



**Fiscal Year 2025 REQUEST FOR PROPOSALS & INSTRUCTIONS**  
**Wood Innovations Funding Opportunity Program (CFDA 10.674)**

**SUMMARY INFORMATION**

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

**Funding Opportunity Title:** 2025 Wood Innovations Funding Opportunity

**Notice of Funding Opportunity Number:** USDA-FS-WOOD INNOVATIONS-2025

**Catalog of Federal Domestic Assistance (CFDA):** 10.674 -- Wood Utilization Assistance

**Request for Proposals Summary**

The USDA Forest Service is announcing the availability of funding to support projects that will substantially expand and accelerate wood products and wood energy markets throughout the United States to support forest management needs on National Forest System and other forest lands. The agency plans to award up to \$8 million in funding from the Bipartisan Infrastructure Law and Inflation Reduction Act. **Additional funds from annual agency appropriations will be subject to availability.** The previous 2024 award announcement was [USDA Invests in Wood Products to Support Local Jobs and Healthy Forests in 41 States and American Samoa as part of Investing in America agenda | US Forest Service.](#)

Eligible applicants are for-profit entities; state, and local governments; Indian Tribes; school districts; community, not-for-profit organizations; institutions of higher education; and special purpose districts (e.g., public utilities districts, fire districts, conservation districts, and ports). Applicants must be registered with the System for Award Management (SAM), which is located at [www.sam.gov/](http://www.sam.gov/) prior to receiving funds.

Applicable [Executive Order 13985](#) : “**Advancing Racial Equity and Support for Underserved Communities Through the Federal Government**”: We encourage applications that can show a clear benefit to underserved/historically marginalized people and the communities where they reside or the forest areas that they value. When applicable, it should be described in the “FY 25 Application Form - Project Narrative”.

**Key Dates:** The application deadline is **Wednesday, December 11, 2024, 5:00 p.m.** local time, in the Forest Service Region where you are to submit your application. Additional information available in Section IV.B ([Submission Date and Time](#)).

The agency anticipates announcing final selections in May 2025 and to execute most awards by October 1, 2025.

**For More Information:** Additional information about application requirements, eligibility, and prerequisites is available at the [Wood Innovations website](#) and by contacting your [Forest Service Regional Coordinator](#).

Table of Contents

- I. Program Description ..... 1
  - A. Legislative Authority ..... 1
  - B. Overview ..... 1
  - C. Funding Priorities and Preferences..... 1
  - D. Examples of Eligible Innovative Projects ..... 2
- II. Award Information..... 3
  - A. Available Funding..... 3
  - B. Project Length ..... 4
  - C. Cost Sharing/Matching ..... 4
  - D. Indirect Costs ..... 5
- III. Eligibility Information..... 5
  - A. Eligible Applicants ..... 5
  - B. Applicant Requirements (SAM Registration Information)..... 5
- IV. Application and Submission Information ..... 5
  - A. Content and Form of Application Submission ..... 6
    - 1. Application Form..... 6
      - Part 1 - Project Application: Cooperator Contact Information, Narrative including budget tables and justification, and Appendices ..... 6
      - Part 2 - Project Application: Required Financial Forms ..... 7
  - B. Submission Date and Time..... 8
  - C. Funding Restrictions ..... 8
  - D. Confidentiality..... 8
- V. Application Review Information ..... 9
  - A. Evaluation Criteria..... 9
  - B. Review and Selection Process..... 9
  - C. Anticipated Announcement and Award Date ..... 10
- VI. Award Administration Information..... 10
  - A. Award Notices..... 10
  - B. Administrative and National Policy Requirements Financial Checklist ..... 10
  - C. Reporting ..... 11
    - 1. Progress Report..... 11
    - 2. Financial Report ..... 11
    - 3. Final Progress Report ..... 11
  - D. Required Statements on All Documents, Publications, Audiovisual Material, and Electronic Media ..... 11
  - E. Communication About Publicity ..... 12
- VII. Agency Contacts..... 12

## I. Program Description

### A. Legislative Authority

The grants and agreements awarded under this announcement will support the Agriculture Improvement Act of 2018 [Pub. L. 115-334 Sec. 9013](#), Rural Revitalization Technologies [7 U.S.C. Sec. 8113](#), Infrastructure Investment and Jobs Act (Bipartisan Infrastructure Law) [Pub. L. 117-58 Div. J Title VI](#), Inflation Reduction Act [Pub. L. 117-169 SEC. 23002](#), and the nationwide challenge of disposing of hazardous fuels and other wood residues from the National Forest System and other U.S. forest lands in a manner that supports wood products and wood energy markets.

### B. Overview

The intent of the Wood Innovations funding opportunity is to stimulate, expand, and support U.S. wood products markets and wood energy markets to support the long-term management of National Forest System and other forest lands.

This Request for Proposals focuses on the Wood Innovations program goals:

- Reduce hazardous fuels and improve forest health on National Forest System and other forest lands.
- Reduce the costs of forest management on all land types.
- Promote economic and environmental health of communities.

### C. Funding Priorities and Preferences

Preference will be given to proposals that:

- Create or expand markets for wood and biomass generated by forest health and hazardous fuels reduction projects on National Forest System and other U.S. forested lands.
- Support development of domestically sourced timber and U.S. manufacturing of mass timber and other wood products.
- Involve wood products or wood industry partners.
- Support commercial building markets or other markets that use innovative wood products.
- Demonstrate how the project will reduce land management costs.
- Bundle or address multiple wood energy or wood products projects.
- Commit to utilizing domestically sourced timber for mass timber construction projects.

Support, benefit, or engage communities that are historically underserved, marginalized, and adversely affected by persistent poverty or inequality (pursuant to [Executive Order 13985](#), Advancing Racial Equity and Support for Underserved Communities Through the Federal Government).

#### **Note:**

- Proposals incorporating commercially proven technologies will be competitive.
- Construction expenses are not allowed with federal or match funds.
- Labor for operation or production expenses are not allowed with federal or match funds.

- Projects for the purchase and installation of stationary wood energy or other wood products equipment will be considered. Non-stationary, i.e., portable or mobile equipment, will not be funded in this program.
- Projects showing a clear connection and impact to utilizing hazardous fuels from National Forest System or tribal lands will be prioritized.
- Applicants should consider applying to the Community Wood grant program for projects with equipment requests above \$300,000. The exception is for thermally led stationary wood energy systems that are rated greater than 5 Megawatts of thermal output – see **exception** below (Section II. Part A) for additional information.
- Equipment is subject to the regulations at [2 CFR § 200.310](#), [2 CFR § 200.313](#), and [2 CFR § 200.316](#).
- Basic research will not be considered. Applied research and demonstration projects will be considered.
- Projects must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States pursuant to [2 CFR § 200.322](#).
- Expenses for self-marketing or self-promotion are not eligible expenses (e.g., company brochures, business cards, display materials, web sites, other electronic media, etc.).
- Proposals should align with Forest Service Regional priorities and [State Forest Action Plans](#).

#### D. Examples of Eligible Innovative Projects

Examples of eligible projects include, but are not limited to:

- Completing requirements, such as architectural and engineering designs, cost analyses, and permitting necessary for 1) commercial construction projects that use wood as a primary building material, and/or 2) wood energy project development to secure financing. **Early phase project development proposals and feasibility studies will not be competitive.**
- Establishing or increasing wood products manufacturing capacity and/or markets that support forest ecosystem restoration.
- Showcasing quantifiable environmental and economic benefits of using wood as a sustainable building material in a constructed commercial building to increase acceptance and encourage growth in the construction industry.
- Establishing statewide wood utilization teams or statewide wood energy teams. Only proposals from States without an existing or former team will be considered. A map of current and previously funded statewide teams can found using **Figure 2**.
- Developing a cluster of wood energy projects in a geographic area or specific sector; or installing a wood energy system at a facility (e.g., prisons, hospitals, universities, manufacturing, or industrial sector) that will use forest woody biomass or forest products manufacturing residues.
- Overcoming market barriers and stimulating expansion of wood energy in the institutional, commercial, or industrial sectors.
- Purchase **stationary** wood energy equipment, sawmill equipment, or other wood products equipment to create markets to support forest management.
- Stationary wood energy systems rated greater than 5 Megawatts in thermal output.

# Wood Innovations Funding Opportunity Program (CFDA 10.674) FY25 RFP and Instructions

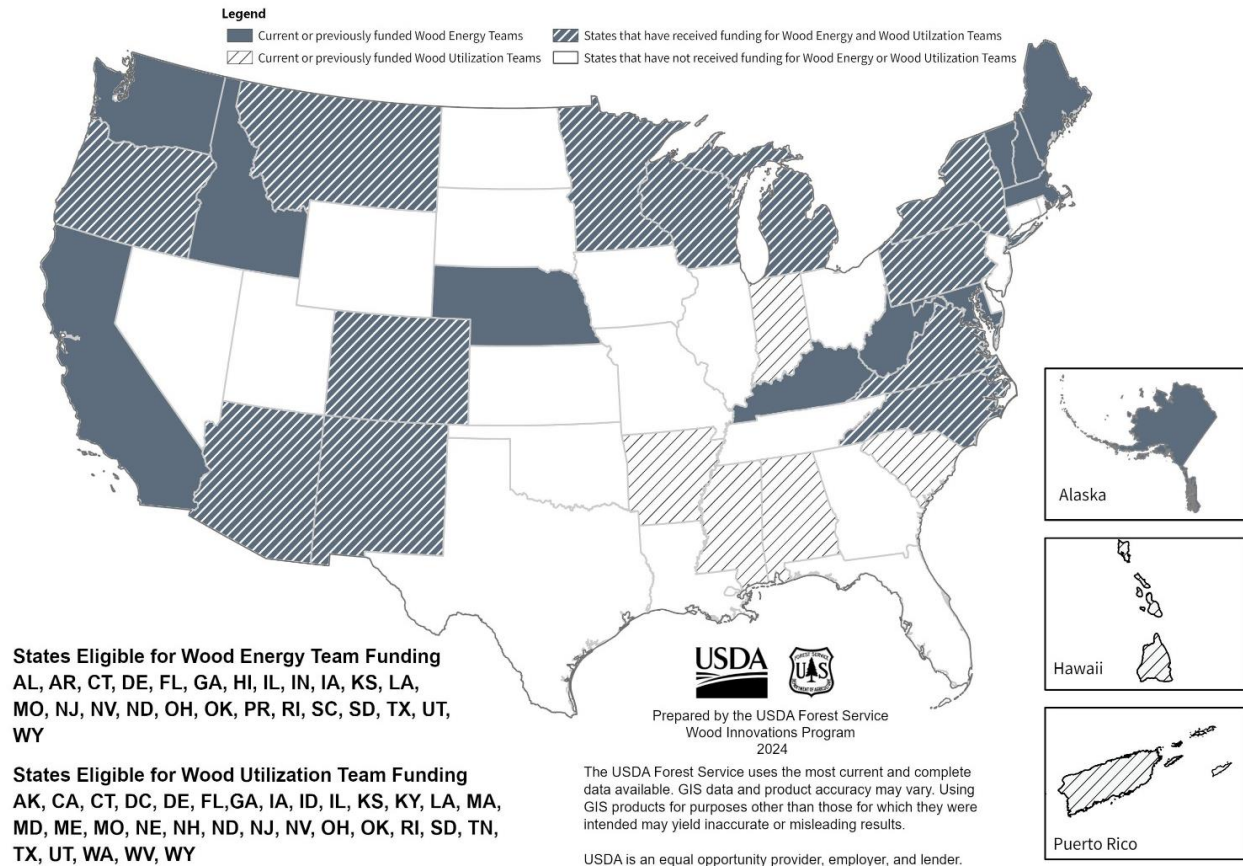


Figure 1: Status of Wood Energy Teams and Statewide Wood Utilization Teams

## II. Award Information

### A. Available Funding

The Forest Service plans to award up to \$8 million under this announcement from the Bipartisan Infrastructure Law and Inflation Reduction Act. Additional funds from annual agency appropriations will be subject to availability. Funding is provided as a cost reimbursement. The maximum for each award is generally \$300,000; however, the Forest Service may consider awarding up to \$500,000 to a proposal that demonstrates the ability to have a significant and sizeable impact on wood product or energy markets – see **exception** below. **Applicants should consult with regional contacts before requesting more than \$300,000.** All awards are based on funding availability. **The Agency reserves the right to offer an applicant less than the funding requested.**

Projects proposing use of federal funds to purchase and/or install **stationary** wood energy equipment, sawmill equipment, or other wood products equipment will be considered. 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 financial assistance to cover other relevant project costs, which include but not limited to the engineering, design, transportation, and installation of the**

**equipment.** 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](#). Consult your [Regional Forest Service Wood Innovations Coordinator](#) with any questions regarding equipment purchases.

**Exception.** Wood Innovations funding of up to \$1,000,000 is available for a stationary wood energy system rated greater than 5 Megawatts in thermal output if it meets one of the following criteria:

- A thermal energy system that converts 50% or more of the input energy to useful thermal energy; or
- A thermally led combined heat and power system that produces electricity in addition to useful thermal energy. Thermally led means that the production of useful thermal energy determines the amount of electricity produced and the system must convert 50% or more of the input energy to useful energy (generated useful thermal energy and electricity).

Applications submitted under this exception must include documentation regarding the thermal energy efficiency and conversion of the proposed system to determine whether a project meets the above criteria. Applicants are encouraged to reach out to the USDA [Wood Energy Technical Assistance team](#) for projects involving wood energy systems.

**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.*

## **B. Project Length**

Awards under this announcement are typically 2 to 3 years in length. Projects of greater complexity may be awarded for a longer period, not to exceed 5 years. The Forest Service will notify a recipient if their proposal is selected for an award and indicate whether any additional forms or information are required, and an estimate of when the recipient may proceed. The Federal government will incur no legal obligation until appropriated funds are available and a Forest Service Grant Officer returns a fully executed award letter to a successful applicant.

## **C. Cost Sharing/Matching**

Applicants must contribute matching funds equal to at least 100% of the Forest Service requested funds. This means for every \$1 of Federal funding requested applicants must provide at least \$1 in match. For example, if the requested Federal amount is \$100,000, the applicant match must be at least \$100,000 or more. Applicant match must come from non-Federal sources. The match may include cash or in-kind contributions. All matching funds must be directly related to the proposed project. Please note: ***Applicants must submit letters of support from third-party organizations confirming the amount of cash or in-kind services to be provided, up to the minimum required match.*** Additional funds beyond the matching requirement can be shown as leverage. Letters of financial commitment are not required for leveraged funding. However, applicants who show a match beyond the required 1:1 match are legally obligated to meet the match amount listed in the grant.

The match must be met using eligible and allowable costs and is subject to the match requirements in Federal regulations. Allowable expenses are those that are directly allocable to specific implementation of the proposed project and agreement. For information about Federal cost principles and related topics, go to the [2 CFR § 400 subpart E - Cost Principles](#).

Both Forest Service grant funds and Cooperator matching funds cannot be used to fund Forest Service or other federal government personnel involvement in the project.

Applicants shall list all other funds (e.g., Federal, State, private) received for this project and closely related projects within the last 5 years (include agency, program name, and dollar amount) in the application appendices.

#### **D. Indirect Costs**

Certain applicants may request reimbursement for indirect costs using their established Negotiated Indirect Cost Rate Agreement (NICRA) if applicable, or the de minimis 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 indirect costs under an established NICRA, a copy of the NICRA is required as an appendix. Only entities with an established NICRA are eligible to use waived unrecovered Federal indirect costs as match.

### **III. Eligibility Information**

#### **A. Eligible Applicants**

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

#### **B. Applicant Requirements (SAM Registration Information)**

Your agency, business or organization must have an active registration (preferred) or have initiated the registration process in the <https://sam.gov/> to apply. You must include a screenshot of the SAM registration page indicating that you have initiated the registration process in the application appendices, or your application will be rejected. **An active System for Award Management (SAM) Registration is required before any type of agreement can be executed.** The entity name and business address registered in SAM must exactly match the applicant’s name and address provided on the Wood Innovations Funding Opportunity application and the SF-424 form. All applicants must have initiated the registration process in SAM to apply for the grant and be announced for an award. There is no charge for registration. 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.**

### **IV. Application and Submission Information**

**\*\* Refer to this Request for Proposals & Instructions document for the most current dates and information regarding the Wood Innovations Funding Opportunity. \*\***

## A. Content and Form of Application Submission

The proposal package must include all the materials listed below. Each submittal must consist of two separate, searchable PDF files, as follows:

Part 1: Cooperator Contact Information, Narrative, and any Appendices

Part 2: Required Financial Forms

Applicants must e-mail all parts of the application at one time, including letters of support and appendices to the appropriate [Regional Forest Service Wood Innovations Coordinator](#) listed in Section VII (Agency Contacts) of this document. Separate letters of support, appendices, etc., will not be accepted. No proposals will be accepted by fax machine or hard copy. Please contact your Regional Forest Service Wood Innovations Coordinator if you experience any technical issues while attempting to email your applications.

To develop an application and budget consistent with Forest Service grants and agreements requirements, refer to [2 CFR § 200](#).

**Note:** *Applicants are strongly encouraged to work with their designated Regional Coordinator early in the application process to determine whether project ideas will be competitive and to improve proposal quality. Regional Coordinators may have additional tools and resources to help with your application development process.*

### 1. Application Form

#### **Part 1 - Project Application: Cooperator Contact Information, Narrative including budget tables and justification, and Appendices**

**Application Instructions:** Complete and submit Part 1 (Contact Information, Narrative including budget tables and justification, Appendices) and Part 2 (Required Financial Forms). Address each item under subheadings A through G for part 1.

The following sections (A – G below) are required for Part 1 Narrative (see Application Form for more specific instructions)

- A. Basic Project Information
- B. Project Goals and Objectives
- C. Project Description
- D. Project Impact
- E. Qualifications of Team and Partners
- F. Annual Progress Reports and Final Reports
- G. Budget Tables and Justification in Support of SF-424A

Appendices are also included in Part 1 of the application. They should be well organized and include an index so reviewers can readily find information of interest. The Appendices should only contain relevant information, i.e., information that will help the review panel better understand and evaluate the project. Below are required items that must be included in the Appendices as well as examples of optional information.

*Required Information for Appendices:*



- Letters of support from partners, individuals, or organizations, especially those playing a key role or providing matching funds, including Forest Service units if National Forest System lands will directly benefit from the project. Letters of support should display the degree of collaboration occurring between the different entities engaged in the project. **Applicants must submit letters of support from third-party organizations confirming the amount of cash or in-kind services to be provided, up to the minimum required match.**
- List of all other funds (Federal, State, private) received for this project and closely related projects within the last 5 years (include agency, program name, and dollar amount).
- Your agency, business or organization must have an active registration or initiated the registration process in the <https://sam.gov/content/home> to apply. You must include a screenshot of the SAM registration page indicating that you have initiated the registration process in the application appendices, or your application will be denied. More detailed information is presented above in Section III.B.
- Short resume or vitae for key team members.

*Optional Information for Appendices:*

- Feasibility Assessments.
- Woody Biomass Resource Supply Assessment (recommended for larger wood energy proposals)
- Quotes for professional engineering services and rationale for selection of contractor, if already selected.
- Miscellaneous items, such as schematics, engineering designs, or executive summaries of reports.
- Include 1 – 3 photos that best tell the story of your project. Please include a caption for each photo that explains what is shown or happening in the photo. Only include photos that can be used for press releases, public websites, or mass communications if awarded. Optional at time of proposal submission but required if proposal is selected for award.
- For wood energy projects over 5 Megawatts in thermal output, include documentation regarding the energy efficiency and conversion of the proposed wood energy system

**Part 2 - Project Application: Required Financial Forms**

The following forms need to be completed and submitted with your proposal. The forms below are also located at the [Grants.gov Forms Repository website](#). If the weblinks below are not functioning, search the “Form Name” column for the appropriate form.

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)

SF-424A: Budget Information for Non-Construction Programs

<https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>

FS-1500-35: Certificate Regarding Lobbying Activities

<https://www.fs.usda.gov/nac/assets/documents/forms/fs-1500-35-certification-regarding-lobbying.docx>

FS-1500-22: Financial Capability Questionnaire (see Financial Capability section)

[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 number: 10.674
- CFDA Title: Wood Utilization Assistance
- Funding Opportunity number: USDA-FS-WOOD INNOVATIONS-2025
- Funding Opportunity Title: 2025 Wood Innovations Funding Opportunity
- Anticipated announcement of final selections is May 2025 and most agreements executed by October 1, 2025

**Note:** You must register your organization at the System for Award Management (SAM) website <https://sam.gov/content/home>. The entity name and business address registered in SAM must exactly match the applicant name and address provided on the Wood Innovations Funding Opportunity application and the SF-424 form. The SAM registration process can take time; please ensure your registration is up to date, if awarded.

## **B. Submission Date and Time**

Applications **must be received** electronically at the individual e-mail address for the respective [Forest Service Regional Coordinator](#) listed in Section VII ([Agency Contacts](#)) of this announcement by 5:00 p.m. in the region you submit by **Wednesday, December 11, 2024**, with NO EXCEPTIONS. 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.**

## **C. Funding Restrictions**

Construction, production expenses, or labor for operation will NOT be funded and NOT considered as match under this funding opportunity. Equipment is subject to the regulations at [2 CFR § 200.310](#), [2 CFR § 200.313](#), and [2 CFR § 200.316](#). No portable or leased equipment will be funded. Basic research will not be considered. Applied research and demonstrations projects will be considered. Expenses for self-marketing or self-promotion are not eligible expenses (e.g., company brochures, business cards, display materials, web sites, other electronic media, etc.).

## **D. 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 Wood Innovations 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](#).

## V. Application Review Information

### A. Evaluation Criteria

Each proposal will be evaluated based on its ability to meet the following criteria. Each proposal can earn a maximum of 100 total points.

- Project Goals and Objectives (15 points total)
  - Alignment with goals of the Wood Innovations Program. (5 points)
  - Alignment with preferences and the intent of the Wood Innovations funding opportunity (10 points)
- Project Description (35 points total)
  - Project is well defined, timeline is reasonable, and steps required for project completion are clear. (30 points)
  - Reporting requirements addressed. (5 points)
- Project Impact (35 points total)
  - Clear and reasonable deliverables and outcomes given funds requested. (15 points)
  - Extent and significance of impact. Impacts are well defined and must include a realistic presentation of impacts (including assumptions) on forest health and wood products or wood energy markets. (15 points)
  - Additional funding resources contributed to this project that are not included in the award request (federal + cooperator match). (5 points)
- Qualifications of Staff, Organization, and Partners (15 points)
  - Team member(s) qualifications, experience and past performance are relevant to the project. (15 points)

### B. Review and Selection Process

Applications will be evaluated against the criteria listed in the above Section V.A ([Evaluation Criteria](#)). All applications will be screened to ensure compliance with the administrative requirements as set forth in this Request for Proposals. **Applications that do not follow the directions for submission or incomplete applications will be disqualified without appeal.**

Forest Service Regional Foresters will rank proposals according to regional priorities. A panel of Federal experts or their designees will perform a thorough technical review of eligible proposals and evaluate the proposals according to the criteria outlined in this announcement. Reviewers independently evaluate proposals for merit and assign a score using the criteria listed above in

Section V.A ([Evaluation Criteria](#)). Both the Regional Foresters rankings and the review panel evaluations will be submitted to the Forest Service national leadership for a final decision.

In addition, the Forest Service may consider performance and status of previous or ongoing Wood Innovations grants and other Federal grants and awards in making awards under this program and authority.

### C. Anticipated Announcement and Award Date

<b>October 22, 2024</b>	Issuance of Request for Proposals
<b>December 11, 2024</b>	Proposal submission deadline
<b>May 2025</b>	Approximate date for award announcement
<b>October 1, 2025</b>	Approximate date of most executed agreements

## VI. Award Administration Information

### A. Award Notices

It is expected that applicants will be notified by email about funding decisions around **May 2025**. Successful applicants will receive notification from the Forest Service. Successful applicants should be aware that reimbursable costs incurred prior to the award announcement date, which is anticipated to be sometime in May 2025, will not be reimbursable with Forest Service funds or eligible as match.

### B. Administrative and National Policy Requirements Financial Checklist

This checklist will help recipients in the processing of an award.

- ✓ **Register in the System for Award Management (SAM)**
  - Your agency, business or organization must have initiated the registration process at <https://sam.gov/content/home> to apply. You must include a screenshot of the SAM registration page indicating that you have initiated the registration process in the application appendices, or your application will be denied. This process can take time; please apply or ensure your existing registration is up to date.
- ✓ **Employer Identification Number (EIN)**
  - Do you have an EIN that is specifically assigned to your organization, or do you "share" this number with other parts of a larger organization? Do you have more than one EIN? If so, please provide the one EIN that matches the IRS letter required in Part 1 of this section showing your current not-for-profit or for-profit tax status.
- ✓ **Indirect Costs**
  - Do you have a Negotiated Indirect Cost Rate Agreement (NICRA) with your cognizant agency if you intend to show indirect costs for reimbursement with Federal funds or as a component of your match? If not, you can use the de minimis rate of 15%.

## C. Reporting

### 1. Progress Report

- Progress reports will be required during the duration of the project. Required frequency of progress reporting will be determined during the execution of the grant agreement. A progress report template at the link below is provided as a guide. The reports provide an overview of accomplishments of the goals and objectives listed in the approved project narrative, success stories, and documentation of media activities generated by the award.
- Reports should be submitted via e-mail as Word documents, preferably in a 508-compliant format. 508 compliance is explained at this site: <https://www.section508.gov/>. *Progress Report Template - [Click Here](#)*

### 2. Financial Report

Federal Financial Reports: SF-425 [https://apply07.grants.gov/apply/forms/sample/SF425\\_3\\_0-V3.0.pdf](https://apply07.grants.gov/apply/forms/sample/SF425_3_0-V3.0.pdf) are required. Specific requirements will be provided in the official Award letter if your proposal is selected for funding.

### 3. Final Progress Report

A Final Progress Report is required. Suggested templates for the Final Progress Report are on the reporting requirements page of the [Wood Innovations website](#). The Final Progress Report has two parts:

- Summary— A brief overview of accomplishments by goals and objectives included in the approved agreement. This document includes outcomes, such as impact to National Forest System and other forest lands, jobs created, impacts to the local and/or national economy and markets, and any other notable successes deemed significant to this project. Final summaries will be added to the [Wood Innovations website](#).
- Detailed Report – A detailed report that includes a project overview; goals and objectives; methodology; results, discussion, and findings; summary, conclusion, and recommendations; and photographs (if appropriate). This report can include various assessments, reports, success stories, case studies, and related documents that resulted from the project’s activities.

**Note:** If your proposal is funded, 10 percent of the Federal funds may be held by the administrator of the grant or agreement until final reporting is completed and approved.

## D. Required Statements on All Documents, Publications, Audiovisual Material, and Electronic Media

The following statements need to be included on all documents, publications, audiovisual material, electronic media, and related informational pieces for public distribution that result from projects funded by this U.S. Forest Service Wood Innovations Funding Opportunity:

*The work upon which this project is based was funded in whole or in part through a grant awarded by USDA Forest Service Wood Innovations.*

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free voice (866) 632-9992, TDD (800) 877-8339, or voice relay (866) 377-8642.*

*USDA is an equal opportunity provider, employer, and lender.*

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

*"This institution is an equal opportunity provider."*

#### **E. Communication About Publicity**

Communication about all press releases, media events, activities, and reports generated by the award should be provided to the [Forest Service Regional Coordinator](#) (Section VII - [Agency Contacts](#)) *in advance of the event, media release, or release to the public* and be included in the Annual Progress Report. This ongoing communication about media activity will enable the Forest Service to raise the visibility of the work completed from this award.

## **VII. Agency Contacts**

For questions regarding this Request for Proposals or administrative regulations, contact your respective Forest Service Regional Coordinator listed below. **Applicants are strongly encouraged to consult with their designated Coordinator to determine whether a project idea will be competitive, and to help develop proposals that conform to requirements and respond to grant program goals and objectives.** Coordinators may have additional tools and resources to help with your application development process and are the main point of contact for questions, application submittals, final awards, reporting requirements, and ongoing communication about award progress, including any media events or activities generated by the award.

Additionally, The USDA Forest Service's 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.

**Note:** *Your Forest Service Region is generally determined by the State where most of the proposed work will be conducted. Two Forest Service regions may exist in one State. Locate your Forest Service Region using **Figure 2**. Consult with a Regional Coordinator if you are not certain which Region applies.*

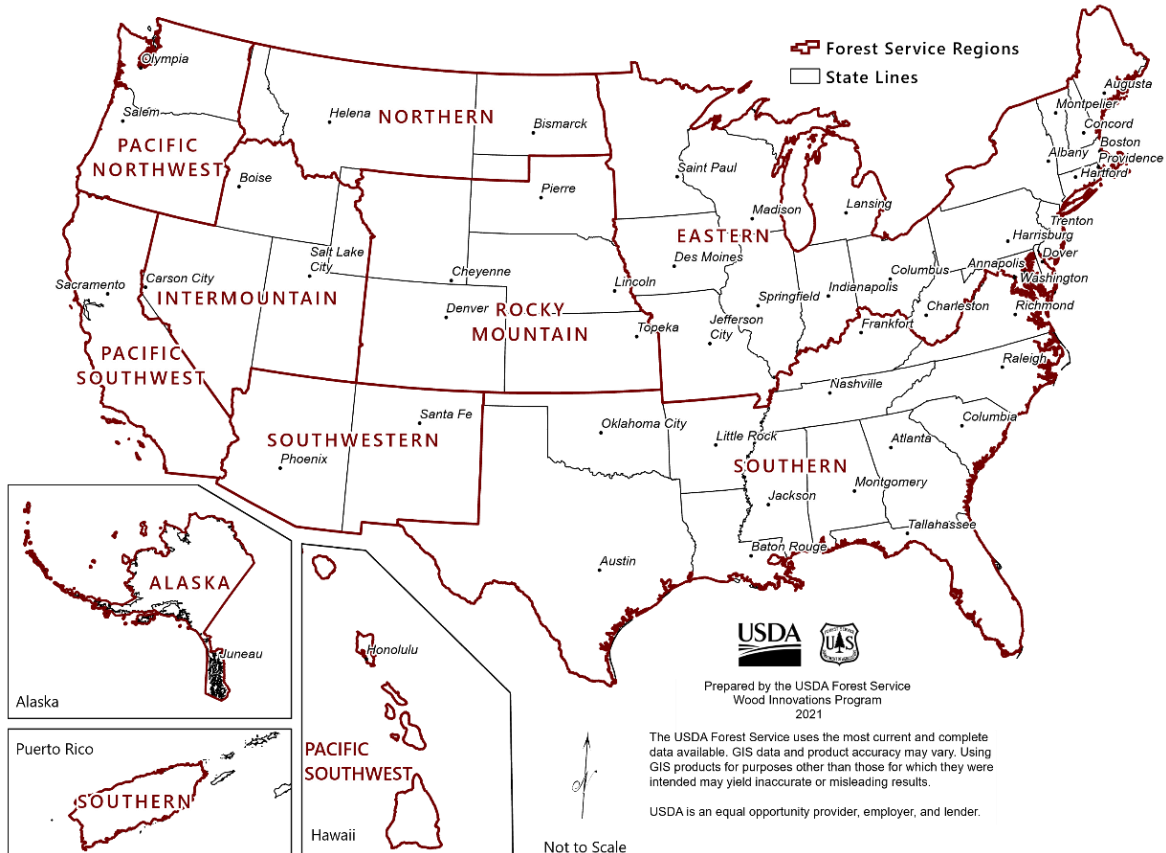


Figure 2. USDA Forest Service Regions

**Forest Service Northern Region (Region 1)** MT, ND, Northern ID, & Northwestern SD

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

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

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

**Forest Service Southwestern Region (Region 3)** AZ & NM

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Wood Innovations Funding Opportunity Program (CFDA 10.674) FY25 RFP and Instructions

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