Submission Dates for FY 2023

- Submit all applications through Grants.gov opportunity USDA-FS-2023-LSR-Northeast-Midwest by 6 p.m. EST, November 10, 2022. See Appendix I for Grants.gov instructions.

- All applications submitted, except those by Tribes, must have a State Forester sponsor. For applications developed by collaborators with State forestry agencies: Submit a draft of your project narrative form and budget spreadsheet to the relevant State Forester(s) by COB September 29, 2022. The State Forester sponsor(s) must submit their support letter to the applicant in time for the applicant to upload to Grants.gov by 6 p.m. EST, November 10, 2022.

Purpose of the Landscape Scale Restoration Competitive Process

The State and Private Forestry Landscape Scale Restoration (LSR) Program purpose is: “To encourage collaborative, science-based restoration of priority forest landscapes.”1 As noted in the Landscape Scale Restoration Manual (FSM 3800), this competitive grant program supports “high impact projects that lead to measurable outcomes on the landscape, leverage public and private resources, and further priorities identified in each State Forest Action Plan or equivalent restoration strategy.”2 The project scale must be the most appropriate size based on the land ownerships and desired outcomes for the landscape, and may result in single, multistate, or cross-regional implementation.

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1 The LSR program is authorized by the Cooperative Forestry Assistance Act.
2 The proposed Forest Service Manual (FSM) 3800 for Landscape Scale Restoration provides national program requirements.
Key Points

- **Who Can Apply:** State forestry or an equivalent State agency, units of local government, [federally recognized Indian Tribes](https://www.federalregister.gov/documents/2023/07/12/2023-14426/final-guidelines-and-application-forms-for-fiscal-year-2023-landscape-stratified-restoration-program), nonprofit organizations, and universities are eligible to submit applications. For-profit entities are not eligible to apply under this competition.

- **State Forester Sponsorship:** All applications submitted, except those submitted by Tribes, must have a State Forester sponsor. Each State Forester may sponsor no more than 5 applications (single, multistate, or cross-regional); however, applications with 11 or more State Forester sponsors and applications submitted by Tribes do not count against this limit of 5 applications per State.

- **On-the-Ground Outcomes on Rural Lands:** Projects must achieve on-the-ground outcomes on rural, nonindustrial private forest land and/or rural Tribal, State, or local government forest land. For the purposes of this program, “rural” means any area other than an urbanized area such as a city or town that has a population of greater than 50,000 inhabitants according to the latest census. You may use the [LSR Project Planning Tools: Project Eligibility Tool](https://www.fs.usda.gov/landmanagement/landscapestratification/) to confirm if a city or town is rural according to this definition. Note: While projects may include outreach, education, and/or training as a means to achieve project goals, those should not be the sole outcome. For what are considered “on-the-ground” outcomes for LSR, see the [national quantitative accomplishment measures](https://www.fs.usda.gov/landmanagement/landscapestratification/). All LSR projects must accomplish at least one of those measures.

- **State Forest Action Plans:** Projects must further the priorities, e.g., goal, strategy, and/or priority landscape, in the 2020 State Forest Action Plans (2017 for Vermont) or equivalent restoration strategy.

- **New Scoring Criteria for Benefit to Underserved Communities/People:** In support of [Executive Order 13985: Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](https://www.whitehouse.gov/presidential-actions/executive-order-13985-advancing-racial-equity-and-support-underserved-communities-through-federal-government/), up to six points are awarded for applications that show a clear, meaningful benefit to or engagement with underserved communities/people. See the [Criteria section](https://www.fs.usda.gov/landmanagement/landscapestratification/) for more information.

- **Minimum and Maximum Funding Levels:**
  - The minimum Federal funding per project is $25,000.
  - The maximum amount of Federal funding awarded to any one State (State cap) or Tribe via this competitive process is 15 percent of the total available. As in past years, for FY 2023, funds available to the Eastern Region are based on the final fiscal year appropriation from Congress for the LSR Program and the funding allocation to the Eastern Region from the Agency’s Washington Office. While the funding level may fluctuate from year to year, for planning purposes the Eastern Region Federal funding for LSR has been approximately $4 million annually.
  - The maximum Federal funding for a multistate or cross-regional project is $600,000.

- **Required Matching Funds of 1 to 1:** 1 to 1 match (cash and/or in-kind contributions) must be derived entirely from non-Federal sources. Match must be eligible and allowable and is subject to match provisions in grant regulations ([Code of Federal Regulations Title 2 Part 200.306](https://www.govinfo.gov/content/pkg/CFR-v2020-title2-part200/pdf/CFR-v2020-title2-part200.pdf) and [Subpart E for Cost Principles](https://www.govinfo.gov/content/pkg/CFR-v2020-title2-part200/pdf/CFR-v2020-title2-part200.pdf)). Match must meet all the same requirements as the Federal share and be documented sufficiently to support financial tracking and accountability. See the [Matching Funds document](https://www.fs.usda.gov/landmanagement/landscapestratification/) for more guidance.

- **Lead Agency or Organization:** All applications must identify the lead agency or organization that will have primary responsibility for coordinating project work and reporting. The lead agency may pass funds to

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3 Federal funding and 1 to 1 match will be spent on non-Federal lands that are:
- Nonindustrial private forest land that is rural; has existing tree cover or is suitable for growing trees; and is owned by any private individual, group, association, corporation, or other private legal entity, or an Indian Tribe; and/or
- State forest land that is rural, under State or local governmental ownership, and considered to be non-Federal forest land.
other partners performing work as relevant (this is preferred when funding will go to multiple agencies/organizations). If funds will go directly from the Forest Service to multiple agencies (not passed through by the lead), for this Request for Applications (RFA) the lead agency must submit a preliminary SF-424 and SF-424A that includes all Federal funds requested and matching contributions (for the whole project) and list each partner in a separate column in the budget spreadsheet. A budget spreadsheet template is available in the grants.gov opportunity, Related Documents tab. If the project is selected for funding, at that time each direct recipient will submit a new SF-424, SF-424A, and narrative for their portion of the project. All direct funds recipients are responsible for fiscal and performance reporting.

- **Grant Timeframes:** Projects will be fully funded to the extent possible once the final Eastern Region S&PF FY 2023 budget is received (ranging from April to July in past years). Projects should be completed within 3 years, i.e., FY 2023 projects awarded in spring of 2023 would be completed by September 30, 2026.

- **For Multistate and Cross-Regional Projects:** Collaborative projects that involve multiple partners must include letters of concurrence from each fiscal partner and all affected State Foresters. Multistate projects remain eligible for funding unless all cooperating States would exceed their individual caps, i.e., the 15 percent State caps can be exceeded in a multistate project if at least one partner State would not exceed its individual cap. This provision removes a previous disincentive to pursue multistate projects. Maximum Federal funding for a multistate or cross-regional project is $600,000. Multistate project applications must clearly delineate each State’s share in the budget spreadsheet or Project Description (the allocation against each State funding cap need not directly link to contributions by partners). For cross-regional projects, the relevant Forest Service Regions and Regional State Forester Organizations will coordinate to determine which will review and score the application.

- **Information for Tribes:**
  - According to a recent USDA legal decision, Tribal trust land held both by Tribes and individuals is now eligible for LSR. Tribal land held in fee simple is also eligible. Note: Work on Tribal fee lands still must adhere to all applicable State laws.
  - Federally recognized Tribes and Tribal organizations as defined in the Indian Self-Determination and Education Assistance Act (25 USC 5304) are eligible to submit applications. Tribal organizations require a letter of support from a federally recognized Tribe.
  - For FY 2023 there is a separate national LSR Request for Proposals for federally recognized Tribes and Tribal organizations. Information for this Request for Proposals will be posted on the national LSR web page and in Grants.gov. While Tribes may also apply to this regional RFA, we encourage them to submit applications to the national Request for Proposals specifically for Tribes this year.

- **Reporting:** In addition to the standard annual grant performance reporting requirements associated with all U.S. Forest Service grants to States and partners, for LSR projects grant recipients are required to provide annual accomplishment reporting through the Landscape Scale Restoration database (LaSR) no later than October 28 each year. This includes spatial data outlining the discrete area(s) where on-the-ground implementation activities occur. Reporting in LaSR requires both Forest Service grant monitors and LSR grant recipients to coordinate in entering project information and publishing the reports each year. If an LSR grant recipient is new to this reporting process, they will need to sign up for an account to access the LaSR module. The assigned Forest Service grant monitor can assist with this. The LaSR reports are publicly available at this LSR interactive web map.

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4 Tribal trust land: The U.S. government holds legal title to trust land for the benefit of federally recognized Tribes or individual Tribal members. For more information about Tribal lands, see this Congressional Research Service In Focus overview of Tribal Lands. Note: Alaska Native Corporations are also eligible; however, this LSR instructions document pertains to projects across the 20 Northeast and Midwest States.
Eligibility

State forestry agencies are eligible to submit or sponsor applications for this LSR process. Nonprofit organizations, universities, and units of local government must submit a draft of the Application Narrative Form and Budget Spreadsheet to the State Forester(s) in the State(s) where the activity will be conducted for their sponsorship. State Forester contact information is available on the National Association of State Foresters website. State Foresters will collaborate with State agriculture agency directors or other organization directors with State forest health program responsibilities. At least one State Forester sponsor is required for each application, except those submitted by Tribes. For FY 2023, Federally recognized Tribes are encouraged to submit applications to the separate national LSR Request for Proposals for Tribes.

See the “Preparing an Application” section of this document for more instructions. For-profit organizations are not eligible to submit applications under this competition.

State Forester letters of support are submitted in one of two categories:

- **State Forester Sponsor:** This level of support is required if any of the following apply:
  - The State government unit is a recipient of Federal funds.
  - The State government unit is supplying match in any form.
  - The project is expected to generate deliverables within the State.

  Each State Forester may sponsor no more than 5 applications (single, multistate, or cross-regional); however, applications with 11 or more State Forester sponsors and applications submitted by federally recognized Tribes do not count against this limit of 5 applications per State.

- **State Forester Endorsement:** This level of support does not count against the five applications per State limit. Use this level of support if there is no significant direct State involvement (State cannot be a direct recipient or provide match, and work does not generate deliverables to the endorsing State).

Eligible Authorities and Project Types for LSR

Allowable Authorities for LSR: The LSR program is authorized in Section 13A of the Cooperative Forestry Assistance Act (CFAA) and also uses the authorities for the following programs in the CFAA:

- Rural Forestry Assistance (CFAA Section 3)
- Forest Stewardship (CFAA Section 5)
- Forest Health Protection (CFAA Section 8)
- Urban and Community Forestry (CFAA Section 9)
- Community and Private Land Fire Assistance (State Fire Assistance) (CFAA Section 10(b)(1) and (2))

In general, the authorities for this RFA may be used singly or in combination.

Ineligible Authorities for LSR: Rural Volunteer Fire Department Assistance, Forest Legacy, Community Forest and Open Space, and Federal Lands Forest Health Management.

Examples of Eligible Projects

- Water quality and watershed health improvement.
- Wildlife habitat improvement.
- Wildfire fuels management projects.
- Demonstration projects that both achieve on-the-ground accomplishments for a specific area and also provide sites for conservation education and tech transfer.
- Community tree planting projects in communities with a population of less than 50,000.\(^5\)
- Strategic outreach efforts to land managers/owners facing threats from urban sprawl, invasive species, and wildfire, and complementary efforts to improve rural prosperity, as long as the project includes on-the-

\(^5\) Conform to Tree Planting Guidelines, which address accepted techniques for tree planting and maintenance. The number of trees to be planted, size of trees, and general description of the planting should be included in the application.
ground outcomes as well.

- Cross-boundary fuels management projects that are adjacent to National Forest System lands.
- Integrated efforts to improve management of nonindustrial private forestlands according to the State’s Forest Action Plan.
- Survey, prioritization, and treatment to control invasive plants in a high-priority landscape.
- Reducing wildfire risk in the wildland-urban interface to protect high-value assets such as drinking water and community infrastructure.
- Prevention and preparedness projects in advance of known invasive pests, with on-the-ground outcomes.
- Restoration of forests following damaging events to promote desired future conditions.
- Special surveys and technical assistance for forest health issues that exceed the resources available through core Forest Health Program (FHP) funding. Applications must clearly show how and why the proposed activities complement the core FHP program in the State and must include on-the-ground outcomes.
- Activities that engage the public in forest health work to achieve on-the-ground outcomes.

Important Notes:

- **For Forest Health projects:** Applicants are encouraged to contact the Eastern Region S&PF Forest Health Program specialists for assistance. The Forest Health Program has a number of national and cross-regional forest health funding opportunities, e.g., Early Detection/Rapid Response (EDRR), Evaluation Monitoring, Forest Service Pesticide Impact Assessment Program, and Special Technology Development Projects. The Forest Health Program specialists can assist in determining the best funding opportunity to apply for.

- **If an application includes forest health treatments:** You are required to attach a completed Cooperative Lands Forest Pest Treatment Funding Request to the application at submission. Also refer to Appendix II.

- **If an application involves Forest Fire Hazard Mitigation activities:** You are required to attach a completed National Fire Plan Operations and Reporting System (NFPORS) Form to the application package at the time of submission.

- **Fuels management projects adjacent to National Forests** may be eligible for additional funding sources. Please consult with Steve Goldman (steven.goldman@usda.gov or 414-308-7775), Eastern Region S&PF, Deputy Director of Fire and Aviation, prior to submission to ensure all funding opportunities are explored.

**Projects Not Eligible under this RFA**

- Activities in cities or towns with greater than 50,000 inhabitants. Refer to the LSR Project Planning Tools: Project Eligibility Tool.
- Research: Basic research as defined in 2CFR 422.1, “Systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind.” Note: Technical transfer, education, and outreach activities associated with applying research can be included in the application. A research entity can be included as a partner and can contribute research as non-match leverage (not funded with the LSR Federal dollars or associated match).
- Construction and capital improvements (e.g., facilities, infrastructure, roads). However, capital improvements may be listed as enhanced leverage (not part of the S&PF Federal funding or match).
- Purchase of fire department equipment, including fire weather stations and dry fire hydrants.
- Small business start-up funding.
- Cost-share, reimbursement, and other types of payment provided directly to private landowners; however, LSR funding (and match) may be used to perform work on private lands.
- While projects may include a component of outreach, education, and/or training as a means to achieve the project objectives, outreach and education should not be the sole outcome.
- *Lymatia dispar* (spongy moth) Slow the Spread (STS) projects. These are determined in cooperation with the STS Foundation.
- Forest Legacy Program and Community Forest and Open Space Program acquisition projects.
Criteria for Landscape Scale Restoration Project Selection (106 points total)

Note: Clearly articulate the methods employed, timelines, and resources needed in the “Project Description” section of the Project Narrative Form.

Maps and photos may be uploaded using the Grants.gov Attachment Form.

Clearly and concisely address each of these criteria in the Project Narrative Form.

1. **Priority Issues and/or Landscapes in the State Forest Action Plan(s) or Equivalent Restoration Strategy (25 points)**

   Projects will be based on an analysis within the State or region that identifies the issue or landscape being addressed as a priority in the State Forest Action Plan(s) or equivalent restoration strategy.6

   - Demonstrate focus on a significant issue and/or priority landscape in the respective State Forest Action Plan(s) or equivalent restoration strategy.
   - Describe how the project will bring a State or region to a desired future condition, goal, or strategy as articulated in the respective plan(s).

   Refer to the [Landscape Scale Conservation Web Map Viewer](#) to learn about multistate priority areas listed in the 2020 State Forest Action Plans.

   Note: Most States now have a 2020 State Forest Action Plan (except Vermont, which was revised in 2017). The plans are posted on the National Association of State Foresters website. If you don’t see the 2020 plan posted there, contact the relevant State Forester(s) or Sherri Wormstead.

2. **Measurable Outcomes (35 points)**

   - Describe how the project outcomes will result in science-based restoration of priority landscapes.
   - Projects shall prioritize funding and other resources toward one or more of the national LSR objectives:
     - Reduce the risk of uncharacteristic wildfires.
     - Improve fish and wildlife habitats, including for threatened and endangered species.
     - Maintain or improve water quality and watershed function.
     - Mitigate invasive species, insect infestation, and disease.
     - Improve important forest ecosystems.
     - Measure ecological and economic benefits, including air quality and soil quality and productivity.
   - Each LSR project must accomplish at least one of the on-the-ground national quantitative measures listed on the next page and may include additional specific measurable results that show how the Federal investment will lead to outcomes on the landscape. The measures/metrics should be specific, measurable, achievable, realistic, and timely. A map of the on-the-ground impact area(s) for the project is encouraged (upload to Grants.gov using the Attachments Form).
   - Include description of less quantifiable return on investments in the narrative section.
   - Describe outcomes in relationship to the proposed budget. In the budget spreadsheet, provide a brief description to justify each budget category requested. Reviewers will assess if outcomes are commensurate with the budget.

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6 As specified in the LSR national directive, the following are elements to be considered an equivalent restoration strategy: (1) Complete or substantially complete, (2) For a multiyear period, (3) For non-industrial private forest land or State forest land, (4) Accessible by wood-processing infrastructure, and (5) Based on the best available science.
Each LSR project must directly accomplish (during the timeframe of the grant) at least one of these national quantitative measures:

<table>
<thead>
<tr>
<th>Quantitative Accomplishment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acres treated to reduce hazardous fuels</td>
<td>Acres treated to reduce or mitigate hazardous fuels including prescribed fire, thinning, and other actions that reduce hazardous fuels and mitigate fire risk.</td>
</tr>
<tr>
<td>Acres treated to enhance wildlife habitat</td>
<td>Acres of forest treated to improve wildlife and fish habitat. Threatened and endangered species that will benefit from project activities should be included in the narrative accomplishments.</td>
</tr>
<tr>
<td>Miles of riparian forest treated to enhance wildlife habitat</td>
<td>Miles of riparian forest treated to improve wildlife and fish habitat. Threatened and endangered species that will benefit from project activities should be included in the narrative accomplishments.</td>
</tr>
<tr>
<td>Acres of trees and seedlings planted to enhance water quality</td>
<td>Acres of trees and seedlings planted to improve water quality including planting to create riparian buffers, floodplain restoration, and other actions that enhance water quality/quantity.</td>
</tr>
<tr>
<td>Miles of riparian forest treated to enhance water quality</td>
<td>Miles of riparian forest treated to improve water quality including riparian buffer establishment or maintenance and other actions that enhance water quality. This does not include any structural enhancements or construction (e.g., culverts).</td>
</tr>
<tr>
<td>Number of trees, saplings, and/or seedlings planted to enhance water quality</td>
<td>Number of trees, saplings, and/or seedlings planted to improve water quality including riparian buffers, floodplain restoration, and storm water management actions that are non-structural. Specify size of trees planted and describe the plan for tree care to maximize survival.</td>
</tr>
<tr>
<td>Acres treated for insects and disease</td>
<td>Acres treated for insects and disease including through chemical, mechanical, and biological actions that improve forest health conditions.</td>
</tr>
<tr>
<td>Acres invasive plant/weed management</td>
<td>Infested acres treated for invasive plants including chemical, mechanical, and biological actions that improve forest health conditions. This does not include acres surveyed.</td>
</tr>
<tr>
<td>Acres under new forest stewardship or other forest management plans</td>
<td>Acres under a new forest management plan. A forest management plan could include a Tribal forest management plan, Forest Stewardship Plan, CAP 106 plan, Tree Farm plan, tax abatement plan, or equivalent state forest, watershed, or landscape plan. If a landscape plan, the plan must focus on discrete/specific geography such as a watershed and is not state-wide.</td>
</tr>
<tr>
<td>Number of forest landowners reached through technical assistance</td>
<td>Forest landowners reached through technical assistance in more than one interaction and known to have benefited in some significant and lasting way (e.g., developed or implemented a forest management activity or practice). This does not include a landowner who simply attended a technical or training session without any follow-up or were spoken to only once, such as over the phone, with no follow-up.</td>
</tr>
<tr>
<td>Tons of pulpwood or biomass produced (economic benefit)</td>
<td>Tons of pulpwood or biomass produced that contribute to the forest products industry.</td>
</tr>
<tr>
<td>Board feet of logs/sawlogs produced (economic benefit)</td>
<td>Board feet of logs/sawlogs produced that contribute to the forest products industry.</td>
</tr>
</tbody>
</table>
3. **Collaboration and Integrated Delivery (20 points)**

- Identify partners that have demonstrated a commitment and add value toward planning and carrying out the project and describe what these partners will contribute.

- Seek to improve the delivery of public benefits from forest management by coordination with or proximity to complementary State and Federal programs and partnership efforts when possible, e.g., Collaborative Forest Landscape Restoration Program, landscape areas designated for insect and disease treatments under section 602 of the Healthy Forest Restoration Act of 2003, Good Neighbor Authority, National Forest stewardship contracting projects, Natural Resources Conservation Service programs, Shared Stewardship agreements, and relevant State-level programs.

- Describe land ownerships for the project area and cross-boundary goals, which can include a combination of Tribal, State, local government, and private land ownerships, e.g., multiple private landowners, private and State landowners, State and Federal landowners, State and local government, State and Tribal landowners, etc.

- Demonstrate residual positive benefits, as a result of collaboration, related to capacity, skills, knowledge, infrastructure, or a replicable approach, among others.

  Note: Collaboration may be qualitative in nature, and the contribution of the partners may be more important than the number of partners involved. Multistate collaboration and integration of projects are encouraged. Refer to the Landscape Scale Conservation Web Map Viewer to learn about multistate priority areas listed in the 2020 State Forest Action Plans.

4. **Leverage (10 points)**

Projects should maximize S&PF funding by using it to leverage contributions from both Federal and non-Federal entities. Project applications need to clearly identify the LSR Federal funds requested and the associated non-Federal contributions in the SF-424A and Budget Spreadsheet. Provide details about leveraged contributions, including match from partners and additional non-match leveraged contributions.

  Note: Collaboration with a for-profit Conservation Finance partner can be a powerful leverage multiplier, but this requires careful budget segregation to ensure Federal grants are not earning income.

5. **Knowledge and Technical Transfer (10 points)**

Technical transfer is defined as the sharing of knowledge, tools, and innovations for practical application. As specifically as possible, describe how others will learn from the work done on this project. Describe the project’s potential to inform practitioners and enhance the effectiveness of similar initiatives. Knowledge and technical transfer need not necessarily be between States but should aim to share innovation across the landscapes of importance wherever it can be utilized. Projects should include a component of outreach, training, lessons learned, or related opportunities so that carrying out the project results in skills and capability that extend beyond the life of the grant. While projects may include a component of outreach, education, and/or training as a means to achieve the project goals, outreach and education should not be the sole outcome.

6. **Benefit to Underserved Communities/People (6 points)**

In support of Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, and the Forest Service Equity Action Plan, FY 2023 national guidance for LSR requires the regional LSR processes to promote equity in the guidance and scoring criteria to ensure Tribes and historically underserved communities have equitable access to and benefit from the LSR program. LSR applications are strongly encouraged to meaningfully incorporate these elements:

A. **A description of the benefiting communities or recipients.**

   Use data or other evidence to describe the underserved communities or recipients the project will benefit. Applicants may use the national tools and datasets listed below and/or more localized
knowledge such as Tribal, local, or State data, to describe the population demographics, such as persistent poverty, or persons of color or other underserved people; or community vulnerabilities such as health, economic, environmental, and climate impacts.

When the project locations are not known at the application stage, describe if and how equity and serving socially vulnerable or underserved populations will be considered in selecting project locations/benefiting communities.

B. A description of how the project benefits or engages underserved communities or people.

Benefits may be social, ecological, or economic, for example:

- Forest management actions that benefit underserved communities and/or people, including landowners.\(^7\)
- Applicants or project partners that represent historically underserved people are actively engaged in project planning/implementation, e.g., minority-led organizations and Historically Black Colleges and Universities.
- Watershed restoration efforts that improve or protect drinking water supplies in communities with persistent poverty.
- Hazardous fuels or forest health treatments that reduce risk to underserved communities.
- Project-generated income opportunities (e.g., forest products or fuelwood), employment, or forest management job training benefiting underserved people.
- Technical assistance that helps underserved landowners establish management plans for their land.

Definitions: Executive Order on *Advancing Racial Equity and Support of Underserved Communities Through the Federal Government*, Sec. 2. Definitions. For purposes of this order:

(a) The term “equity” means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

(b) The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.”

Resources: Applicants are encouraged to use local data and collaborate with local partners to support the information provided in this section. Some national data sources that can be used to understand the demographic characteristics of specific communities are now available in the *LSR Project Planning Tools: Project Planning tab*.

- **Persistent Poverty Counties:** The USDA Economic Research Service (ERS) defines counties as being persistently poor if 20 percent or more of their populations were living in poverty based on three decades of U.S. Census Data. See the *ERS County Typology Codes, 2015 Edition*, for a full list of counties.
- **Center for Disease Control (CDC) Social Vulnerability Index:** This online interactive map uses 15 U.S. census variables, which can be viewed individually, as an overall vulnerability index, or as 4 separate indices: socioeconomic status, household composition and disability, minority status and language, and housing type and transportation.
- **Environmental Protection Agency (EPA) Environmental Justice Screen and Mapping Tool (EJScreen):** With this online tool, under “Socioeconomic Indicators,” the “Demographic Index” is based on the average of low-income and people of color (by Census block group). You can also view each of those indicators separately, as well as other demographic indicators.

\(^7\) Note: Cost-share, reimbursement, and other types of payment directly to private landowners are not allowed for LSR; however, LSR funding (and match) may be used to perform work on private lands.
**Criteria Scoring Rubric:** This rubric is for the review team members to reference while scoring the applications.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>High Score</th>
<th>Medium Score</th>
<th>Low Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Priority issues/landscapes in the State Forest Action Plan(s) (SFAP) or equiv. restoration strategy (25 points)</td>
<td>17-25 points</td>
<td>8-16 points</td>
<td>0-7 points</td>
</tr>
<tr>
<td>• Strong and clear contribution to one or more significant goal, issue, and/or priority landscape in the relevant SFAP(s) or equiv. restoration strategy.</td>
<td>• Clear contribution to a significant goal, issue, or priority landscape in the relevant SFAP(s) or equiv. restoration strategy.</td>
<td>• A simple assertion or weak or general connection to the relevant SFAP(s) or equiv. restoration strategy.</td>
<td></td>
</tr>
<tr>
<td>• Clear description of how project contributes to a specific strategy(ies) in the plan/strategy.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Measurable Outcomes (35 points)</td>
<td>24-35 points</td>
<td>12-23 points</td>
<td>0-11 points</td>
</tr>
<tr>
<td>• Compelling, clear, and concise description of how quantitative and qualitative outcomes will influence positive change to achieve one or more national LSR objectives.</td>
<td>• Description of how outcomes will achieve one or more national LSR objectives.</td>
<td>• Weak description or lack of clarity for measures.</td>
<td></td>
</tr>
<tr>
<td>• Measures are specific and achievable and clearly show how the Federal investment will lead to outcomes on the landscape.</td>
<td>• Outcomes are commensurate with the budget.</td>
<td>• Outcomes limited compared to the budget.</td>
<td></td>
</tr>
<tr>
<td>• Outcomes are commensurate (or greater) with the budget.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Collaboration and Integrated Delivery (20 points)</td>
<td>14-20 points</td>
<td>7-13 points</td>
<td>0-6 points</td>
</tr>
<tr>
<td>• Demonstrates strong collaboration with and commitment by partners, adding value and lasting benefits to the project.</td>
<td>• Demonstrates moderate collaboration with and commitment by partners, adding value to the project.</td>
<td>• A simple assertion or very little or no meaningful collaboration.</td>
<td></td>
</tr>
<tr>
<td>• High coordination with or proximity to complementary Federal and/or State landscape-scale programs/projects (see page 7 for example programs).</td>
<td>• Limited or moderate coordination with or proximity to complementary programs/projects.</td>
<td>• Little or no coordination with complementary programs/projects.</td>
<td></td>
</tr>
<tr>
<td>• Includes cross-boundary collaboration by proximity to or inclusion of a combination of Tribal, State, or local government, and/or private lands.</td>
<td>• Limited or moderate cross-boundary proximity or collaboration.</td>
<td>• Little or no cross-boundary proximity or impact.</td>
<td></td>
</tr>
<tr>
<td>4. Leverage (10 points)</td>
<td>7-10 points</td>
<td>3-6 points</td>
<td>0-2 points</td>
</tr>
<tr>
<td>• Substantial leveraged contributions (match and non-match) that maximize Federal funding for project outcomes.</td>
<td>• Moderate leveraged contributions.</td>
<td>• Minimal or no leveraged contributions.</td>
<td></td>
</tr>
<tr>
<td>5. Knowledge and Technical Transfer (10 points)</td>
<td>7-10 points</td>
<td>3-6 points</td>
<td>0-2 points</td>
</tr>
<tr>
<td>• Clear and specific description of how others will learn from the project.</td>
<td>• Includes description of how other will learn from the project.</td>
<td>• A simple assertion or limited description of how others will learn from the project.</td>
<td></td>
</tr>
<tr>
<td>• Project has high potential to inform practitioners and enhance effectiveness of similar initiatives.</td>
<td>• Project has moderate potential to inform others.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Benefit to Underserved Communities/People (6 points)</td>
<td>5-6 points</td>
<td>2-4 points</td>
<td>0-1 points</td>
</tr>
<tr>
<td>• Specific description of strong, meaningful commitment to support/engage underserved communities/people.</td>
<td>• Moderate commitment to support/engage underserved.</td>
<td>• Weak or no commitment to support/engage underserved.</td>
<td></td>
</tr>
<tr>
<td>• Includes clear description with data or other evidence of the specific underserved communities/people the project will benefit or how benefit to underserved will be considered to select project location(s).</td>
<td>• Includes description of underserved communities/people the project will benefit.</td>
<td>• Form fields for this criterion left blank or very weak description provided.</td>
<td></td>
</tr>
</tbody>
</table>
Preparing an Application

Submit all applications through [Grants.gov opportunity USDA-FS-2023-LSR-Northeast-Midwest](https://grants.gov). Only authorized Grants.gov Workspace representatives for the applying entity are eligible to submit applications through Grants.gov. See [Appendix I](https://example.com) for Grants.gov instructions. [Appendix III](https://example.com) provides a checklist of requirements and required forms for the application package.

Partners and collaborators must submit a draft of their project narrative form and budget spreadsheet to the relevant State Forester(s) by COB September 29, 2022. Procedures and policies regarding how State Foresters work with partners vary from State to State, so be sure to consult your State Forester before preparing an application. Contact information for each State Forester is available on the [National Association of State Foresters website](https://example.com). The sponsoring State(s) must submit its support letter to the applicant in time for the applicant to upload to Grants.gov by 6 p.m. EST, November 10, 2022.

State Foresters may choose to submit either a standard form letter or a custom letter of sponsorship. A single letter documenting support for all applications sponsored by that State is also acceptable. Each State Forester may sponsor up to five submissions from his or her State. Applications with 11 or more State Forester sponsors and applications submitted by Tribes do not count toward the limit of 5 applications sponsored per State. If State financial involvement is negligible, a State Forester may submit a letter of endorsement for an application sponsored by another State(s).

Prior to preparing an application, carefully read this document and review the resources for application development in the Grants.gov Opportunity “Related Documents” section and on our [Landscape Scale Restoration Grants web page](https://example.com). This site provides full text of previous competitive project applications, reviewer comments, and ranked lists. Applicants should also be familiar with the relevant State Forest Action Plan(s).

Complete application packages include the following (complete all forms in your Workspace at Grants.gov):

**Required Forms Available in the Grants.gov Application Package:**
- SF-424 Application for Federal Assistance. Note: The Catalog of Domestic Assistance number is 10.664.
- SF-424A Budget Information for Non-Construction Programs
- Attachments Form (must be included in the application package in order to attach additional forms below)

**Other Forms Available in the Grants.gov Application Package (submit as applicable):**
- For projects requesting $100,000 or more Federal Funding, one of the following:
  - For applicants that do not lobby: Grants.gov Lobbying Form
  - For applicants that do lobby: SF-LLL Disclosure of Lobbying Activities
- For incorporated organizations only (nonprofit organizations): USDA AD-3030 Representations Regarding Felony Conviction and Tax Delinquent Status

**Documents Submitted Using the Attachments Form in Grants.gov (attach in this order):**
- Eastern Region LSR Project Narrative Form (required)
- Maps or photos to accompany the narrative (optional)
- Eastern Region LSR Detailed Budget Spreadsheet (required)
- [Cooperative Lands Forest Pest Treatment Funding Request](https://example.com): Required for projects with a Forest Health treatment component, e.g., acres treated for invasive insects, acres of invasive plants removed.
- [National Fire Plan Operations and Reporting System (NFPORS) Form](https://example.com): Required for wildfire risk reduction projects, e.g., acres of hazardous fuels reduction.
- Letters of Support (template available for each type of support: sponsor or endorsement). All applications except those submitted by Tribes must have one State Forester sponsorship letter (or more as relevant).

The above files are available in the Grants.gov Opportunity “Related Documents” tab.

**Note:** The following forms are NOT required if your entity has certified the Federal Financial Assistance Reps/Certs in SAM.gov during registration or renewal. If not, include a completed and signed copy of the following application forms:
• SF-424B Assurance for Non-Construction Programs
• AD-1047 Certification Regarding Department, Suspension, and Other Responsibility Matters
• Drug-Free Workplace Certification:
  ➢ Nonprofits, for-profits, local government, and educational institutions: AD-1049
  ➢ State agencies: AD-1052

**Project Narrative Form Instructions**

Clearly and concisely respond to each section. For the longer sections we encourage you to include sub-headings, line spacing, and/or other formatting for ease of reading (rather than fill every line with words). You may format text in MS Word and then copy and paste it into the Form. Some text formatting is available in the PDF form, e.g., bold, underline, and italic. To format text in the Form: Highlight the text, right click, and select “Text Style.”

• **Project Title:** Provide a uniquely descriptive title for this project. Use this full title consistently on all submission communications and supplemental documents, including letters of support, until an official application number is assigned by the Eastern Region S&PF.

• **Project Applicant:** Enter the name of the organization applying for Federal funding.

• **Program Contact:** Enter the name and contact information for the project or program, i.e., who would be the lead for implementing the project if funded.

• **Brief Project Overview and Purpose:** 6 lines of text or up to 640 characters and spaces. Provide a brief purpose statement for the project.

• **Multistate Project Status:** Check either the “yes” or “no” box. If you checked “yes,” check one of the two boxes below.

• **Cross-Regional Project Status:** Check either the “yes” or “no” box.

• **Project Description:** 46 lines of text or up to 5,000 characters and spaces with no carriage returns. Provide a comprehensive but succinct description of the proposed project that includes basic details of who is doing what, where, and why (in context of need documented elsewhere). Clearly articulate the methods employed, timelines, and resources needed. Describe the project area, land ownerships, and specific areas targeted for treatment (or how the specific areas will be identified as part of project implementation) and address the project’s suitability as the most appropriate scale of response (local, statewide, multistate, or national) to the issue being addressed. Projects should effectively address the purpose statement: “To encourage collaborative, science-based restoration of priority forest landscapes.”

• **Priority Issues and/or Landscapes in the State Forest Action Plan (25 points):** 45 lines of text or up to 5,000 characters and spaces with no carriage returns. Refer to the Criteria for what to address in this section.

• **LSR Objectives the Project Addresses:** Select the relevant LSR objective(s) the project addresses.

• **Measurable Outcomes (35 points):**
  ➢ Measurable Outcomes Table: Provide the output amount for at least one of the quantitative accomplishment measures listed and, as relevant, add additional, specific measurable results in the rows at the bottom of the table (measure, output, and unit).
  ➢ Narrative: Describe measurable outcomes in 45 lines of text or up to 5,000 characters and spaces with no carriage returns. Refer to the Criteria for what to address in this section.

• **Collaboration and Integrated Delivery (20 points):** 27 lines of text or up to 3,000 characters and spaces with no carriage returns. Refer to the Criteria for what to address in this section.

• **Leverage (10 points):** 15 lines of text or up to 1,625 characters and spaces with no carriage returns. Refer to the Criteria for what to address in this section.

• **Knowledge and Technical Transfer (10 points):** 15 lines of text or up to 1,625 characters and spaces with no carriage returns. Refer to the Criteria for what to address in this section.

• **Benefit to Underserved Communities/People (6 points):** 15 lines of text or up to 1,625 characters and spaces with no carriage returns. Refer to the Criteria for what to address in this section.
**Budget Spreadsheet Instructions**

The Budget Spreadsheet is required for all applications and is available in the Grants.gov opportunity “Related Documents” tab. Read the “Instructions” worksheet in the Excel spreadsheet. Note: There are columns for the applicant and four financial partners in the spreadsheet. You may delete or add columns if there are fewer or more financial partners, respectively. Fill out this spreadsheet first and then transfer the totals to the SF-424 A.

**Letters of Support Instructions**

Letters of support are of two types: **Sponsor** and **Endorsement**. State Foresters must choose the type most appropriate for them. Letters of support are welcome from all partners but are required from sponsoring State Foresters. **At least one State Forester sponsor letter must accompany each application, except applications submitted by Tribes** (for which State Forester sponsorship is optional). State Forester sponsor letters indicate that the sponsoring State understands that their State has a significant stake in the project (i.e., will receive Federal funds, contribute match, or accrue project deliverables). Each State Forester may sponsor no more than 5 applications; however, applications with 11 or more State Forester sponsors and applications submitted by Tribes do not count against this limit. State Foresters may submit a letter of endorsement to an application sponsored by another State if their State contribution is negligible and the direct benefit accrues primarily elsewhere.

**Project Selection**

An LSR Competitive Allocation Review Team consisting of an equal number of State representatives and Eastern Region S&PF leaders will collaboratively review, evaluate, and prioritize project applications.

1. Applications undergo a preliminary review to ensure eligibility and verify requirements.
2. The interagency review team completes the review of applications and develops a recommended ranked list of projects.
3. The recommended list of projects is submitted to the NMSFA (Northeast–Midwest State Forester Alliance) Executive Committee for concurrence and to the Eastern Regional Forester for approval.
4. The regionally recommended projects list is submitted to the USDA Forest Service Washington Office by February 1, 2023.

Projects ranked but not funded will receive further consideration by the NMSFA Executive Committee and the Eastern Region, Regional Forester should additional funds become available.

**Contacts for Further Information**

Applicants are encouraged to reach out to the relevant State Forester and Forest Service Field Office Representative during application development to ensure the project aligns with program purpose and eligibility and receive input to strengthen the application.

**Overall Program Contacts for LSR:**
- Eastern Region S&PF LSR Program Lead: Sherri Wormstead, 603-742-6712, sherri.j.wormstead@usda.gov
- NMSFA Executive Director: Ian MacFarlane, 202-526-4804, ian@northeasternforests.org

**Forest Service Eastern Region S&PF, Field Office Contacts:**
- **For New England and New York:** Constance Carpenter, Durham, NH, Field Office Representative, 603-809-8666, constance.carpenter@usda.gov
- **For Mid-Atlantic States (DC, DE, MD, NJ, OH, PA, WV):** Joe Koloski, Morgantown, WV, Field Office Representative, 304-285-1540, joseph.koloski@usda.gov
- **For Midwest States (IA, IL, IN, MI, MN, MO, WI):** Gina Jorgensen, St. Paul, MN, Field Office Representative, 651-247-0130, gina.m.jorgensen@usda.gov

**For Tribal Entities:** Contact the Field Office contacts listed above, Sherri Wormstead, or Sierra Dawkins, Acting Tribal Relations Program Lead, sierra.dawkins@usda.gov
Appendix I. Instructions for Submitting Applications through Grants.gov

Eastern Region S&PF uses Grants.gov to provide a single site to find and apply for grant funding opportunities. Submit all applications for this funding opportunity through Grants.gov opportunity USDA-FS-2023-LSR-Northeast-Midwest. Partners and collaborators must submit a draft of their project narrative form and budget spreadsheet to the relevant State Forester(s) by COB September 29, 2022. You can find contact information for each State Forester on the National Association of State Foresters website. State Foresters provide sponsor letters to applicants before November 10. Applicants must submit their applications to Grants.gov by 6 p.m. EST, November 10, 2022. The following section provides guidance on how to submit applications through Grants.gov.

Please read the following instructions carefully and completely. Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and by email at support@grants.gov.

1. How to Register to Apply through Grants.gov
   Organizations must have an active System for Award Management (SAM) registration and a Grants.gov account to apply for grants. Creating a Grants.gov account can be completed online in minutes, but the SAM registrations may take several weeks or more to complete.

   Complete Grants.gov organization registration instructions can be found here: https://www.grants.gov/web/grants/applicants/organization-registration.html

   a) Register with SAM: All organizations must register with the SAM, and this registration must be renewed annually. Note: The Unique Entity ID (UEI) has replaced the DUNS number in SAM.gov and should be referenced on your SF-424. See this SAM.gov web page for more information.

   b) Register with Grants.gov

   c) Add a Profile to a Grants.gov Account: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the UEI number for the organization in the UEI field while adding a profile.

   d) EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant’s request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the Authorized Organization Representative (AOR) role, thereby giving you permission to complete and submit applications on behalf of the organization.

   e) Track Role Status.

   Electronic Signature: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role.

2. How to Submit an Application to Eastern Region S&PF via Grants.gov
   Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement, you can create individual instances of a workspace. Note: Grants.gov applicants are required to use Workspace to apply online. Package forms must be completed in or downloaded from Workspace.

   Below is an overview of applying on Grants.gov using Workspace. For access to complete instructions and training videos, refer to the Grants.gov “Get Started on Your Workspace Application” web page.

   a. Create a Workspace: Log in to your Grants.gov account first. Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

   b. Complete a Workspace: Add participants to the Workspace to work on the application together, complete the required forms online or by downloading PDF versions, and check for errors before submission. The
Workspace progress bar will display the state of your application process as you apply. For page-specific help: click the blue question mark icon near the upper-right corner of each page.

**Mandatory Fields in Forms:** In the forms, fields marked with an asterisk and a different background color are mandatory and must be completed to successfully submit your application.

**Complete SF-424 Fields First:** The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and UEI number. Once the SF-424 is completed, the information will transfer to the other forms.

Note: If you decide not to apply by filling out webforms, you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device, then accessed through Adobe Reader. Visit the [Adobe Software Compatibility page on Grants.gov](https://www.grants.gov) to download the appropriate version of the software.

c. **Submit a Workspace:** Submit your application through Workspace by clicking the **Sign and Submit** button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

d. **Track a Workspace Submission:** After successfully submitting a Workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number is listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted Workspace.

**Applicant Support:** For additional training resources, including video tutorials, refer to the [Grants.gov Training page](https://www.grants.gov). Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and by email at support@grants.gov. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number to track your issue.

3. **Timely Receipt Requirements and Proof of Timely Submission**

All applications must be received by 6 p.m. EST, November 10, 2022. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application, serving as proof of their timely submission.

Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by Eastern Region S&PF.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.
Appendix II. Additional Guidelines for Forest Health Treatment Projects

Projects with a Forest Health treatment component should also follow these guidelines:

- Show strong potential for meeting project objectives and must be supported by a biological evaluation that substantiates the need for the project and the strategies proposed.
- Be environmentally acceptable and appropriately documented in accordance with appropriate laws.
- To be eligible for such assistance, the entity having ownership or jurisdiction over the affected land must:
  - Consent, cooperate, and participate in the project.
  - Contribute directly to the work to be done.
  - Have the legal authority to carry out such projects.
- Treatment projects require the following documentation:
  - Appropriate documentation in accordance with relevant and required environmental analyses.
  - Biological evaluations, including pre-treatment and post-treatment evaluations.
  - Work, safety, and security plans where appropriate or required.
- Forest Health authorities may not be used to cut either dead trees or trees that have commercial value.
- Cooperators shall also maintain appropriate records for each project, including the location of treated areas.
- Attach a completed Cooperative Lands Forest Pest Treatment Funding Request Form to the application at submission.

Applicants are encouraged to contact their respective Eastern Region S&PF Forest Health Program specialist for assistance and additional information:

- Eastern Region S&PF, Director for Forest Health and Forest Markets: Susan Ellsworth, 414-297-3021, susan.ellsworth@usda.gov
- New England States and New York (CT, MA, MA, NH, NY, RI, VT): Mike Bohne, 603-868-7708, michael.bohne@usda.gov
- Mid-Atlantic States (DC, DE, MD, NJ, OH, PA, WV): Rick Turcotte, 304-285-1544, richard.m.turcotte@usda.gov
- Midwest States (IA, IL, IN, MI, MN, MO, WI): Kara Costanza, 406-360-7263, Kara.Costanza@usda.gov
Appendix III. Landscape Scale Restoration Application Requirements Checklist

This is an aid for applicants submitting LSR applications through Grants.gov for the LSR process in the Northeast and Midwest and is not an exhaustive list of grant requirements.

Requirements:

- Applicant is a State Forestry Agency (or other relevant State Agency), nonprofit organization, university, unit of local government, or federally recognized Tribe (see page 4).
- Applicant organization must have an active System for Award Management (SAM) registration and Grants.gov account (see Appendix I). Note: The Unique Entity ID (UEI) has replaced the DUNS number in SAM.gov. See this SAM.gov web page for more information.
- Project is focused on rural forest lands (see page 2).
- Project includes on-the-ground outcomes on nonindustrial private and/or State or local government forest land and will result in accomplishments for at least one of the national LSR quantitative measures (see page 6).
- Project activities within allowable authorities in the Cooperative Forestry Assistance Act (see page 4).
- Addresses priority issues/landscapes in the relevant State Forest Action Plan(s) or equivalent restoration strategy (see page 6).
- Addresses one or more of the National Objectives for LSR (see page 6).
- Minimum Federal funding request of $25,000 and 1 to 1 allowable matching funds (see page 2).
- Submit draft Project Narrative form and budget spreadsheet to relevant State Forester(s) by September 29 for sponsorship (see page 4).
- Submit all forms in Grants.gov by 6 p.m. EST, November 10, 2022 (see page 1 and Appendix I).

Forms Required:

- SF-424 Application for Federal Assistance
- SF-424A Budget Information for Non-Construction Programs
- Eastern Region LSR Project Narrative Form (see page 12)
- Sponsor letter from relevant State Forester(s) (see page 4 and 13)
- Eastern Region LSR Budget Spreadsheet (see page 13)
- Regarding lobbying, required for projects requesting Federal funding of $100,000 or more:
  - For entities that lobby: SF-LLL Disclosure of Lobbying Activities
  - For entities that do not lobby: Grants.gov Lobbying Form (Note: This replaces FS-1500-35)
- For incorporated organizations only (nonprofits): USDA AD-3030 Representations Regarding Felony Conviction and Tax Delinquent Status
- If project includes forest health treatments: Complete and attach the Cooperative Lands Forest Pest Treatment Funding Request (page 5 and Appendix II).
- If project includes forest fire hazard mitigation activities: Complete and attach the National Fire Plan Operations and Reporting System (NFPORS) Form (see page 5).

The following forms are not required if your entity has certified the Federal Financial Assistance Reps/Certs in SAM.gov during registration or renewal. If not, include a completed and signed copy of the following forms:

- SF-424B Assurance for Non-Construction Programs
- AD-1047 Certification Regarding Department, Suspension, and Other Responsibility Matters
- Drug-Free Workplace Certification:
  - Nonprofits, for-profits, local government, and educational institutions: USDA AD-1049
  - State agencies: USDA AD-1052

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8 State Forester sponsorship is not required for applications submitted by federally recognized Tribes.
9 Form available in Grants.gov Opportunity “Package” tab