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Date: June 3, 2011

TO: Northeastern Area State Foresters  
Northeastern Area State Departments of Agriculture:  
DE, IL, IA, MD, MI, MN, NJ, OH, WV, WI  
The Connecticut Agricultural Experiment Station  
District of Columbia Division of Transportation

**REPLY DUE: July 15, 2011**

Enclosed is the Northeastern Area State and Private Forestry (NA S&PF) **Fiscal Year 2011 Financial Advice to the States for the Cooperative Programs of State and Private Forestry**. I have worked with the NA Assistant Directors and Field Office Representatives to ensure that the fund allocations to our cooperators are reasonable and responsible as we work with you to administer and implement these programs to meet Federal and State objectives. The allocations listed reflect all of the currently available program funds, with the exception of special projects and the competitive allocation request for proposals. We expect to announce the projects funded through the competitive allocation very shortly. In addition, if supplemental funds are received during FY 2011, the cooperator allocations would change as appropriate. Any supplemental funds would be disclosed through a change in the appropriate "State sheet" budget table, and an e-mail notification will be sent to the affected State Forester. The State budget tables can be viewed on the NA S&PF Web site at <http://www.na.fs.fed.us/stateadvice/index.shtm>.

I strongly encourage each State to submit the Application for Federal Financial Assistance (SF-424) as early as possible so that we can obligate funds in a timely manner. Due to the nature of the budget this year and the compressed time frame to process applications, timely submission of accurately completed grant packages will expedite your grant award. In addition, there have been substantial changes this fiscal year in both the programmatic and administrative side of grant processing, such as the new grant narrative format. Please refer to Exhibit B for a summary of these changes.

It is increasingly critical that we demonstrate results-oriented management of taxpayers' money and how our efforts positively affect the environment from a natural and human resource perspective. As program performance and our ability to verify claims of associated results garner more and more attention from Congress and the Administration, we must ensure that we accurately track, report, and evaluate the results of our efforts. Our success in doing these things will bolster credibility and support for future work. This must be a high priority as we undertake our cooperative work in FY 2011. Direction and links to the appropriate reporting tools are noted within the enclosed program advice. Grant application forms and program narrative formats and guidance can be found on the NA S&PF Web site noted above.



Our goal is to improve our service efficiency and ensure consistency in the format of the narratives. Please submit your Application for Federal Financial Assistance (SF-424) with the appropriate grant narrative, totaling the amount indicated on your individual program State advice, no later than **July 15, 2011**. Applications received by July 15, 2011, will be promptly processed and funds will be obligated. Late applications will be processed if possible prior to year-end deadlines. **Exhibit A** contains the explanatory notes for allocations and individual program direction for implementation during this fiscal year. Unless otherwise noted, State allocation formulas by program are consistent with the FY 2010 formulas. **Exhibit B** contains grant administrative guidance on new or enhanced procedures for FY 2011.

As a final note, the Forest Service is committed to accomplishing its mission in a safe environment. Safety cannot be an afterthought. It must be a core value of our culture, ingrained in the character of every employee. As we move forward with another year of projects, all of us must commit to safe work practices, continually assess our changing environment, refuse to assume unacceptable risks, and continually address unsafe conditions. No task is so important that it should be conducted at the expense of safe and sound operations.

Thank you for your continued support and cooperation in the implementation of State and Private Forestry Cooperative Programs. I appreciate our ongoing dialogue to ensure that NA S&PF is meeting your needs as our primary partners, and that in turn we are able to ensure accountability and results in the administration and implementation of the cooperative programs. If you have any questions or concerns, please contact Jim Barresi or myself at (610) 557-4103.

Sincerely,

*/s/ Mike Dudley*  
MIKE DUDLEY  
Acting Area Director

Enclosures  
Financial Advice to the States by Program  
(Web site for State Sheets: <http://www.na.fs.fed.us/fap/fap.shtm>)  
Explanatory Notes for Financial Advice (Exhibit A)  
Grant Programmatic and Administrative Processes for FY 2011 (Exhibit B)

cc:  
NA Executive Team  
State Federal Assistance Coordinators  
Grants and Agreements Management