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**File Code:** 1580; 3000; 6500**Date:** March 30, 2020**Route To:****Subject:** Fiscal Year 2020 Financial Advice for the Cooperative Programs of the USDA Forest Service, Eastern Region, State and Private Forestry (S&PF)**To:** Northeast-Midwest State Foresters; State Departments of Agriculture in DE, IL, IA, MD, MI, MN, NJ, OH, WV, WI; Connecticut Agricultural Experiment Station; and District of Columbia Division of Transportation

The Fiscal Year (FY) 2020 Financial Advice for the Cooperative Programs of the USDA Forest Service Eastern Region, State and Private Forestry (S&PF) is posted on our [Financial Advice to States website](#). This document provides program and grant administration guidance for grant recipients. The FY 2020 funding allocations for each State are also being posted on this website and will be updated as needed to reflect any changes, such as requests by State Foresters to “pass through” core program funds to third parties.

**Key Changes for FY 2020:**

- Submit complete grant applications by **June 1, 2020**, if feasible.
- The email address for official grants correspondence is now [SM.FS.R9SPFgrants@usda.gov](mailto:SM.FS.R9SPFgrants@usda.gov).
- Invoices will not be approved in our financial system for any recipients that have missing grant reports until the program receives and approves the missing performance or financial reports.
- The email address to submit all invoices to the ASC inbox is now [SM.FS.asc\\_ga@usda.gov](mailto:SM.FS.asc_ga@usda.gov).
- The Forest Stewardship Program is in transition to the new, modernized requirements. Pay careful attention to the reporting and Priority Areas requirements for this program (pages 12-19).

We understand that business functions, including the ability to submit grant application packages, may be impacted due to the national COVID-19 emergency. Please contact your servicing Field Office if you expect to encounter delays in submitting grant applications. We will process grants on a first-come, first-served schedule. Your submission of accurate and complete grant package(s), timely response to inquiries from S&PF about your grant application(s), and quickly signing and returning your grant award letter(s) will expedite the process. If supplemental funds are received later in FY 2020, S&PF will determine the most expeditious and effective approach for allocating and obligating these funds.

It is imperative that we continually demonstrate how our taxpayer-funded efforts are results oriented and positively affect the environment and the needs of people. Because Congress and the Administration are focused on program performance and the ability to verify claims of associated results, we must accurately track, report, and evaluate results. Our success in doing these things will bolster credibility and support for future work. This is a high priority as we undertake cooperative work in FY 2020. Direction and links to the reporting tools are in the posted program advice.

Thank you for your continued support of S&PF Cooperative Programs. We encourage and seek a continuous dialogue with you to ensure that S&PF is meeting your needs, which will help us achieve accountability and positive results in the administration and implementation of our cooperative programs.



If you have any questions about the submission of your grant application(s), please contact either your servicing Field Office or the Grants and Agreements staff using the contact information in the Financial Advice document.

A handwritten signature in blue ink that reads "Bob Lueckel". The signature is written in a cursive, flowing style.

ROBERT LUECKEL

Acting Regional Forester, Eastern Region

cc: Gina Jorgensen, Midori Raymore, Connie Carpenter, Mike Bohne, Joe Koloski, Carleen Yocum, Mark Buccowich, Susan Ellsworth, Steve Goldman, Peter Bedker, Sherri Wormstead, and Assistant Directors