

**FULL APPLICATION DIRECTIONS**

**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**

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](mailto: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](mailto:pbrumm@fs.fed.us). For general questions, contact Doug Tucker, Forest Products Laboratory, (608–231–9504), [dltucker@fs.fed.us](mailto:dltucker@fs.fed.us).

**Deadline: Full Application Postmark Deadline: April 2, 2010.**

<a href="#">Federal Register Announcement</a>	<b>Request for Proposals for Hazardous Fuels Woody Biomass Utilization Grant—Forest Restoration Activities on All Priority Forestlands</b>
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[See also www.grants.gov](http://www.grants.gov)

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

## Forms

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

## **Full-Application Directions**

Only full applications that have been requested by U.S. Forest Service shall be considered for funding under this solicitation. Full application packages that do not contain ALL required financial information shall be disqualified without appeal.

***a. Full-Application Submission:*** U.S. Forest Service will request full applications only from those applicants selected in the pre-application process. Full application shall be post marked by April 2, 2010 and received no later than 5:00 PM Central Standard Time on April 9, 2010. NO EXCEPTIONS. One paper copy and an electronic version shall be submitted to Patricia Brumm, Grant Officer.

Each application shall be screened to ensure that it meets the administrative requirements as set forth in the Federal Register announcement and in these grant application directions. Applications may be submitted electronically through [www.grants.gov](http://www.grants.gov). Full applications not following the directions for submission shall be disqualified without appeal.

***b. Full-Application Format:*** Each submittal must be in PDF format, with a minimum font size of 11 letters per inch. Top, bottom and side margins must be no less than three-quarters of an inch. All pages must be clearly numbered. Paper copy must be **single sided on 8.5- by 11-inch plain white paper only (no colored paper, over-sized paper or special covers). Do not staple.** No other bindings are accepted. One electronic PDF file should be on an USB flash drive or compact disc (CD). No email accepted. Grants.gov only accepts electronic submissions.

### ***c. Directions for Full Application Content***

Applications shall conform to the following requirements to be considered for funding under this solicitation and shall be assembled in following order:

#### **Project Summary Table (Required form - limit to one page and use standard form)**

- Project Coordinator: Name and telephone number of principal investigator or person accountable for fiscal and technical matters.
- Coordinator's Email Address and Fax Number.
- Name of Organization/Business requesting grant and mailing address. Please list street address in addition to any post office boxes.
- Congressional District and County of grantee. Congressional District in which project will take place.
- Forest Service Region: FS region in which project will take place.
- Amount Requested: The total amount of federal funding requested in proposal.
- Non-federal Matched Funds: The total amount of non-federal funding that is being used as cost share.
- Project Duration: The length of time for project after grant is awarded.
- Green Tons Removed and Utilized: Anticipated total number of green tons of woody biomass removed and utilized by this grant.
- Regional Representative: See listing under [www.fpl.fs.fed.us/tmu](http://www.fpl.fs.fed.us/tmu) (woody biomass grants, additional information)

- Project Title. The project title should be short (not to exceed 80 characters) but descriptive of the project.
- Project Description: Provide short executive summary of proposal (maximum of 100 words).
- Collaborative Partners: List organizations of collaborative partners.
- Project Objectives: List in bullet format the primary objectives of project.
- NFS Forests: List the National Forests impacted, if applicable.

**SF-424 (Required form)** [http://www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp#1](http://www.grants.gov/agencies/aapproved_standard_forms.jsp#1)  
(CFDA Number is 10.674 and title of program is Technology Marketing Unit, Woody Biomass Grant Program (TMU Woody Biomass).)

**SF-424A (Required form)** [http://www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp#1](http://www.grants.gov/agencies/aapproved_standard_forms.jsp#1).  
Please list the federal and non-federal portions of the budget under Section B. Use column (1) for federal and column (2) for non-federal portions. The SF-424A shall cover each year of the project (see example at [http://www.fpl.fs.fed.us/research/units/tmu/tmugrants\\_forms.shtml](http://www.fpl.fs.fed.us/research/units/tmu/tmugrants_forms.shtml)).

**Project Narrative (ten page limit) (Required)**

The project narrative shall provide a clear description of the work to be performed with revisions providing more detail than presented in the pre-application. The impact of the proposed project on both federal and other eligible lands shall be described. The NF priority forestland (see link for Forest Service priority map and list [www.fpl.fs.fed.us/tmu](http://www.fpl.fs.fed.us/tmu)), shall be identified by name. For all NF forests, a letter of support shall be submitted from the Forest Supervisor or District Ranger. These letters of support shall be updated for the full application. For other eligible lands, the applicant shall identify the Community Wildfire Protection Plans (or equivalent document) that identifies the hazardous fuels reduction activities needed. For these letters from the State Forester, the applicant can submit a letter of support that was submitted with the pre-application as well as any revisions. The project narrative is limited to ten pages, and excludes the Project Summary Table, budget summary justification, detailed financial information, qualifications and letters of support, as well as any required certification forms. The following items are suggested topics to include in the narrative:

- **Goals and Objectives:** The project goals should be consistent with the purpose and objective of this Request for Proposals. Objectives should be specific, measurable, achievable, relevant, and timely.
- **Project Coordinator(s) and Partner(s):** This section identifies the project coordinator(s) and describes the role that each will play in meeting the objectives of the project. Qualifications of these individuals should be listed in the Appendix under “Key Personnel Qualifications.” Partners to the project should include a letter confirming their intent to participate and describing respective roles and contribution. These letters are included in the Appendices and do not count in the page limit.
- **Impact on Forestlands:** Applicants should describe qualitatively and quantitatively how the project would impact priority NF lands and other eligible lands to meet forest management objectives. Proposals should address the following if applicable:

- ✓ *Describe Geographical Location* where the project takes place. Indicate if project is in an area identified as a NF priority forestland (see link for FS priority map and list [www.fpl.fs.fed.us/tmu](http://www.fpl.fs.fed.us/tmu) under Hazardous Fuels Woody Biomass Grants) and identify by name. Indicate if project is on non-priority NF lands or other eligible lands. Indicate whether project is under a local Community Wildfire Protection Plan (or equivalent document.)
- ✓ *Describe the existing forest conditions* and what needs to be done to correct the situation. The applicant should be specific and present definite actions that can be taken to accomplish the project. List the name of National Forest or private forest, if applicable.
- ✓ *Describe the forest resource situation*, such as fire regime condition class, impact by insect and disease infestation, or impact by catastrophic weather events. Also indicate whether or not the project is located within a designated wildland urban interface area (see definition of terms). In addition, identify the affected community(s), county, and state(s).
- ✓ *Describe the Community Wildfire Protection Plan objectives*, if applicable. Applicants should discuss why removal of woody biomass is considered urgent and necessary to reduce the threat from wildfires and how the project would address management goals as outlined in a Community Wildfire Protection Plans (or equivalent documents).
- ✓ *Report current handling and disposal practices* for material removed because of hazardous fuels reduction and forest restoration activities.
- ✓ *Describe how the woody biomass will be used* if a grant is awarded. Include a discussion of potential markets.
- ✓ *Discuss anticipated outcomes* and measures for success.
- ✓ *Document the reduced per acre cost* for hazardous fuels reductions and/or forest health restoration on both federal and other eligible lands.
- **Public Benefit:** Applicants should describe the anticipated public benefits of the project, if awarded. Topics to address include:
  - ✓ *Discuss how the project will increase the green tons* removed and utilized.
  - ✓ *Indicate intangible benefits* such as indirect, intangible benefits (including reduction or air and water pollution, reduction of green house gases, improvements in socio-economic quality, and improvements in wildlife habitats and watersheds). Guidelines for determining impacts on air and water pollution can be found at the following websites:
    - [http://www.epa.gov/woodheaters/what\\_epa\\_doing.htm](http://www.epa.gov/woodheaters/what_epa_doing.htm)
    - <http://www.epa.gov/EPA-AIR/2005/December/Day-28/a24299.htm>
    - <http://www.epa.gov/EPA-Air/2006/February/Day-16/a1071.htm>
    - <http://www.nescaum.org>

- ✓ *Explain how the project will improve efficiencies* for harvesting and processing woody biomass, particularly what cleaner technology will be used.
- ✓ *Show how the project will retain, create or expand local jobs* and provide opportunities for using woody biomass in geographical locations where currently there is no or limited infrastructure.
- ✓ *Demonstrate the long-term benefits* of the project such as the length of time the benefits and impacts are anticipated.
- ✓ *Describe the expansion capability* of the project to include additional acres or other geographical locations.
- ✓ *Provide environmental documentation and permits*, if applicable. Explain the positive and negative environmental consequences to the forest land with and without the project.
- ✓ *Explain the positive and negative social impacts* to the surrounding communities with and without the project. Describe any positive or negative impacts of project on local rural community development objectives and community participation.
- **Technical Approach Work Plan:** The applicant should describe the specific course of action(s) that will be taken to accomplish the stated goal(s) and objective(s), including the techniques or methods that will be used. Discussions should include:
  - ✓ *Present a work plan* and timetable for accomplishing each of the major actions.
  - ✓ *Describe the specific product and/or outcomes* that are expected as a result of this funding. The actions presented in the work plan should directly correlate to the budget package presented in the application.
  - ✓ *Provide a graphic chart* that shows various tasks, milestones and timelines.
  - ✓ *Describe how progress would be monitored* and what measures of success are used. In particular, applicant should provide accountability measures of environmental, social, financial and forest restoration effects of proposed project. The monitoring and measurement achievements should be correlated to the work plan and the various phases of implementation associated with the project. The type of information of interest to the agency for performance reporting includes acres treated, green tons removed and utilized, reduction in cost per acre and value of forest products produced, amount of reduction in air and water pollution, as well as green house gases, number of retained or created jobs, economic impact on a community and other measurable quantities. Evaluation and monitoring plan should also include procedures to ensure all reporting requirements of this grant are achieved.
  - ✓ *Provide description of equipment*, if requesting equipment, such as make, model, and year. Letters from equipment vendors **shall be included in application package**

**(Required).** Letters should describe production capacity, estimated life, price quotation and the applicability of equipment to meet proposed project and OSHA safety specifications. Applicant shall also discuss how this equipment improves efficiencies or accelerates adoption of cleaner technologies (air, water, waste) for biomass utilization. Construction costs for permanent buildings or infrastructure are not allowed, except as part of the non-federal cost share. Installation costs of equipment are allowed.

***Budget Summary Justification in support of SF-424A (Required - limit 2 pages)***

Budget summary justification shall contain itemized details of the line items presented in SF-424A. The budget line items shall coincide with the work elements provided in the work plan. The budget summary justification shall address the basis for each of the budget line items listed on the SF-424A to reflect costs needed to complete activities identified in the work plan. List each item funded by the WBU grant, such as all equipment, personnel, etc.

Matching amounts, if listed as in-kind contributions (e.g., personnel time, operating and maintenance costs, donated equipment, materials, and matching non-federal grants), should be based on realistic calculated values and shall also be described in the budget summary justification. Justification of all costs shall provide enough detail to determine if they are reasonable and allowable. Identify the source of non-Federal resources listed in the SF-424A Budget Information and the ability to meet matching requirements.

Example of a correctly filled out SF-424A can be found at [www.fpl.fs.fed.us/tmu](http://www.fpl.fs.fed.us/tmu) under *Hazardous Fuels Woody Biomass Grants*.

***Detailed Financial Information***

Detailed financial information is requested to assess the financial capacity of the applicant. All financial information remains confidential and is not accessible under the Freedom of Information Act (5 USC 552, (b) (4)). If the applicant has questions about how confidential information is handled, they should contact either Susan LeVan-Green at [slevan@fs.fed.us](mailto:slevan@fs.fed.us) or Patricia Brumm at [pbrumm@fs.fed.us](mailto:pbrumm@fs.fed.us). The financial information should provide a general overview of current, historical and projected (pro forma) financial performance. Prepare the required financial information documentation in accordance with Generally Accepted Accounting Practices (GAAP). Strong applications have benefited from the use of a certified accountant to develop this information.

- **Directions for Financial Information**

The maximum number of pages allowed for the required financial information is **limited to 36 pages**. Annual reports will not be accepted. Information must be provided in the order and format (or equivalent) listed below.

- ✓ ***For-Profit Businesses*** directly engaged in performing woody biomass utilization, such as forestry operation contractors, loggers, trucking companies, sawmills, post and pole operations, biomass energy companies, and specialty forest products manufacturers require the following:

- **Table 1.—Expanded Project Budget** - use Table 1 at [www.fpl.fs.fed.us/tmu](http://www.fpl.fs.fed.us/tmu) under *Forms* .  
The expanded project budget (Table 1) is used to describe the project budget in more detail than in the SF-424A. Budget shall include all anticipated expenses and income for the project. The financial reviewers want to see a balanced detailed project budget with sufficient funds to see the project to completion. List and describe the assumptions used in Table 1 and in the “Expanded Project Budget Justification” narrative.
- **Expanded Project Budget Justification.**  
The Expanded Project Budget Justification narrative should include explanations and justifications for all the assumptions used in formulating the project budget in Table 1, as well as the budget amounts for each budget line item. The budget line items should coincide with the work elements provided in the work plan. The expanded project budget and budget justification should provide sufficient details (e.g., personnel, equipment, consultants, supplies, administration, partnership contributions) to reflect costs needed to complete activities identified in the work plan. Financial reviewers want to know how you arrived at personnel costs, equipment purchase prices, cost of supplies, and so forth. Document the sources of your claims for each of the line item assumptions.
- **Project Financial Feasibility Narrative.**  
A project financial feasibility narrative is required. The applicant shall justify why their project is fiscally sound for the U.S. Forest Service to invest U.S. taxpayer dollars. Applicant should respond to the question “Why this project makes good financial sense?” Identify critical data needs and assumptions. Briefly describe how various alternatives were narrowed down to the current alternative and why this alternative is a sound fiscal choice. Justify the assumptions used in your feasibility narrative and cite the source of each assumption. State if a feasibility study was done for the project and include a brief summary and conclusions of the study. State the project's contingency plan if things do not go as planned.
- **Current and Historical Balance Sheet and Income Financial Statements.**  
Report the current and historic company financial information on the entire business operation. Provide current and historical company financial statements prepared in accordance with GAAP for the current and past three (3) years, including balance sheet and income statements. If the applicant is unable to present this information in accordance with GAAP, the applicant may instead present financial information for the past years in the format that is generally required by commercial lenders. [Standard forms are available at [www.fpl.fs.fed.us/tmu](http://www.fpl.fs.fed.us/tmu) under *Hazardous Fuels Woody Biomass Grants*; or equivalent in accordance with GAAP.]
- **Pro forma Financial Statements.**  
Applicants shall report *pro forma* company financial information (projected financial statements into the future). For large firms or those firms with multiple facilities or locations, *pro forma* projections shall include a financial analysis of the company division or location **where the project is located**. Prepare *pro forma* in accordance with GAAP, beginning with the first year of the project. *Pro forma* company financials shall reflect the use of the Woody Biomass Utilization grant award in the *Pro forma* statements such as start-up capital, operating capital, and short-term credit. Three *pro forma* financial

statements are required: (1) *pro forma* balance sheet, (2) *pro forma* income statement, and (3) *pro forma* cash flow analysis. *Pro forma* cash flow shall report the first year on a quarterly basis and annually for years 2 and 3. Provide a justification of the assumptions used in the *pro forma* statements showing the basis for the projections. If the applicant is unable to present this information in accordance with GAAP, applicant may instead present financial information for *pro forma* in the format that is generally required by commercial lenders. [Standard forms are available at [www.fpl.fs.fed.us/tmu](http://www.fpl.fs.fed.us/tmu) under *Hazardous Fuels Woody Biomass Grants*; or equivalent in accordance with GAAP.]

- ✓ **Non-Profit Organizations** not directly engaged in woody biomass utilization as part of the non-profit organization's mission or regular activities, and listed as tax exempt non-profit organizations require the following:
  - **Table 1.—Expanded Project Budget** - use Table 1 at [www.fpl.fs.fed.us/tmu](http://www.fpl.fs.fed.us/tmu) under *Forms*.

The expanded project budget (Table 1) is used to describe the project budget in more detail than in the SF-424A. Budget shall include all anticipated expenses and income for the project. The financial reviewers want to see a balanced detailed project budget with sufficient funds to see the project to completion. List and describe the assumptions used in Table 1 and in the “Expanded Project Budget Justification” narrative.
  - **Expanded Project Budget Justification.**

The Expanded Project Budget Justification narrative should include explanations and justifications for all the assumptions used in formulating the project budget in Table 1, as well as the budget amounts for each budget line item. The budget line items should coincide with the work elements provided in the work plan. The expanded project budget and budget justification should provide sufficient details (e.g., personnel, equipment, consultants, supplies, administration, partnership contributions) to reflect costs needed to complete activities identified in the work plan. Financial reviewers want to know how you arrived at personnel costs, equipment purchase prices, cost of supplies, and so forth. Document the sources of your claims for each of the line item assumptions.
  - **Project Financial Feasibility Narrative.**

A project financial feasibility narrative is required. The applicant shall justify why their project is fiscally sound for the U.S. Forest Service to invest U.S. taxpayer dollars. Applicant should respond to the question “Why this project makes good financial sense?” Identify critical data needs and assumptions. Briefly describe how various alternatives were narrowed down to the current alternative and why this alternative is a sound fiscal choice. Justify the assumptions used in your feasibility narrative and cite the source of each assumption. State if a feasibility study was done for the project and include a brief summary and conclusions of the study. State the project's contingency plan if things do not go as planned.
  - **IRS (Internal Revenue Service) Returns (no page limit for IRS 990 returns).**

Provide IRS Returns (990/990-EZ and 990 Schedule A 990-PF (private foundations), or similar for the current fiscal year (2009) plus the three most recent IRS Returns).
  - **Documentation of Fiscal Controls.**

Provide documentation of the non-profit's fiscal controls. Examples might include: organizational financial policy summary, financial audit summaries, and other similar documentation.

**Additional Notes for Non-Profits:**

If operating a Not-For-Profit Business under the guise of a Non-Profit, or if exempted from filing an annual return by IRS, non-profit organizations shall submit the required financial statements as described under **For-Profit Businesses**.

Organizations generally not required to file Form 990 or Form 990-EZ include the following:

- Churches and certain church-affiliated organizations
- Some organizations affiliated with governmental units (e.g., a public school district)
- Organizations (other than private foundations) with annual gross receipts of less than \$25,000
- Organizations covered by a group return (e.g., a state credit union)

Woody biomass utilization projects proposed by Non-Profit organizations and operated as part of an unrelated trade or business of the non-profit shall comply with the financial reporting requirements of **For-Profit Businesses** listed above. An example might be a Resource Conservation and Development (RC&D) Council that is engaged in performing forest restoration treatment services as an unrelated trade of business. If the activity generates reportable taxable income to the Internal Revenue Service (IRS), financial statements described in **For-Profit Businesses** are required. IRS Returns (990/990EZ) are not required for those non-profit organizations that choose to submit financial information as a **For-Profit Businesses**.

✓ **Governmental Entities** such as local, state, and tribal governments (but not tribal businesses) as well as special purpose districts require the following:

- **Table 1.—Expanded Project Budget** - use Table 1 at [www.fpl.fs.fed.us/tmu](http://www.fpl.fs.fed.us/tmu) under *Forms* .

The expanded project budget (Table 1) is used to describe the project budget in more detail than in the SF-424A. Budget shall include all anticipated expenses and income for the project. The financial reviewers want to see a balanced detailed project budget with sufficient funds to see the project to completion. List and describe the assumptions used in Table 1 and in the “Expanded Project Budget Justification” narrative.

- **Expanded Project Budget Justification.**

The Expanded Project Budget Justification narrative should include explanations and justifications for all the assumptions used in formulating the project budget in Table 1, as well as the budget amounts for each budget line item. The budget line items should coincide with the work elements provided in the work plan. The expanded project

budget and budget justification should provide sufficient details (e.g., personnel, equipment, consultants, supplies, administration, partnership contributions) to reflect costs needed to complete activities identified in the work plan. Financial reviewers want to know how you arrived at personnel costs, equipment purchase prices, cost of supplies, and so forth. Document the sources of your claims for each of the line item assumptions.

- **Project Financial Feasibility Narrative.**

A project financial feasibility narrative is required. The applicant shall justify why their project is fiscally sound for the U.S. Forest Service to invest U.S. taxpayer dollars. Applicant should respond to the question “Why this project makes good financial sense?” Identify critical data needs and assumptions. Briefly describe how various alternatives were narrowed down to the current alternative and why this alternative is a sound fiscal choice. Justify the assumptions used in your feasibility narrative and cite the source of each assumption. State if a feasibility study was done for the project and include a brief summary and conclusions of the study. State the project's contingency plan if things do not go as planned.

- **Financial Sustainability.**

Describe the sustainability of the governmental entity in lieu of current and historic financial statements.

- **Documentation of Fiscal Controls.**

Provide documentation of the government entity's fiscal controls. Examples might include: organizational financial policy summary, financial audit summaries, and other similar documentation.

## **Appendices**

The following information shall be included in the full application:

- 1) **Qualifications and Description of Management Team:** Qualifications of the project manager and key personnel should be included. Discuss management team's knowledge and experience as it applies to project. Document how the management team is qualified to implement project and meet evaluation, monitoring, accounting, and reporting requirements. Explain in detail how the management team will ensure the success of the project.
- 2) **Letter of Support and Biomass Availability is Required:** This letter shall describe forest management plans on U.S. Forest Service NF and how the proposed project will help meet forest management objectives. For other eligible lands, this letter shall describe Community Wildfire Protection Plans (or equivalent documentation) and how the proposed project will help meet those objectives. The number of acres at risk, timeframes, available volumes, and opportunities for applicant to access these volumes are suggested issues to address in these support letters. These letters shall be submitted with both the pre-application and full application. For U.S. Forest Service, NF lands, the letter shall be signed by either a Forest Supervisor or District Ranger from the project location. For other eligible lands, the State Forester shall sign the support letter. (**Required forms**)
- 3) **Letters of Support from Partners, Individuals, or Organizations:** Letters of support shall be included in an appendix and are intended to display the degree of collaboration occurring between the different entities engaged in the project. These letters shall include

commitments of cash or in-kind services from all partners as listed in the SF424 and SF 424A. Each letter of support is limited to one page in length.

- 4) **Federal Funds:** List all other federal funds received for this project within the last three years. List agency, program name, and dollar amount.
- 5) **Equipment Quotes:** If requesting equipment, applicant shall include two quotations for each piece of equipment requested. If awarded a WBU grant, final receipts for all equipment purchased shall be submitted to the grant officer.
- 6) The following standard forms are required to be included before a grant can be awarded:

AD-1047	<a href="http://www.ocio.usda.gov/forms/ocio_forms.html">www.ocio.usda.gov/forms/ocio_forms.html</a>
AD-1048	<a href="http://www.ocio.usda.gov/forms/ocio_forms.html">www.ocio.usda.gov/forms/ocio_forms.html</a>
AD-1049	<a href="http://www.ocio.usda.gov/forms/ocio_forms.html">www.ocio.usda.gov/forms/ocio_forms.html</a>
SF-424B	<a href="http://www.ocio.usda.gov/forms/ocio_forms.html">www.ocio.usda.gov/forms/ocio_forms.html</a>
Certificate Regarding Lobbying Activities	<a href="http://www.fpl.fs.fed.us/tmu">www.fpl.fs.fed.us/tmu</a> under <i>Hazardous Fuels Woody Biomass Grants, Forms</i>

### ***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](http://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](http://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>