

**Fiscal Year 2019 USDA Forest Service
Great Lakes Restoration Initiative (GLRI)
Request for Applications**

Applications are to be received by 6:00 P.M. Eastern, June 28, 2019

Background and Purpose

The interagency Great Lakes Restoration Initiative (GLRI) targets improvements to address the most significant environmental problems within the Great Lakes Basin. Through an agreement with the Environmental Protection Agency (EPA), the U.S. Department of Agriculture, Forest Service (Forest Service) anticipates receiving funds to support competitive projects that implement strategic, priority actions within Forest Service authorities to restore, protect, and maintain the Great Lakes ecosystem. Successful projects will address invasive species, nonpoint source pollution impacts on nearshore health, and coastal habitat restoration activities to improve water quality. Anticipated funds will be distributed across three specific Program Areas described below. Award of grants is contingent on allocation of EPA funding.

Program Area and Measure	Anticipated Funding	GLRI Focus Areas
1. Forest Insect and Disease Mitigation – Acres treated for mitigation of impacts or control of invasive forest insects and diseases, to enhance biodiversity and water quality.	\$1,400,000	Invasive Species
2. Reduce Runoff from Degraded Sites through Green Infrastructure – Gallons of stormwater runoff avoided through improved green infrastructure using trees and other vegetation.	\$1,800,000	Nonpoint Source Pollution Impacts on Nearshore Health
3. Enhance Coastal Wetland Filtration – Acres treated in enhancing native tree and vegetation cover to improve coastal wetland function.	\$900,000	Habitat and Species Restoration

Eligibility

State agencies, Tribal communities, nonprofit organizations, educational institutions, and local governments are eligible for GLRI funding in all Program Areas. Projects must be located within the Great Lakes Basin of Minnesota, Wisconsin, Michigan, Illinois, Indiana, Ohio, Pennsylvania, and New York. **Eligible applicants are encouraged to consult with their appropriate State Forester, Tribal administrator (for federally recognized Tribes), or Forest Supervisor (for work near National Forests) to develop and submit applications.**

The Great Lakes watershed is defined as those areas within the United States draining historically into either Lake Superior, Lake Michigan, Lake Huron, Lake Erie, or Lake Ontario, or draining into the St. Lawrence River west of where the International Boundary line leaves the river. A map of the basin is in [appendix A](#), and a list of eligible counties either wholly or partially in the Great Lakes watershed is in [appendix B](#).

To be successful, applications must conform to the authorities of the Cooperative Forestry Assistance Act of 1978 (as amended), specifically Sections 2102 Rural Forestry Assistance, 2103a Forest Stewardship, 2104 Forest Health Protection, and 2105 Urban and Community Forestry Assistance.

Minimum Requirements

- All proposed projects must lie entirely within the Great Lakes watershed and apply for consideration under only one of the three Program Areas.

- Projects must improve the ability of forests and trees to positively impact water quality and habitats in the Great Lakes Basin through tree planting or forest health treatments.
- A minimum 20 percent cost-share of the **total project cost** (Federal request plus match) is required. The matching share can be calculated as 25 percent of the Federal request.
- Costs must be allowable and budgeted in accordance with the OMB Uniform Guidance.
- Projects must not involve construction.
- Projects must take place on non-Federal lands.
- Applications should include sufficient detail to demonstrate the applicant has the capacity to achieve stated objectives in a timely manner.
- Letters of support are required from identified partners that own or maintain the project area. Ownership of the property where grant activities occur must be clear.
- Letters of support are required from partners that provide matching contributions listed in the project budget. Letters are recommended from State agencies or other partners that make substantive commitments towards project planning or implementation.

Important Considerations for Grant Award Recipients

- The expected award date is between October 2019 and January 2020. Projects should be completed within 2 years of the award date.
- Semi-annual progress reports and annual financial reports are required as well as final reports. Final progress reports must include information on the measureable results and outcomes relative to the application and supplemental information such as relevant photos, illustrations, diagrams, and/or maps that help convey the impact of the project.
- Projects must post a visible project identification sign at each project site that includes project information and purpose, GLRI reference, and Federal agencies involved.
- Awardees will be required to comply with all Federal laws and regulations related to the completion of projects as stated in the letter of award.

Requirements for Forest Health Treatment Funding

Projects using Forest Health Protection (FHP) authorities for insect, disease, or invasive plant treatments must meet the following requirements found in Forest Service Manual 3421.1 and 3421.2.

- The proposed action must:
 1. Provide evidence substantiating the need for the actions and treatments proposed.
 2. Show a strong potential for meeting project objectives.
 3. Be environmentally acceptable, and appropriately documented if required by law or regulation.
- The entity having ownership or jurisdiction over the affected area (i.e. project area) must:
 1. Consent, cooperate, and participate in the project.
 2. Have the legal authority to carry out such projects.

Evaluation Criteria (Relative Weight)

- *Addresses priority landscapes (20%)* – The project location is strategically selected to maximize benefits to Great Lakes water quality and watershed health. Applications advance environmental priorities of applicable strategic plans, such as the GLRI Action Plan II, Lakewide Action and Management Plan, State Forest Action Plan, Tribal land management plan, local/regional watershed or stormwater plans, urban canopy management plans, or others. Additional emphasis will be given to projects specifically identified as State, Tribal, Federal, or regional watershed priorities, and projects that demonstrate benefits to underserved communities.

- *Technical merit and sustainability (30%)* – Scope of work demonstrates ability to create and sustain environmental benefits over multiple decades. Tree planting and maintenance plans follow best practices identified in the Guidance for Landscape Tree Planting and provide for long-term maintenance of the site. Insect and disease mitigation applications implement strategies and tools that are known to be efficacious. Projects are designed to be resilient to the effects of climate change and other ecosystem stressors.
- *Measurable results/outcomes expected (30%)* – Proposed work strategically and cost-effectively advances GLRI Action Plan priorities. Application defines expected outcomes (acres or gallons) required for the Program Area and clearly describes specific units of work to be accomplished (e.g., species, number, and size of trees planted). Federal cost per acre treated or per gallon of runoff avoided will be a rating factor. Budget information is clear and consistent, and costs are reasonable for scope and type of work.
- *Partnerships (10%)* – Application identifies diverse partners and includes key partners in the landscape, such as State and local government, watershed organizations, nearby Federal or Tribal land managers, or other private or nongovernment organizations. Projects that document substantial match or leverage through the proposed budget, partner letters of support, or listing of other funding contributions to the project will be given additional weight.
- *Sharing results/outcomes (10%)* – Application identifies strategies that will be used to engage people and share results/outcomes, including any proposed knowledge, tools, and innovations that may be developed for practical application beyond the life of the project.

Program Area Information

Program Area 1. Forest Insect and Disease Mitigation

GLRI funds for this Program Area will address non-native insect and disease impacts and threats to forests and trees in the Great Lakes Basin through activities such as (1) planting trees to mitigate adverse effects and restore watershed function; (2) targeted (as opposed to general area) non-native insect and disease survey and monitoring; (3) direct intervention with pesticides or proven silvicultural practices; (4) preparedness and prevention planning; (5) containment, control, and eradication if feasible; and (6) the use of approved biological control agents when best suited for long-term management of non-native insects and diseases. Non-native forest insects and diseases, such as emerald ash borer, hemlock woolly adelgid, and oak wilt, pose significant threats to forest and watershed health through unacceptable levels of tree mortality. Promoting healthy forests in the Great Lakes Basin will ensure that ecosystems are resilient to future disturbances, resulting in the long-term sustainability of biological diversity and clean water. Projects will be rated competitively, partially on the Federal cost per acre treated. Urban tree planting projects should use a default conversion factor of 100 trees per acre (20-foot spacing) if acreage information is otherwise unavailable. Successful applications will demonstrate how targeted restoration or protection of canopy cover in forests, wetlands, riparian habitats, and urban areas benefits water quality, watershed processes, and/or priority habitats.

Required reporting metrics: Acres treated for mitigation and control of non-native invasive forest insect and disease impacts (all projects); Number and size of trees and other vegetation planted (tree planting projects)

Additional metrics (report if applicable): Number of trees treated, miles of Great Lakes shoreline or riparian corridors restored

Program Area 2. Reduce Runoff from Degraded Sites through Green Infrastructure

GLRI funds for this Program Area will create or improve green infrastructure as part of a local stormwater management strategy. Healthy trees and other vegetation are critical to maintaining functioning watershed processes that reduce stormwater flow, soil erosion, and sediment/nutrient loading in Great Lakes tributaries and nearshore waters. Priority will be given to applications that support existing watershed management or stormwater reduction plans to address specific water quality problems. Emphasis will be on selecting projects that are most effective and cost efficient in utilizing trees to

capture and treat stormwater runoff. Projects will be rated competitively, partially on the Federal cost per gallon of annual avoided runoff. Apply a standard conversion factor of 59 gallons per tree (>1" caliper) and 18 gallons per tree seedling (<1" caliper) to calculate annual gallons of avoided runoff. This program emphasizes increasing canopy cover through tree planting; however, complementary plantings or activities within program authorities may be included and reported using accepted tools (e.g. [EPA Stormwater Calculator](#)). Note that only non-construction activities are eligible for Federal funding or matching requirements. In final reports, projects will report estimated gallons avoided using accepted tools and methods (i.e., [i-Tree Design](#), [National Tree Benefit Calculator](#)).

Required reporting metrics: Gallons of stormwater runoff avoided annually, number and size of trees and other vegetation planted

Additional metrics (report if applicable): Miles of Great Lakes shoreline or riparian corridors restored

Program Area 3. Enhance Coastal Wetland Filtration

GLRI funds for this Program Area will restore and enhance habitat in coastal wetlands. Funded activities will enhance the cover and diversity of native trees and other vegetation in and adjacent to coastal wetlands to improve wildlife habitat and filter out sediments, nutrients, toxic contaminants, pathogens, and other pollutants. Priority will be given to applications that support implementation of local or regional plans to restore high-quality coastal habitats. Efforts under this template will focus on restoring and enhancing coastal wetland ecosystems where trees are an important component; view wetland polygons in the [Great Lakes Coastal Wetland Monitoring Program Site Mapping Tool](#). Applications for work in other wetlands are eligible if evidence of Great Lakes-influenced hydrology is provided. Projects will be rated competitively, partially on the Federal cost per acre of coastal wetland treated.

Required reporting metric: Acres of Great Lakes coastal wetland restored or enhanced, number and size of trees and other vegetation planted

Additional reporting metrics (report if applicable): Acres of other habitats restored or enhanced, miles of Great Lakes shoreline or riparian corridors restored

Grant Limits

Submit proposals separately under each of the three listed Program Areas.

Program Area and Limits of Requested Federal Share	Minimum	Maximum
1. Forest Insect and Disease Mitigation	\$50,000	\$200,000
2. Reduce Runoff from Degraded Sites through Green Infrastructure	\$100,000	\$350,000
3. Enhance Coastal Wetland Filtration	\$100,000	\$350,000

Match

The match must be met by eligible and allowable costs and is subject to match provisions in grant regulations (see [Federal Regulations Title 2 Part 200.306 and Subpart E for Cost Principles](#)). Match must be documented sufficiently to support financial tracking and accountability. Matching funds and in-kind support must be documented within the grant period and be within program authorities. Note that the minimum cost-share requirement is 20 percent of the **total project cost** (Federal request plus match). Applicants are encouraged to determine the total required cost of the project prior to determining Federal and non-Federal shares. However, the following formula may be used to determine the minimum matching requirement for a particular Federal request:

$$\text{Federal amount of funds} \times .25 = 20 \text{ percent minimum matching requirement}$$

See the [Guidelines for Matching Funds](#) document for more information.

How to Apply

Submit all applications for this GLRI funding opportunity through [Grants.gov](https://www.grants.gov). Search for grant Opportunity Number **USDA-FS-2019-GLRI**. See the [Grants.gov organization registration page](#) and [appendix C](#) of this document for further detail on how to register and apply for opportunities through [Grants.gov](https://www.grants.gov).

Applicants are required to apply online through [Grants.gov](https://www.grants.gov) using Workspace. Workspace is a shared, online environment where members of a grant team may access and edit different webforms within an application. After creating a Workspace, you may work online or download the application package, instructions, and forms, if you prefer to work offline. [Grants.gov](https://www.grants.gov) recommends submitting your application package 24–48 hours before the closing date to give you time to correct any potential technical issues that disrupt your initial application submission.

If you have not applied for a grant through [Grants.gov](https://www.grants.gov) before, you must complete several registration steps before you can submit your application. Creating a [Grants.gov](https://www.grants.gov) account can be completed in minutes, but DUNS and SAM registrations may take several weeks. Please review the requirements for submitting an application and take steps early to be ready to submit your application by the deadline.

Registrations must be current and in place at the time you submit your application, including these:

- System for Award Management (SAM) registration
- Data Universal Numbering System (DUNS) registration
- [Grants.gov](https://www.grants.gov) registration by an authorized organization representative (AOR)

Customer Support: [Grants.gov](https://www.grants.gov) provides customer support via the toll-free number 1-800-518-4726 and by email at support@grants.gov. For questions related to the specific grant opportunity, contact the numbers listed in the *Contacts* section of this document.

Be sure to fill out the required Project Narrative Supplement Form and all applicable forms listed below. Forms are accessed through the [Grants.gov](https://www.grants.gov) package, or in the Related Documents tab, as indicated.

You are encouraged to work with State Forestry agencies and research how your project fits into the goals and objectives of the State Forest Action Plan. [Click here to look up State Foresters.](#)

Complete application packages will include the following:

Required forms available through the [Grants.gov](https://www.grants.gov) application package:

- SF-424 Application for Federal Assistance
- SF-424A Budget Information for Non-Construction Programs
- AD-1047 Certification Regarding Debarment and Suspension
- Attachments form (must be included in application in order to attach additional forms below)

Forms available through [Grants.gov](https://www.grants.gov) that are required only if applicable as determined by the applicant:

- SF-LLL Disclosure of Lobbying Activities, for entities that lobby
- USDA AD-3030 Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants, if applicable (recipient will determine if form applies to them)
- AD-1049 Certification Regarding Drug-Free Workplace for all non-State entities **OR...**
AD-1052 Certification Regarding Drug-Free Workplace for “State and State Agencies”

Items to complete and attach to your submission in this order using the Attachments form (download forms below or through Related Documents tab in [Grants.gov](https://www.grants.gov)):

- [Project Narrative Supplement Form \(required\)](#), including detailed budget supporting the SF-424A
- [Maintenance plan for planted trees](#), required for applications that include tree planting
- [Cooperative Lands Forest Pest Treatment Form](#), required for applications including forest pest treatment

- Map showing target location(s) of work to be completed
- Statement of Key Personnel Qualifications, if needed
- Letters of support
- FS-1500-35, for entities that do not lobby

Important Dates

- **Thursday, May 2, 2019, @ 10:00 a.m. Eastern/9:00 Central** (*date and time tentative*)– Webinar to discuss the Request for Applications, purpose of the grant Program Areas, eligibility, and how to apply. View latest webinar connection information on the GLRI RFA website. Webinar will be recorded for future viewing.
- **Friday, June 28, 2019** – Applications must be submitted through Grants.gov by 6:00 p.m. Eastern (5:00 p.m. Central).
- **September 2019** – The Forest Service expects to notify all applicants regarding their status as recipients. Project awards will be made after October 1, 2019, and are contingent on allocation of EPA funding.

Contacts

General Questions

Sheela Johnson, 224–999–1997, GLRI@fs.fed.us

If you have questions regarding the types of projects or components that can be considered, please contact your respective Field Office Representative:

- *Minnesota, Wisconsin, Michigan, Illinois, and Indiana:*
Jim Gries, Acting St. Paul Field Office Rep., 651–649–5020, jgries@fs.fed.us
- *New York:*
Constance Carpenter, Durham Field Office Rep., 603–868–7694, conniecarpenter@fs.fed.us
- *Ohio and Pennsylvania:*
Joe Koloski, Morgantown Field Office Rep., 304–285–1540, jkoloski@fs.fed.us

Review Process

All applications will undergo a preliminary review to dismiss incomplete or ineligible applications. An application review team consisting of staff from the U.S. Forest Service and State Forestry agencies will collaboratively review, evaluate, and prioritize project applications. The review team will complete the review of applications and develop a recommended ranking of projects. The recommended ranking will be submitted to the Regional Forester for the Forest Service Eastern Region for approval. All applicants will be notified of the final selection or non-selection of their applications. Full text of Project Narrative Forms and reviewer comments may be posted on our website after selections have been made.

Project Narrative Supplement Form Instructions

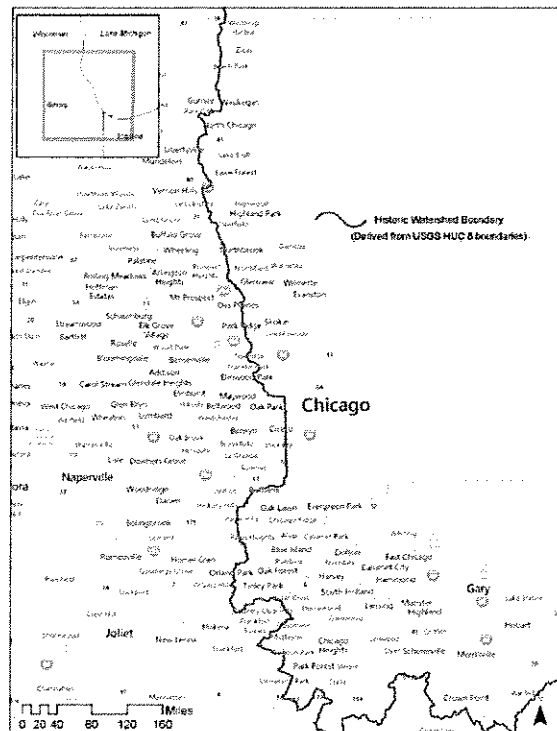
- Applicant Org:** Name of organization requesting Federal aid.
- Short Project Title:** Provide a four-to eight-word title for future reference to the project. This must match the title on the SF-424 Application for Federal Assistance.
- Program Area:** Identify the GLRI Program Area your application addresses (select one).
- Requested Start Date:** Request a start date no earlier than October 1, 2019.
- Requested End Date:** Projects should end within 2 years from date of award.
- Federal Funds Requested:** Identify the total amount of Federal funding requested for the project.
- Project Coordinates:** Provide coordinates (in decimal degrees) for a point representing the general location of project work.
- Project Overview:** Provide a summary of the project that includes the scope, location, key partners, and expected accomplishment in acres treated or gallons of runoff avoided using standards defined in the Program Area Information.
- Priority Landscape:** Provide information on the site location and its strategic value to the Great Lakes. Link to priorities identified in applicable strategic plans, such as the GLRI Action Plan II, a Lakewide Action and Management Plan, State Forest Action Plan, Tribal land management plan, local/regional watershed or stormwater plans, urban canopy management plans, or others. Attach a location and site map.
- Scope of Work:** Provide a narrative that details the activities and methods proposed for addressing the measures, priorities, and emphasis of the Program Area for which you are applying. Describe planning and implementation measures that ensure long-term project sustainability, including resilience to climate change and other ecosystem stressors. Review [Guidance for Landscape Tree Planting](#) and attach a [Tree Maintenance Plan](#) and/or the appropriate Forest Health treatment form.
- Results/Outcomes:** List the units of work to be completed and outcomes. At minimum, include required metrics (acres treated or gallons avoided) using standards provided in the Program Area Information. Include additional details (e.g. species planted, treatment methods) in the Scope of Work or attachments.
- Budget Detail:** Provide a detailed description of budget items, including personnel, travel, supplies, equipment (>\$5,000), indirect costs, and other. Identify Federal and matching expenses by category.
- Timeline:** Provide an approximate schedule of intermediate steps and major milestones. Timeline can be by months or quarters.
- Partnerships:** List and describe the role of any partners who will be materially involved, including subgrant or contract amounts, if applicable. Attach letters of support to your application.
- Sharing Results/Outcomes:** Identify strategies that will be used to engage people and share results/outcomes, including any proposed knowledge, tools, and innovations that may be developed for application beyond the life of the project.
- Qualifications:** Include names and titles of the project manager and key personnel. List any U.S. Forest Service grants held by the applicant in the last 5 years, including grant number, title, and status (open/closed). If needed, attach a separate Statement of Qualifications that describes the experience and training of key personnel and organizational experience with similar projects.

Appendix A. Great Lakes Watershed Map
 FY 2019 U.S. Forest Service
 Great Lakes Restoration Initiative (GLRI)



Map Inset for Illinois and Indiana

In Illinois and Indiana, for purposes of this RFA, the Great Lakes Basin includes the historic watersheds of the North Shore channel, Chicago, and Little Calumet Rivers. This description was provided by EPA and supported by the Illinois Department of Natural Resources.



Appendix B. Eligible Counties Wholly or Partially in the Great Lakes Watershed
FY 2019 U.S. Forest Service
Great Lakes Restoration Initiative (GLRI)

Counties Wholly in the Great Lakes Watershed

Indiana

DeKalb, LaGrange, Steuben

Michigan

Alcona, Alger, Allegan, Alpena, Antrim, Arenac, Baraga, Barry, Bay, Benzie, Branch, Calhoun, Cass, Charlevoix, Cheboygan, Chippewa, Clare, Clinton, Crawford, Delta, Dickinson, Eaton, Emmet, Genesee, Gladwin, Grand Traverse, Gratiot, Hillsdale, Houghton, Huron, Ingham, Ionia, Iosco, Isabella, Jackson, Kalamazoo, Kalkaska, Kent, Keweenaw, Lake, Lapeer, Leelanau, Lenawee, Livingston, Luce, Mackinac, Macomb, Manistee, Marquette, Mason, Mecosta, Menominee, Midland, Missaukee, Monroe, Montcalm, Montmorency, Muskegon, Newaygo, Oakland, Oceana, Ogemaw, Ontonagon, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon, Saginaw, Sanilac, Schoolcraft, Shiawassee, St. Clair, St. Joseph, Tuscola, Van Buren, Washtenaw, Wayne, Wexford

New York

Erie, Genesee, Jefferson, Monroe, Niagara, Orleans, Oswego, Seneca, Wayne, Wyoming

Ohio

Cuyahoga, Defiance, Erie, Fulton, Hancock, Henry, Huron, Lake, Lorain, Lucas, Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood

Wisconsin

Brown, Calumet, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Ozaukee, Sheboygan, Waupaca, Winnebago

Counties Partially in the Great Lakes Watershed (Project boundaries must be within the watershed)

Illinois

Cook, Lake

Indiana

Adams, Allen, Elkhart, Kosciusko, Lake, LaPorte, Noble, Porter, St. Joseph, Wells

Michigan

Berrien, Gogebic, Iron

Minnesota

Aitkin, Carlton, Cook, Itasca, Lake, Pine, St. Louis

New York

Allegany, Cattaraugus, Cayuga, Chautauqua, Chemung, Cortland, Essex, Franklin, Hamilton, Herkimer, Lewis, Livingston, Madison, Oneida, Onondaga, Ontario, Schuyler, St. Lawrence, Steuben, Tioga, Tompkins, Yates

Ohio

Allen, Ashland, Ashtabula, Auglaize, Crawford, Geauga, Hardin, Marion, Medina, Mercer, Portage, Richland, Shelby, Stark, Summit, Trumbull, Wyandot

Pennsylvania

Crawford, Erie, Potter

Wisconsin

Adams, Ashland, Bayfield, Columbia, Dodge, Douglas, Fond du Lac, Forest, Green Lake, Iron, Kenosha, Langlade, Marathon, Marquette, Milwaukee, Oneida, Portage, Racine, Shawano, Vilas, Washington, Waukesha, Waushara

Appendix C. Grants.gov Application Submission and Receipt Procedures

This section provides the application submission and receipt instructions for FY 2019 USDA Forest Service GLRI applications through Grants.gov. Please read the following instructions carefully and completely.

1. Electronic Delivery

The USDA Forest Service (Forest Service) is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. The Forest Service requires all applicants to submit their applications for this opportunity online through Grants.gov.

2. How to Register to Apply through Grants.gov

- a. *Instructions:* Read the instructions below about registering to apply for Forest Service funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants.

Creating a Grants.gov account can be completed online in minutes, but **DUNS and SAM registrations may take several weeks**. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Complete organization instructions can be found on Grants.gov here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

- 1) *Obtain a DUNS Number:* All entities applying for funding, including renewal funding, must have a DUNS Number from Dun & Bradstreet (D&B). Applicants must enter the DUNS Number in the data entry field labeled "Organizational DUNS" on the SF-424 form. For more detailed instructions for obtaining a DUNS Number, refer to:
<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>
- 2) *Register with SAM:* All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to:
<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>
- 3) *Create a Grants.gov Account:* The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here:
<https://www.grants.gov/web/grants/applicants/registration.html>
- 4) *Add a Profile to a Grants.gov Account:* A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>
- 5) *EBiz POC Authorized Profile Roles:* After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the Authorized Organization Representative (AOR)

role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

6) *Track Role Status*: To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

- b. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed and it is crucial for valid and timely submissions.**

3. How to Submit an Application to the USDA Forest Service via Grants.gov

Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace. **NOTE: Grants.gov applicants are required to use Workspace to apply online. Package forms must be completed in or downloaded from Workspace.**

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

- c. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- d. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
- 1) *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.
- NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>
- 2) *Mandatory Fields in Forms*: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
- 3) *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.
- e. *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.
- f. *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after

submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:
<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the Forest Service with tracking your issue and understanding background information on the issue.

4. Timely Receipt Requirements and Proof of Timely Submission

- g. *Online Submission.* All applications must be received by 6:00 pm Eastern time on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When the Forest Service successfully retrieves the application from Grants.gov and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by the Forest Service.

Applicants using slow Internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

