

WOOD EDUCATION AND RESOURCE CENTER APPLICATION INSTRUCTIONS

U.S. Forest Service

Fiscal Year 2009

December 1, 2008

The Wood Education and Resource Center (WERC), Northeastern Area State and Private Forestry, Forest Service, U.S. Department of Agriculture is accepting proposals for projects that focus on enhancing opportunities for sustained forest products production for primary and secondary hardwood industries located in the eastern hardwood forest region. In order to maintain and improve the health of our eastern hardwood forests, local wood-using industries need to be vibrant and able to utilize a wide variety of resources from the forest. Priority will be given to proposals that accomplish one or more of the following:

- Maintain the economic competitiveness of primary and secondary hardwood industries. Examples include:
 - 1.) Encouraging the adoption of new technology to improve competitiveness and profitability,
 - 2.) Bringing information and technology about processing, marketing, and business-related skills as well as urban wood utilization to existing and emerging businesses, and
 - 3.) Developing utilization options that improve forest stewardship and health.
- Increase the knowledge and information about how the hardwood industry can contribute to the green building movement. Examples include certification and chain of custody for sustainable wood products as well as life cycle analysis for a range of wood products.
- Increase the knowledge, information, and promotion of how carbon sequestration by wood products can provide a competitive edge to a sustainable hardwood industry. An example includes developing specific carbon storage factors for a range of wood products.
- Develop technology and markets to address urgent issues on a global or domestic scale, including:
 - 1.) Sanitizing wood packaging materials, firewood, and similar products to eliminate these pathways for the transport of insect and disease pests, and
 - 2.) Developing markets for and using unexpected increases in the volume of urban and rural wood due to new pest introductions (for example emerald ash borer) and weather events such as tornados and ice storms.
- Increase the sustainable use of woody biomass to meet our Nation's needs for energy and raw materials. Examples include public/private partnerships for using woody biomass in heating and cooling, process energy, cogeneration, district energy systems, and solid and liquid fuel production. Projects may also develop or maintain local markets and forest industry infrastructure by using woody biomass for both energy and value-added products.

The anticipated funding amount is expected to be about \$1 million for cost-share projects. The final amount will be determined once the U.S. Forest Service has an official budget for fiscal year 2009.

PRIORITY ITEMS — Priority will be given to proposals that utilize and/or build upon the WERC facilities and/or services. Examples include providing training at the facility or other locations throughout the 35 WERC states (either physically or via webinars/webcasts) and developing user-friendly, how-to publications and/or software programs that will be distributed through the center and will directly benefit the industry. In addition, priority will be given to proposals that:

- Provide results within 12 to 18 months,
- Are multi-state in nature,
- Request minimal Forest Service funds for indirect costs (less than 10 percent),
- Provide benefits to multiple businesses/organizations, and
- Request minimal equipment purchases and ensure that equipment used in the project will provide benefits to multiple businesses/organizations.

Proposals need to complement existing activities and/or focus on niches that are not being met by either industry or service providers. **Proposals need to clearly document industry support and involvement, preferably involvement with primary and/or secondary hardwood manufacturing industries.** Examples of industry involvement include matching contributions, personnel time, facility usage, and letters of support, among others. In addition, to ensure that there is no duplication with already funded WERC grants and agreements, we recommend that you spend some time on the project information section (http://spfnic.fs.fed.us/werc/p_search.cfm) of the WERC Web site to view what types of projects have been funded in the past. Proposals that appear to duplicate existing programs and activities need to specifically describe why they should be funded. We do not want to fund duplicative activities, but complementary projects.

Proposals that duplicate existing programs and/or do not clearly document industry support will not be funded.

REQUIREMENTS — Eligible organizations include nonprofit organizations, State and local governmental agencies, institutions of higher education, tribes, and for-profit organizations. An average size grant is anticipated to be \$50,000 and may vary from a minimum of \$10,000 to a maximum of \$100,000 per project. A proposal requesting more than \$100,000 of Forest Service funds will be disqualified. Each project will require a one-to-one match of non-Federal funds.

TIMETABLE — Completed proposals are due to the following address by Monday, February 2, 2009.

Electronic submissions will be accepted until 11:59 pm. Any proposal or parts of proposals, including support letters, received after this date will not be accepted.

U.S. Forest Service
Wood Education and Resource Center
301 Hardwood Lane
Princeton, WV 24740
Phone: 304-487-1510, FAX: 304-487-6661
WERC Web site: <http://www.na.fs.fed.us/werc/>

Electronic copies are preferred. Send electronic copies to: smilauskas@fs.fed.us or ecesa@fs.fed.us. Applicants will be notified about their proposal's funding status by the end of May 2009. An application will be considered complete when Parts I, II, and III have been completed and submitted. In addition, applicants will receive confirmation within 3 days after the WERC staff receives it. If you do not receive confirmation, please contact the WERC office.

The anticipated start date for proposals selected for funding is June 1, 2009.

Please read, if submitting an application through Grants.gov:

Applicants may file an electronic application at <http://www.grants.gov/> which contains full instructions on all required passwords, credentialing, and software. Follow the instructions at Grants.gov for registering and submitting an electronic application. If a system problem or technical difficulty occurs with an electronic application, please use the customer support resources available at the Grants.gov Web site.

First time Grants.gov users should go to the “Get Registered” tab on the Grants.gov site and carefully read and follow the steps listed. These steps need to be initiated early in the application process to avoid delays in submitting your application online. Step three, Registering with the Central Contractor Registry (CCR), will take some time to complete, so keep that in mind when beginning the application process. In order to register with the CCR, your organization will need a Data Universal Numbering System (DUNS) Number. A DUNS number is a unique nine-character identification number provided by the commercial company, Dun & Bradstreet (D&B). To investigate if your organization already has a DUNS number or to obtain a DUNS number, contact Dun & Bradstreet at 1-866-705-5711. Be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields that are required when submitting grant applications through Grants.gov. Information about registering with CCR was published in the Federal Register on January 17, 2006 (See 71 FR 2549). Additional application instructions for submitting an electronic application can be found by selecting this funding opportunity on Grants.gov.

ADDITIONAL INFORMATION ABOUT WERC — WERC is a U.S. Forest Service facility located in Princeton, WV, that contains offices, training facilities, and a rough mill. The WERC mission is to facilitate interaction and information exchange with the forest products industry to enhance opportunities for sustained forest products production in the eastern hardwood forest region of the United States. WERC’s primary goals are:

- Improve the knowledge, skills, and capacity of the forest industry workforce and management.
- Increase communication, cooperation, and collaborative problem solving within the forest products industry.
- Improve efficiency in forest product manufacturing and wood utilization.
- Promote the sustainable utilization of woody biomass for energy and value-added products.

WERC primarily serves the primary and secondary hardwood manufacturing industries located in the 35 States of the eastern hardwood forest region including: AL, AR, CT, DE, FL, GA, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, NE, NH, NJ, NY, NC, OH, OK, PA, RI, SC, TN, TX, VT, VA, WV, WI.

SUBMISSION AND REPORTING REQUIREMENTS — Please use the following guidelines in developing your proposal. They were created to assist you and to ensure that your proposal will be compared to other proposals equitably. (An electronic copy in Word format is preferred.)

Proposal Submission Format:

- Proposals should be formatted to print on 8½" x 11" paper.
- A maximum of five pages per proposal for **Part II** will be accepted (excluding the budget page).
- Use an 11-point font or larger.
- Keep attachments to a minimum.

Reporting Requirements:

If your proposal is selected for funding, a detailed final report will be required. The final report should include a brief overview of the project including goals and objectives, findings, conclusions, recommendations, and electronic photographs (if appropriate). The final report needs to be provided in both hard copy and electronic formats. Credit to the U.S. Forest Service, as listed below, should be included on all documents, publications, and related informational pieces that result from projects funded by WERC. Final reports will be added to the WERC library and will be available to the public on the WERC Web site. In addition, electronic versions of final reports and related documents need to be compliant with Section 508 of the Rehabilitation Act. See Part II, Section I of the application for additional information.

Specific information required on final reports/publications/CDs/DVDs/software includes:

1. The work upon which this publication/CD/DVD/software is based was funded in whole or in part through a grant awarded by the Wood Education and Resource Center, Northeastern Area State and Private Forestry, Forest Service, U.S. Department of Agriculture.
2. 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. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity employer.

or

If the material is too small to permit the full statement to be included, the material will at minimum include the following statement, in print size no smaller than the text: "This institution is an equal opportunity provider."

FOR QUESTIONS OR ADDITIONAL INFORMATION, CONTACT:

Steve Milauskas, Director	or	Ed Cesa, Deputy Director
(smilauskas@fs.fed.us)		(ecesa@fs.fed.us)
Phone: 304-487-1510		FAX: 304-487-6661