

## **U.S. Forest Service Wood Innovations Fiscal Year 2019 Request for Proposals & Instructions**

### **I. FUNDING OPPORTUNITY**

#### **A. Background**

The U.S. Forest Service (Forest Service) requests proposals to substantially expand and accelerate wood products markets and wood energy markets throughout the United States to support forest management needs on National Forest System and other forest lands.

The agreements awarded under this announcement will support the Agricultural Act of 2014 ([Pub. L. 113-79](#)), Rural Revitalization Technologies ([7 U.S.C. 6601](#)), and the nationwide challenge of disposing of hazardous fuels and other wood residues from the National Forest System and other forest lands in a manner that supports wood products markets and wood energy markets.

#### **B. Dates**

The application deadline is **Wednesday, January 23, 2019**, at 5:00 p.m. local time in the region you submit (see [Section III, Part C](#)). The Forest Service will hold an informational Pre-Application Webinar on October 30, 2018, at 1:00 p.m. Eastern Standard Time to present this funding opportunity and answer questions. The link is <https://usfs.adobeconnect.com/werc-1000/>. For audio, dial in by phone: 888-844-9904; use access code 7578516.

Individuals who use telecommunication devices for the deaf (TDD) may call the Federal Relay Service (FRS) at 800-877-8339, 24 hours a day, every day of the year, including holidays.

#### **C. For More Information**

Information on application requirements, eligibility, and prerequisites is available at the [Wood Innovations home page](#).

Please direct all questions regarding this announcement to the appropriate [Forest Service Regional Coordinator](#) listed in Section V of these instructions. **Applicants are strongly encouraged to work with their designated Regional Coordinator early in the application process to determine whether project ideas will be competitive.** Regional Coordinators may have additional tools and resources to help with your application development process.

A link to *Frequently Asked Questions and Definitions* is on the [Wood Innovations homepage](#) under 2019 Wood Innovations Program Request for Proposals link.

#### **D. Available Funding**

The Forest Service plans to award up to \$8 million under this announcement.

## **E. Goals**

The Forest Service seeks proposals that significantly stimulate or expand wood products markets and wood energy markets that support the long-term management of National Forest System and other forest lands.

This Request for Proposals focuses on the Wood Innovations goals:

1. Reduce hazardous fuels and improve forest health on National Forest System and other forest lands.
2. Reduce the costs of forest management on all land types.
3. Promote economic and environmental health of communities.

## **F. Intent and Examples**

The intent of the Wood Innovations Funding Opportunity is to stimulate, expand, and support wood products markets and wood energy markets.

Projects can include, *but are not limited to*:

1. Completing requirements, such as engineering designs, cost analyses, and permitting necessary in: the final stages of commercial construction projects that use wood as a primary building material; and later stages of wood energy project development to secure financing. Early phase project development proposals will not be competitive.
2. Developing manufacturing capacity and markets for wood products that support forest ecosystem restoration.
3. Showcasing quantifiable environmental and economic benefits of using wood as a green building material in an actual commercial building and the projected benefits achieved if replicated across the United States based on commercial construction market trends.
4. Establishing statewide wood utilization teams and statewide wood energy teams. Only proposals from States without an existing (or former) team will be considered. Current teams are found on this [map](#).
5. Developing a cluster of wood energy projects in a geographic area or specific sector (e.g., prisons, hospitals, universities, manufacturing sector, or industrial sector).
6. Overcoming market barriers and stimulating expansion of wood energy in the commercial sector.

[View examples of projects funded in prior years](#). Click on “Search by Region, State, Project Type, and/or Fiscal Year” after entering the appropriate search criteria and then click “View Results.”

## G. Preferences

Preference will be given to proposals that:

- Make use of wood generated from National Forest System and other forest lands with high wildfire risk.
- Collaborate with industry partners.
- Support commercial building markets or other markets that use innovative wood products.
- Bundle or address multiple wood energy projects.

**Note:**

1. Proposals incorporating technologies that are commercially viable will be competitive.
2. Basic research, equipment purchases **except stationary wood energy equipment**, and construction will NOT be considered; however, applied research and demonstration projects will be considered. Applied versus basic research: applied research helps address a real world problem with the potential to lead to commercial value, while basic research fills in data/knowledge we do not currently have to help answer a scientific theory.
3. Expenses for self-marketing and self-promotion are not an eligible expense (company brochures, company business cards, company display materials, etc.).
4. Proposals should align with Forest Service Regional priorities and State Forest Action Plans.

## H. Award Information

The Forest Service plans to award up to \$8 million under this announcement. The maximum for each award is generally \$250,000; however, the Forest Service may consider awarding more to a proposal that shows significant impact—closely aligns with program goals and yields significant hazardous fuels reduction in a timely manner. All awards are based on availability of funding.

Awards under this announcement are typically 2 to 3 years in length. Projects of greater complexity may be awarded for a longer period of time. The Forest Service will notify a recipient if their proposal is selected for an award and indicate whether any additional forms or information is required and an estimate of when the recipient may proceed. The Federal government will incur no legal obligation until appropriated funds are available and a Forest Service Grant Officer returns a fully executed award letter to a successful applicant.

If your proposal is selected for an award, 10 percent of the Federal funds may be held by the administrator until final reporting is completed and approved.

**Note:** *An award to a for-profit entity will generate an Internal Revenue Service (IRS) Form 1099 Miscellaneous Income that will be filed with the IRS and provided to the awardee. The Forest Service expresses no opinion on the taxability, if any, of the awarded grant funds.*

## II. ELIGIBILITY INFORMATION

### A. Eligible Applicants

Eligible applicants are for-profit entities; State, local, and Tribal governments; school districts; communities; not-for-profit organizations; institutions of higher education; and special purpose districts (e.g., public utilities districts, fire districts, conservation districts, and ports).

### B. Cost Sharing/Matching

Applicants must contribute at least 50% of the Forest Service requested funds. For every \$2 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 \$50,000. 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. *Please note: 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 must be met by eligible and allowable costs and is subject to match provisions in Federal regulations. For information about Federal cost principles and related topics, go to the [Government Publishing Office Web site](#).

Applicants should use this [budget detail worksheet](#) as a guide to determine project costs.

Additional funds can be shown as leverage, but letters of financial commitment are not required.

Applicants should list all other funds (Federal, State, private) received for this project within the last 3 years (include agency, program name, and dollar amount).

## III. APPLICATION SUBMISSION INFORMATION

### A. Application Package

This announcement contains all instructions to complete an application package and includes Web links to required financial forms. In addition, this information and related Web links can be viewed and downloaded by visiting the [Wood Innovations home page](#).

### B. Content and Form of Application Submission

The proposal package must include all of the materials listed below.

#### 1. Project Application, Part 1: Cooperator Contact Information and Narrative, including Appendices

Requirements for the application include:

- a. Formatted to print on 8½- by 11-inch plain paper with 1-inch margins.
- b. 11-point font (Arial, Calibri) or larger.
- c. Page numbers.

- d. Each “page” of the application is one side of a single-spaced, typed page.
- e. Submit all parts of the application at one time, including letters of support and appendices. Separate letters of support, appendices, etc., will not be accepted.
- f. E-mail submittal only (see [Submission Date and Time](#)). No proposals will be accepted by fax machine or hard copy.
- g. Each submittal must consist of two separate PDF (or Word) files, as follows:
  1. Part 1: Cooperator Contact Information, Narrative, and any appendices, preferably in a searchable PDF
  2. Part 2: Required Financial Forms
- h. A maximum of **five pages** per proposal for Part 1 of the Application, not including the Cooperator Contact Information page or appendices:
  1. Basic Project Information
  2. Project Goals and Objectives
  3. Project Description
  4. Project Impact
  5. Qualifications of Team and Partners
  6. Annual Progress Reports and Final Reports
  7. Budget Summary and Justification in Support of SF-424A

**Documentation exceeding the maximum five-page limit will not be considered.**
- i. 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 better understand and evaluate your project. Below are examples of information that can be included in the appendices:
  1. 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, up to the minimum required match.**
  2. List of all other funds (Federal, State, private) received for this project within the last 3 years (include agency, program name, and dollar amount).
  3. Curricula vitae for team members.
  4. Feasibility Assessments.
  5. Woody Biomass Resource Supply Assessment.

6. Quotes for professional engineering services and rationale for selection of contractor, if already selected.
7. Miscellaneous items, such as schematics, engineering designs, or executive summaries of reports.

## 2. Project Application, Part 2: Required Financial Forms [all]

The following forms need to be completed and submitted with your proposal. Forms a-f below are all on the same [Grants.gov website](#). Search the “Form Name” column for the appropriate form.

- a. SF-424: Application for Federal Assistance
- b. SF-424A: Budget Information for Non-Construction Programs
- c. SF-424B: Assurances for Non-Construction Programs
- d. USDA AD-1047: Certification Regarding Debarment and Suspension
- e. USDA AD-1049: Certification Regarding Drug-Free Workplace (or USDA AD-1052 for States and State agencies)
- f. USDA AD-3030: Representations Regarding Felony Conviction and Tax Delinquent Status for Corporation Applicants
- g. [FS-1500-35: Certificate Regarding Lobbying Activities](#)
- h. [FS-1500-22: Financial Capability Questionnaire](#)

## C. Submission Date and Time

Applications must be **received** electronically at the individual e-mail address for the respective [Forest Service Regional Coordinator](#) listed in the Agency Contacts section of this announcement by *5:00 p.m. in the region you submit* on **January 23, 2019**. NO EXCEPTIONS. No proposals will be accepted by fax or hard copy.

**Incomplete proposals and those received past the official deadline will not be accepted. If any part of the application is missing, the proposal will not be accepted.**

## D. Funding Restrictions

To develop an application and budget consistent with Forest Service grants and agreements requirements, use [these guidelines](#).

## E. 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, we are required by Executive Order 12600 to consult with you regarding the potential release of this information. When assembling your Wood Innovations 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](#).

## IV. APPLICATION REVIEW INFORMATION

### A. Evaluation Criteria

Reviewers will assign points to each proposal based on its ability to meet the following criteria. Each proposal can earn a maximum of 100 total points.

1. **Project Goals and Objectives (15 points total)**
  - a. Alignment with goals of the Wood Innovations Program (5 points)
  - b. Alignment with preferences and the intent of the Wood Innovations Funding Opportunity (10 points)
2. **Project Description (35 points total)**
  - a. Components of section adequately addressed (30 points)
  - b. Reporting requirements addressed (5 points)
3. **Project Impact (35 points total)**
  - a. Clear and reasonable deliverables and outcomes given funds requested (15 points)
  - b. Realistic presentation of impacts and assumptions; extent of impact on market or sector (15 points)
  - c. Leveraged activities and actions and/or leveraged funds above the minimum required match that maximize proposed project benefits (5 points)
4. **Qualifications of Staff, Organization, and Partners (15 points)**
  - a. Team member(s) qualifications and past performance (15 points)

### B. Review and Selection Process

Applications will be evaluated against the criteria listed in [Section IV, Part A](#). All applications will be screened to ensure compliance with the administrative requirements as set forth in this Request for Proposals. **Applications that do not follow the directions for submission or incomplete applications will be disqualified without appeal.**

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 each proposal for merit and assign a score using the criteria listed in [Section IV, Part A](#). Forest Service Regional Foresters will rank proposals according to regional priorities. The review panel and Regional

Foresters will submit their recommendations to Forest Service national leadership for a final decision. In addition, the Forest Service may consider performance and status of previous or ongoing Wood Innovations and other Federal grants and awards in making awards under this program and authority.

**C. Anticipated Announcement and Award Date**

<b>October 24, 2018</b>	Issuance of Request for Proposals
<b>January 23, 2019</b>	Proposal submission deadline
<b>May 1, 2019</b>	Approximate date for award announcement
<b>August 1, 2019</b>	Approximate date of award

**v. AWARD ADMINISTRATION INFORMATION**

**A. Award Notices**

It is expected that applicants will be notified about funding decisions on or around **May 1, 2019**, by e-mail. Successful applicants will receive notification from the appropriate Forest Service Grants and Agreements Office.

**B. Administrative and National Policy Requirements Financial Checklist**

If your proposal is selected for funding, this checklist will help in its smooth processing.

**1. Register in the System for Award Management** (formerly Central Contracting Registration).

If you are not currently registered or are unsure of your current expiration date, please go to [www.sam.gov](http://www.sam.gov). This process can take time; please ensure your registration is up to date, if awarded.

**2. Dun & Bradstreet (DUNS) Number**

Do you have a DUNS number that identifies your organization as listed on your application, or do you "share" this number with other parts of a larger organization? Do you have more than one DUNS number? If so, please use the DUNS number that matches the Employer Identification Number (EIN) assigned by the IRS.

**3. Employer Identification Number (EIN)**

Do you have an EIN that is specifically assigned to your organization, or do you "share" this number with other parts of a larger organization? Do you have more than one EIN? If so, please provide the one EIN that matches the IRS letter required in Part 1 of this section showing your current not-for-profit or for-profit tax status.

**4. Indirect Costs**

- a. Do you have a Negotiated Indirect Cost Rate Agreement (NICRA) with your cognizant agency if you intend to show indirect costs for reimbursement with Federal funds or as a component of your match? If not, you can use the de minimis rate of 10% and avoid the negotiation process.
- b. For university applications, indirect costs should be at the **non-research rate** (if one is assigned). This grant does not support basic research.

## C. Reporting

### 1. Annual Progress Reports

Annual Progress Reports are required on a calendar-year basis. An [Annual Progress Report template](#) is provided as a guide. The reports provide an overview of accomplishments of the goals and objectives listed in the approved project narrative, including documentation of media events or activities generated by the award.

### 2. Annual Financial Report

Federal Financial Reports ([SF-425](#)) are required. Specific requirements will be provided in the official Award letter if your proposal is selected for funding.

### 3. Final Progress Reports

A detailed Final Progress Report is required. Suggested templates for the Final Progress Report are on the [reporting requirements page](#) of the [Wood Innovations homepage](#). The Final Progress Report includes the following items:

- a. Final Outcomes Report – A one-page document that includes outcomes, such as jobs created, impacts to the local and/or national economy and markets, and any other notable successes deemed significant to this project.
- b. Final Summary Report – A brief overview of accomplishments by goals and objectives included in the approved agreement. Final summaries will be added to the [Wood Innovations homepage](#).
- c. Final Accomplishment Report – A detailed report that includes a project overview; goals and objectives; methodology; results, discussion, and findings; summary, conclusion, and recommendations; and photographs (if appropriate). This report can include various assessments, reports, case studies, and related documents that resulted from the project's activities.

### 4. Required Statements on All Documents, Publications, Audiovisual Material, and Electronic Media

The following statements need to be included on all documents, publications, audiovisual material, electronic media, and related informational pieces for public distribution that result from projects funded by this U.S. Forest Service Wood Innovations Funding Opportunity:

*The work upon which this project is based was funded in whole or in part through a grant awarded by U.S. Forest Service Wood Innovations.*

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free voice (866) 632-9992, TDD (800) 877-8339, or voice relay (866) 377-8642.*

*USDA is an equal opportunity provider, employer, and lender.*

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text: *"This institution is an equal opportunity provider."*

#### 5. **Communication About Publicity**

Communication about media events or activities generated by the award should be provided to the [Forest Service Regional Coordinator](#) *in advance of the event or media release* and also be included in the Annual Progress Report. This ongoing communication about media activity will enable the Forest Service to raise the visibility of the work completed from this award.

#### D. **Agency Contacts**

For questions regarding this Request for Proposals or administrative regulations, contact your respective Forest Service Regional Coordinator listed below. **Applicants are strongly encouraged to consult with their designated Coordinator to determine whether a project idea will be competitive and develop proposals.** Coordinators may have additional tools and resources to help with your application development process and are the main point of contact for questions, application submittals, final awards, reporting requirements, and ongoing communication about award progress, including any media events or activities generated by the award.

***Note:** Your Forest Service Region is generally determined by the State where the majority of the proposed work will be conducted. Two Forest Service regions may exist in one State. [Locate your Forest Service region](#). Consult with a Regional Coordinator if you are not certain which Region applies.*

##### **Forest Service Region 1 (Northern Region)**

(MT, ND, Northern ID, & Northwestern SD)

**ATTN:** Julie Kies

Building 26 Fort Missoula Road

Missoula, MT 59807

[jkies@fs.fed.us](mailto:jkies@fs.fed.us) (406) 329–3680

##### **Forest Service Region 2 (Rocky Mountain Region)**

(CO, KS, NE, SD, & WY)

**ATTN:** Jeanna Leurck

740 Simms Street

Golden, CO 80401

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##### **Forest Service Region 3 (Southwestern Region)**

(AZ & NM)

**ATTN:** Buck Sanchez

333 Broadway Boulevard, SE

Albuquerque, NM 87102

[bsanchez@fs.fed.us](mailto:bsanchez@fs.fed.us) (505) 842–3498

**Forest Service Region 4 (Intermountain Region)**

(Southern ID, NV, UT, & Western WY)

**ATTN:** Julie Kies

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**Forest Service Region 5 (Pacific Southwest Region)**

(CA, HI, Guam, and Trust Territories of the Pacific Islands)

**ATTN:** Larry Swan

1323 Club Drive

Vallejo, CA 95492-1110

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**Forest Service Region 6 (Pacific Northwest Region)**

(OR & WA)

**ATTN:** Jim Archuleta

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Portland, OR 97204

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**Forest Service Region 8 (Southern Region)**

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

**ATTN:** Kevin Naranjo

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Atlanta, GA 30309

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**Forest Service Region 9 (Northeastern Area and Eastern Region)**

(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

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**Forest Service Region 10 (Alaska Region)**

(AK)

**ATTN:** Daniel Parrent

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Anchorage, AK 99501

[djparrent@fs.fed.us](mailto:djparrent@fs.fed.us) (907) 743–9467