

**Call for Proposals and Instructions for  
Fiscal Year 2004  
State and Private Forestry Economic Action Grant Programs  
REPLY DUE: April 12, 2004**

The Pacific Southwest Region of the Forest Service is announcing a small competitive grant program for fiscal year 2004. Total funding available for all grants will be between \$250,000 and \$400,000. This grant program is open to eligible communities, tribes, organizations and fire safe councils to submit projects for consideration for FY 2004 funding.

Grant proposal packages under the **Economic Recovery Program and the National Fire Plan Economic Action Program** will be accepted until close of business, **April 12, 2004**. These programs support a broad array of community based planning, natural resource related development, and hazardous fuels reduction activities. This letter and attachments describe the programs, eligible activities, application process, timelines and evaluation criteria that will be used to select and fund project activities. Forests should review this package, conduct outreach to interested and eligible communities, tribes and organizations, and respond in accordance with the enclosed **Timelines (Enclosure 1)**. Interested applicants are encouraged to submit their highest priority projects for funding consideration. Proposals will be evaluated and funding awarded on a competitive basis.

The FY 2004 program will use the same application format as the FY 2003 program did. Project proposals are to be submitted to Heidi Perry, Lassen National Forest, 2550 Riverside Drive, Susanville, CA 96130. She can be reached at the office number 530-252-6604 or cell phone 530-310-3504 or via email at [hperry@fs.fed.us](mailto:hperry@fs.fed.us). We regret the short turn-around required for these proposals, but funding for the program only just became available and it needs to be obligated before lost to fire suppression borrowing as has happened in the past.

The **Economic Recovery Program** provides grants up to \$30,000 in value, for projects that help communities diversify their local economies and develop or enhance forest and natural resource based industries. Eligible projects include development of community action plans, transfer of new technology to businesses and communities in economic development and diversification efforts, completion of market or feasibility studies, organizing natural resource based business cooperatives, development of tourism marketing programs to benefit multiple communities, support for community development staff to perform specific activities identified in a community action plan, development of heritage based tourism, natural resource based art and crafts industries, and filling gaps that other programs cannot fill. Program details are provided in the **Economic Recovery Program Fact Sheet (Enclosure 2)**.

The **National Fire Plan Economic Action Program** provides grants ranging up to \$30,000 for projects that will lead to the economic use of materials removed during fuels management activities. Eligible projects include grants for development of community fire safe councils and fire safe plans within high fire threat zones in California, fuel reduction projects that deliver products to market, demonstration projects, technology transfer, market assessments and feasibility studies relating to biomass utilization, small diameter utilization business plans, and purchase of processing equipment to reduce and utilize fuels on private non-industrial lands. Community fire safe plans must include an assessment of potential markets for the utilization of woody biomass removed in conjunction with fuels reduction activities. Proposed fire safe plans and projects that will not result in woody biomass utilization should be referred to other agencies and programs. More details are provided in the Region 5 S&PF **National Fire Plan Economic Action Programs Fact Sheet (Enclosure 3)**. All EAP National Fire Plan projects should be coordinated with National Forest, S&PF Cooperative Fire, and California Division of Forestry and Fire Protection and other federal, state and local partner's projects wherever practical. Projects should emphasize local employment and be coordinated with local forest human resource programs where appropriate.

Several authorities are available to implement these programs: Rural Development (1989, PL 100-446, 102 stat. 1774, 1803, and subsequent legislative history), Economic Recovery (National Forest Dependent Rural Communities Economic Diversification Act of 1990 {7 U.S.C. 6601}), Forest Product Conservation and Development (Cooperative Forestry Assistance Act of July 1, 1978 {16 U.S.C. 2101, 2104-2105}), and Resource Conservation and Development (The Bankhead-Jones Farm Tenant Act of July 22, 1937 as amended, {U.S.C. 1010-1012}). As the evaluation panel selects projects for funding, decisions will be made regarding which authority is appropriate on a project-by-project basis.

These programs encourage shared funding with federal, state, and local agencies and organizations where appropriate. Heidi Perry will work with local community leaders to identify projects that could be cooperatively funded and work across agency, forest and community boundaries to develop collaborative projects with broad regional benefits. Multiple partner, multiple land ownership, landscape level projects are highly encouraged, especially under National Fire Plan programs.

Projects involving ground-disturbing activities may trigger a requirement to perform a NEPA analysis, complete consultation under the Endangered Species Act, comply with the National Historic Preservation Act, and have the responsible Federal official sign a Decision Notice. This is especially true if federal funding participation is critical to the project and the Forest Service significantly influences the non-federal activity. If NEPA is not required, the project may still need some level of analysis to meet state CEQA standards. Forests should be aware of this potential requirement and, if appropriate, provide assurance that the required analyses and consultations either have been completed, or will take place. Costs associated with these analyses and consultations are allowable under these grant programs.

The submitted package will include the **Proposal Application** in the enclosed format (**Enclosure 5**), plus forms SF424 and SF424A. Applications will be due to the Lassen National Forest Supervisors Office by close of business April 12, 2004 where they will be reviewed for consistency with program guidelines, and the attached **Proposal Checklist (Enclosure 6)**. The Forest will rank each proposal package and submit its review to the Pacific Southwest Region no later than April 16, 2004. Applicants will be notified early in May of the success or failure of their proposal.

The following items are attached to assist proponents in preparation of complete proposals under the State and Private Forestry National Fire Plan program:

- **Program Timeline - Enclosure 1**
- **EAP Economic Recovery Program Fact Sheet – Enclosure 2**
- **EAP National Fire Plan Program Fact Sheet – Enclosure 3**
- **Proposal Application Format - Enclosure 5**
- **Proposal Checklist – Enclosure 6**
- **Evaluation Criteria Rating System - Enclosure 7**

**FY 2004 S&PF Economic Action and Community Protection Programs  
Timeline  
Enclosure (1)**

<u><b>ACTION</b></u>	<u><b>RESPONSIBLE PARTY</b></u>	<u><b>DATE</b></u>
Prepare program guidelines, direction, and mail call letter to Forests.	Program Manager	March 8, 2004
Notify communities and other potential applicants of funding opportunity.	Forest	March 8, 2004
Grant applications due to forests.	Applicants	April 12, 2004
Review proposals for consistency with program guidelines, direction and grant regulations.	Forests	
Evaluate & rank according to funding priority.	Forest Supervisor	April 16, 2004
Peer review of project concepts. Evaluate, Rank, and tentatively select for funding.	Forests & R.O.	April 27, 2004
Notify Forests of Selections & Allocate Funds.	Program Manager	May 12, 2004
Complete necessary instrument to award the project and obligate funds (grant award, agreement, contract).	Forests	June 2, 2004

**FY 2004 S&PF Economic Action Programs  
Economic Recovery Program  
Fact Sheet  
Enclosure (2)**

**Introduction:** Grants in the range of up to \$30,000 are available on a competitive basis.

**Eligibility:** Only communities, organizations and tribes which are certified as eligible under the criteria in Subtitle G of the 1990 Farm Bill will be considered. Contact your local National Forest Rural Development Coordinator to determine eligibility. Projects submitted for funding must be identified in a broad based community action plan which has been certified by a local action team. Detailed eligibility requirements and implementation guidelines were included in the Regional Forester's February 25, 1992 letter, File Code #3610 "Implementation Guidelines - Rural Revitalization Through Forestry". Copies are available from your local forest or by calling (707) 562-8910.

**Eligible Projects:** Proposals must be directly linked to an approved community action plan, and address natural resource-based opportunities or enterprises. Eligible projects include development of a community action plan and measures to assess community progress in achieving objectives identified in the plan, support for community development staff to perform specific activities identified in a community action plan, transfer of new technology to assist businesses and communities in economic development and diversification efforts, completion of market or feasibility studies, organizing natural resource based business cooperatives, development of heritage based tourism opportunities, natural resource based art and crafts industries, tourism marketing programs to benefit multiple communities, and filling gaps that other programs can not fill.

**Proposal Process:** Project proponents should work with Heidi Perry, Forest Service Community Liaison in development of proposal applications due to Forest offices by **April 12, 2004**. Forests will review, evaluate and rank local projects according to funding priority. An evaluation team will review the projects **April 26, 2004**, and Forests will be notified of project selections for funding by **May 12, 2003**.

**Funding:** Chapter 2 - National Forest Dependent Rural Communities, Sec. 2376. Action Plan Implementation (c) Limitation, states that "The Federal contribution to the overall implementation of an action plan shall not exceed 80 percent of the total cost of the plan, including administrative and other costs. In calculating the Federal contribution, the Secretary shall take into account the fair market value of equipment, personnel, and services provided by the Forest Service and other Federal agencies. The direct Federal dollars are reimbursement for dollars spent.

For further information contact Heidi Perry, Community Liaison, Lassen National Forest, at 530-252-6604. Applications, assurances and certifications are available at [www.whitehouse.gov/omb/grants/index.html](http://www.whitehouse.gov/omb/grants/index.html).

**FY 2004 S&PF Economic Action Programs  
National Fire Plan EAP Program  
Fact Sheet  
Enclosure (3)**

**Introduction:** Region 5 EAP programs are intended to support community fire safe planning and woody biomass utilization within High Fire Threat areas in California. Projects must be supported by the areas federal, state, tribal or county fire protection agency in order to be considered for funding. Technical assistance, grants, agreements, and contracts are available instruments to accomplish local projects.

**Eligibility:** Counties, cities, federal, state or local governmental agencies, federally recognized tribes, and non-profit organizations such as Resource Conservation and Development Areas, Resource Conservation Districts, Economic Development Districts may apply. Contact your local National Forest to determine eligibility. Eligibility requirements and implementation guidelines are included in the National Fire Plan, Key Point #4 Community Assistance of the Plan. Available on the web at [www.na.fs.fed.us/nfp](http://www.na.fs.fed.us/nfp).

**Eligible Projects:** Proposals must have the potential to reduce fire hazards and result in economic use of small diameter and underutilized forest products. Funds may be used to develop community fire safe plans and fuels reduction plans that include a plan for utilization of woody biomass removed in during fuels reduction activities; provide training, technical and financial assistance to identify and develop new markets for underutilized wood products; prepare market assessments; feasibility studies; provide marketing assistance; develop business plans; partner with Universities or non profit organizations to purchase wood processing equipment to demonstrate economic use of underutilized materials. Examples include biomass to energy applications, compost, pulp, landscaping mulch, animal bedding, wood in transportation such as vehicular or pedestrian bridges, round timber construction demonstrations such as visitor centers, kiosks, park shelters, buildings framed with small diameter materials. Significant technical assistance may be available to assist in development and implementation of such projects.

Funds may also be used to conduct pilot projects that expand existing markets or develop new markets for wood products resulting from fuels removal or demonstration projects that showcase harvest and processing equipment, technologies, and market applications. Such projects must be able to serve as a model for others to follow and include plans to disseminate and share what is learned through the pilot or demonstration project. Funds can be used to design or purchase wood processing equipment for demonstration and potential for broad applications.

**Proposal Process:** Project proponents should work with Heidi Perry, Forest Service Community Liaison in development of proposal applications due to Forest offices by **April 12, 2004**. Forests will review, evaluate and rank local projects according to funding priority. An evaluation team will review the projects **April 26, 2004**, and Forests will be notified of project selections for funding by **May 12, 2003**.

**Funding:** The Federal contribution to the implementation of a project shall not exceed 80 percent of the total cost of the project. In calculating the Federal contribution, project budgets must take into account the fair market value of equipment, personnel, services, administrative and other costs provided by the Forest Service and other Federal agencies. Local contributions may include cash, fair market value of equipment, personnel and services provided to complete the scope of work defined in the project.

For further information contact contact Heidi Perry, Community Liaison, Lassen National Forest, at 530-252-6604. Applications, assurances and certifications are available at [www.whitehouse.gov/omb/grants/index.html](http://www.whitehouse.gov/omb/grants/index.html).

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		2. DATE SUBMITTED	APPLICANT IDENTIFIER
1. TYPE OF SUBMISSION:		3. DATE RECEIVED BY STATE	STATE APPLICATION IDENTIFIER
<i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	4. DATE RECEIVED BY FEDERAL AGENCY	FEDERAL IDENTIFIER
<b>5. Applicant Information</b>			
Legal Name		Organizational Unit	
Address (give city, county, state, and zip code):		Name and telephone number of the person to be contacted on matters involving this application (give area code)	
6. EMPLOYER IDENTIFICATION NUMBER (EIN):		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/>	
8. TYPE OF APPLICATION		A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): _____ O. Non-Profit	
<input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision  If Revision, select appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> A. Increase Award                      D. Decrease Duration B. Decrease Award                      E. Other (specify here): _____ C. Increase Duration                      _____		9. NAME OF FEDERAL AGENCY	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:		11. DESCRIPTIVE TITLE OF APPLICANT PROJECT:	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):			
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	Reference: <a href="http://www.sen.ca.gov/ftp/SEN/cngplan/AB_632_CONGRESS.TXT">http://www.sen.ca.gov/ftp/SEN/cngplan/AB_632_CONGRESS.TXT</a>	
		a. Applicant	b. Project
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: _____  b. <input type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW <input type="checkbox"/>	
b. Applicant	\$		
c. State	\$		
d. Local	\$		
e. Other	\$		
f. Program Income	\$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
g. TOTAL	\$	<input type="checkbox"/> Yes if "Yes" attach an explanation <input type="checkbox"/> No.	
	<b>.00</b>		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED			
a. Typed Name of Authorized Representative		b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed	

**Abstract**

**Type of Project (Plan, Equipment Purchase, Feasibility Study etc) and write a brief description of project activities.**

**Response:**

**Community Situation**

**Describe your community's needs and quantify and support your responses whenever you can.**

What is the opportunity, problem, or need the proposal seeks to address?

- Name of plan in which this project is addressed (Community, Tribal, Fire Safe Plan, Tourism, Business or Marketing Plan, etc.).
- Is this proposal being considered by any other agency for funding? Please provide details.

Are affected communities at risk from wildfire

- Name of plan in which this project is addressed (Community, Tribal, Fire Safe Plan, Tourism, Business or Marketing Plan, etc.).
- Is this proposal being considered by any other agency for funding? Please provide details.
- Are affected communities at risk from wildfire?

**Response:**



### Project Design

Provide additional information not included in SF 424A and Project Work Form.

Attach map if Community Protection Program.

- Environmental, cultural and historical resource requirements (NEPA, CEQA, ESA, NHPA) and their status.
- Public involvement, partnerships (Federal, State, Tribal, Community, Fire Safe Council etc ) participation.
- Track record of proponent with similar projects.

Response:

### Budget Narrative

Document basis for unit and services costing included in Project Work Plan and SF 424A.

Response:

### Benefits and Sustainability

**Identify project outcomes, list every community that will benefit from this project (including unincorporated areas)**

- Identify project outcomes and benefits
- Describe how Outreach and project implementation (including Title VI Civil Rights) will ensure access and involvement of interested and affected public.
- Effects on Long-term economic diversification and community/tribal capacity.
- Quantify forest product types and volumes that will be utilized.
- Potential for direct and indirect job creation

**Response:**

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total	
	(1)	(2)	(3)	(4)	(5)	
a. Personnel	\$	\$	\$	\$	\$	
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)						
j. Indirect Charges						
k. TOTALS (sum of 6i-6j)	\$	\$	\$	\$	\$	
7. Program Income	\$	\$	\$	\$	\$	

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)

**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
<b>12. TOTAL (sum of lines 8-11)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<b>13. Federal</b>	\$	\$	\$	\$	\$
<b>14. Non-Federal</b>					
<b>15. TOTAL (sum of lines 13 and 14)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
<b>20. TOTAL (sum of lines 16-19)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**SECTION F - OTHER BUDGET INFORMATION**

<b>21. Direct Charges:</b>	<b>22. Indirect Charges:</b>
<b>23. Remarks:</b>	

## INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

### General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

### Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in Column (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

### Lines 1-4, Columns (c) through (g)

For *new applications*, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For *continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For *supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5** - Show the totals for all columns used.

### Section B. Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Line 6a-i** - Show the totals of Lines 6a to 6h in each column.

**Line 6j** - Show the amount of indirect cost.

**Line 6k** - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

**Line 7** - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

SF-424A (Rev. 7-97) Page 3

# INSTRUCTIONS FOR THE SF-424A (continued)

## Section C. Non-Federal Resources

**Lines 8-11** - Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)** - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)** - Enter the contribution to be made by the applicant.

**Column (c)** - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)** - Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)** - Enter totals of Columns (b), (c), and (d).

**Line 12** - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

## Section D. Forecasted Cash Needs

**Line 13** - Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14** - Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15** - Enter the totals of amounts on Lines 13 and 14.

## Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

**Lines 16-19** - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20** - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

## Section F. Other Budget Information

**Line 21** - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22** - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23** - Provide any other explanations or comments deemed necessary.

**FY 2004 S&PF Economic Action Programs  
Grant Application Checklist  
Enclosure (6)**

**Proposal Application Packet due to local National Forest April 12, 2004:**

- \_\_\_ Form SF-424-Application for Federal Assistance
- \_\_\_ Abstract
- \_\_\_ Community Situation
- \_\_\_ Project Work Form
- \_\_\_ Project Design and Budget Narrative
- \_\_\_ Community Benefits and Sustainability
- \_\_\_ Form SF-424A-Budget Information - Non-construction Programs

**Final Project Packet additions upon grant award:**

Local National Forest will provide the following forms:

- |   |   |
|---|---|
| ___ Assurances - Non-construction Programs  | Form SF-424B                                      |
| ___ Certification Regarding Debarment,<br>Suspension, Ineligibility and Voluntary Exclusion   | Form AD-1047 -<br>Primary Covered Transactions    |
| ___ Certification Regarding Drug-free Workplace<br>Requirements (use applicable form)   | Form AD-1049 -<br>Grantees Other Than Individuals |
| ___ Assurance of Compliance with The Department of<br>Agriculture Regulation Under Title VI of The Civil<br>Rights Act of 1964      | Form AD-1052 -<br>State and State Agencies        |
| ___ Certification Regarding Lobbying<br>Disclosure of Lobbying Activities<br>(required if total grant funding is \$100,000 or more) | Form 1700-1<br><br>No number<br>SF-LLL            |

**FY 2004 S&PF Economic Action Programs  
Evaluation Criteria Rating System  
Enclosure (7)**

***(Do not respond. For agency rating only.)***

**1. Community Situation**

Will the proposal address a clearly defined need within the community?

**High –**

- The need is clearly defined.
- Planning is complete or at the appropriate stage of sequential planning.
- Forest Service funding is critical to improving community and/or tribal capacity to address the need.

**Low –**

- The need is not clearly defined.
  - No planning has been done, or this project is not the appropriate stage of sequential planning.
  - This project can best be funded through other programs that better fit its goals. Community capacity in the area/community is good and there is not a strong need for Federal assistance.
- 

**2. Project Design**

How clearly defined is the project work plan and does it demonstrate the involvement of key partners?

**High –**

- Project has well defined tasks (including environmental compliance and public involvement), time frames, key roles of agencies, tribal, individuals, and community partnerships identified and documented.
- Budget is well defined with match reflecting partnership capabilities.

**Low –**

- The project is loosely defined without clear tasks, time frames, key roles and partners identified.
  - Budget is not well defined and budget does not reflect partnership capabilities.
- 

**3. Benefits and Sustainability**

Are outcomes clearly identified and tied to long-term economic diversification, forest product utilization, capacity building, and job creation? For Community Protection proposals, how well does the project assist the Region in meeting the goal of treating 4,000 acres or more in the wildland-urban interface?

How will the proponent do outreach and how will project implementation efforts ensure involvement of interested and affected public? How will compliance with Title VI Civil Rights be accomplished?

**High –**

- Project will clearly build the community's/tribe's capacity to help itself plan and implement strategic objectives.
- Project will clearly establish new, or expand existing, businesses/markets in the economy, contributing to economic diversification and living wage jobs. The area or community has a strong need for these businesses, markets, and jobs. There is strong evidence that this project or its outcomes will be self-sustaining in the future.
- Fuels project has written agreements or letters of commitment to purchase forest products generated by the proposal.
- Project identifies how implementation will ensure Civil Rights and access to public benefits.

**Low –**

- Project does not demonstrate connection to community/tribe capacity building, economic diversification or job creation. These jobs, businesses, and markets are not critical components in the community or area economy. There is no evidence that this project or its outcomes will be self-sustaining in the future.
- Project does not identify a connection to forest product markets.
- There is little discussion of Civil Rights and access to public benefits.