

State and Private Forestry

FY 2010 Western Competitive Grant Process

Instructions to Applicants

OVERVIEW

The State and Private Forestry (S&PF) organization of the USDA Forest Service reaches across the boundaries of National Forests to States, Tribes, communities and non-industrial private landowners. Each State uses the support afforded by S&PF assistance to address forest conservation, protection, and enhancement needs.

The success of S&PF is based on the assumption that the collective efforts of Federal and State agencies, Tribes, organizations, communities, and individuals will be most effective if federal resources are focused on issues and landscapes of national importance and prioritized on activities that promise meaningful outcomes on the ground. This framework for successful natural resource enhancement is captured as: **focus + priority = outcome**. This competitive grant process involves state forestry agencies in selecting proposals that meet this standard. The process is an effective means of ensuring that federal S&PF dollars are invested in projects that enhance landscapes, address issues of national importance that are identified and supported locally, and provide meaningful, lasting, and measurable outcomes. National guidance and resource documents, including draft outcomes, objectives and performance measures, are available online at <http://www.fs.fed.us/spf/redesign/>.

FY 2010 PROCESS

For fiscal year 2010, 15% of the S&PF Western regional allocation will be dedicated to funding projects selected through this competitive grant process. The net available **will include** funds in the Forest Stewardship, Urban and Community Forestry, Forest Health Management-Cooperative Lands, Forest Health Management-Cooperative Lands (National Fire Plan), State Fire Assistance, and State Fire Assistance (National Fire Plan) programs. The Competitive Resource Allocation **will not include** funds from Volunteer Fire Assistance, Forest Legacy, Economic Action, and Federal Lands Forest Health Management programs.

Project proposals will be submitted by States and then screened and evaluated by the FY 2010 Competitive Grant Team. This team is made up of 6 State members representing different states and resource specialties as well as 6 Federal members representing a variety of programmatic, disciplinary, and geographic areas. Recommendations from this team will be considered by the Western Forestry Leadership Coalition (WFLC) in the process of making final approvals. A list of recommended projects will be forwarded to the USDA Forest Service State and Private Forestry Deputy Area by the WFLC. Final competitive funding allocation will be distributed to States by their respective USDA Forest Service Region.

The following set of instructions create a framework for Western states to identify and articulate how their proposed projects respond to the **focus + priority = outcome** framework as well as one or more of the three State and Private Forestry National Themes.

SUMMARY OF GRANT ELIGIBILITY AND SIDEBARS

- State Forestry Agencies are the only eligible lead applicant
- Each single grant proposal (including multi-state projects) will be limited to a maximum of \$300,000 grant funds
- No state will receive more than 15% of the total funds available for this grant program in the West
- States are limited to submitting 4 single-state project applications and can serve as lead applicant on only one multi-state project application
- There is no limit to the number of multi-state projects a state can participate in as co-applicant
- CAL FIRE must submit a state summary cover sheet with their project proposals, but will NOT prioritize projects
- Each project proposal must provide a detailed explanation of what funding sources will be leveraged and used to meet the 1:1 match requirement. See further instructions for Box 3 (total leverage) and Box 4 (project budget).
- Projects can indicate a multi-year implementation timeframe, up to a maximum of three years
- Projects must address one or more of the S&PF National themes
- Projects that involve collaboration among multiple entities are encouraged
- Collaboration and coordination with public land management agencies is encouraged; however grant awards can only be used on non-federal (including Tribal) land;

PROJECT PROPOSAL CRITERIA

All project proposals will be screened and evaluated based on the following:

Screening Criteria

Meets the general project eligibility and sidebars	Yes = Eligible	No = Ineligible
Meets the 1:1 non-federal match requirement ¹	Yes = Eligible	No = Ineligible
Clearly addresses one or more of the S&PF National Themes and associated outcomes	Yes = Eligible	No = Ineligible

Evaluation Criteria²

	5 pts – High	3 pts – Medium	1 pts - Low
<i>Project Description</i>	Clearly defines project scope and goals; objectives and output measures; outcomes; how grant funds are to be used.	Clearly defines some aspects of the project, but others are unclear or not measurable.	Unclear what work is being proposed or how to tell when the project is successfully completed.
<i>Program Integration</i>	Clearly integrates S&PF or other programs in a complementary, meaningful, and synergistic way.	Integrates S&PF or other programs. The complementary role and contribution of each program is less clear.	Does not appear to integrate S&PF or other programs in a complementary or meaningful way.
<i>Collaboration</i>	Demonstrated collaboration with partners who clearly shaped project proposal and are committed to achievement of mutual outcomes.	Collaboration with partners identifiable; contribution to project proposal and commitment to achievement of mutual outcomes limited.	Some collaboration appears to exist but is not a meaningful element of the proposal.

⁽¹⁾ The allocated grant amount must be matched in full and along program authorities by the recipient using non-federally funded sources except as authorized for the Insular Areas in 48USC1469a and Amendment of Subsection (d).

⁽²⁾ The scoring point range for each evaluation criterion is 1-5. The maximum *total score* any one application can receive is 35.

Leverage	Project will maximize leveraged resources (financial and in-kind) and outcomes from multiple entities that share the S&PF mission and support state capacity needs.	Project will leverage resources and outcomes from other entities. Connection to S&PF mission and state capacity needs is present but not extensive.	Project has little leveraged support and outcome potential from entities that support S&PF mission or state capacity needs.
Meaningful Scale	Scale of the project is clearly based on and is appropriate for the outcomes to be achieved.	Scale of the project is only partially based on or appropriate for the outcomes to be achieved.	Scale of the project does not appear to be based on or appropriate for the outcomes to be achieved.
Sphere of Influence	Project approach clearly provides value beyond state boundaries; will be held up as an example and is replicable.	Project approach may provide value beyond state boundaries, but not a central component of project. Replicability questionable.	Project approach has limited value beyond state boundaries. Would be difficult to replicate elsewhere.
Sustainability of Outcomes	Project clearly results in skills and capability that extends beyond the life of the project itself.	Project will result in some limited skills and capability building beyond the life of the project.	Unclear how project will create lasting skills and capabilities.

DETAILED APPLICATION INSTRUCTIONS

1. Application Form: All blocks are fill-in enabled and character locked. Applicants must fit all information into the allotted character space. Proposals that have been modified for any reason will be considered ineligible by the review committee. Any attachments or additional documents will not be considered by the review committee. Single- and Multi-State proposal forms are available online at http://www.wflcenter.org/spf_grants_10/.

2. Application Guidelines by Box Number:

- **Box 1- Applicant Information.** In box one disregard “State Agency” and place the name of your organization in this field with the associated contact information.
- **Box 2- Project Information.** Enter a descriptive title (sufficient to identify the location and nature of work being proposed); partnering agencies/organizations (eligible entities: State Forestry Agencies, Non-profit organizations, academic institutions, Tribal Governments, Local Governments, other federal agencies³, individuals, and private businesses if not excluded by law, regulation, or policy); and project location (states, counties, Congressional districts, and Forest Service Regions in which the project will occur).
- **Box 3- Total Leverage.** Enter all project partners (federal and non-federal) and their respective in-kind contribution to the project proposed. The totals in these boxes add automatically when all data are entered into the fields and you tab to the next fill-in enabled box. Total leverage may exceed match identified in the project budget.
- **Box 4- Project Budget.** Enter all project expenses by funding source (grant share, applicant, non-federal contributor). The totals in these boxes add automatically when all data are entered into the fields and you tab to the next fill-in enabled box. Totals for ‘dollar amount requested’ and ‘matching share’ will also automatically appear in the ‘administration information’ box at the top of Page 1.
- **Box 5- Project Duration.** Applicants are encouraged to submit projects that are designed, implemented, and monitored over a time frame that suits the project need, up to a maximum of three years.

³ Collaboration with other federal agencies is allowable and resources may be leveraged, but contributions do not count towards required match.

- **Box 6- National Relevance.** Check off one or more boxes indicating which of the three S&PF national themes will be achieved through this project.
 - **Theme 1:** Conserve Working Forest Landscapes
 - **Theme 2:** Protect Forests from Harm
 - **Theme 3:** Enhance Public Benefits Associated with Trees and Forests
- **Box 7- Project Description.** Provide a clear and detailed description of the project, including proposed activities and methods, goals, measurable objectives, outcomes, and how grant funds will be used towards successful completion of the project.
- **Box 8- Program Integration.** Describe how the project integrates complementary S&PF and other programs in a complementary and meaningful way to achieve the project outcomes.
- **Box 9- Collaboration.** Qualitatively describe the contributions each partner (private, local, tribal, county, state, federal, non-governmental organizations, individuals, etc.) has made and will make during the life of the proposed project and their depth of commitment to the achievement of mutual outcomes.
- **Box 10- Leverage.** Describe how the project will leverage resources and outcomes from entities that share the S&PF mission and support state capacity needs as quantified in Box 3. Leveraging refers to the extent to which the proposed project will use grant resources in a way that attracts additional resources that will lead to successful completion of the project and magnify the outcomes and benefits of the project. Leveraged resources can include hard dollars or soft dollars including in-kind labor, donated professional time, donated supplies or volunteer time measured and valued at nationally recognized rates.
- **Box 11- Meaningful Scale.** Describe how the scale of the project will facilitate the achievement of the desired outcomes.
- **Box 12- Sphere of Influence.** Describe how the project will provide value beyond state boundaries and serve as an example for others to follow in the future.
- **Box 13- Sustainability of Outcomes.** Describe how the project will result in skills and capabilities that will extend beyond the life of the project itself.

DEADLINES AND IMPORTANT APPLICATION INFORMATION

All applications must be received by Jeff Calvert by 5:00 p.m., PST on **August 21, 2009**

The email address to send the applications to is: jeff.calvert@fire.ca.gov.

Subject line of e-mail should include: “FY 2010 Western Competitive Grant Application”

- Please submit applications in Adobe PDF format as an attachment to the e-mail.