

**USDA Forest Service, Northeastern Area State and Private Forestry  
Wood Education and Resource Center  
Fiscal Year 2010 Competitive Grants Program  
USDA-FS-WERC-2010**

**OVERVIEW INFORMATION**

---

Catalog of Domestic Assistance (CFDA) Number is 10.681

**Important Dates:**

November 30, 2009	Issuance of Request for Proposals
February 1, 2010	Proposal Submission Deadline
May 1, 2010	Approximate date for the U.S. Forest Service to notify applicants of results
June 1, 2010	Approximate date of award

**Synopsis of Grant Opportunity:**

The Wood Education and Resource Center (WERC), Northeastern Area State and Private Forestry, Forest Service, U.S. Department of Agriculture is accepting applications for cost-share demonstration projects. These projects will help the WERC meet its mission of facilitating interaction and information exchange with the forest products industry, which will enhance opportunities for sustained forest products production in the eastern hardwood forest region. The funding available this fiscal year is approximately \$750,000. Completed applications are due to the WERC on or before 5:00 p.m. EST, February 1, 2010.

Additional details can be obtained by visiting <http://www.na.fs.fed.us/werc/grants.shtm>.

**USDA Forest Service, Northeastern Area State and Private Forestry**  
**Wood Education and Resource Center**  
**Fiscal Year 2010 Competitive Grants Program**  
USDA-FS-WERC-2010

**I. FUNDING OPPORTUNITY**

---

**A. Description**

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.

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 to:

- 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, and WI.

**Priority** will be given to proposals that accomplish one or more of the following **subject areas**:

- 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 chain of custody certification for sustainable wood products as well as life cycle analysis for a range of wood products. **(Proposals that promote one certification system over another or focus primarily on certification of forestland will not be considered for funding.)**

- 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 tornadoes 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.

**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 multistate in nature,
- Request minimal Forest Service funds for indirect costs (preferably less than 10 percent), and
- Request minimal equipment purchases and ensure that equipment used in the project will provide benefits to multiple businesses and 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](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 rather complementary projects.

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

**B. Award Information**

The funding amount is expected to be about \$750,000 for cost-share projects. The award type is a grant. The maximum award amount is \$80,000 and the minimum is \$10,000. **Applications received for more than \$80,000 in funding will not be accepted.** The average grant award for fiscal year 2009 was \$70,000. We anticipate that between 10 and 15 proposals will be selected for funding.

If your proposal is awarded, the anticipated grant start date will be around June 1, 2010. The length of the project should be 2 years or less. Successful applicants in prior years who want to continue or expand their currently funded projects should submit new proposals.

**II. ELIGIBILITY INFORMATION**

---

**A. Eligible Applicants**

Eligible organizations include nonprofit organizations, State and local governmental agencies, institutions of higher education, tribes, and for-profit organizations.

**B. Cost Sharing/Matching**

U.S. Forest Service grant funds must be matched with non-Federal funds on a 1:1 basis. Cost share may be in the form of cash or in-kind contributions. The match must be met by eligible and allowable costs and is subject to match provisions in grant regulations. See the link below or go to the following link: [http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title07/7cfr3015\\_main\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title07/7cfr3015_main_02.tpl).

<p style="text-align: center;"><a href="#"><u>7 CFR Part 3015</u></a> <b>Uniform Federal Assistance Regulation</b></p>	<p style="text-align: center;"><b>State and Local Governments, Universities, Non-Profit and For-Profit Organizations</b></p>
--	--

It is recommended that you use the attached budget detail worksheet as a guide to determine project costs: <http://www.na.fs.fed.us/fap/budgetdetailtemplate.shtm>.

### III. Address and Submission Information

---

#### A. Address to Request Application Package

This announcement contains all narrative instructions to complete an application package and includes Web links to required financial forms. In addition, this information and related Web links can be viewed and downloaded by visiting: <http://www.na.fs.fed.us/werc/grants.shtm>.

Hard copies are available upon request by contacting:

U.S. Forest Service  
Wood Education and Resource Center  
301 Hardwood Lane  
Princeton, WV 24740  
Phone: 304-487-1510, FAX: 304-487-6661  
E-mail address: [werc@fs.fed.us](mailto:werc@fs.fed.us)

#### B. Content and Form of Application Submission

The proposal package must include all of the materials included in appendix I. Specifically, these include:

WERC Application, Part 1: Cooperator Contact Information

WERC Application, Part 2: Narrative Proposal

WERC Application, Part 3: Required Financial Forms

1. SF 424 Application for Federal Assistance
2. SF 424A Budget Information for Non-Construction Programs
3. SF 424B Assurances for Non-Construction Programs
4. AD-1047 Certification Regarding Debarment and Suspension
5. AD-1049 Certification Regarding Drug-Free Workplace

Requirements for the Narrative Proposal include:

- Proposals should be formatted to print on 8½" by 11" paper.
- A maximum of five pages per proposal for **Part II** will be accepted (excluding the budget page). A page is one side of a single-spaced, typed page.
- Use an 11-point font or larger.
- Keep attachments to a minimum. Support letters need to be included in your application. Please do not send individual letters directly to WERC staff.
- It is recommended that confidential business information not be included in your proposal/application.

Pre-proposal/Application Assistance and Communications: Questions regarding this request for proposals can be referred to [smilauskas@fs.fed.us](mailto:smilauskas@fs.fed.us) or [ecesa@fs.fed.us](mailto:ecesa@fs.fed.us). Frequently asked questions and answers will be posted at: <http://www.na.fs.fed.us/werc/grants.shtm>.

### **C. Submission Dates and Times**

WERC will consider all hardcopy submissions that are postmarked by the U.S. Postal Service, hand delivered, or sent through an official delivery service with documentation indicating WERC receipt from a delivery service on or before 5:00 p.m. EST on February 2, 2010. All hardcopy submissions postmarked or hand delivered after the deadline specified above will not be considered for funding. No proposals will be accepted by facsimile machine submission.

WERC will also consider all e-mailed and Grants.Gov submissions that are received by WERC on or before 5:00 p.m. EST on February 2, 2010.

If you do not receive an e-mail verification regarding your application submittal by Friday, February 6, 2010, please contact [ecesa@fs.fed.us](mailto:ecesa@fs.fed.us).

### **D. Intergovernmental Review**

Not applicable.

### **E. Funding Restrictions**

To develop an application and budget consistent with Northeastern Area State and Private Forestry requirements, use the attached guideline:

<http://www.na.fs.fed.us/fap/budgetdetailtemplate.shtm>.

### **F. Other Submission Requirements**

Clear documentation of industry support is required. At a minimum, letters of support from industry partners are required for each application.

## IV. Application Review Information

---

### A. Evaluation Criteria

<b>Evaluation Criteria</b>	<b>Maximum Points</b>	<b>Sub Points</b>
<b>1. Alignment with WERC Mission and Objectives and FY2010 Priority Subject Areas</b>	<b>50</b>	
Does your proposal address the following items?		
a. WERC mission and objectives described on page 2		20
b. One or more of the priority items listed on pages 2 and 3		30
<b>2. Technical Approach</b>	<b>70</b>	
a. Narratives items addressed in Part II (page 13)		40
b. Minimal equipment purchases		10
c. Industry involvement and support		20
<b>3. Qualifications of Staff and/or Organization</b> (including past performance on prior Forest Service projects)	<b>20</b>	
<b>4. Clear, Reasonable Deliverables given Funds Requested</b>	<b>50</b>	
a. Deliverables reasonable given funds requested		25
b. No apparent duplication		10
c. Minimal indirect cost charges to Forest Service funds		15
<b>5. Technology Transfer Activities</b>	<b>50</b>	
a. Provide results within 12 months		10
b. Training and use of WERC facilities and services		15
c. Development of user-friendly, how-to publications/Web sites/CDs/DVDs, proposed compliance with final report requirements		15
d. Multistate project		10
<b>Maximum points</b>	<b>240</b>	

## **B. Review and Selection Process**

A panel of approximately nine Forest Service employees and one representative of the Northeastern Area Association of State Forester's Forest Utilization Committee will review eligible proposals for merit. Reviewers are selected based on their field of expertise. Reviewers that have conflict of interests with individual proposals will not be assigned to review those specific proposals. Proposals will be reviewed and scored based on the evaluation criteria listed above. The review team will forward the highest ranked proposals to the Director of Northeastern Area State and Private Forestry for final selection.

## **C. Anticipated Announcement and Award Date**

November 30, 2009 Issuance of Request for Proposals

February 1, 2010 Proposal Submission Deadline

May 1, 2010 Approximate date for U.S. Forest Service to notify applicants of results

June 1, 2010 Approximate date of award

## **V. Award Administration Information**

---

### **A. Award Notices**

It is expected that applicants will be notified in writing of funding decisions on or around May 1, 2010, either via e-mail or U.S. Postal Service. Successful applicants will receive a formal notification letter from Northeastern Area State and Private Forestry's Grants and Agreements Office.

### **B. Administrative and National Policy Requirements**

#### **Financial Checklist**

This will assist in the smooth processing of your proposal if it is selected for funding.

1. **Do you have a recently dated copy of your IRS non-profit/for-profit tax status?** If you are a first-time applicant with Northeastern Area State and Private Forestry, you must provide a copy of this as part of your application packet.
2. **Are you registered in the Central Contracting Registry (CCR)?** If you are not currently registered or are unsure of your current expiration date, please go to the following Web site: <https://www.bpn.gov/CCRSearch/Search.aspx>
3. **Dun & Bradstreet (DUNS) number**
  - a. 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?
  - b. 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.
4. **Employer Identification Number (EIN)**
  - a. 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?

- b. Do you have more than one EIN number? If so, please provide the one EIN number that matches the IRS letter required in Part 1 above showing your current nonprofit/for-profit tax status.

### **C. Reporting**

Quarterly financial reports, annual progress reports, and a detailed final report will be required as a condition of this award. This information will be outlined in the official award letter provided to successful applicants.

#### **Additional Information Pertaining to Final Report Requirements**

A complete, final report includes the following items:

1. Final Summary Report – Provides a brief overview of accomplishments by specific goals/objectives.
2. Final Accomplishment Report – Provides a detailed report including project overview, goals & objectives, literature review (if appropriate), methodology, results/discussion/findings, summary/conclusion/recommendations, and photographs.

Since these reports will be available to the public on the WERC Web site at [Project Information and Final Reports](#), the report templates meet the formatting requirements for [Section 508 of the Rehabilitation Act](#). We are striving to have these reports in a format that are handicap accessible. Electronic submittals are sufficient.

In addition, the following statements need to be included on all documents, publications, Web sites, DVDs, CDs, and related informational pieces that result from projects funded by WERC:

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 provider and employer. If space is limited, please use: This institution is an equal opportunity provider and employer.

### **D. Agency Contacts**

For questions regarding this RFP, please contact Steve Milauskas at [smilauskas@fs.fed.us](mailto:smilauskas@fs.fed.us) or Ed Cesa at [ecesa@fs.fed.us](mailto:ecesa@fs.fed.us). Frequently asked questions and their answers will be available online at <http://www.na.fs.fed.us/werc/grants.shtm>.

### **E. Other Information**

To view examples of prior funded projects, visit the following Web site: [http://spfnic.fs.fed.us/werc/p\\_search.cfm](http://spfnic.fs.fed.us/werc/p_search.cfm).

## **Appendix I**

### **WERC Project Application**

WERC Project Application, Part 1: Cooperator Contact Information

WERC Project Application, Part 2: Narrative Proposal

WERC Project Application, Part 3: Required Financial Forms

**WERC Project Application – Part I  
(FY2010)**

WERC USE ONLY

Proposal Number:

APPLICANT  
LOCATION

State:

City:

County:

GRANT AND PROJECT INFORMATION

**Grant Applicant** — *Name of person officially responsible for grant and funding requirements*

Name:

Phone:

Fax:

Title:

Organization/Company:

Bureau/Division:

Section/Program:

Street Address:

PO Box:

City:

State

Zip:

E-mail Address:

**Key Project Contact** — *Responsible for management/coordination of project, if named above check here →*

Name:

Phone:

Fax:

Title:

Organization/Company:

Bureau/Division:

Section/Program:

Street Address:

PO Box:

City:

State:

Zip:

E-mail Address:

**COOPERATIVE FUNDING AND PROJECT COST**

<b>Cooperator Funding:</b> \$	Requested U.S. Forest Service Funding: \$
Funding Ratio (Cooperator: U.S. Forest Service): (        :        )	Total Cost: \$

Briefly describe the projected outcomes of the proposed project.

Is there a workshop associated with this project?	Yes	No
---	-----	----

# WERC Project Application – Part II

## Application Guidelines for Fiscal Year 2010

- A. Project Title:** (Specific name of the project)
- B. Submitted by:** (Name, organization, address, phone, fax, e-mail, and Web site)
- C. Length of Project:** (Maximum length is 2 years, preferably 18 months or less)
- D. Costs:** (Estimated overall project costs – include both Forest Service funds requested and cooperator match. Projects may be planned to take a maximum of 2 years for completion. Show costs per annum for the length of the project.)
- E. Abstract:** (Provide a brief description of the project. Please be concise and clear. If funded, the abstract will be posted on the WERC Web site.)
- F. Project Goals and Objectives:** (Include statement of need, list specific goals and objectives in bullet format.)
- G. Project Description/Technical Approach:** (Address each of the following items.)
- Description of the specific activities to be accomplished.
  - Why are Federal funds involved? How will the funds be used? If purchasing equipment, specifically explain what type of equipment will be purchased, its estimated cost, and its purpose. (We are not encouraging the use of WERC funds for equipment purchases.)
  - How does the proposed project respond to the priorities listed on pages 2 and 3?
  - How does the proposed project address the mission and goals of the Wood Education and Resource Center described on page 2?
  - Describe industry involvement in detail.
  - If a workshop(s) or Webinar(s) is planned, provide a brief description, anticipated audience, tentative dates and location(s), and estimated cost(s).

- If anticipated subgrant or subcontracting activity is planned, describe planned activity, anticipate subcontractor, and estimated cost.

**H. Qualifications of Staff and/or Organization:** (Include key personnel qualifications, capabilities, certifications, experience on related projects, and/or experience and success of prior funded WERC projects.)

**I. Methodology/Timetable:** (Address each of the following items.)

- Method/procedure to accomplish goals and objectives.
- Work plan and timetable.
- How progress will be measured.
- Anticipated subgrant or subcontracting activity.

**J. Project Outcomes and Final Report:** (List anticipated project outcomes and accomplishments, as well as desired results.)

A complete, final report includes the following items:

1. Final Summary Report – Provides a brief overview of accomplishments by specific goals/objectives.
2. Final Accomplishment Report – Provides a detailed report including project overview, goals & objectives, literature review (if appropriate), methodology, results/discussion/findings, summary/conclusion/recommendations, and photographs (if appropriate).

Since these reports will be available to the public on the WERC Web site at [Project Information and Final Reports](#), the report templates meet the formatting requirements for [Section 508 of the Rehabilitation Act](#). We are striving to have these reports in a format that are handicap accessible. Additional information about Section 508 compliance can be found at the following Web sites:

<http://www.da.usda.gov/oo/target/subjects/508/whatis.html>

[http://pdf.usaid.gov/pdf\\_docs/PNADL790.pdf](http://pdf.usaid.gov/pdf_docs/PNADL790.pdf)

[http://www.fta.dot.gov/documents/508\\_Training\\_Presentation.ppt](http://www.fta.dot.gov/documents/508_Training_Presentation.ppt)

<http://www.section508.gov/>

As you complete Part II: Section J, Project Outcome and Final Report, please include the following items in your application:

- a. Who is responsible for the final report?
- b. How will you address Section 508 compliance?
- c. The following statements listed below will be included in the final report as well as all other informational products produced from this project, if funded:
  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 provider and employer.

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

This institution is an equal opportunity provider and employer.

*The final report will be added to the WERC library system and will be made available to the public through the WERC Web site.*

Questions about the final report should be directed to Ed Cesa at 304-285-1530 or [ecesa@fs.fed.us](mailto:ecesa@fs.fed.us).

- K. Budget:** Please complete the attached budget table. The budget should support the narrative statements and reflect needed costs. A budget detail worksheet that can be used as a guide is located at: <http://www.na.fs.fed.us/fap/budgetdetailtemplate.shtm>. All U.S. Forest Service grant funds received must be matched with non-Federal dollars on a 1:1 basis. The match needs to be within the grant timeframe. Proposals selected for funding will officially begin around June 1, 2010.

**a. Budget Table:**

<i>Categories</i>	<b>I FS Share</b>	<b>II Cooperator's Share</b>	<b>III Total</b>
<b>1. Personnel</b>			
<b>2. Fringe benefits</b>			
<b>3. Travel</b>			
<b>4. Equipment</b>			
<b>5. Supplies/Materials</b>			
<b>6. Contractual (identify)</b>			
<b>7. Construction</b>	Not Applicable		
<b>8. Other (identify)</b>			
<b>9. Direct charges</b>			
<b>10. Indirect</b>			
<b>11. Total</b>			
<b>12. Percentage of Total</b>			

**Instructions for the Budget Table:**

1. Lines 1-8: Enter the dollar amount for each item.
2. Lines 6 and 8: Identify charges.
3. Line 9: Sum of 1 – 8.
4. Line 10: Charges not directly attributable to accomplishing the project, such as overhead. You are encouraged to keep the Forest Service share of indirect charges to a minimum.
5. Line 12: Use the total in Line 11, Column III to determine the percentage of each share.

**b. Cooperator Contributions** (not including U.S. Forest Service contributions)

	<b>Cooperator</b>	<b>Cash</b>	<b>Materials</b>	<b>In-Kind Services</b>	<b>Total</b>
<b>Totals</b>					

**Instructions for the Cooperator Contributions Table:**

Excluding U.S. Forest Service contributions, identify the value of all other cooperator contributions. Please value in-kind contributions and materials at reasonable and acceptable rates.

# WERC Project Application – Part III

## Guidelines for Fiscal Year 2010

### Application for Federal Assistance

The following forms need to be completed and submitted with your proposal:

1. SF-424 Application for Federal Assistance
2. SF-424A Budget Information for Non-Construction Programs
3. SF-424B Assurances for Non-Construction Programs
4. AD-1047 Certification Regarding Debarment and Suspension
5. AD-1049 Certification Regarding Drug-Free Workplace

These forms can be viewed and downloaded at the following Web site:

<http://na.fs.fed.us/fap/fap.shtm>.

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

1. Catalog of Domestic Assistance number is **10.681**.
2. Program name is **Wood Education and Resource Center**.
3. Anticipated project start date should be around June 1, 2010.

**Please Note:** If your proposal is funded, you must obtain a DUNS number from Dun & Bradstreet, and then register your organization at the Central Contracting Registration (CCR) Web site (<http://www.ccr.gov>). To verify that your organization has a DUNS number or to take steps needed to obtain one, you may call the dedicated toll-free DUNS number request line at 1-866-705-5711 or go to <http://www.dunandbradstreet.com>.