

ELIGIBILITY, AWARD INFORMATION AND CRITERIA

Request for Proposals for Hazardous Fuels Woody Biomass Utilization Grant—Forest Restoration Activities on All Priority Forestlands
U.S. Forest Service
State & Private Forestry, Technology Marketing Unit
Forest Products Laboratory
Madison, WI 53726–2398

This document provides a general overview of the Hazardous Fuels Woody Biomass Utilization Grant Program.

For preliminary application guidelines and detailed instructions see Preliminary Application Directions at www.fpl.fs.fed.us/tmu. For full application guidelines and detailed instructions see Full Application Directions at www.fpl.fs.fed.us/tmu.

The complete announcement and required forms for the full application are Portable Document Format (PDF) (Adobe Acrobat) files and Microsoft Word and Excel files. These forms may be accessed by following the highlighted links. The Adobe Acrobat Reader (version 8.0 or later) must be installed on your system to view or print a PDF document. The Acrobat Reader may be part of your Web browser, or you may [download from Adobe](#) free of charge. For technical questions, contact Susan L. LeVan-Green, Program Manager, Technology Marketing Unit, Forest Products Laboratory, (608–231–9504), slevan@fs.fed.us. For questions regarding the grant application or administrative regulations, contact Patricia Brumm, Grant Officer, (608-231-9298), pbrumm@fs.fed.us. For general questions, contact Doug Tucker, Forest Products Laboratory, (608–231–9504), dltucker@fs.fed.us.

Deadlines: Pre-application Postmark Deadline: November 20, 2009.
Pre-applications shall be received no later than 5:00 PM Central Standard Time on November 27, 2009. NO EXCEPTIONS.
Full application Postmark Deadline: April 2, 2010.
Full applications shall be received no later than 5:00 PM Central Standard Time on April 9, 2010. NO EXCEPTIONS.

[Federal Register Announcement](#)

Request for Proposals for Hazardous Fuels Woody Biomass Utilization Grant—Forest Restoration Activities on All Priority Forestlands

See also www.grants.gov

Send Application Package to:
USDA Forest Service
ATTN: Patricia Brumm
Forest Products Laboratory
One Gifford Pinchot Drive
Madison, WI 53726–2398

Forms

Form No.	Title
Project Summary Table	Project Summary Table
SF-424	Application for Federal Assistance (CFDA Number is 10.674) form and instructions (MS Word document)
SF-424A	Budget Information – Non-Construction Programs form and instructions (PDF document)
SF-424A Example	Budget Information—Non-Construction Programs (PDF document)
Table 1	Expanded Project Budget form and instructions (PDF document)
Table 1 Example	Expanded Project Budget example (PDF document)
SBA Balance Sheet	Balance Sheet (Excel document)
SBA Cash Flow Analysis	Cash Flow Analysis (Excel document)
SBA Income Statement	Income Statement (Excel document)
AD-1047	Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions (PDF document)
AD-1048	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (PDF document)
AD-1049	Certification Regarding Drug-Free Workplace Requirements Alternative I – For Grantees Other Than Individuals (if applicable) (PDF document)
SF-424B	Assurances—Non-Construction Programs (PDF document)
Certificate Regarding Lobbying Activities	Certificate Regarding Lobbying Activities (PDF document)

2. Definition of Terms and Federal Regulations

48 FAR, Part 31: Cost Principles for Commercial Organizations (available at <http://acquisition.gov/far/index.html>)

Assets: All the things of value that are owned or due to the firm. Assets are further classified as *Current Assets* or *Fixed Assets*. The sum of *Current Assets* and *Fixed Assets* is called the firm's *Total Assets*.

Balance Sheet: The balance sheet is a snapshot of the company's financial standing at an instant in time. The balance sheet shows the company's financial position, what it owns (assets) and what it owes (liabilities and equity). The "bottom line" of a balance sheet must always balance (i.e. assets = liabilities + equity). Liabilities and equity are composed of creditors and investors who have provided cash or its equivalent to the firm. As a source of funds, they enable a firm to continue in business or expand operations. Assets, on the other hand, represent the firm's use of funds.

Biomass: The term "biomass" means any lignin, waste material that is segregated from other waste materials is determined to be nonhazardous by the Administrator of the Environmental Protection Agency and any solid, nonhazardous, cellulosic material that is derived from—

- (A) any of the following forest-related resources: mill residues, precommercial thinnings, slash, and brush, or nonmerchantable material;
- (B) solid wood waste materials, including waste pallets, crates, dunnage, manufacturing and construction wood wastes (other than pressure-treated, chemically-treated, or painted wood wastes), and landscape or right-of-way tree trimmings, but not including municipal solid waste (garbage), gas derived from the biodegradation of solid waste, or paper that is commonly recycled;

- (C) agriculture wastes, including orchard tree crops, vineyard, grain, legumes, sugar, and other crop by-products or residues, and livestock waste nutrients; or
- (D) a plant that is grown exclusively as a fuel for the production of electricity.

Budget Information (SF-424A): Overall project costs, including summary of matching funds, in-kind contributions, federal share, and project expenditures over life of grant.

Business Financials: Used for evaluations only. All copies will be destroyed except official copy for records; not accessible through Freedom of Information Act; includes cash flow statements, income statements, and balance sheet 3 years historic, current year, and 3 years pro forma.

Cash Flow: The actual net cash, opposed to accounting net income, that flows into (or out of) a firm during some specified period.

Company Cash Flow Analysis: Describes a firm's short term current assets (cash) and how the proposed project will influence your organization's future financial performance. Inadequate attention to cash flow can result in the inability of a company to meet its financial obligations because the cash to meet these obligations is not yet in hand. Attention to cash flow is a critical aspect of the financial requirements, as it helps define the prospective working capital needs. Lack of attention to cash flow and its associated impact on working capital requirements may result in the failure of the firm.

Construction Costs: Costs associated with construction of buildings, roads, infrastructure, and site preparations for equipment that are permanent are not allowed under this grant; however, construction funds can be part of the non-federal cost share.

Current Assets: Those assets that mature in less than one year.

Current Liabilities: Those obligations that will mature and must be paid within 12 months. These are liabilities that can create a company's insolvency if cash is inadequate.

Direct and Tangible Benefits: Direct and tangible benefits include increased acres treated or reduced National Forest System costs/acre for forest restoration treatments where removals are required, from hazardous fuel treatments, insect and diseased conditions or catastrophic weather events.

Direct/Indirect Costs: Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Direct cost of minor amounts may be treated as indirect costs under the conditions described in subparagraph B.2, OMB Circular 122. After direct costs have been determined and assigned to awards or other work as appropriate, indirect costs are those remaining to be allocated to benefiting cost objectives. A cost may not be allocated to an award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to an award as a direct cost. Because of the diverse characteristics and accounting practices of non-profit organizations, it is not possible to specify the types of cost that may be classified as indirect cost in all situations. However, typical examples of indirect cost for many non-profit organizations may include depreciation or use allowances on buildings and equipment, the costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting (www.whitehouse.gov/omb/circulars/index.html).

Ecosystem (forest) Restoration: The process of assisting the recovery of a forest that has been degraded, damaged, or destroyed.

Equipment: Equipment is tangible, nonexpendable, personal property having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit. A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined previously. For questions pertaining to equipment, see GSA circular (www.gsa.gov/far90-37/html/31.html).

Expanded Project Budget (Table 1): Describes project income, expenses, and cash balances over the life of the project.

Fixed Assets: Fixed assets represent the use of cash to purchase physical assets whose life exceeds one year.

Fire Regime Condition Class: (www.frcc.gov)

Condition Class 1: Fire regimes are within a historical range and the risk of losing key ecosystem components is low. Vegetation attributes (species composition and structure) are intact and functioning within the historical range.

Condition Class 2: Fire regimes have been moderately altered from their historical range. The risk of losing key ecosystem components is moderate. Fire frequencies have departed from historical frequencies by one or more return intervals (either increased or decreased). These result in moderate changes to one or more of the following: fire size, intensity and severity, and landscape patterns. Vegetation attributes have been moderately altered from their historical range.

Condition Class 3: Fire regimes have been significantly altered from their historical range. The risk of losing key ecosystem components is high. Fire frequencies have departed from historical frequencies by multiple return intervals. These result in dramatic changes to one or more of the following: fire size, intensity, severity, and landscape patterns. Vegetation attributes have been significantly altered from their historical range.

Forest Service Letter of Support and Biomass Availability: A letter from an U.S. Forest Service Forest Supervisor or District Ranger responsible for the forest restoration activities on National Forest System lands is required. At a minimum, the letter shall state that the forest would anticipate that bids for projects or raw material would be available to the public and the applicant is recognized as a qualified bidder. The letter should also include the U.S. Forest Service role in the project, if applicable, status of National Environmental Policy Act (NEPA) for the project area, and quantities of biomass available. This letter neither precludes nor replaces the National Forest System lands competitive bid process. This letter shall be submitted with both the pre-application and full-application package. Applications shall be disqualified if letter is not included.

Income Statement: Also known as the profit and loss statement, the income statement shows all income and expenses over a period of time and whether the business is profitable or not. This statement shows the ability of a firm to generate revenue (income) and manage costs. This statement is a measure of financial performance. An income statement does not reveal hidden problems, such as insufficient cash flow problems. Income statements are read from top to bottom and represent earnings and expenses over a period of time.

Indirect or Intangible Benefits: Indirect or intangible benefits can include job creation, improved air quality (reduced air emissions from point and non-point sources), enhanced water quality, improved fire regime condition class, and reduced wildfire risk to homes, watersheds, and wildlife habitat.

In-Kind Contributions: In-kind contributions are property or services that benefit a federally assisted project or program and are contributed by non-federal grantees and their partners without charge to the grantee, or a cost-type contractor under the grant agreement.

Liabilities: Liabilities represent a company's obligations to creditors.

Long-Term Liabilities: Long-term liabilities are long term debt that is not due within the next 12 months. Long-term debt provides cash to be used for long-term asset purchase, either permanent working capital or fixed assets.

Matching Funds: At least 20% matching funds is required by the applicant. Matching funds are 20% of the **total project cost** (federal share + matching funds). Example: If \$100,000 is the total project cost, which includes the federal portion and the applicant match, the match requirement is $0.20 \times \$100,000$, or \$20,000 from non-federal sources. If \$250,000 is the requested federal portion, the minimal amount of match is \$62,500 for a total project cost of \$312,500.

National Forest: All lands managed by the USDA Forest Service, National Forest System, which represents 192 million acres of National Forests and Grasslands.

Non-merchantable: The portion of the byproducts of preventive treatments that would not otherwise be used for higher value products.

OMB Circulars:

OMB Circular A-21, Cost Principles for Educational Institutions (Available at www.whitehouse.gov/omb/circulars/index.html).

OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments (Available at www.whitehouse.gov/omb/circulars/index.html).

OMB Circular A-122, Cost Principles for Non-Profit Organizations (Available at www.whitehouse.gov/omb/circulars/index.html).

48 FAR, Part 31, Cost Principles for Commercial Organizations (available at <http://acquisition.gov/far/index.html>)

OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments (Available at www.whitehouse.gov/omb/circulars/index.html).

OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations (Available at www.whitehouse.gov/omb/circulars/index.html).

OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (Available at www.whitehouse.gov/omb/circulars/index.html).

Owner's Equity: Owner's equity represents the owner's investment in the firm or the owner's share in the financing of all the assets. Equity is calculated by subtracting total liabilities from total assets.

Outcomes: Expected benefit of activity. In this particular grant program, primary anticipated outcome is meeting U.S. Forest Service management objectives on certain forestlands that have increased risk due to overstock stands, insect and disease outbreaks, or catastrophic weather events at a lower per acre cost to U.S. Forest Service than without this grant program.

Profit (Loss) Statement: See *Income Statement*.

Pro Forma: A financial statement (balance sheet, income statement, cash flow analysis) projected to show future financial performance. *Pro forma* shows how an actual statement will look if certain specified assumptions are realized.

Program Income: Program income refers to gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the award (see exclusions in OMB Circular A110 or A102). Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. Interest earned on advances of federal funds is not program income. Except as otherwise provided in federal awarding agency regulations or the terms and conditions of the award, program income does not include the receipt of principal on loans, rebates, credits, discounts, etc., or interest earned on any of them. (www.whitehouse.gov/omb/circulars/index.html).

Project Costs: Project costs are all allowable costs, as set forth in the applicable federal cost principles, incurred by a recipient and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period. www.whitehouse.gov/omb/circulars/index.html.

Taxable Income: The grant funds are taxed as ordinary income by the IRS and a 1099 shall be reported to the IRS by the U.S. Forest Service (see www.irs.gov).

Total Assets: Total assets represent the sum of all the assets (*current assets* plus *fixed assets*) owned by or due to a firm.

Total Liabilities: Total liabilities represent the sum of all monetary obligations of a firm and all claims creditors have on its assets.

Wildland-Urban Interface: As defined by local community wildfire protection plan. If no plan exists, the Healthy Forest Restoration Act (PL 108-148) or the Western Forestry Leadership Coalition definition can be applied. (www.wflcenter.org/)

Woody Biomass: This term means non-merchantable material or pre-commercial thinnings that are byproducts of forest restoration treatments, such as trees, wood, brush, thinnings, chips, and slash, that are removed to reduce hazardous fuels, to reduce or contain disease or insect infestations, or to restore forest health.

Woody Biomass Utilization: The harvest, sale, offer, trade, and/or utilization of woody biomass to produce the full range of wood products, including timber, engineered lumber, paper and pulp, furniture and value-added commodities, and bio-energy and/or bio-based products such as plastics, ethanol, and diesel.

3. Eligibility Information

Eligible applicants are state, local, and tribal governments, school districts, communities, non-profit organizations, businesses, companies, corporations, or special purpose districts (*e.g.*, public utilities districts, fire districts, conservation districts, or ports). Only one application per business or organization will be accepted. **If applicants have received a Woody Biomass Utilization Grant after July 1, 2008, they are not eligible.** Construction projects involving a permanent building or infrastructure item, such as roads, are not allowed with these federal funds; however construction funds can be part of the non-federal cost share. Proposals should not include the use of this grant funding to prepare bids for U.S. Forest Service contracts or agreements.

4. Cost Sharing (Matching Requirement)

Applicants shall demonstrate at least 20% matching funds from non-federal sources for the **total project cost**. **The total project costs include both federal and matching funds.** Matching funds, which can include cash or in-kind contributions, shall be from non-federal sources. In-kind, or non-cash contributions, shall be reasonable, allowable, and the recipient shall be able to demonstrate in the application (as well as a possible audit) that all costs can be shown as actual costs to the recipient in performing the project. Example 1: total costs for project = \$100,000, federal share = \$80,000; cost share = \$20,000. Example 2: federal share requested is \$350,000, cost share = \$87,500, total cost for project = \$437,500. All unit costs shall be clearly identified in the budget justification and shall be allowable, reasonable, and auditable.

Funds paid by the federal government under another award, unless otherwise authorized by federal statute, may not be used for the matching requirement.

In addition, the grantee should be aware that grant funds are taxed as ordinary income by the Internal Revenue Service (IRS) and a Form 1099 Miscellaneous Income will be reported to the IRS by the U.S. Forest Service.

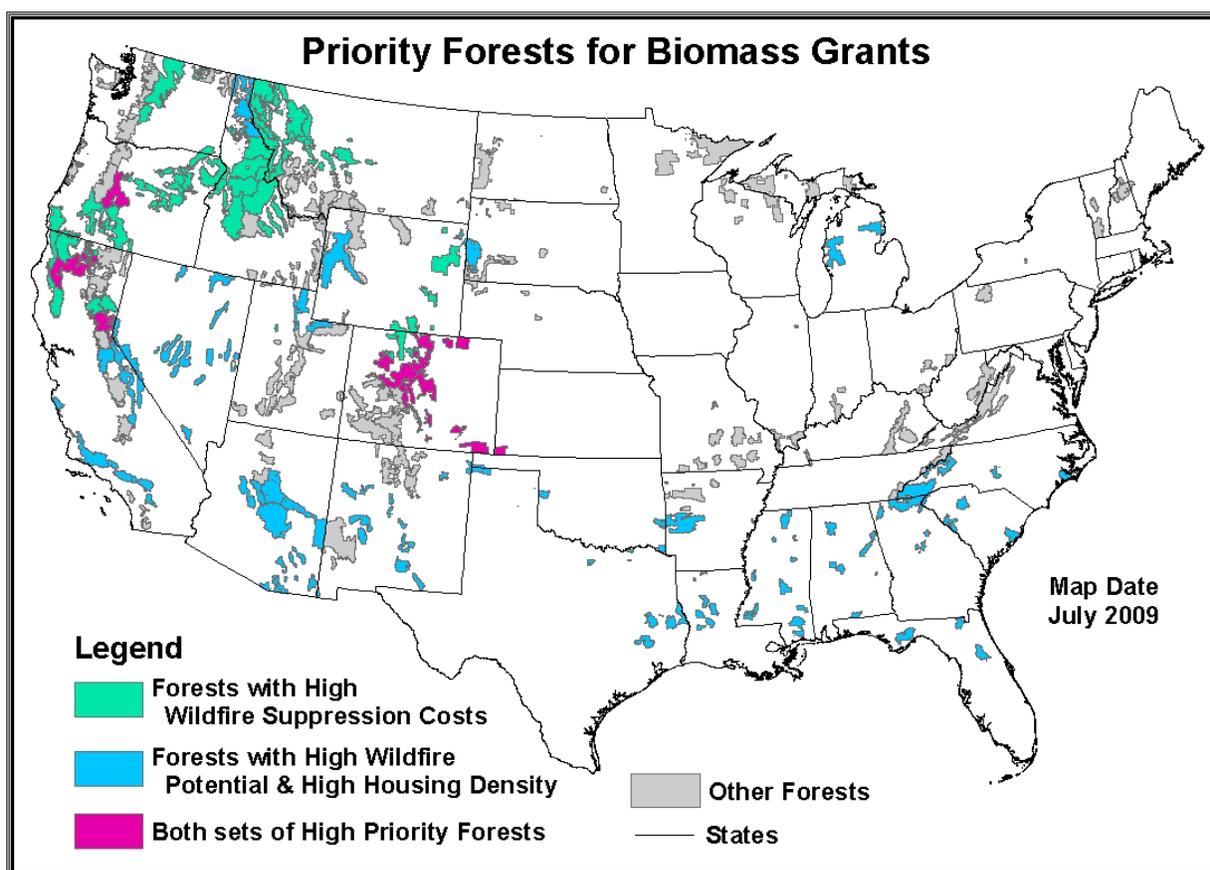
5. DUNS Number and Central Contractor Registration

All applicants shall include a Dun and Bradstreet (D&B), Data Universal Numbering System (DUNS) number in their full application. For the purpose of this requirement, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply for and receive a WBU grant. For assistance in obtaining a DUNS number at no cost, call the DUNS number request line (1-866-705-5711) or register on-line at <http://fedgov.dnb.com/webform/>. By submission of an application, the applicant acknowledges the requirement that prospective awardees shall be registered in the Central Contractor Registration (CCR) database prior to award, during performance, and through final payment of any grant resulting from this solicitation. Further information can be found at www.ccr.gov. For assistance, contact the CCR Assistance Center (1-866-606-8220).

6. Award Information

At least \$4 million and possibly up to \$10 million are anticipated for granting under the 2010 WBU program. Individual grants will be not less than \$50,000 or more than \$350,000. Grant funding will be divided into two parts. Half of the funds will be allocated for projects on U.S. Forest Service National Forest (NF) priority forestlands. The remaining funds will be allocated for projects on non-priority NF lands and other eligible lands. NF priority forestlands are defined by historical high fire suppression costs and high fire probability coupled with high housing density. A map and list of NF priority forestlands can be found below.

a. Map of High Priority National Forests (Figure 1).



b. List of the High Priority National Forests on this map follows:

Forest Service High Priority National Forests for 2010 Woody Biomass Utilization Grant Program			
National Forests with high priority for FS	Forest Service Region	High fire probability and high housing density (WUI)	Historical High Suppression Costs
Helena	1		Yes
Lewis & Clark	1		Yes
Lolo	1		Yes

Bitterroot	1		Yes
Nez Perce-Clearwater	1		Yes
Kootenai	1		Yes
Flathead	1		Yes
Idaho Panhandle	1	Yes	
Medicine Bow-Routt	2		Yes
Arapaho-Roosevelt	2	Yes	Yes
Black Hills	2	Yes	
Pike-San Isabel	2	Yes	Yes
White River	2	Yes	Yes
Apache-Sitgreaves	3	Yes	
Cibola	3	Yes	
Coconino	3	Yes	
Coronado	3	Yes	
Lincoln	3	Yes	
Prescott	3	Yes	
Tonto	3	Yes	
Boise	4		Yes
Bridger-Teton	4	Yes	
Humboldt-Toiyabe	4	Yes	
Wasatch-Cache	4	Yes	
Payette	4		Yes
Salmon-Challis	4		Yes
Klamath	5		Yes
Six Rivers	5		Yes
Angeles	5	Yes	
Inyo	5	Yes	
Tahoe Mgnt Unit	5	Yes	Yes
Los Padres	5	Yes	
Mendocino	5		Yes
Plumas	5		Yes
San Bernardino	5	Yes	
Shasta Trinity	5	Yes	Yes
Stanislaus	5	Yes	
Tahoe	5	Yes	Yes
Deschutes-Ochoco	6	Yes	Yes
Rogue-Siskiyou	6		Yes
Wallowa Whitman	6		Yes
Umatilla	6		Yes
Okanogan-Wenatchee	6		Yes
Malheur	6		Yes
Umpqua	6		Yes
Fremont-Winema	6		Yes
Chattahoochee-Oconee	8	Yes	
Francis Marion Sumter	8	Yes	
Kisatchie	8	Yes	
National Forests in AL	8	Yes	
National Forests in FL	8	Yes	
National Forests in MS	8	Yes	
National Forests in NC	8	Yes	
National Forests in TX	8	Yes	
Ouachita	8	Yes	
Huron Manistee	9	Yes	

The federal government's obligation under this program is contingent upon the availability of 2010 appropriated funds. No legal liability on the part of the government for any payment may arise until funds are made available to the grant officer for this program. The maximum time for a grant award is three years from the date of award. Written annual financial performance reports and semi-annual project performance reports shall be required, as well as annual reporting of green tons removed and utilized. The grant funds are taxable income and a Form 1099 Miscellaneous Income will be sent by the U.S. Forest Service to the Internal Revenue Service (IRS). Awardees are expected to follow all Occupational Safety and Health Administration (OSHA) requirements regarding safe working practices and all applicable state and federal regulations pertinent to the proposed project.

7. Application Review Process

- a. The first step requires the applicant submit a pre-application. Pre-applications are evaluated on criteria discussed in Section 8. All pre-applications shall be screened to ensure compliance with the administrative requirements as set forth in the Request For Proposals (RFP).
- b. Pre-applications not following the directions for submission shall be disqualified without appeal. Directions can be found at www.fpl.fs.fed.us/tmu under *Hazardous Fuels Woody Biomass Grants*.
- c. A review panel from federal and state agencies judges the pre-applications. Panel reviewers independently evaluate the pre-applications according to the criteria and point system.
- d. In the second step, successful pre-applications are invited to revise their application and complete the requirements for a full application. Unsuccessful pre-applications are removed from further consideration. In either case, a letter of notification is provided to each applicant. More detailed financial information for the eligible applicant is required in the full application. The full application is evaluated for technical merit and financial viability of the proposed project. The reviewers discuss, rank, and make recommendations to the Forest Service national leadership, who make the final decision on the selected projects.
- e. Full applications not following the directions for submission shall be disqualified without appeal. Directions can be found at www.fpl.fs.fed.us/tmu under *Hazardous Fuels Woody Biomass Grants*.

8. Evaluation Criteria and Point System

Full points will be given if there are no technical or budget problems, the assembled team is highly qualified and competent, and there is significant impact on increasing the amount of green tons removed and utilized from hazardous fuels reduction projects on priority forestlands. If there are minor deficiencies, which could limit success, midway points are given. If there are major deficiencies, which could render the project unsuccessful, minimum points are given.

a. Impact on Forests for Hazardous Fuels Reduction: Total Points 25

- Project work is located on NF priority forestlands for hazardous fuels reduction activities (see Figure 1 and list of National Forests above). A letter of support from either the Forest Supervisor or District Ranger shall be included. Proposals missing this letter are disqualified. (6 points maximum)

- Project work is conducted within non-priority NF lands and other eligible lands identified as at risk communities and having a local Community Wildfire Protection Plan (or equivalent documents). For non-priority NF lands and other eligible lands, a letter of support from either the Forest Supervisor/District Ranger for NF lands or the State Forester where the project work takes place shall be included. Proposals missing this letter are disqualified. 6 points maximum
- Project work increases the quantity of material removed and utilized, measured in green tons. 7 points maximum
- Capacity to utilize woody biomass removed during hazardous fuels reduction and/or forest health activities is retained, expanded, or created where capacity is limited or non-existent. 6 points maximum

b. Public Benefit for All Forestlands: Total Points 20

- Improves efficiency or develops cleaner technology to harvest, process, or use wood for energy, products, or biofuel. (4 points maximum)
- Reduces per acre cost for hazardous fuels reduction. (8 points maximum)
- Local jobs and business vitality are clearly retained, created, or expanded. (8 points maximum)

c. Technical Approach and Work Plan: Total Points 20

- Approach is technically feasible and description is complete. Start and end dates are identified. Timeline is clear. Key tasks are identified, timely, reasonable, and link to the budget summary. (7points maximum)
- Potential for expanding, replicating, or sustaining the project beyond the grant period is documented. (7 points maximum)
- Plans and methods to evaluate and monitor grant activities are documented. Resources to conduct evaluation and monitoring plan are identified. (6 points maximum)

d. Budget Information: Total Points 15

- Budget information ([SF-424A](#)) and budget summary justification clearly support and link to tasks and timeline for the project. (10 points maximum)
- Non-federal match and leverage of other resources are documented. (5 points maximum)

e. Qualifications and Experience of Applicant: Total Points 20

- Technical expertise and experience of the principals are sufficiently documented to demonstrate the ability to successfully implement the proposed project. (10 points maximum)
- Management team is qualified to implement project and meet evaluation, monitoring, accounting and reporting requirements of this grant program.(10 points maximum)

Additional criteria for full application:

f. Detailed Financial Information: Total Points 25

- Table 1—Expanded project budget and justification of budget line item assumptions are clearly presented. 10 points maximum

- Project financial feasibility including supply costs, product pricing, processing costs, and a detailed financial analysis is thoroughly documented. 5 points maximum
- Documentation of organization’s finances provides clear understanding of entity’s financial status (see www.fpl.fs.fed.us/tmu/ under *Hazardous Fuels Woody Biomass Grants* for detailed description of requirements). 10 points maximum

9. Appendices

- 1) Statement of Key Personnel Qualifications: Applicant should provide a brief summary of their qualifications as related to this project and capabilities to implement project, meeting all accountability requirements set forth in this grant program.
- 2) Letters of support and woody biomass availability from either a Forest Supervisor or District Ranger for federal forestlands or from the State Forester for non-federal forestlands **is required**. This letter should describe the status of forest management plans, acres, timeframes, available volumes, and opportunities for applicant to access these volumes. For non-federal forestlands, the letter shall identify the Community Wildfire Protection Plans that identifies the hazardous fuel reduction activities. This letter shall be submitted with both the pre-application and full-application package (**required forms**).
- 3) Letters of support from partners, individuals, or organizations: Letters of support should document the nature of partner contributions in helping to meet project objectives.
- 4) List all other federal funds received for this project within the last three years. List agency, program name and dollar amount.
- 5) If requesting equipment, application shall include two quotations for each piece of equipment requested.
- 6) The following standard forms are required to be included before a grant can be awarded:

AD-1047	www.ocio.usda.gov/forms/ocio_forms.html
AD-1048	www.ocio.usda.gov/forms/ocio_forms.html
AD-1049	www.ocio.usda.gov/forms/ocio_forms.html
SF-424B	www.ocio.usda.gov/forms/ocio_forms.html
Certificate Regarding Lobbying Activities	http://www.fpl.fs.fed.us/research/units/tmu/tmugrants_forms.shtml

10. Sources of Technical Assistance in Developing Your Proposal

Assistance is available from a variety of sources. Many successful applicants have consulted with USDA Forest Service staff specialists in developing their grant proposals www.fpl.fs.fed.us/tmu/ (under *Woody Biomass Grants/Supporting Materials*). The following is a list of suggested assistance providers:

- Contact your local Regional Forest State & Private Forestry office for assistance.
- Forest Service Staff Specialists—assistance in preparing the financial elements (www.fpl.fs.fed.us/tmu/).
- National Forest System (Forest Supervisor and District Ranger) —available acres and letters of support
- Independent Contractors—assistance in preparing the required financial information

- Small Business Development Centers (SBDC) – assistance in preparing the financial elements. Go to <http://www.sba.gov/aboutsba/sbaprograms/sbdc/sbdclocator/index.html>

11. Examples of Tangible and Intangible Benefits for All Priority Forestlands

Example 1—Equipment Purchase: A small tribal business enterprise has experience contracting for small forest and cultural restoration projects on tribal lands. The manager anticipates changes at a nearby sawmill to add a small-log processing line and expects increased fuels treatment activities on federal lands. The enterprise manager sees opportunity for the crew to become competitive by acquiring additional equipment for fuels treatment and pre-commercial thinning projects on nearby Forest Service and Bureau of Land Management lands. The tribal enterprise may submit a proposal for purchase of felling and skidding equipment geared for small-log and biomass harvest. To complete its capital requirements, the tribal enterprise is also making application for a loan from a commercial lender.

Documentation of Tangible Benefits: Estimated per acre costs of hand felling, piling, and burning is \$1,250/acre cost to Forest Service. Estimated cost per acre of mechanized harvest and removal is \$1,000/ acre cost to Forest Service. Tangible benefits reduce cost per acre by \$250/acre.

Documentation of Intangible Benefits: Documentation of restrictions, prohibitions, lawsuits or litigation that could interfere with completing the hazardous fuel reduction project in a timely manner, such as restrictions on open burning. Proposal should cite documentation and include intangible benefits in project narrative explaining that, because of these restrictions, only through mechanical treatments can the hazardous fuel reduction projects take place.

Documentation of Indirect Benefits: Total number of jobs retained or created by this project.

Example 2—Biomass Energy Project: On a fuels reduction project, 40% of the material is coming from a wildland-urban interface hazardous fuel treatment activity that involves both National Forest System lands and private lands. The material removed cannot be burned on site because of fire risk to private property and smoke management issues. The total cost of this land treatment is \$500/acre. The material is being chipped and hauled away at a cost of \$25/ton. The land treatment is generating 10 tons/acre; therefore, the cost of disposing of the material is \$250/acre. Thus, total treatment and disposal costs without a grant are \$750/acre.

Investment in a wood chip-fired heating facility at a school campus will provide revenue for those chips. The school system is willing to pay \$30/ton for green chips or \$300/acre, thereby, reducing the treatment costs to \$450/acre. The advantage of the project results in \$300/acre of value to reduce the treatment cost. Future cost of treating acres in this manner would be \$200/acre.

The remaining 60% of the area is being burned to dispose of the material that is cut and piled. The burning will cost \$5/ton or \$50/acre. The \$30/ton paid by the school covers the cost of chipping and hauling and leaves \$5/ton extra. The savings for land treatment is the combination of the dollars saved by not burning and the \$5/ton paid by the school over the cost of chipping and delivery. The result is \$10/ton or \$100/acre of reduced cost of the hazardous fuel activity.

Example 3—Value-Added Manufacturing: Investment in the production of flooring-grade material versus manufacturing into studs results in a higher value and thus higher price that can be paid for small logs. The studs sell for \$200/thousand board feet (mbf) and the flooring blanks sell for \$1200/mbf. Manufacturing costs are \$650 over the stud manufacturing, resulting in an additional \$200/mbf of profit, which translates into the ability to pay more for the raw logs. Assuming 10% of the logs are of a quality to use for flooring, it would mean the mill could pay up to \$20/mbf more than without the flooring manufacturing capability. If there is 3 mbf/acre, then this would translate to a \$60/acre reduction in treatment costs.