



Fiscal Year 2022 REQUEST FOR PROPOSALS & INSTRUCTIONS

Wood Innovations Funding Program (CFDA 10.674)

SUMMARY INFORMATION

Federal Award Agency Name: U.S. Department of Agriculture – Forest Service

Funding Opportunity Title: 2022 Wood Innovations Funding Opportunity

Notice of Funding Opportunity Number: USDA-FS-WOOD-INNOVATIONS-2022

Catalog of Federal Domestic Assistance (CFDA): 10.674 -- Wood Utilization Assistance

Request for Proposals Summary

The USDA Forest Service is announcing the availability of up to \$8 million in funding to support projects that will substantially expand and accelerate wood products and wood energy markets throughout the United States to support forest management needs on National Forest System and other forest lands.

Eligible applicants are for-profit entities; state, local, and tribal governments; school districts; community, not-for-profit organizations; institutions of higher education; and special purpose districts (e.g., public utilities districts, fire districts, conservation districts, and ports). Applicants must obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet at <https://fedgov.dnb.com/webform/>. In addition, the applicant must be registered with the System for Award Management (SAM), which is located at <https://sam.gov/content/home>.

Executive Order 13985 : “Advancing Racial Equity and Support for Underserved Communities Through the Federal Government”: We encourage applications that can show a clear benefit to underserved/historically marginalized people and the communities where they reside or the forest areas that they value. When applicable, it should be described in the “FY 22 Application Form - Project Narrative”.

Key Dates

The application deadline is **Wednesday, January 19, 2022, 5:00 p.m.** local time, in the Forest Service Region where you are to submit your application. Additional information available in Section IV.B ([Submission Date and Time](#)).

The Forest Service will hold an informational **Pre-Application Webinar on this and another related grant opportunity on Tuesday, November 9, 2021 at 2:00 p.m. Eastern Standard Time** to provide information and answer questions. The link is usfs.adobeconnect.com/wood-innovations/. For audio, dial in by phone: 888-844-9904; use access code 9780832. Individuals who use telecommunication devices for the deaf (TDD) may call the Federal Relay Service (FRS) at 800-877-8339, 24 hours a day, every day of the year, including holidays. <https://www.federalrelay.us/tty/>

The agency anticipates announcing final selections in May 2022 and to execute awards in August 2022.

For More Information

Additional information about application requirements, eligibility, and prerequisites is available at the [Wood Innovations website](#) and by contacting your [Forest Service Regional Coordinator](#). A list of [Frequently Asked Questions and Definitions](#) is available in Section VIII (Frequently Asked Questions and Definitions of Terms).

Wood Innovations Funding Program (CFDA 10.674) FY22 RFP and Instructions

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I. Program Description

A. Legislative Authority

The grants and agreements awarded under this announcement will support the Agriculture Improvement Act of 2018 [Pub. L. 115-334](#), Rural Revitalization Technologies [7 U.S.C. 6601](#), and the nationwide challenge of disposing of hazardous fuels and other wood residues from the National Forest System and other U.S. forest lands in a manner that supports wood products and wood energy markets.

B. Overview

The intent of the Wood Innovations funding opportunity is to stimulate, expand, and support U.S. wood products markets and wood energy markets to support the long-term management of National Forest System and other forest lands.

This Request for Proposals focuses on the Wood Innovations program goals:

- Reduce hazardous fuels and improve forest health on National Forest System and other forest lands.
- Reduce the costs of forest management on all land types.
- Promote economic and environmental health of communities.

C. Examples of Eligible Innovative Projects

Examples of eligible projects include, but are not limited to:

- Completing requirements, such as architectural and engineering designs, cost analyses, and permitting necessary for 1) commercial construction projects that use wood as a primary building material, and/or 2) wood energy project development to secure financing. **Early phase project development proposals and feasibility studies will not be competitive.**
- Establishing or increasing wood products manufacturing capacity and/or markets that support forest ecosystem restoration
- Showcasing quantifiable environmental and economic benefits of using wood as a sustainable building material in a constructed commercial building to increase acceptance and encourage growth in the construction industry.
- Establishing statewide wood utilization teams or statewide wood energy teams. Only proposals from States without an existing or former team will be considered. Identification of currently and previously funded statewide teams can be done at Section VIII.A (Questions) of this document.
- Developing a cluster of wood energy projects in a geographic area or specific sector; or installing a wood energy system at a facility (e.g., prisons, hospitals, universities, manufacturing, or industrial sector) that will use forest woody biomass or forest products manufacturing residues.
- Developing commercial woody biomass and wood product utilization industrial parks.
- Overcoming market barriers and stimulating expansion of wood energy in the institutional, commercial, or industrial sectors.

- Implementing applied research projects that engage with or involve industry partners to resolve gaps in practical knowledge that can lead to readily applied and near-term advances in the wood products or wood energy market.
- Purchase stationary wood energy equipment to create markets to support forest management.

Note: Use this [Wood Innovations Project Search Tool](#) to view examples of projects funded in prior years. Click on “Search by Region, State, Project Type, and/or Fiscal Year” after entering the appropriate search criteria and then click “View Results.”

D. Funding Priorities and Preferences

Preference will be given to proposals that:

- Create or expand markets for wood and biomass generated by forest health and hazardous fuels reduction projects on National Forest System and other U.S. forested lands.
- Support development of domestically sourced timber and U.S. manufacturing of mass timber and other wood products.
- Involve wood products or wood industry partners.
- Support commercial building markets or other markets that use innovative wood products.
- Bundle or address multiple wood energy or wood products projects.
- Commit to utilizing domestically sourced timber for mass timber construction projects.
- Support, benefit, or engage communities that are historically underserved, marginalized, and adversely affected by persistent poverty or inequality (pursuant to [Executive Order 13985](#), Advancing Racial Equity and Support for Underserved Communities Through the Federal Government).

Note:

- Proposals incorporating commercially proven technologies will be competitive.
- Construction and equipment purchases will NOT be funded under this funding opportunity with one exception: Stationary wood energy equipment is the only equipment purchase eligible for grant funds; however, wood energy equipment is subject to the regulations at [2 CFR § 200.310](#), [2 CFR § 200.313](#), and [2 CFR § 200.316](#).
- Basic research will not be considered. Applied research and demonstrations projects will be considered.
- Projects must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States pursuant to [2 CFR § 200.322](#).
- Expenses for self-marketing or self-promotion are not eligible expenses (e.g., company brochures, business cards, display materials, web sites, other electronic media, etc.).
- Proposals should align with Forest Service Regional priorities and [State Forest Action Plans](#).

II. Award Information

A. Available Funding

The Forest Service plans to award up to \$8 million under this announcement. The maximum for each award is generally \$250,000; however, the Forest Service may consider awarding more to a proposal that demonstrates the ability to have a significant and sizeable impact on wood product or energy markets. All awards are based on funding availability.

If your proposal is selected for an award, 10 percent of the Federal funds may be held by the administrator until final reporting is completed and approved.

B. Project Length

Awards under this announcement are typically 2 to 3 years in length. Projects of greater complexity may be awarded for a longer period of time, not to exceed 5 years. The Forest Service will notify a recipient if their proposal is selected for an award and indicate whether any additional forms or information are required, and an estimate of when the recipient may proceed. The Federal government will incur no legal obligation until appropriated funds are available and a Forest Service Grant Officer returns a fully executed award letter to a successful applicant.

C. Cost Sharing/Matching

Applicants must contribute matching funds equal to at least 100% of the Forest Service requested funds. This means for every \$1 of Federal funding requested applicants must provide at least \$1 in match. For example, if the requested Federal amount is \$100,000, the applicant match must be at least \$100,000 or more. Applicant match must come from non-Federal sources. The match may include cash or in-kind contributions. All matching funds must be directly related to the proposed project. Please note: ***Applicants must submit letters of support from third-party organizations confirming the amount of cash or in-kind services to be provided, up to the minimum required match.*** Additional funds beyond the matching requirement can be shown as leverage. Letters of financial commitment are not required for leveraged funding. However, applicants who show a match beyond the required 1:1 match are obligated to meet the match amount listed in the grant.

The match must be met using eligible and allowable costs and is subject to the match requirements in Federal regulations. For information about Federal cost principles and related topics, go to the [2 CFR § 400 subpart E - Cost Principals](#).

Both Forest Service grant funds and Cooperator matching funds cannot be used to fund Forest Service or other federal government personnel involvement in the project.

Applicants shall list all other funds (e.g., Federal, State, private) received for this project and closely related projects within the last 5 years (include agency, program name, and dollar amount) in the application appendices

Note: *An award to a for-profit entity will generate an Internal Revenue Service (IRS) Form 1099 Miscellaneous Income that will be filed with the IRS and provided to the awardee. The Forest Service expresses no opinion on the taxability, if any, of the awarded grant funds.*

III. Eligibility Information

A. Eligible Applicants

Eligible applicants are for-profit entities; state, local, and tribal governments; school districts; community, not-for-profit organizations; institutions of higher education; and special purpose districts (e.g., public utilities districts, fire districts, conservation districts, and ports).

B. Applicant Requirements (DUNS and SAM Registration Information)

DUNS: Applicants must obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet at <https://fedgov.dnb.com/webform/>.

SAMS: The applicant **must** have initiated the registration process in the <https://sam.gov/content/home> to apply. You must include a screenshot of the SAM registration page indicating that you have initiated the registration process in the application appendices, or your application will be denied.

Additionally, your agency **must** have attained an active registration prior to the final selection and announcements of grant awards on or about May 1, 2022 to be eligible for an award.

There is no charge for registration. Active registration must be maintained throughout the life of the award.

Note: *The approval process for a new or renewal SAM's registration can take several months.*

IV. Application and Submission Information

A. Content and Form of Application Submission

The proposal package must include all the materials listed below. Each submittal must consist of two separate, searchable PDF (or Word) files, as follows:

Part 1: Cooperator Contact Information, Narrative, and any Appendices

Part 2: Required Financial Forms

Applicants must e-mail all parts of the application at one time, including letters of support and appendices to the appropriate [Forest Service Regional Coordinator](#) listed in Section VII (Agency Contacts) of this document. Separate letters of support, appendices, etc., will not be accepted. No proposals will be accepted by fax machine or hard copy.

To develop an application and budget consistent with Forest Service grants and agreements requirements, refer to [2 CFR § 200](#).

Note: *Applicants are strongly encouraged to work with their designated Regional Coordinator early in the application process to determine whether project ideas will be competitive and to improve proposal quality. Regional Coordinators may have additional tools and resources to help with your application development process.*

1. Application Form

Part 1 - Project Application: Cooperator Contact Information, Narrative including budget tables and justification, and Appendices

Formatting Requirements:

- Formatted to print on 8½- by 11-inch plain paper with 1-inch margins.
- 11-point font (Arial, Calibri) or larger.
- Pages are sequentially numbered.
- Each “page” of the application is one side of a single-spaced, typed page.
- A maximum of **6 pages** per proposal for Part 1 of the Application, not including the Cooperator Contact Information page or appendices.

The following sections (A – G below) are required for Part 1 Narrative (see Application Form for more specific instructions)

- A. Basic Project Information
- B. Project Goals and Objectives
- C. Project Description
- D. Project Impact
- E. Qualifications of Team and Partners
- F. Annual Progress Reports and Final Reports
- G. Budget Tables and Justification in Support of SF-424A

Applications exceeding the maximum 6-page limit will not be considered.

Appendices are also included in Part 1 of the application. They should be well organized and include an index so reviewers can readily find information of interest. The Appendices should only contain relevant information, i.e., information that will help the review panel better understand and evaluate the project. Below are required items that must be included in the Appendices as well as examples of optional information.

Required Information for Appendices:

- Letters of support from partners, individuals, or organizations, especially those playing a key role or providing matching funds, including Forest Service units if National Forest System lands will directly benefit from the project. Letters of support should display the degree of collaboration occurring between the different entities engaged in the project. **Applicants must submit letters of support from third-party organizations confirming the amount of cash or in-kind services to be provided, up to the minimum required match.**
- List of all other funds (Federal, State, private) received for this project and closely related projects within the last 5 years (include agency, program name, and dollar amount).
- Your agency, business or organization must have an active registration or initiated the registration process in the <https://sam.gov/content/home> to apply. You must include a screenshot of the SAM registration page indicating that you have initiated the registration process in the application appendices, or your

application will be denied. More detailed information is presented above in Section III.B.

- Short resume or vitae for key team members.

Optional Information for Appendices:

- Feasibility Assessments.
- Woody Biomass Resource Supply Assessment (recommended for larger wood energy proposals).
- Quotes for professional engineering services and rationale for selection of contractor, if already selected.
- Miscellaneous items, such as schematics, engineering designs, or executive summaries of reports.
- Include 1 – 3 photos that best tell the story of your project. Please include a caption for each photo that explains what is shown or happening in the photo. Only include photos that can be used for press releases, public websites, or mass communications if awarded. Optional at time of proposal submission but required if proposal is selected for award.

Part 2 - Project Application: Required Financial Forms

The following forms need to be completed and submitted with your proposal. The forms below are located at the [Grants.gov Forms Repository website](https://www.grants.gov/forms). If the weblinks below are not functioning, search the “Form Name” column for the appropriate form.

SF-424: Application for Federal Assistance

https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf

SF-424A: Budget Information for Non-Construction Programs

<https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>

SF-424B: Assurances for Non-Construction Programs

<https://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>

USDA AD-1047: Certification Regarding Debarment and Suspension

https://apply07.grants.gov/apply/forms/sample/AD_1047-V1.0.pdf

USDA AD-1049: Certification Regarding Drug-Free Workplace (or USDA AD-1052 for States and State agencies)

https://apply07.grants.gov/apply/forms/sample/AD_1049_2_0-V2.0.pdf

USDA AD-3030: Representations Regarding Felony Conviction and Tax Delinquent Status for Corporation Applicants

https://apply07.grants.gov/apply/forms/sample/AD_3030_2_0-V2.0.pdf

FS-1500-35: Certificate Regarding Lobbying Activities

<https://www.fs.usda.gov/nac/assets/documents/forms/fs-1500-35-certification-regarding-lobbying.docx>

FS-1500-22: Financial Capability Questionnaire (see Financial Capability section)

https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprd3834433.docx

Items to note when completing the SF-424 and SF-424A:

- Catalog of Domestic Assistance number: 10.674
- CFDA Title: Wood Utilization Assistance
- Funding Opportunity number: USDA-FS-WOOD-INNOVATIONS-2022
- Funding Opportunity Title: 2022 Wood Innovations Funding Opportunity
- Anticipated announcement of final selections is May 2022 and the project start date is August 2022

Note: You must obtain a DUNS number from Dun & Bradstreet and also register your organization at the System for Award Management (SAM) website <https://sam.gov/content/home>. To verify that your organization has a DUNS number, or to take steps needed to obtain one, call the dedicated toll-free DUNS number request line at (866) 705-5711 or go to the Dun & Bradstreet website <https://www.dnb.com/>. The SAM registration process can take time; please ensure your registration is up to date, if awarded.

B. Submission Date and Time

Applications **must be received** electronically at the individual e-mail address for the respective [Forest Service Regional Coordinator](#) listed in Section VII ([Agency Contacts](#)) of this announcement by 5:00 p.m. in the region you submit by **January 19, 2022**, with NO EXCEPTIONS. No proposals will be accepted by fax or hard copy.

Incomplete proposals and those received past the official deadline will not be accepted. If any part of the application is missing, the proposal will not be accepted.

C. Funding Restrictions

Construction and equipment purchases will NOT be funded under this funding opportunity with one exception: Stationary wood energy equipment is the only equipment purchase eligible for grant funds; however, wood energy equipment is subject to the regulations at [2 CFR § 200.310](#), [2 CFR § 200.313](#), and [2 CFR § 200.316](#). Basic research will not be considered. Applied research and demonstrations projects will be considered. Expenses for self-marketing or self-promotion are not eligible expenses (e.g., company brochures, business cards, display materials, web sites, other electronic media, etc.).

D. Confidentiality

Materials submitted to the Forest Service, such as grant applications and progress reports, are subject to the Freedom of Information Act (FOIA). Upon request, the Forest Service may be obligated to disclose such records. However, documents or portions of documents will be protected if they satisfy the requirements of one or more FOIA exemptions. FOIA Exemption 4 protects commercial and financial information that constitutes a trade secret, or whose release would cause competitive harm to the organization that provided the information. FOIA Exemption 6 protects information whose release “would reasonably be expected to constitute an unwarranted invasion of personal privacy.”

In the event that the Forest Service receives a FOIA request seeking information provided by your organization, [Executive Order 12600](#) requires the Forest Service to consult with you regarding the potential release of this information. When assembling your Wood Innovations

Application, you may wish to highlight any information that constitutes a trade secret, whose release would cause you competitive harm, or whose release would impact personal privacy. For more information about the FOIA and its exemptions, please consult the [Department of Justice Guide to the Freedom of Information Act](#).

V. Application Review Information

A. Evaluation Criteria

Reviewers will assign points to each proposal based on its ability to meet the following criteria. Each proposal can earn a maximum of 100 total points.

- Project Goals and Objectives (15 points total)
 - Alignment with goals of the Wood Innovations Program. (5 points)
 - Alignment with preferences and the intent of the Wood Innovations funding opportunity (10 points)
- Project Description (35 points total)
 - Project is well defined, timeline is reasonable, and steps required for project completion are clear. (30 points)
 - Reporting requirements addressed. (5 points)
- Project Impact (35 points total)
 - Clear and reasonable deliverables and outcomes given funds requested. (15 points)
 - Extent and significance of impact. Impacts are well defined and must include a realistic presentation of impacts (including assumptions) on forest health and wood products or wood energy markets. (15 points)
 - Leveraged activities or leveraged funds above the minimum required match that maximize proposed project benefits. (5 points)
- Qualifications of Staff, Organization, and Partners (15 points)
 - Team member(s) qualifications, experience and past performance are relevant to the project. (15 points)

B. Review and Selection Process

Applications will be evaluated against the criteria listed in the above Section V.A ([Evaluation Criteria](#)). All applications will be screened to ensure compliance with the administrative requirements as set forth in this Request for Proposals. **Applications that do not follow the directions for submission or incomplete applications will be disqualified without appeal.**

Forest Service Regional Foresters will rank proposals according to regional priorities. A panel of Federal experts or their designees will perform a thorough technical review of eligible proposals and evaluate the proposals according to the criteria outlined in this announcement. Reviewers independently evaluate proposals for merit and assign a score using the criteria listed above in Section V.A ([Evaluation Criteria](#)). Both the Regional Foresters rankings and the review panel evaluations will be submitted to the Forest Service national leadership for a final decision. In addition, the Forest Service may consider performance and status of previous or ongoing Wood

Innovations grants and other Federal grants and awards in making awards under this program and authority.

C. Anticipated Announcement and Award Date

October 19, 2021	Issuance of Request for Proposals
January 19, 2022	Proposal submission deadline
May 2022	Approximate date for award announcement
August 2022	Approximate date of award

VI. Award Administration Information

A. Award Notices

It is expected that applicants will be notified by email about funding decisions on or around **May 2022**. Successful applicants will receive notification from the appropriate Forest Service Grants and Agreements Office.

B. Administrative and National Policy Requirements Financial Checklist

This checklist will help recipients in the processing of an award.

- ✓ **Dun & Bradstreet (DUNS) Number**
 - Do you have a DUNS number that identifies your organization as listed on your application, or do you "share" this number with other parts of a larger organization? Do you have more than one DUNS number? If so, please use the DUNS number that matches the Employer Identification Number (EIN) assigned by the IRS.
- ✓ **Register in the System for Award Management**
 - Your agency, business or organization must have initiated the registration process at <https://sam.gov/content/home> to apply. You must include a screenshot of the SAM registration page indicating that you have initiated the registration process in the application appendices, or your application will be denied. This process can take time; please ensure your registration is up to date.
- ✓ **Employer Identification Number (EIN)**
 - Do you have an EIN that is specifically assigned to your organization, or do you "share" this number with other parts of a larger organization? Do you have more than one EIN? If so, please provide the one EIN that matches the IRS letter required in Part 1 of this section showing your current not-for-profit or for-profit tax status.
- ✓ **Indirect Costs**
 - Do you have a Negotiated Indirect Cost Rate Agreement (NICRA) with your cognizant agency if you intend to show indirect costs for reimbursement with Federal funds or as a component of your match? If not, you can use the de minimis rate of 10% and avoid the negotiation process.

- For university applications, indirect costs should be at the non-research rate (if one is assigned). This grant does not support basic research.

C. Reporting

1. Annual Progress Report

Annual Progress Reports are required on a calendar-year basis. An Annual Progress Report template at the link below is provided as a guide. The reports provide an overview of accomplishments of the goals and objectives listed in the approved project narrative, success stories, and documentation of media events or activities generated by the award. *Annual Progress Report Template* - [Click Here](#)

2. Annual Financial Report

Federal Financial Reports: SF-425 https://apply07.grants.gov/apply/forms/sample/SF425_3_0-V3.0.pdf are required. Specific requirements will be provided in the official Award letter if your proposal is selected for funding.

3. Final Progress Report

A Final Progress Report is required. Suggested templates for the Final Progress Report are on the reporting requirements page of the [Wood Innovations website](#). The Final Progress Report has two parts:

- Summary— A brief overview of accomplishments by goals and objectives included in the approved agreement. This document includes outcomes, such as impact to National Forest System and other forest lands, jobs created, impacts to the local and/or national economy and markets, and any other notable successes deemed significant to this project. Final summaries will be added to the [Wood Innovations website](#). *Final Summary Report Template* – [Click Here](#)
- Detailed Report – A detailed report that includes a project overview; goals and objectives; methodology; results, discussion, and findings; summary, conclusion, and recommendations; and photographs (if appropriate). This report can include various assessments, reports, success stories, case studies, and related documents that resulted from the project’s activities. *Detailed Report Template* – [Click Here](#)

Note: If your proposal is funded, 10 percent of the Federal funds may be held by the administrator of the grant or agreement until final reporting is completed and approved.

D. Required Statements on All Documents, Publications, Audiovisual Material, and Electronic Media

The following statements need to be included on all documents, publications, audiovisual material, electronic media, and related informational pieces for public distribution that result from projects funded by this U.S. Forest Service Wood Innovations Funding Opportunity:

The work upon which this project is based was funded in whole or in part through a grant awarded by USDA Forest Service Wood Innovations.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color,

national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free voice (866) 632-9992, TDD (800) 877-8339, or voice relay (866) 377-8642.

USDA is an equal opportunity provider, employer, and lender.

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text:

"This institution is an equal opportunity provider."

E. Communication About Publicity

Communication about all press releases, media events, activities, and reports generated by the award should be provided to the [Forest Service Regional Coordinator](#) (Section VII - [Agency Contacts](#)) *in advance of the event, media release, or release to the public* and be included in the Annual Progress Report. This ongoing communication about media activity will enable the Forest Service to raise the visibility of the work completed from this award.

VII. Agency Contacts

For questions regarding this Request for Proposals or administrative regulations, contact your respective Forest Service Regional Coordinator listed below. **Applicants are strongly encouraged to consult with their designated Coordinator to determine whether a project idea will be competitive, and to help develop proposals that conform to requirements and respond to grant program goals and objectives.** Coordinators may have additional tools and resources to help with your application development process and are the main point of contact for questions, application submittals, final awards, reporting requirements, and ongoing communication about award progress, including any media events or activities generated by the award.

Note: *Your Forest Service Region is generally determined by the State where most of the proposed work will be conducted. Two Forest Service regions may exist in one State. Locate your Forest Service Region using **Figure 1**. Consult with a Regional Coordinator if you are not certain which Region applies.*

Missoula, MT 59804
julie.kies@usda.gov (406) 370-3297

Forest Service Pacific Southwest Region (Region 5) CA, HI, Guam, and Trust Territories of the Pacific Islands

ATTN: Larry Swan
1323 Club Drive
Vallejo, CA 95492-1110
larry.swan@usda.gov (541) 891-7752

Forest Service Pacific Northwest Region (Region 6) OR & WA

ATTN: Jim Archuleta
1220 SW 3rd Avenue
Portland, OR 97204
SM.FS.spfr6-wig@usda.gov (503) 680-6870

Forest Service Southern Region (Region 8) AL, AR, FL, GA, KY, LA, MS, NC, OK, SC, TN, TX, VA, Virgin Islands, & Puerto Rico

ATTN: Marcus Taylor
5162 Valleypointe Parkway
Roanoke, VA 24019
marcus.taylor@usda.gov (540) 553-5476

Forest Service Eastern Region (Region 9) CT, DE, DC, IL, IN, IA, ME, MD, MA, MI, MN, MO, NH, NJ, NY, OH, PA, RI, VT, WV, WI

ATTN: Lew McCreery
180 Canfield Street
Morgantown, WV 26505
lew.mccreery@usda.gov (304) 285-1538

Forest Service Alaska Region (Region 10) AK

ATTN: Priscilla Morris
161 East 1st Avenue, Door 8
Anchorage, AK 99501
priscilla.morris@usda.gov (907) 743-9467

VIII. Frequently Asked Questions and Definitions of Terms

A. Questions

- **Are basic or fundamental research proposals acceptable under this funding opportunity?**
 - No. See [Definitions of Terms](#) for basic and applied research.
- **What is considered a “cluster” for this funding opportunity?**
 - A cluster for the purpose of this funding opportunity is a wood energy system that serves multiple buildings at a single location (e.g., district heating) or wood energy systems installed at multiple locations in close proximity in an attempt to further expand the use of commercially available technology and/or expand wood fuel markets. A grant

provided under this opportunity can support final engineering of the wood energy systems or production.

- **Which States are eligible to apply for Statewide Wood Energy Team funding?**
 - All States except AK, AZ, CA, CO, ID, KY, MA, ME, MD, MI, MN, MT, NC, NE, NH, NM, NY, OR, PA, VA, VT, WA, WI, and WV. The States listed have already received funding to establish a Statewide Wood Energy Team. See this link for current and previously funded Statewide Wood Energy Teams; <https://www.fs.usda.gov/sites/default/files/SWET-SWUT-Map.pdf>.
- **Which States are eligible to apply for Statewide Wood Utilization Team funding?**
 - All States except for AL, AZ, AR, CO, HI, MI, MN, MS, MT, NC, NM, NY, OR, PR, SC, VA, and WI. The States listed have already received funding to establish a Statewide Wood Utilization Team. See this link for current and previously funded Statewide Wood Utilization Teams; <https://www.fs.usda.gov/sites/default/files/SWET-SWUT-Map.pdf>.
- **How many Statewide Wood Energy Teams or Statewide Wood Utilization Teams could be funded per State?**
 - Only one team per State will be funded for each specific team type. Regional coordination across State lines can make a team more effective. Teams should cover the entire State unless there is adequate justification for a geographic location smaller than an entire State (e.g., specific fire-prone region within a State).
- **Are multistate proposals eligible?**
 - Yes, multistate proposals will be considered. An applicant can submit individual proposals for multiple States but must have letters of support from officials in each State.
- **Can Federal funds from this funding opportunity be used to provide technical assistance to private enterprises?**
 - Yes.
- **Can applicants submit more than one application under this RFP in Fiscal Year 2022?**
 - Yes. An applicant can submit multiple applications.
- **Are equipment purchases allowed through this grant opportunity?**
 - Only stationary wood energy equipment is allowable, specifically for new wood energy systems or to expand/modify existing wood energy systems.
- **Can Forest Service funds be used for construction?**
 - No.
- **Can equipment be used as match?**
 - Equipment is allowable as a match as long as the regulations for [2 CFR 200.306](#) are followed. If the value of a piece of equipment is used as match, then that piece of equipment has all of the regulations in 2 CFR 200 attached, just as it would if it were purchased with Federal funds. While it still belongs to the recipient, it must only be used for the grant-funded purposes and cannot be disposed of without consent of the Federal awarding agency. A better solution might be to use the actual allowable costs of operating the equipment as match (salary, fringe, fuel, maintenance, etc.).
- **Can unrecovered indirect cost be used as match?**
 - Yes.

- **Can Federal funds be used for infrastructure improvement costs such as site preparation or road improvements?**
 - Yes, if the infrastructure work does not significantly increase the value of the real property. For example, road grading or site preparation may be temporary in nature and those costs are allowable. Site preparation in advance of construction may also be allowed because it would not in and of itself improve the value of the real property. Infrastructure improvements that are permanent and increase the value of real property will not be funded or used as match under these awards.

B. Definitions of Terms

Applied Research

Applied research means research that includes expansion of the findings of fundamental research to uncover practical ways in which new knowledge can be advanced to benefit individuals and society. Source: [74 FR 45973](#). Applied research also includes efforts that attempt to determine and exploit the potential of scientific discoveries or improvements in technology, such as new materials, devices, methods, and processes. Source: [85 FR 51230](#)

Applied research is a form of systematic inquiry involving the practical application of science. It accesses and uses some part of the research communities' accumulated theories, knowledge, methods, and techniques, for a specific, often state-, business-, or client-driven purpose. Applied research is contrasted with pure research (basic research) in discussion about research ideals, methodologies, programs, and projects. Applied research deals with solving practical problems and generally employs empirical methodologies. Because applied research resides in the messy real world, strict research protocols may need to be relaxed.

Basic Research

Efforts directed toward increasing knowledge and understanding or prediction of natural or other phenomena, rather than the practical application of that knowledge and understanding. Adapted from [85 FR 51247](#).

Basic research, also called pure research or fundamental research, is scientific research aimed to improve scientific theories for improved understanding or prediction of natural or other phenomena. Applied research, in turn, uses scientific theories to develop technology or techniques to intervene and alter natural or other phenomena. Though often driven by curiosity, basic research fuels applied science's innovations. The two aims are often coordinated in research and development.

Another definition for basic research is, "Fundamental research means experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any direct practical application or use in view." ([Community Framework for State Aid for Research and Development and Innovation -2006/C 323/01](#))

Budget Information (SF-424A)

Overall project costs, including summary of matching funds, in-kind contributions, Federal share, and project expenditures over the life of the grant.

Commercially Available (Proven) System

A system that has a proven operating history specific to the proposed application. Such a system is based on established design, and installation procedures and practices. Professional service providers, trades, large construction equipment providers, and labor are familiar with installation procedures and practices. Proprietary and balance of system equipment and spare parts are readily available. Service is readily available to properly maintain and operate the system. An established warranty exists for parts, labor, and performance. ([Code of Federal Regulations, Title 7 – Agriculture, Regulations of the Department of Agriculture](#))

Construction Costs

Costs associated with construction of buildings, roads, and infrastructure that are permanent are not allowed to receive Federal funds under this funding opportunity; however, construction funds can be part of the non- Federal cost share.

Cost Principles for Federal Awards

[PART 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards.](#)

Cross-laminated Timber (CLT)

Cross-laminated timber (CLT) is a wood panel system that has gained popularity in the U.S. after being widely adopted in Europe. It consists of layered lumber boards (usually three, five, or seven) stacked and glued crosswise at 90-degree angles, delivering excellent structural rigidity in both directions. Alternating grains improve CLT panels' dimensional stability. Finger joints and structural adhesive connect the boards. Board thickness varies between 5/8 inch to 2 inches, with board width most commonly ranging from 2.5 to 5.5 inches. The panels can be manufactured at custom dimensions, though transportation restrictions dictate their overall size. (2021 Mass Timber Design Manual. Available at <https://info.thinkwood.com/masstimberdesignmanual>).

Direct/Indirect Costs

Direct costs are those directly associated with project activities. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. For additional information see [Cost Principle information beginning on page 133 of PART 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards.](#)

Environmental Product Declaration

An Environmental Product Declaration, EPD®, is a verified document that reports environmental data of products based on life cycle assessment (LCA) and other relevant information and in accordance with the international standard ISO 14025 (Type III Environmental Declarations). ([EPD International AB](#))

Equipment

Equipment is defined as tangible personal property with a useful life of more than one year with an acquisition cost of \$5,000 or more.

Feasibility Study

An analysis of the economic, resource, market, technical, financial, and management feasibility of a proposed project.

Glued-laminated Timber (Glulam)

Glulam is composed of individual wood laminations (dimension lumber), selected, and positioned based on their performance characteristics, and then bonded together with durable, moisture resistant adhesives. The grain of all laminations runs parallel with the length of the members, which can be customized as straight, curved, arched, and tapered. (2021 Mass Timber Design Manual. Available at <https://info.thinkwood.com/masstimberdesignmanual>).

Green Building

Green building is the practice of maximizing the efficiency with which buildings and their sites use resources—energy, water, and materials—while minimizing building impacts on human health and the environment, throughout the complete building life cycle—from siting, design, and construction to operation, renovation, and reuse. ([United States Environmental Protection Green Building](#)).

Hourly Wages or Salary

Only the actual cost of wages paid to the employee and the associated benefits may be charged to the grant or used as match. Recipients are not allowed to include profit in a federal award, no matter how it might be captured. Only reimbursement for actual costs incurred and documented expenses will be paid.

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.

Life Cycle Assessment

Life Cycle Assessment (LCA) aims to quantify the environmental impacts that arise from material inputs and outputs, such as energy use or air emissions, over a product’s entire life cycle to assist consumers in making decisions that will benefit the environment. LCA is typically a "cradle-to-grave" approach, which begins with the gathering of raw materials from the earth to create the product and ends at the point when all materials are returned to the earth. ([U.S. General Services Administration](#))

Mass Timber

Mass timber is a category of framing styles typically characterized by the use of large solid wood panels for wall, floor and roof construction. Products in the mass timber family include cross-laminated timber (CLT), nail-laminated timber (NLT), dowel-laminated timber (DLT), glue-

laminated timber (glulam, or GLT when used as panels), and structural composites such as laminated veneer lumber (LVL) and laminated strand lumber (LSL). ([Woodworks](#))

Matching Funds

Applicants must contribute at least 100% of the Forest Service requested funds. For every \$1 of Federal funding requested, applicants must provide at least \$1 in match. For example, if the requested Federal amount is \$250,000, the applicant match must be at least \$250,000. The applicant's match must come from non-Federal sources. The match may include cash or in-kind contributions. All matching funds must be directly related to the proposed project. Applicants must submit letters of support from third-party organizations confirming the amount of cash or in-kind services to be provided, up to the minimum required match

National Forest (National Forest System)

Lands managed by the U.S. Department of Agriculture, Forest Service under the National Forest System, which represents 193 million acres of National Forests and Grasslands.

Non-merchantable

The portion of the byproducts of preventive forest treatments that would not otherwise be used for higher product values.

Project Costs

Project costs are all allowable costs, as set forth in the applicable Federal cost principles, that are 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. ([PART 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#))

Public Utility District

Municipal corporations organized to provide electric service to both incorporated cities and towns and unincorporated rural areas. ([U.S. Energy Information Administration](#))

Renewable Energy

Energy derived from a wind, solar, biomass, or geothermal source. For this grant program, only projects using woody biomass as a primary source of renewable energy are considered.

Wildland Fire

Any non-structure fire, other than prescribed fire, that occurs in the wildland. ([Glacier National Park Flathead National Forest Fire Information](#) – includes other fire terminology)

Woody Biomass

The trees and woody plants, including limbs, tops, needles, leaves, and other woody parts, grown in a forest, woodland, or rangeland environment, that are the by-products of forest management or hazardous fuel treatments ([U.S. Forest Service Wood Innovations](#)). In addition, woody biomass also includes woody waste materials generated from manufacturing processes.

Woody Biomass Utilization

The harvest, sale, offer, trade, and/or utilization of woody biomass to produce any of the full range of wood products, including timber, engineered lumber, paper and pulp, furniture and

value-added commodities, and bioenergy and/or biobased products such as plastics, ethanol, diesel, and biofuel.

Wood Energy System

A renewable energy system that produces fuel, thermal energy, cooling, or electric power from woody biomass.