



Program Narrative Guidelines

The narrative description of the proposed program is the most important part of the application. The narrative should clearly identify the goals you intend to accomplish in each program area. The objectives should be specific and should include the targets or planned work outputs, method of accomplishment, and a timeline for completion, anticipated sub-grant or subcontracting activity, and desired results. The budget information submitted on Form SF-424A needs to support the narrative by reflecting costs for each program in the appropriate object class categories. Additionally, the budget must meet any cost-share matching requirements.

Guidance on Preparing Narrative Statements (Statements of Work)

A **narrative** statement is **required to support all applications** for Federal assistance. The narrative **establishes the reason** for the application and **sets the direction** for the grant or cooperative agreement. The narrative addresses:

- **What** will the **Federal funds** be **used for**?

The narrative proposal summary outlining the project should definitely be brief -- no longer than two or three paragraphs. The summary should encompass all the key summary points necessary to communicate the objectives of the project.

- **Why** should **Federal funds** be **involved**?

The influence of the project both during and after the project period should be explained. The consequences of the project as a result of funding should be highlighted.

The narrative should include:

- I. **Description** (Why Federal funds are involved? What will they be used for?)

- **Description** of the **specific activities**

Identify the specific activities to occur necessary to all objectives related to the goals to be reached.

- **Key personnel**

Key staff members

Organization's board members

Government planning office

Local

Regional

State

Local University

- II. **Federal Role** (Why Federal funds are involved, what will they be used for)

- Statement of **need**



A problem statement (or needs assessment) is a key element of a narrative that makes a clear, concise, and well-supported statement of the problem to be addressed.

- **Goals and objectives**

Program objectives refer to specific activities in a narrative. It is necessary to identify all objectives related to the goals to be reached.

III. **Methodology/Timeline**

- Identify the methods to be employed to achieve the stated objectives. The activities to occur along with the related resources and staff needed to operate the project (inputs).

- **Work plan and timetable**

A flow chart of the organizational features of the project is needed. Describe how the parts interrelate, where personnel will be needed, and what they are expected to do. Identify the kinds of facilities, transportation, and support services required (throughputs).

IV. **Accomplishment**

- The **outcome** or targets to be achieved

Consider quantities or things measurable and refer to a problem statement and the outcome of proposed activities when developing a well-stated objective.

- **How progress will be measured**

The stated objectives will be used to evaluate program progress.

V. **Budget Information** (Identification of Costs)

- Detailed **budget** to **support narrative** statements, reflect costs needed, and determine if **costs** are **reasonable** and **allowable**

The figures used should be verifiable.

- **Source** of non-Federal **resources**

Costs associated with leases, hard/soft match.

Program Narratives Template

I. Description (What is to be done with funding requested)

II. Federal Role (Why Federal funds are involved, what will they be used for)

III. Methodology/Timetable

IV. Accomplishment

V. Detailed Budget Information (Identification of Costs)

Program Justifications
(Federal Role)
Relationship to the Northeastern Area Strategic Plan

Cooperative Lands Forest Health Management 10.664

The Cooperative Forest Health Program provides states with federal funds to detect, monitor, and evaluate forest health conditions on State and private lands. These federal funds enable states to collect forest health data in a standardized manner so that this data is compatible with data from other states in the region. The standardization and compatibility ensures that the information collected by the states and given to the Forest Service is valid for regional reporting.

Forest Health Management

The **Cooperative Forest Health Program (CFHP)** was authorized by the Cooperative Forestry Assistance Act of 1978 (PL 95-313) and amended by the 1990 Farm Bill (PL 101-624). CFHP assists States in conducting forest health management activities on non-Federal forest lands to achieve healthy sustainable forests, forest stewardship, and sustainable economic development.

Prevention and Suppression

Federal financial assistance for **Forest Pest Prevention and Suppression** on forested lands in all ownerships was authorized by the 1990 Farm Bill (PL 101-624). This assistance may be used to protect trees and forests and wood products, stored wood, and wood in use from natural and man-made causes. Financial assistance is also provided to State officials and others to monitor and protect forested lands. Program activity promotes healthy sustainable forests, forest stewardship, and sustainable economic development.

Forest Health Monitoring

The **Forest Health Monitoring (FHM)** off-plot program supplements information obtained from fixed plot surveys by providing landscape level data on forest stressors. This program promotes survey standardization among States, enhanced surveys of specific forest health problems, and regional forest health reports and maps for sustainable forest management and stewardship.

Cooperative Fire Protection 10.664

State Fire Assistance

The purpose of this program is to provide financial, technical and related assistance to State Foresters or equivalent State officials and through them to other agencies and individuals.

The **State Fire Assistance** program is authorized by the Cooperative Forestry Assistance Act of 1978 (P.L. 95-313) as amended by the Forest Stewardship Act of 1990 (P.L. 101-624). This program supports State forestry agencies with responsibility for wildfire suppression by providing financial support for equipment and training. Funding provided through this program promotes mobilization readiness for efficient suppression of wildfires on all State and private lands to help maintain healthy sustainable forests and promote working relationships and service excellence.

Volunteer Fire Assistance

States are encouraged to use their funding to assist those departments with the greatest need as well as to fund projects having the most benefits. VFA dollars may be used to fund multi-community/fire department projects such as a mutual-aid communications network.

The **Volunteer Fire Assistance** program was authorized by the 1990 Farm Bill (PL 101-624). This program provides financial, technical, and other assistance through State forestry agencies to organize, equip, and train small, local fire departments in rural communities with populations under 10,000 to prevent and suppress rural fires. RCFP contributes to healthy sustainable forests, forest stewardship, and sustainable economic development.

Forestry Forest Stewardship Program 10.664

This program helps private forest landowners develop plans for the sustainable management of their forests. *The Stewardship Incentives program provides financial assistance to private landowners to carry out their stewardship plans. Both programs support implementation of forestry practices by other Federal and State agencies through their land conservation programs.*

Forest Stewardship

The **Forest Stewardship Program (FSP)**, authorized by the 1990 Farm Bill (PL 101-624), encourages active management by private landowners of their forested lands and related resources. In cooperation with the State forestry agencies and the State stewardship coordinating committees, the FSP promotes a healthy sustainable forest, forest stewardship, and sustainable economic development.

Forest Resource Management

The **Forest Resources Management (FRM)** program, was authorized by the Cooperative Forestry Assistance Act of 1978 (PL 95-313) to provide technical assistance and information to non-Federal forest landowners. This program promotes healthy sustainable forests and sustainable economic development of forest resources.

Reforestation, Nursery, and Genetic Resources

The **Reforestation, Nursery and Genetic Resources (RNGR)** program, authorized by the Cooperative Forestry Assistance Act of 1978 (PL 95-313), and the National Forest Management Act of 1976 (PL 94-588), ensures availability of planting stock for conservation programs. The program supports nursery modernization, training, and new technology for State RNGR programs. These programs contribute to healthy sustainable forests, sustainable economic development, and ecosystem restoration.

Urban and Community Forestry 10.664

This program helps people in urban areas and community settings sustain shade trees, forest lands, and open spaces.

The **Urban and Community Forestry (U&CF)** program was authorized by the Cooperative Forestry Assistance Act of 1978 (PL 95-313) and revised by the 1990 Farm Bill (PL 101-624) to promote natural resource management in populated areas and improve quality of life. U&CF goals of awareness, outreach and environmental equity, partnerships, and comprehensive natural resource management focus on achieving healthy sustainable forests, sustainable economic development, and information management.

State Forest Resource Planning 10.664

State Forest Resource Planning program funds require 20 percent matching by the State. Amount of grant based on negotiated targets to be achieved.

Financial support for **State Forest Resource Planning** was authorized by the Cooperative Forestry Assistance Act of 1978 (PL 95-313). Data assembly, analysis, display, and reporting are eligible activities. Funding is also available to train State forest resource planners and to enable them to participate in natural resource planning activities at the State and Federal level. This program contributes to healthy sustainable forests, sustainable economic development, and information management.

Conservation Education 10.664

CE provides technical and financial assistance to State forestry agencies and other organizations to promote informed decisions affecting forests and other natural resources

The **Conservation Education (CE)** program address a national priority of the USDA Forest Service.. Emphasis is on the core themes of sustainability of natural and cultural resources in forest, grassland, and aquatic ecosystems; and developing awareness and of the interrelationships between people and the land.

Economic Action Programs 10.664, 10.670, 10.672

Funding may be allocated for technical assistance, training and education, technology transfer, marketing, and all costs associated with making these services available to tribal nations, state and federal agencies, state foresters, local governments, not-for-profit organizations, and others working with communities.

Rural Development thru Forestry 10.672

Funding may be allocated for technical assistance, training and education, technology transfer, marketing, and all costs associated with making these services available to tribal nations, state and federal agencies, state foresters, local governments, not-for-profit organizations and others working with communities.

The authority for the **Rural Development Through Forestry (RDTF)** program is the “Department of the Interior and Related Agencies Appropriation Acts of 1988, 1989, and 1990.” RDTF provides technical and financial assistance to promote the use of forest resources. This assistance ensures sustainable economic development and forest conservation to meet demands for forest products.

Wood in Transportation 10.664

The primary goal of the program is to revitalize rural economies and encourage stewardship of our forestland by improving rural transportation networks; expanding the range of markets for wood products; creating service industries for wood bridge construction and related transportation uses.

The **Wood in Transportation (WIT)** program expands on the Modern Timber Bridge Initiative authorized in the 1990 Farm Bill (PL 101-624). WIT program goals are to diversify local economies by improving community transportation infrastructure, generate markets for underutilized wood resources, and support service industries for wood in transportation products. WIT fosters healthy sustainable forests, forest stewardship, and sustainable economic development.

Economic Recovery 10.670

Aid is extended to these rural communities to help them develop strategic plans to diversify their economic base and to improve the economic, social, and environmental well-being of rural areas.

The **Economic Recovery** program was authorized by the 1990 Farm Bill (PL101-624) to focus on helping National Forest-dependent communities better utilize resources from Federal forests. This program promotes sustainable economic development and forest conservation.

Forest Products Conservation And Recycling 10.664

This programs helps communities and businesses find new and expanded business opportunities based on forest resources.

Forest Products Conservation and Recycling (FPC&R) was authorized by the Cooperative Forestry Assistance Act of 1978 (PL 95-313). FPC&R provides funding for the efficient utilization of wood, wood residues, and recycled wood fiber. This program fosters healthy sustainable forests, forest stewardship, and sustainable economic development.

Forest Le

Forest Legacy Program 10.664

This program protects private forestlands from being converted to non-forest uses.

The **Forestry Legacy Program (FLP)** was authorized under the 1995 Farm Bill (PL 101-624) to conserve critically important forested lands threatened by conversion to other uses. The FLP maintains healthy sustainable forests by protecting a viable forestland base to ensure economic, environmental, and social benefits.

Forestry Incentives Program 10.664

This program supports three principle forest management activities which can be carried out with a comprehensive Forest Stewardship Plan or independently, in accord with an agreement reached with the State Forester.

The **Forestry Incentives Program (FIP)** was authorized by the Cooperative Forestry Assistance Act of 1978 (PL 95-313) to increase timber production from non-industrial private forest lands. FIP provides funding to State forestry agencies for program administration and technical assistance. This program promotes healthy sustainable forests, sustainable economic development, and ecosystem restoration.

PL 566/PL 534 Small Watershed Programs 10.904

The **Small Watershed Program** was authorized in 1954 by the Watershed Protection and Flood Prevention Act (PL 83-566) to restore and enhance aquatic and riparian resources as integral components of the forest ecosystem. Works of Improvement supported by this program contribute to the maintenance of healthy sustainable forests and forest stewardship.

Watershed must meet the requirements of the law; an approved watershed plan must be prepared; the local sponsors should indicate willingness to carry out a watershed project; the project has environmental, economic and social benefits that exceed the costs for a favorable benefit-cost ratio; and no critical environmental issues exist.

Resource Conservation and Development Program 10.901

The **Resource Conservation and Development (RC&D)** program was authorized by the 1981 Agriculture and Food Act (PL 97-98) to promote community stability through sound management and conservation of natural resources. The RC&D program contributes to sustainable economic development of rural communities.

Technical assistance is available for the planning and installation of approved projects specified in RC&D area plans, for land conservation, water management, community development and environmental enhancement elements.

Conservation Reserve Program 10.669

The **Conservation Reserve Program (CRP)** was authorized by the 1990 Farm Bill (PL 101-624) to compensate agricultural landowners for setting aside marginal cropland. State forestry agencies receive funding to provide technical assistance to landowners who elect to plant trees on the set-side lands. The CRP contributes to ecosystem restoration.

FSA administers this program. FSA State and county offices serve as the focal points for program administration.