



# WOOD INNOVATIONS FUNDING OPPORTUNITY

Reference Public Law 115-334 Sec. 9013, 117-58 Div. J. Title VI, 117-169 Sec. 23002, and  
7 U.S.C. Sec. 8112

FS-1500-0050 (REV. 12/2022)  
OMB #: 0596-0256  
OMB Exp. Date: 07/31/2023

## Cover Page for Part 1: Cooperator Contact Information

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**.

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÷B x 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: \_\_\_\_\_

**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.

- 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 (financial 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 files, as follows:

Part 1: Cooperator Contact Information, Narrative including budget table and justification, and any Appendices

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: Provide a brief description of the project. If funded, the abstract will be posted on the Wood Innovations website. Be concise and clear. (*This field accommodates up to 1,625 characters and spaces.*)

**BELOW ARE THE ITEMS THAT NEED TO BE ADDRESSED IN THE SUBSEQUENT FILLABLE FORM BOXES****B. Project Goals and Objectives**

- Statement of need. *(Describe succinctly why this project is needed.)*
- Specific goals and objectives in bullet format. *(Goals should identify the outcomes you want to achieve based on the statement of need. Objectives are the measurable steps needed to accomplish the goals.)*
- Describe how the proposed project responds to the Wood Innovations Funding Opportunity program goals and intent listed in the Instructions.

**C. Project Description**

- Describe the specific project work activities or tasks that will be carried out to accomplish and meet the goals and objectives listed in Project Goals and Objectives.
- Describe the timeline for project activities. Describe how the budget aligns with these activities. *(This should be a brief statement of how you intend to spend money to carry out project activities.)*
- Describe how progress will be measured. *(Provide measurable outcomes.)*
- Describe industry involvement. *(Project should have some connection to forest products businesses, manufacturers, distributors, or end users of wood products or wood energy.)*
- Describe any subgrant or subcontracting activity.
- Describe communication and outreach activities. *(Explain how you will inform others of the experiences, successes, knowledge, etc. of your project so that your work can help grow markets to meet the intent and goals of the Wood Innovations Funding Opportunity program.)*

**D. Project Impact**

- List anticipated project outcomes, deliverables, and desired results. *(Outcomes should be specific, measurable, and align with project timeline.)*
- 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.)*
- 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 Funding Opportunity program. *(Explain how you will use other funding or team sources to maximize project impact.)*
- 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.
- 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 Teams and Partners**

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

**F. Annual Progress Reports and Final Reports**

Annual Progress Reports are required, at a minimum, on a quarter-year basis. The reports provide an overview of accomplishments of the goals and objectives listed in the approved project narrative, success stories, and documentation of media events or activities generated by the award.

- Describe planned reports, documents, and success stories that will be provided during and at the end of the project for posting on the [Wood Innovations website](#).
- 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*).
- See the Notice of Funding Opportunity and Instructions for additional information on required reports.

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

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

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

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

A large, empty rectangular box intended for entering project impact information.

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

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



## 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.**

**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: [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

**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	II. Cooperator's	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.)*


**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.)*

**Category 3. Travel:** Show anticipated trips, number of travelers, locations, and an estimated cost per 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 5. Supplies/Materials:** Provide an estimate of the supplies and materials that may be purchased for the project. *(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.)*

**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
<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.gov](https://www.sam.gov)** showing either an active registration or that the registration process has been initiated in [SAM.gov](https://www.sam.gov).
- Short resume or vitae for team members.
- Documentation 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.
- 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 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 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
- Funding Opportunity Title: Wood Innovations Funding Opportunity
- Anticipated announcement of final selections is May and the project start date is August

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

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond, to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0256. Response to this collection of information is mandatory. The authority to collect the information is the Infrastructure Investment and Jobs Act (Pub. Law 117-58). The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2)(2) fax: (202) 690-7442; or (3) email [program.intake@usda.gov](mailto:program.intake@usda.gov).

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

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