

State and Private Forestry

FY 2009 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 State & Private Forestry (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.

FY 2009 PROCESS

For fiscal year 2009, a portion of the S&PF Western regional allocation will be dedicated to funding projects selected through this competitive grant process. Prioritized project applications will be submitted by States and then screened and evaluated by the FY 09 Interdisciplinary 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 and disciplinary areas. Recommendations from this team will be considered by the Western Forestry Leadership Coalition in the process of making final approvals. A list of approved projects will be forwarded to the U.S. Forest Service State and Private Forestry Deputy Area.

Approximately 15% of the following S&PF programs will be used to fund the competitive grant process in FY09: Cooperative Forest Health, Cooperative Fire, Forest Stewardship, and Urban & Community Forestry. It is incumbent upon States and Forest Service Regions to work together to develop and refine project proposals whose activities are within the authorities for these S&PF programs.

The following set of grant 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

Grant Application General 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 will submit a state summary cover sheet along with the individual applications indicating prioritization for each project.
- Each project application must provide a detailed explanation of what sources of matching funding will be used to meet the 1:1 matching requirement. See Page 2 and 3 for further instructions
- 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;

GRANT APPLICATION CRITERIA:

➤ *All grants will be screened and evaluated based on the following:*

Screening Criteria

Meets the general grant eligibility and sidebars	Yes = Eligible	No = Ineligible
Meets the 1:1 non-federal matching 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 Criteria ²	5 pts – High	3 pts – Medium	1 pts - Low
Program Integration	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.
Collaboration	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.
Leveraging	Project will maximize leveraged resources 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 beyond the life of the project.	Unclear how project will create lasting skills and capabilities.

¹ A 1:1 match. The allocated grant amount must be matched in full by the recipient using non-federally funded sources.

² The scoring point range for each evaluation criterion is 1-5. The maximum *total score* any one application can receive is 35; this includes up to 5 points for prioritization. See number 1 on page 3 for additional information on prioritization.

DETAILED APPLICATION INSTRUCTIONS

1. State Summary Cover Sheet and Prioritization: Applicants (State Lead Agency) must fill out state summary information, including each application's priority number, on the cover sheet provided. A point score will be assigned to each application that is based on the state's assigned priority number. Multi-state applications will receive a *priority point score* of '5' and Single-state applications will receive a point score between '1' and '4' (see cover sheet). This priority point score will be added to the *evaluation criteria point scores* listed in the table on page 2 to form a *total score*. Reviewers of applications will not see the state's assigned priority number when scoring the application.

INDIVIDUAL APPLICANTS PLEASE DISREGARD THE ABOVE AS IT PERTAINS ONLY TO THE STATE LEAD AGENCY

2. Application Form: All blocks are fill-in enabled and character locked. Applicants must fit all information into the allotted character space. Applications 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.

3. 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.** Project name and information including partnering agencies/organizations as well as which states, counties, Congressional districts and Forest Service Regions that the project will occur in. Cooperator/Partner Organization Eligibility: State Forestry Agencies, Non-profit organizations, academic institutions, Tribal Governments, Local Governments, private businesses (if not excluded by law, regulation, or policy), individuals.
- **Boxes 3 & 4- Budget** – The totals in these boxes add automatically when all data is 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.
- **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 detailed description of the project outcomes and how they will be achieved.
- **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.** Describe the contributions each partner (private, local, tribal, county, state, federal, non-governmental organizations, individuals, etc.) has made during the collaborative process and their depth of commitment to the achievement of mutual outcomes.
- **Box 10- Leveraging.** Qualitatively 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 results in the benefits or outcomes of the project being magnified or multiplied. Leveraging is the input of resources other than the federal grant dollars that will lead to the successful completion 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. Other leveraged resources can include values such as media exposure, project visibility with key decision-makers such as legislators, involvement of key leaders or volunteers, and professional expertise of multiple disciplines.
- **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 22, 2008**.

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

Subject line of e-mail should include: “FY 09 Western Competitive Grant Application”

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