



**Spring 2021 USDA Forest Service
Great Lakes Restoration Initiative
Cooperative Weed Management Areas Request for Applications**
Applications due by 6:00 P.M. Eastern, July 8, 2021

Background and Purpose

The interagency Great Lakes Restoration Initiative (GLRI) targets improvements to address the most significant environmental problems within the Great Lakes Basin. Through an agreement with the Environmental Protection Agency (EPA), the U.S. Department of Agriculture, Forest Service anticipates receiving funds to support projects that implement strategic, priority actions within Forest Service authorities to restore, protect, and maintain the Great Lakes ecosystem. For this GLRI Request for Applications (RFA) for Cooperative Weed Management Areas (CWMAs), successful projects will address invasive plant species that pose significant ecological threats in the Great Lakes Basin. Award of funds is contingent on allocation of EPA funding. Funds are available for the following program area:

Invasive Plant Species: Detect, prevent, eradicate, and/or control invasive plant species to promote ecological resiliency, watershed stability, and biological diversity on Federal, State, or other public or private land.

Estimated Funding: \$850,000

Grant Limits: Minimum Federal request is \$15,000 and maximum Federal request is \$50,000.

GLRI Focus Area: Invasive Species

Eligibility

The GLRI funding is available to CWMAs and similar invasive plant partnerships that work within the Great Lakes Basin of Minnesota, Wisconsin, Michigan, Illinois, Indiana, Ohio, Pennsylvania, and New York. CWMAs and similar groups are organized partnerships of Federal, State, and local government agencies, Tribes, individuals, and various interested groups that manage invasive plants across boundaries within a defined area, generally a county or larger in size.

As defined by [Midwest Invasive Plant Network](#), “Cooperative Weed Management Areas (CWMAs) are partnership organizations formed with the goal of managing invasive plants across jurisdictional and landownership boundaries. Cooperative Invasive Species Management Areas (CISMAs) and Partnerships for Regional Invasive Species Management (PRISMs) are similar to CWMAs, but their goals may include the management of invasive animal species in addition to plants. The following are key characteristics of CWMAs/CISMAs/PRISMs:

- Work within a defined geographic area
- Participation from a broad cross-section of stakeholders and landowners
- Decision making through a steering committee
- Long-term commitment to cooperation, preferably formalized through a partnership agreement
- Have a strategic plan for addressing species of concern
- Coordinate across jurisdictional boundaries.”

For the purposes of this funding opportunity, “CWMA” will refer to any invasive species partnership meeting the CWMA/CISMA/PRISM definition, so long as it includes specific objectives for invasive plants.

Applications may include work on all land ownerships within the Great Lakes watershed of the United States. The Great Lakes watershed is defined as those areas within the United States that currently or historically drain into Lake Superior, Lake Michigan, Lake Huron, Lake Erie, or Lake Ontario, or drain into the St. Lawrence River west of where the International Boundary line leaves the river. A map of the Great Lakes watershed is provided in [appendix A](#); eligible counties with lands in the watershed are listed in [appendix B](#).

Program Area Information for CWMAs

Description: Using a competitive process, funds will be provided to CWMAs (or their designated fiduciary partners). CWMAs are local organizations that leverage funds to implement invasive plant control projects across jurisdictional boundaries. CWMAs are highly visible, building community awareness and participation, as well as focusing attention and presenting a united effort to Federal, Tribal, State, and local agencies, as well as nonprofit partners. CWMAs provide an early detection and rapid response network by ensuring that partners are aware of, and are able to identify and respond to, invasions.

Great Lakes Action Plan III Objective: 2.2 – Control established invasive species

Great Lakes Action Plan III Measure of Progress: 2.2.1 – Number of acres controlled for targeted invasive species by GLRI-funded projects

Minimum Requirements

- All proposed projects must lie entirely within the Great Lakes watershed of the United States.
- Eligible projects must relate directly to the work of a partnership that meets the characteristics of a CWMA, though the name of the partnership may differ.
- Applicant organization must be listed as a CWMA partner or steering committee member.
- The CWMA Coordinator must be the project contact or provide a letter documenting CWMA involvement in the application.
- Applications must address detection, prevention, eradication, and/or control of invasive **plant** species, including measurable targets and results. All vegetation manipulation project applications shall include a monitoring plan that evaluates project success and describes actions taken if objectives are not met, as well as a description of actions that will be taken to prevent the reestablishment of invasive plants, including restoration work.
- A minimum 20 percent cost-share of the **total project cost** (Federal request plus match) is required. The matching share can be calculated as 25 percent of the Federal request.
- Letters of support are required from partners that provide matching contributions listed in the project budget. Letters are recommended from other partners that make substantive commitments towards project planning or implementation.
- Letters of support are required from known partners that own or maintain a significant portion of the project area. If the project is on National Forest land, concurrence is required by the Forest Supervisor; on Tribal lands, concurrence is required from the Tribe's designated authority for approving activities. Projects that span ownership types will need concurrence from each relevant entity prior to working on that land.

Important Considerations for Funding Recipients

- The expected award date is between October 2021 and February 2022.
- Applications must show capacity to be fully implemented within 2 years of the start date.
- Annual progress reports and financial reports are required with a final report due upon project completion. Information required includes species treated, method of treatment, and acres treated.
- Projects must post a visible project identification sign, erected as appropriate at each on-the-ground project, that includes project information and purpose, GLRI reference, and Federal agencies involved.
- You are encouraged to work with your State forestry agency and research how your project fits into the goals and objectives of the State Forest Action Plan. [Click here to look up State Foresters.](#)

Evaluation Criteria (Relative Weight)

Applications will be evaluated on how well they address the evaluation criteria below. Applications must include metrics of acres treated, cost per acre, and species proposed for removal and restoration.

Purpose and need (25%)

- Describe the connection between project activities and priorities of **applicable** strategic plans, such as the [GLRI Action Plan III](#), [Lakewide Action and Management Plan](#), National Forest Land and Resource Management Plan, [State Forest Action Plan](#), or Tribal Land Management Plan. Additional emphasis will be given to projects that address specific rather than general priorities of these regional plans, e.g. priority species or locations.
- Explain how the project addresses the invasive plant management strategy of the CWMA(s) involved, and any other local plans for the protection, maintenance, or restoration of the chemical, biological, or physical integrity of the Great Lakes Basin.
- Define the habitat and/or water quality values at risk from targeted invasive species, and desired future condition for that habitat. Priority will be given to project applications that clearly demonstrate the benefits to water quality, habitats, plant community resiliency, watershed stability, and/or biological diversity at the watershed scale.
- Discuss partnership needs addressed through the project (e.g. lack of a CWMA in the landscape, strategic planning to address a changed condition, inclusion of a broader partner base). Funding decisions may consider the need to allocate sustaining support across many CWMAs.

Technically sound and sustainable scope of work (25%)

- Clearly demonstrate achievable project objectives that follow best practices in one or more of the following categories: 1) detection, 2) prevention, 3) eradication, and/or 4) control.
- Describe how the project will control targeted invasive plants that are important in the local landscape. Examples of species targeted by GLRI include, but are not limited to: baby's breath, buckthorn, garlic mustard, Japanese barberry, Japanese knotweed, lyme grass, invasive strains of *Phragmites*, purple loosestrife, and wild parsnip. Additional species that are not listed here, but still pose a legitimate ecological threat, will also be accepted.
- Demonstrate long-term commitment to project monitoring and follow-up treatments. Identify expected commitments by the applicant and partners to work that sustains project benefits.
- Include a monitoring plan that evaluates project success and describes actions taken if objectives are not met. Describe actions to prevent reestablishment of invasive plants and restore habitats.
- Discuss past successes, lessons learned, or other experience that informs the project plan.

Measurable results/outcomes expected (30%)

- Include specific units of work to be accomplished (e.g., acres treated, acres surveyed) as a direct result of the proposed project. Total cost per acre will be a factor in rating your application.
- Describe how the project expands or protects past restoration through the GLRI or other sources.
- Include anticipated results for education and outreach activities in the outcomes table.
- Ensure project budget, including match, is clear and consistent and outcomes are cost-effective.

Partnerships and sharing (20%)

- Identify partners involved in the project and include letters of commitment, including specific quantitative or qualitative contributions towards project planning and implementation.
- Describe how the project strengthens collaboration in invasive plant management and/or increases capacity of the partnership to perform and maintain work.
- Describe how the project will engage and inform the community beyond the existing partner network, including efforts to invest in underserved communities and advance racial equity.
- Detail the potential of the project to provide and share knowledge, tools, and innovations for practical application.

Matching Requirements

The match must be met by eligible and allowable costs and is subject to match provisions in grant regulations (see [Federal Regulations Title 2 Part 200.306 and Subpart E for Cost Principles](#)). Match must be documented sufficiently to support financial tracking and accountability. Matching funds and in-kind support must be documented within the grant period and be within program authorities and documented in the grant scope of work. Note that the minimum cost-share requirement is 20 percent of the **total project cost** (Federal request plus match). The following formula may be used to determine the minimum matching requirement for a particular Federal request:

$$\text{Federal amount of funds} \times .25 = 20 \text{ percent minimum matching requirement}$$

See the [Guidelines for Matching Funds](#) document for more information.

Metric Information

In addition to required measurable outcomes for acres of treatment and survey, other metrics facilitate evaluation and communication of outcomes, and are encouraged for use as applicable. The metrics below should be used in the Measurable Results table in the Project Narrative Form.

Metric Name	Required/Optional Status and description
Acres treated for invasive plants	Required ; indicate any overlapping treatment acres in outcomes table or scope of work
Acres surveyed for invasive plants	Required for projects that include invasive species surveys as a budget item
Acres of native vegetation restored	Recommended if applicable to project; describe type of vegetation planted (e.g. seed, plug, shrub)
Number of trees planted	Recommended if trees will be planted
Number of volunteer hours contributed	Optional; estimated
Number of youth (grades K-12) impacted through education and stewardship projects	Optional; estimate active participants (i.e. beyond general site use, viewing signs)
Number of people engaged in education and stewardship	Optional; estimate active participants; can overlap with number of youth impacted
Other	Provide your own activity description and units

How to Apply

Submit all applications for this GLRI funding opportunity through [Grants.gov](#). Search for Grant Opportunity Number **USDA-FS-GLRI-CWMA21**. See the Grants.gov [organization registration page](#) and [appendix C](#) of this document for further detail on how to register and apply for opportunities through Grants.gov. Applicants are encouraged to subscribe to this opportunity in Grants.gov to receive updates.

Applicants are required to apply online through Grants.gov using Workspace. Workspace is a shared, online environment where members of a grant team may access and edit different forms within an application. After creating a Workspace, you may work online or download the application package, instructions, and forms, which allows you to work offline. Grants.gov recommends submitting your application package 24 to 48 hours before the closing date to give you time to correct any potential technical issues that disrupt your initial application submission. All applications must be submitted through Grants.gov.

If you have not applied for a grant through Grants.gov before, you must complete several registration steps before you can submit your application. Note that **DUNS and SAM registrations may take several weeks**, after which a Grants.gov organization account can be obtained within a few days. Please review the requirements for submitting an application and take steps early to be ready to submit your application by the deadline.

Registrations must be current and in place at the time you submit your application, including these:

- Data Universal Numbering System (DUNS) registration
- System for Award Management (SAM) registration
- Grants.gov registration by an authorized organization representative (AOR)

Note: there is **NO FEE** for SAM registration. Go to www.sam.gov to register and find additional help.

Customer Support: Grants.gov provides customer support via toll-free number 800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the appropriate person listed below.

Be sure to fill out the required Project Narrative Form and all applicable forms listed below. Other formats will not be accepted. Forms listed below are accessed through the Grants.gov Package tab, or in the Related Documents tab, as indicated.

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

Required forms available in the Grants.gov Application Package:

- SF-424, Application for Federal Assistance
- SF-424A, Budget Information for Non-Construction programs
- AD-1047, Certification Regarding Debarment, Suspension, and other Responsibility Matters
- Attachments Form (must be included in the application package to attach required items below).

Other forms available in the Grants.gov Application Package (submit as applicable):

- AD-1049, Certification Regarding Drug-Free Workplace (for all non-State entities),
OR... AD-1052, Certification Regarding Drug-Free Workplace (for State and State Agencies)
- AD-3030, Representations Regarding Felony Conviction and Tax Delinquent Status (for Corporate Applicants)

Documents submitted using the Attachments Form in Grants.gov (attach in this order):

Narrative Form is available in the Related Documents tab in the Grants.gov opportunity

- [Spring 2021 GLRI CWMA Project Narrative Form](#) - **required for all applications**
- Map of project area (recommended)
- Letters of support (see Minimum Requirements section)
- Monitoring plan
- Other attachments if needed to support application

Important Dates

- **May 19, 2021 12:00 pm Eastern/11:00 am Central (tentative)** – Webinar to discuss the RFA: purpose of the grant program area, eligibility, and how to apply in the Grants.gov system. This webinar will be recorded and available for viewing later. [View webinar connection information and recording on the GLRI CWMA website.](#)
- **July 8, 2021** – Applications must be submitted to the Forest Service through Grants.gov by 6:00 p.m. Eastern.
- **September 2021** – The Forest Service expects to notify all applicants regarding selection results. Project awards will be made after October 1, 2021, and are contingent on allocation of EPA funding.

Contacts

General Questions

John Kyhl, Eastern Region State and Private Forestry (S&PF) Invasive Plants Program Manager, john.f.kyhl@usda.gov

Jason Stevens, Eastern Region Invasive Species Coordinator, jason.stevens@usda.gov

Sheela Johnson, Eastern Region S&PF GLRI Contact, 224-999-1997, sheela.johnson@usda.gov

Forest Service Eastern Region State and Private Forestry Contacts:

- New York: **Constance Carpenter**, Durham Field Office Representative, 603-868-7694, constance.carpenter@usda.gov
- Ohio and Pennsylvania: **Joe Koloski**, Morgantown Field Office Representative, 304-285-1540, joseph.koloski@usda.gov
- Minnesota, Wisconsin, Michigan, Illinois, and Indiana: **Carleen Yocum**, St. Paul Field Office Representative, 651-649-5276, carleen.yocum@usda.gov

Forest Service National Forest System Contacts:

- New York: **Mary Beth Deller**, Finger Lakes National Forest, Rochester, VT, 802-767- 4261, mary.deller@usda.gov
- Minnesota: **Jack Greenlee**, Superior National Forest, Aurora, MN, 218-229-8817, jack.greenlee@usda.gov
- Michigan:
 - ◇ **Carol Young**, Huron-Manistee National Forest, Cadillac, MI, 231-775-5023 x8760, carol.young@usda.gov
 - ◇ **Ian Shackelford**, Ottawa National Forest, Ironwood, MI, 906-932-1330 x331, ian.shackelford@usda.gov
 - ◇ **Paul Thompson**, Hiawatha National Forest, St. Ignace, MI, 906-298-8133, paul.d.thompson@usda.gov
- Wisconsin: **Steve Janke**, Chequamegon-Nicolet National Forest, Lakewood, WI, 715-276-6333, steve.janke@usda.gov
- Illinois: **Delane Strohmeier**, Midewin National Tallgrass Prairie, Wilmington, IL, 815-423-6370, delane.strohmeier@usda.gov

Review Process

All applications will undergo a preliminary review to dismiss incomplete or ineligible applications. An application review team consisting of staff from the Forest Service, State forestry agencies, and nongovernmental organizations will collaboratively review, evaluate, and prioritize project applications. The review team will complete the review of applications and develop a recommended ranking list of projects. The recommended list of applications will be submitted to the Regional Forester for the Forest Service Eastern Region for approval. All applicants will be notified of the final selection or non-selection of their applications. Full text of Project Narrative Forms and reviewer comments may be posted on our website after selections have been made.

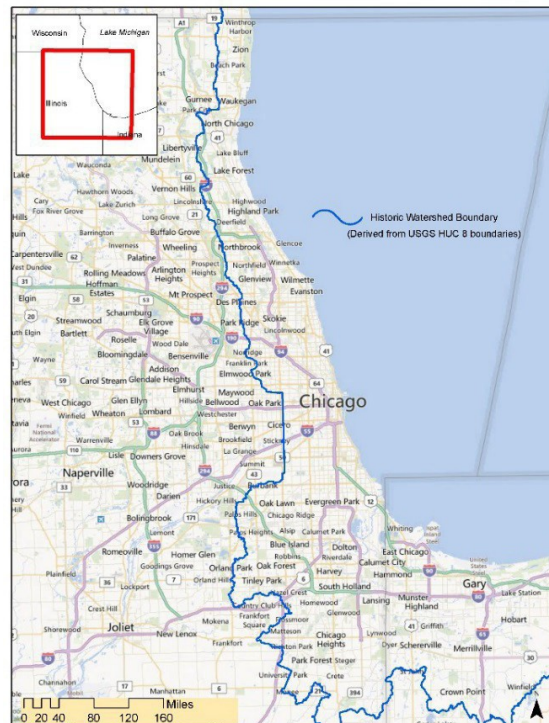
Project Narrative Supplement Form Instructions
USDA Forest Service Great Lakes Restoration Initiative
Cooperative Weed Management Areas Request for Applications, Spring 2021

- Short Title:** Provide a short title for future reference to the project. This must be the same title used on the SF-424 Application for Federal Assistance.
- Applicant Name:** Legal business name of the entity submitting the application.
- CWMA Name:** Name of the CWMA (or similar group) affiliated with this application.
- Funds Requested:** The amount of Federal funding requested in the application.
- Project Coordinates:** Provide coordinates (in decimal degrees) for a point representing the general location of project work. Selected applicants will be asked to provide a shapefile of the project area impacted.
- Project Contact Name:** List the most appropriate contact for questions about application content.
- Project Contact Email:** Provide the e-mail address for the Project Contact listed above.
- Project Overview:** Provide a short summary of the project that includes the scope, location, expected accomplishments, and water quality/habitat benefits.
- Purpose and Need:** Provide information on the site location and its connection to a target water body, identifying local CWMA and watershed plans and support for applicable plans such as: State Forest Action Plan, National Forest or Tribal land management plans, Great Lakes Action Plan III, Lakewide Action and Management Plan.
- Scope of Work:** Provide a narrative that outlines the methods proposed and specifically addresses project benefits and impacts on water quality and species diversity. Attach a monitoring plan to your application in Grants.gov.
- Results/Outcomes:** Estimate the results of your project in terms of acres treated and other measures contributing to community resiliency, watershed health, and biological diversity. Cost per acre treated will be a factor in rating your proposal.
- Budget Detail:** Provide a description of budget items not clearly identified in the scope of work or measurable results, including personnel, travel, equipment (>\$5,000 unit cost), supplies, contractual, other, and indirect costs. Totals should match the SF-424A. Clearly identify match within the appropriate categories as applicable.
- Partnerships/Sharing:** List and describe the role of any partners who will be materially involved, including subgrant or contract amounts, if applicable. Attach letters of support from project partners to your application in Grants.gov; hard copy mailings are not required. Support letters can be addressed to: *Gina Owens, Regional Forester, USDA Forest Service Eastern Region, 626 East Wisconsin Avenue, Milwaukee, WI 53202.*
- Timeline:** Provide a brief, approximate schedule showing intermediate steps and major milestones. Please indicate if a specific start date is critical. Expected project timeline is 2 years from the date of award.
- Qualifications:** Include names and titles of the project manager and key personnel. List any relevant experience and certifications of the organization and personnel.

Appendix A. Great Lakes Watershed Map USDA Forest Service Great Lakes Restoration Initiative Cooperative Weed Management Areas Request for Applications



Map Inset for Illinois and Indiana



In Illinois and Indiana, for purposes of this RFA, the Great Lakes Basin includes the historic watersheds of the North Shore channel, Chicago, and Little Calumet Rivers. This description was provided by EPA and supported by the IL DNR.

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Appendix B. Counties Wholly or Partially in the Great Lakes Watershed

USDA Forest Service Great Lakes Restoration Initiative
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Counties Entirely in the Great Lakes Watershed

Indiana

DeKalb, LaGrange, Steuben

Michigan

Alcona, Alger, Allegan, Alpena, Antrim, Arenac, Baraga, Barry, Bay, Benzie, Branch, Calhoun, Cass, Charlevoix, Cheboygan, Chippewa, Clare, Clinton, Crawford, Delta, Dickinson, Eaton, Emmet, Genesee, Gladwin, Grand Traverse, Gratiot, Hillsdale, Houghton, Huron, Ingham, Ionia, Iosco, Isabella, Jackson, Kalamazoo, Kalkaska, Kent, Keweenaw, Lake, Lapeer, Leelanau, Lenawee, Livingston, Luce, Mackinac, Macomb, Manistee, Marquette, Mason, Mecosta, Menominee, Midland, Missaukee, Monroe, Montcalm, Montmorency, Muskegon, Newaygo, Oakland, Oceana, Ogemaw, Ontonagon, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon, Saginaw, St. Clair, St. Joseph, Sanilac, Schoolcraft, Shiawassee, Tuscola, Van Buren, Washtenaw, Wayne, Wexford

New York

Erie, Genesee, Jefferson, Monroe, Niagara, Orleans, Oswego, Seneca, Wayne, Wyoming

Ohio

Cuyahoga, Defiance, Erie, Fulton, Hancock, Henry, Huron, Lake, Lorain, Lucas, Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood

Wisconsin

Brown, Calumet, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Ozaukee, Sheboygan, Waupaca, Winnebago

Counties Partially in the Great Lakes Watershed

Illinois

Cook, Lake

Indiana

Adams, Allen, Elkhart, Kosciusko, Lake, LaPorte, Noble, Porter, St. Joseph, Wells

Michigan

Berrien, Gogebic, Iron

Minnesota

Aitkin, Carlton, Cook, Itasca, Lake, Pine, St. Louis

New York

Allegany, Cattaraugus, Cayuga, Chautauqua, Chemung, Cortland, Essex, Franklin, Hamilton, Herkimer, Lewis, Livingston, Madison, Oneida, Onondaga, Ontario, Schuyler, St. Lawrence, Steuben, Tioga, Tompkins, Yates

Ohio

Allen, Ashland, Ashtabula, Auglaize, Crawford, Geauga, Hardin, Marion, Medina, Mercer, Portage, Richland, Shelby, Stark, Summit, Trumbull, Wyandot

Pennsylvania

Crawford, Erie, Potter

Wisconsin

Adams, Ashland, Bayfield, Columbia, Dodge, Douglas, Fond du Lac, Forest, Green Lake, Iron, Kenosha, Langlade, Marathon, Marquette, Milwaukee, Oneida, Portage, Racine, Shawano, Vilas, Washington, Waukesha, Waushara

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Appendix C. Grants.gov Application Submission and Receipt Procedures

This section provides the application submission and receipt instructions for FY 2021 USDA Forest Service GLRI applications through Grants.gov. Please read the following instructions carefully and completely.

1. Electronic Delivery

The Forest Service is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. The Forest Service requires all applicants to submit their applications for this opportunity online through Grants.gov.

2. How to Register to Apply through Grants.gov

- a. *Instructions:* Read the instructions below about registering to apply for Forest Service funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants.

Creating a Grants.gov account can be completed online in minutes, but **DUNS and SAM registrations may take several weeks**. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Complete organization instructions can be found on Grants.gov here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

- 1) *Obtain a DUNS Number:* All entities applying for funding, including renewal funding, must have a DUNS Number from Dun & Bradstreet (D&B). Applicants must enter the DUNS Number in the data entry field labeled "Organizational DUNS" on the SF-424 form. For more detailed instructions for obtaining a DUNS Number, refer to:
<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>
- 2) *Register with SAM:* All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to:
<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>
- 3) *Create a Grants.gov Account:* The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here:
<https://www.grants.gov/web/grants/applicants/registration.html>
- 4) *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 DUNS Number for the organization in the UEI (Unique Entity Identifier) field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to:
<https://www.grants.gov/web/grants/applicants/registration/add-profile.html>
- 5) *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. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed

instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

6) *Track Role Status*: To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

- b. *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; **this step is often missed and it is crucial for valid and timely submissions.**

3. How to Submit an Application to the Forest Service 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 (FOA), 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. For access to complete instructions on how to apply for opportunities, refer to <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

- a. *Create a Workspace*: 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 all 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. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

- 1) *Adobe Reader*: 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 storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

- 2) *Mandatory Fields in Forms*: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
- 3) *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 DUNS Number. Once it is completed, the information will transfer to the other forms.
- c. *Submit a Workspace*: An application may be submitted 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 will be 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.

For additional training resources, including video tutorials, refer to:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the Forest Service with tracking your issue and understanding background information on the issue.

4. Timely Receipt Requirements and Proof of Timely Submission

Online Submission. All applications must be received by 6:00 pm Eastern time on the due date established for each program. 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. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When the Forest Service successfully retrieves the application from Grants.gov and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. 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 the Forest Service.

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.

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