



## Fiscal Year 2025 Summary and Instructions Wood Products Infrastructure Assistance (WPIA)

### Required Action

#### SUMMARY INFORMATION

**Federal Award Agency Name:** U.S. Department of Agriculture Forest Service

**Funding Opportunity Title:** 2025 Wood Products Infrastructure Assistance

**Notice of Funding Opportunity Number:** USDA-FS-WPIA-2025

**Catalog of Federal Domestic Assistance (CFDA):** 10.725 - Infrastructure Investment and Jobs Act Financial Assistance to Facilities that Purchase and Process byproducts for Ecosystem Restoration

**Legislative Authority:** Grants and agreements awarded under this announcement will support the [Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Law Pub. L. 117-58](#), Sec. 40804b3.

**Applicable Executive Order:** [Executive Order 13985](#): “Advancing Racial Equity and Support for Underserved Communities Through the Federal Government.” We encourage applications show a clear benefit to underserved communities defined by Executive Order 13985 as “populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life,” the communities where they reside, or the forest areas that they value.

- Applicants are asked to identify if the project directly or indirectly benefits disadvantaged communities by using the Council on Environmental Quality’s [Climate and Economic Justice Screening Tool](#). Benefits should be described in Question 8 of the WPIA Application.

#### System for Award Management (SAM) Registration

Applicants must have an active registration in the System for Award Management (SAM), <https://sam.gov/>, prior to receiving funds. **Register immediately** as this process takes time. **There is no charge for registering.** DO NOT go through a third party that may charge for registration.

- *The entity name and business address registered in SAM must exactly match the applicant name and address provided on the WPIA application and the SF-424 form.*

#### Request for Proposals Summary (Application Due Date: **December 18, 2024**)

The USDA Forest Service is announcing the availability of up to \$20 million of financial assistance to facilities that purchase and process byproducts from ecosystem restoration projects in areas at risk of unnaturally severe wildfire or insect or disease infestation.

- The intent is to substantially decrease the cost of conducting restoration projects involving vegetation removal on federal and Tribal lands and invest in surrounding communities.
- These ecosystem restoration byproducts could include trees and woody biomass harvested through timber sales, thinning, hazardous fuels reduction treatments, or other restoration management activities.
- Funding is available to support entities seeking to establish, reopen, retrofit, expand, or improve a sawmill or other wood-processing facility that will utilize the byproducts from projects on federal land, Tribal forestland, and Tribal rangeland.

**Available Funding/Award Amounts:** Total available funding will be up to **\$20,000,000**. Minimum financial assistance request is **\$50,000**. Maximum financial assistance request is **\$1,000,000**.

- The Agency reserves the right to award an applicant less than the funding requested.
- Funding is provided as a cost reimbursement.

**Funding Priorities:**

- The facility must procure high percentages (approximately 50% or greater) of raw materials from Federal or Tribal lands.
- Federal or Tribal land sources of feedstock have been identified as at risk for fire, insect, or disease and a high priority for ecological restoration.
- The project facility must be in close proximity to the Federal or Tribal lands from which byproducts are procured.

**Eligible Applicants:** For-profit entities; state, local governments; Indian Tribes; school districts; communities, not-for-profit organizations; institutions of higher education; and special purpose districts (e.g., public utilities districts, fire districts, conservation districts, and ports).

**Indian Tribe (or Federally recognized Indian Tribe) includes:** Any Indian Tribe, Band, Nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Chapter 33), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. 450b(e)). See annually published Bureau of Indian Affairs list of “Indian Entities Recognized and Eligible to Receive Services.” This also includes California Rancherias.

**Confidentiality:** Materials submitted to the Forest Service, such as grant applications and progress reports, are subject to the Freedom of Information Act (FOIA). Upon request, the Forest Service may be obligated to disclose such records. However, documents or portions of documents will be protected if they satisfy the requirements of one or more FOIA exemptions.

- FOIA Exemption 4 protects commercial and financial information that constitutes a trade secret, or whose release would cause competitive harm to the organization that provided the information.
- FOIA Exemption 6 protects information whose release “would reasonably be expected to constitute an unwarranted invasion of personal privacy.”

In the event that the Forest Service receives a FOIA request seeking information provided by your organization, [Executive Order 12600](#) requires the Forest Service to consult with you regarding the potential release of this information. When assembling your application, you may wish to highlight any information that constitutes a trade secret, whose release would cause you competitive harm, or whose release would impact personal privacy. For more information about the FOIA and its exemptions, please consult the [Department of Justice Guide to the Freedom of Information Act](#).

**Match/Cost-share:** There is no match required for proposals. However, cooperator contribution funding level is a project selection criteria. Proposals will receive additional consideration if the cooperator provides 25% match to the requested Forest Service funding.

- Match is waived for Tribal applications and projects demonstrating significant benefit to disadvantaged communities.
- Consult with your Regional Wood Innovations Coordinator to determine or approve waived match for your project.

**Eligible Use of Funding:** Project funding may be used for personnel (salary and fringe benefits), travel, equipment (see below for more information), supplies, contractual costs, and appropriate other expenses associated with projects to establish, reopen, retrofit, expand, or improve a

sawmill or other wood-processing facility in close proximity to federal or Tribal lands that need ecosystem restoration and will generate byproducts from the restoration activities.

- Requested funding and cooperator match must be utilized directly for the implementation of the proposed project.
- USDA Forest Service funds cannot be used to fund federal involvement in the project.
- Questions regarding costs should be directed to a Regional Wood Innovations Coordinator.

**Equipment Costs:** Stationary or permanently installed wood processing and manufacturing equipment are eligible for purchase with federal funds.

- Procurement of mobile equipment and attachments for mobile equipment (*e.g., forklifts, skidders, feller bunchers, self-propelled in-woods chipping units*) will NOT be funded.
- The purchase of mobile equipment will be allowed for Indian Tribes.

Applicants should be aware that the purchase of equipment greater than \$10,000 with federal funds creates a federal interest in the equipment until the fair market value of the equipment falls below \$10,000. Applicants are encouraged to use non-federal funding to purchase equipment and use federal funds to cover other relevant project associated costs, which include but are not limited to the engineering, design, transportation, and installation of the equipment. Purchase of equipment with cooperator funds does not create a federal interest. Equipment purchased with federal funds must follow guidelines outlined in [2 CFR 200.313](#).

For equipment procured with federal funding, there is a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States pursuant to [2 CFR 200.322](#).

The successful applicant will be required to complete additional paperwork before and after receiving Forest Service funds for the equipment purchase and is subject to the regulations at [2 CFR 200.310](#), [2 CFR 200.313](#), and [2 CFR 200.316](#). The entirety of the 2 CFR § 200 regulations are available for viewing: [eCFR :: 2 CFR Part 200 Subpart D - Property Standards](#).

**Construction Costs:** Federal funds and cooperator match cannot be used for construction or improvements of buildings (*facilities*) land improvements, or site preparation. Federal funds can be used to reimburse for facility engineering, permitting, or design costs.

**Indirect Costs:** Applicants may request reimbursement for indirect costs using their established Negotiated Indirect Cost Rate Agreement (NICRA, if applicable) or the de minimus rate of 15% of Modified Total Direct Costs (MTDC) per [2 CFR 200.414\(f\)](#).

- MTDC are calculated as defined in [2 CFR 200.1 “Modified Total Direct Cost \(MTDC\)”](#).
- If applying using a NICRA, a copy of the NICRA is required to be provided as an Appendix.
- Only entities with an established Negotiated Indirect Cost Rate Agreement (NICRA) are eligible to use waived unrecovered Federal indirect costs as match.

**Application Deadline:** The deadline to submit proposals for WPIA financial assistance is **5:00 pm in the time zone of the Regional Coordinator on December 18, 2024**, with no exceptions.

The full application package, including Part 1 and Part 2 (outlined on pages 6-7) must be emailed to the appropriate Regional Wood Innovations Coordinator before the deadline. No proposals will be accepted by fax or hard copy. Incomplete proposals and those received past the official deadline will not be accepted. If any part of the application is missing, the proposal will not be accepted.

*\*\*The [Forest Service Community Navigator Program](#) offers technical support and guidance to applicants throughout the application process. For more information on how Community Navigators can help you, connect with our partners or email [Forest Service Community Navigators](#)*

**Selection Criteria:** Each proposal is evaluated based on its ability to meet the following criteria. Proposals which successfully address each criteria can earn a maximum of 100 total points.

- 1. Impact that the financial assistance will have on pace and scale of ecosystem restoration projects on federal or Tribal lands by reducing the risk of unnaturally severe wildfire or insect and disease infestation. (Total-35 points)**
  - a. Significant increase in the volumes of byproducts that will be removed/utilized and/or acres that will be restored because of the federal financial assistance. (10 points)
  - b. Project facility procures a significant percentage of their feedstock from ecosystem restoration projects on federal or Tribal lands. (10 points)
  - c. Project contributes substantially to the development of market-based solutions to increase the pace and scale of ecological restoration (10 points)
  - d. Project facility is within close proximity to the planned federal or Tribal lands (5 points)
- 2. Technical and financial readiness and capacity of project facility to meet the goals of the grant program. (Total-35 points)**
  - a. Planned forest restoration byproduct utilization strategy and project plan is aligned with area federal or Tribal forest restoration needs. (10 points)
  - b. Plan clearly identifies the actions that will be implemented for the processing facility to increase the utilization of forest restoration byproducts. (10 points)
  - c. Project will have significant and near-term impacts on the utilization of byproducts from federal or Tribal lands. (10 points)
  - d. Proposed project financial plan is complete and demonstrates how the requested funding will move the project towards achieving the program goals. (5 points)
- 3. Impact that the financial assistance will have on disadvantaged communities (populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life). (Total-20 points)**
  - a. The project facility or byproduct source is within a disadvantaged community. (10 points)
  - b. Project will significantly benefit disadvantaged communities. (10 points)
- 4. History of the applicant in processing wood products from federal or Tribal lands as either a primary contract holder, subcontractor, or customer. (5 points)**
- 5. Applicant provides 25% match to the requested Forest Service Funds. (5 points)**

**Award of Funding Notice: Award announcements expected in May 2025.** All applicants will be notified via email about the success of their application. Successful applicants will receive notification from the Forest Service.

- Project costs and expenses incurred prior to the award announcement date will not be reimbursable with Forest Service funds and is not eligible for consideration as match.
- Awarded applicants must have an active SAM.gov registration before announcement and finalizing award agreements.

**Note:** An award to a for-profit entity will generate an Internal Revenue Service (IRS) Form 1099 Miscellaneous Income that will be filed with the IRS and provided to the awardee. The Forest Service expresses no opinion on the taxability, if any, of the awarded grant funds.

**Reporting Requirements:** Quarterly interim progress reports and financial reports are required for awarded projects. Instructions and templates for submitting these reports will be provided as part of the execution of the grant agreement.

**Regional Program Contacts:** Questions that arise should be addressed to USDA Forest Service Regional Wood Innovations Coordinators. Contact information for the Regional Wood Innovations Coordinators, by state, can be found below or at the following weblink: [USDA Forest Service Regional Wood Innovations Coordinator Contacts](#).

#### **Contact Information for Regional Wood Innovations Coordinators by State**

##### **MT, ND, Northern ID, & Northwestern SD (Region 1, North Region)**

Julie Kies, [julie.kies@usda.gov](mailto:julie.kies@usda.gov) (406) 370-3297

##### **CO, KS, NE, SD, & WY (Region 2, Rocky Mountain Region)**

Todd Gardiner, [todd.gardiner@usda.gov](mailto:todd.gardiner@usda.gov) (970) 210-9103

##### **AZ & NM (Region 3, Southwestern Region)**

Grace Sorenson, [grace.a.sorenson@usda.gov](mailto:grace.a.sorenson@usda.gov) (928) 554-5770

##### **Southern ID, NV, UT, & Western WY (Region 4, Intermountain Region)**

Chris Clark, [christopher.clark2@usda.gov](mailto:christopher.clark2@usda.gov) (208) 809-0999

##### **CA, HI, and the Affiliated Pacific Islands (Region 5, Pacific Southwest Region)**

Jim DiPasquale, [james.dipasquale@usda.gov](mailto:james.dipasquale@usda.gov) (707) 980-1246

##### **OR & WA (Region 6, Pacific Northwest Region)**

Terrie Jarrell, [terrie.jarrell@usda.gov](mailto:terrie.jarrell@usda.gov) (503) 808- 2346

##### **AL, AR, FL, GA, KY, LA, MS, NC, OK, SC, TN, TX, VA, Virgin Islands, & PR (Region 8, South Region)**

Marcus Taylor, [marcus.taylor@usda.gov](mailto:marcus.taylor@usda.gov) (540) 553-5476

Jaime Hernandez, [jaime.hernandez@usda.gov](mailto:jaime.hernandez@usda.gov) (334) 658-8380

Tim Phelps, [timothy.phelps@usda.gov](mailto:timothy.phelps@usda.gov) (629) 278-2974

##### **CT, DE, DC, IL, IN, IA, ME, MD, MA, MI, MN, MO, NH, NJ, NY, OH, PA, RI, VT, WV, & WI (Region 9, Eastern Region)**

Program E-mail: [sm.fs.r9\\_fm\\_wi@usda.gov](mailto:sm.fs.r9_fm_wi@usda.gov)

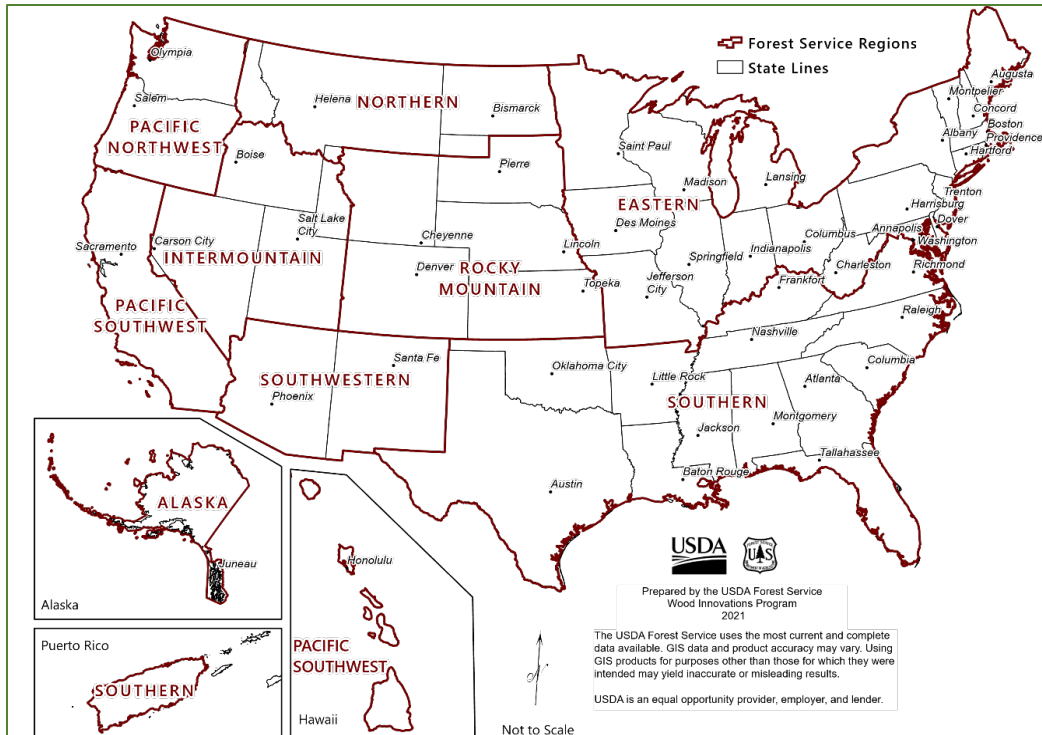
Lew McCreery, (304) 288-3655

Patrick Rappold, (414) 477-9167

Maura Ross, (304) 524-9236

##### **AK (Region 10, Alaska Region)**

Priscilla Morris, [priscilla.morris@usda.gov](mailto:priscilla.morris@usda.gov) (907) 743-9467



## Application Instructions

### Part 1: WPIA Application Form and Supporting Appendices

- a. **WPIA Application Form** – The Form will be available at [Grants.gov](https://www.Grants.gov) and the Wood Innovations website. The Form must be completed in its entirety. Applicant information included in Section A of the Form must exactly match the applicant’s [SAM.gov](https://www.SAM.gov) registration.
- b. **Required Appendices** – There are no page or character limitations or formatting requirements.
  - Resumes of project team members and highly relevant partners.
  - If applicable, a list of all other funds (*federal, state, private*) received that are closely related to this financial request within the last 5 years (*include agency, program name, and dollar amount*).
  - A screen shot from [SAM.gov](https://www.SAM.gov) showing either active registration OR that the registration process has been initiated in [SAM.gov](https://www.SAM.gov).
  - Letters of financial support specifying financial commitment of non-federal funding contributions (*cash or in-kind*) to the project.
  - If applicable, a copy of the applicant’s Negotiated Indirect Cost Rate Agreement (NICRA).
- c. **Optional Appendices** – There are no page or character limitations or formatting requirements.
  - Cover pages of current contracts for the removal, disposal, or purchase of wood products from federal, tribal, state, county, city, or private lands.
  - Cost quotes from equipment manufacturers or firms for items or services directly related to the financial request for assistance.
  - Feedstock supply studies related to the project facility.
  - Letters of support for the project from land management agencies, tribal governments, or private landowners.

\*\* Appendices should be well organized with an index so reviewers can readily find information of interest. Include only relevant appendices to help the review panel evaluate your project.\*\*

## **Part 2: Required Financial Forms**

**The following forms need to be completed and combined into one electronic document.**

Forms a - e below are located at the [Grants.gov website](#) or a USDA Forest Service website. Search the “Form Name” column for the appropriate form.

- a. **SF-424: Application for Federal Assistance**  
[https://apply07.grants.gov/apply/forms/sample/SF424\\_4\\_0-V4.0.pdf](https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf)  
*Applicant Information in box 8 must match entity information in SAM.gov registration.*
- b. **SF-424A: Budget Information for Non-Construction Programs**  
<https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>
- c. **SF-424B: Assurances for Non-Construction Programs**  
<https://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>
- d. **FS-1500-35: Certificate Regarding Lobbying Activities**  
<https://www.fs.usda.gov/nac/assets/documents/forms/fs-1500-35-certification-regarding-lobbying.docx>
- e. **FS-1500-22: Financial Capability Questionnaire**  
[https://www.fs.usda.gov/Internet/FSE\\_DOCUMENTS/stelprd3834433.docx](https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprd3834433.docx)

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

- Catalog of Domestic Assistance (CFDA) number: 10.725
- CFDA Title: Financial Assistance to Facilities that Purchase and Process Byproducts for Ecosystem Restoration
- Funding Opportunity number: USDA-FS-Wood Products Infrastructure Assistance-2025
- Funding Opportunity Title: 2025 Wood Products Infrastructure Assistance
- Anticipated announcement of final selections is May 2025.

**System for Award Management (SAM) Registration:** It is expected and preferred that applicants have an active SAM.gov registration at the time of application. All applicants must have at least initiated the registration process in order to apply. Applications must include a screenshot from the SAM.gov website indicating that you have 1) an active registration including an expiration date after the WPIA application deadline, or 2) initiated the registration/renewal process.

- **An active System for Award Management (SAM) Registration is required before any project agreement can be executed.**
- The business/organization name registered in SAM must match the business/organization name used on the program application.
- Active registration must be maintained throughout the life of the award.
- **SAM.gov registration process can take time; please ensure your registration is up to date, if awarded.**

**Submission Directions:** Application Part 1 (WPIA Application Form and Appendices) and Part 2 (Required Financial Forms) must be attached to an email to the appropriate Regional Wood Innovations Coordinator (<https://www.fs.usda.gov/science-technology/energy-forest-products/wood-innovation-contacts>) no later than **5:00 pm local time on December 18, 2024**. No hardcopy or fax proposals will be accepted.