimum required match. The match needs to be provided within the agreement timeframe.**

Forest Service funds cannot be used to fund Forest Service involvement in the project. Basic research and construction will NOT be funded under this funding opportunity. Projects for the purchase and installation of stationary wood energy equipment, sawmill equipment, or other wood manufacturing will be considered. Equipment showing a clear connection and impact to utilizing hazardous fuels from National Forest System or tribal lands will be prioritized. Equipment requests above \$300,000 should consider applying to the Community Wood grant program.

**Note:** Applicants should be aware that **the purchase of equipment with Forest Service funds creates a federal interest in the equipment.** The successful applicant will be required to complete additional paperwork before and after receiving Forest Service funds for the purchase and is subject to the regulations at 2 CFR § 200.310, 200.313, and 200.316. These 2 CFR § 200 regulations are available at: <https://www.law.cornell.edu/cfr/text/2/part-200/subpart-D>

**The purchase of equipment with cooperator matching 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.**

**Instructions for the Budget Table:**

- Lines 1-8: Enter the dollar amount for each item.
- Line 4: Only stationary equipment is eligible for Forest Service grant funds.
- Line 9: Sum of 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 Line 11, Column III to determine the percentage of each share.



**1. Budget Table**

Categories	I. Forest Service Share	II. Cooperator's Share	III. Total
<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 (identify below)</b>			
<b>7. Construction</b>	N/A		
<b>8. Other (identify below)</b>			
<b>9. Direct charges</b>			
<b>10. Indirect charges</b>			
<b>11. Total</b>			
<b>12. Percentage of Total</b>			

Please provide more specific details on how Forest Service funding will be used for each of the following budget categories:

**Category 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. (This field accommodates up to 3,000 characters and spaces.)

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**Category 2. Fringe Benefits:** Fringe is generally expressed as a percentage of the salary cost. Provide the rate and total estimated cost. (*This field accommodates up to 1,625 characters and spaces.*)

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**Category 3. Travel:** Show anticipated trips, number of travelers, locations, and an estimated cost per

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trip. *(This field accommodates up to 1,625 characters and spaces.)*

**Category 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. *(This field accommodates up to 3,000 characters and spaces.)*

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**Category 6. Contractual:** List out any estimated costs with a description of work for each anticipated contract or subaward. *(This field accommodates up to 1,625 characters and spaces.)*

**Category 7: Construction:** Federal funds may not be used for construction; however, they may be included in the cooperator's share. *(This field accommodates up to 1,625 characters and spaces.)*

<ul style="list-style-type: none"><li>•</li><li>•</li></ul>
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**Category 8. Other:** Any costs under this category must be itemized with a description and an estimated cost. *(This field accommodates up to 1,625 characters and spaces.)*

**2. Cooperator (Matching) Contributions Table**

Instructions for the Cooperator Contributions Table. Identify the value of *matching contributions to satisfy the minimum*, which must equal **at least 100% of the Forest Service requested funds**. Please value in-kind contributions and materials at reasonable and acceptable rates.

Cooperator Name	Cash	Materials	In-Kind Services	Total

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

**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** 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:*

- 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.

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- O 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

#### Guidelines for Fiscal Year 2023 Application for Federal Assistance

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 (see Financial Capability section)  
[https://www.fs.usda.gov/Internet/FSE\\_DOCUMENTS/stelprd3834433.docx](https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprd3834433.docx) (see Financial Capability section)
- f. Your agency, business or organization must have an active registration (preferred) or have initiated the registration process in the <https://sam.gov/content/home> to apply. You must include a screenshot of the SAM registration page indicating that you have initiated the registration process in the application appendices, or your application will be denied. Additionally, your agency must have attained an active registration prior to the final selection of grant awards on or about May 1, 2023, 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:

- Catalog of Domestic Assistance number: 10.674
- CFDA Title: Wood Utilization Assistance
- Funding Opportunity number: USDA-FS-WOOD-INNOVATIONS-2023
- Funding Opportunity Title: 2023 Wood Innovations Funding Opportunity
- Anticipated announcement of final selections is April 2023 and the project start date is July 2023

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

Paperwork Reduction Act

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A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is 0596-0256. Without this approval, we could not conduct this survey/information collection. Public reporting for this information collection is estimated to be approximately 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 information collection. All responses to this information collection are voluntary; however, failure to provide this information could result in program benefits being withheld or denied. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to the U.S.D.A. Forest Service email address [SM.FS.InfoCollect@usda.gov](mailto:SM.FS.InfoCollect@usda.gov) and include the OMB Control Number in the subject line.