

**Fiscal Year 2020 USDA Forest Service  
Great Lakes Restoration Initiative (GLRI)  
Request for Applications**

**Applications are to be received by 6:00 P.M. Eastern, June 26, 2020**

**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 habitat restoration in coastal and riparian areas. Anticipated funds will be distributed across four specific Program Areas described below. Award of grants is contingent on allocation of EPA funding.

Program Area and Measure	Anticipated Funding	GLRI Focus Areas
<b>1. Forest Insect and Disease Mitigation</b> – Acres treated to mitigate or control invasive forest insect and disease impacts on biodiversity or water quality.	\$1,400,000	Invasive Species
<b>2. Reduce Runoff from Degraded Sites through Green Infrastructure</b> – Gallons of stormwater runoff intercepted through planting trees and other vegetation as an integral component of green infrastructure.	\$1,700,000	Nonpoint Source Pollution Impacts on Nearshore Health
<b>3. Protect and Restore Coastal Wetlands through Healthy Tree Cover</b> – Acres restored by increasing tree and other native plant cover to improve diversity, habitat function, water quality, and connectivity of coastal wetland systems.	\$700,000	Habitat and Species Restoration
<b>4. Restore Resilient Riparian and Shoreline Forests</b> – Acres of riparian and shoreline habitat treated to improve habitat quality, resiliency to stressors, and water quality.	\$450,000	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 3. Rural Forestry Assistance, 5. Forest Stewardship, 8. Forest Health Protection, and 9. 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 four Program Areas.
- Projects must improve the ability of trees to positively impact water quality and habitats within the Great Lakes Basin.
- 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 include construction (capital improvements of facilities or infrastructure) as Federal or matching costs.
- 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.
- Ownership of the property where grant activities occur must be clear. Letters of support are required from identified partners that own or maintain the project area. Describe how permission will be obtained if work spans multiple properties not owned by the applicant or current partners.
- 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 2020 and January 2021. Projects should be completed within two years of the award date.
- Annual progress reports and annual financial reports are required as well as final reports. Final progress reports must include information on the measurable results and outcomes, as well as spatial data (e.g. shapefiles) of project locations. Supplemental information such as relevant photos, illustrations, diagrams, or maps that help convey the impact of the project will be required as appropriate to project activities.
- 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 final Award Document.

## Requirements for Forest Health Treatment Funding

Projects using Forest Health Protection (FHP) authorities for insect or disease treatments should follow these guidelines:

- Show strong potential for meeting project objectives and must be supported by a biological evaluation that substantiates the need for the project and the strategies proposed.
- Be environmentally acceptable and appropriately documented in accordance with appropriate laws.
- The entity having ownership or jurisdiction over the affected land must:
  - Consent, cooperate, and participate in the project.
  - Contribute directly to the work to be done.
  - Have the legal authority to carry out such projects.
- Attach a completed [Forest Pest Treatment Form](#) to the application at submission.

## 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 must advance environmental priorities of applicable strategic plans, such as the [GLRI Action Plan III](#), [Lakewide Action and Management Plan](#), and [State Forest Action Plan](#) or Tribal Land Management Plan. The most competitive applications will link to priorities identified in local/regional watershed or stormwater plans, urban tree canopy management plans, or forest health assessments. 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 projects attach a [Tree Planting and Maintenance Plan](#) that follows best practices identified in the [Guidance for Landscape Tree Planting](#) and provides 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 III](#) 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 stormwater intercepted will be a rating consideration. 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 match or leverage beyond minimum requirements through the proposed budget, partner letters of support, or listing of other funding contributions to the project will be given additional emphasis.
- *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 Program Area 1 (*Insect and Disease Mitigation*) will address non-native insect and disease impacts and threats to forests and trees through activities such as (1) planting trees to mitigate adverse insect/disease effects; (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 more resilient to future disturbances, are biologically diverse, and contribute to the availability of abundant 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 developed areas, forests, wetlands, riparian corridors, and coastal zones benefits water quality, watershed processes, and/or priority habitats. Insect and disease treatment projects must attach a [Forest Pest Treatment Form](#).

**Required reporting metrics:** Acres treated for mitigation and control of non-native invasive forest insect and disease impacts (all projects); number of trees and other plantings by size class (tree planting projects).

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

GLRI funds for Program Area 2 (Reduce Runoff) will create or improve green infrastructure in developed areas as part of a local stormwater management strategy. Healthy trees and other plantings are critical to maintaining functioning watershed processes that reduce and absorb stormwater flow, soil erosion, and sediment/nutrient loading in Great Lakes tributaries and nearshore waters. Applications must describe how the project relates to a target water body, and supports existing watershed management or stormwater reduction plans to address specific water quality impairments or other problems.

Applications must include estimates of annual gallons of rainfall intercepted (20-year average), calculated using accepted tools (e.g. [i-Tree Planting Calculator](#), [i-Tree Design](#)), as described in [appendix C](#). Include supporting calculations/outputs as an attachment. Projects will be rated competitively, partially on the Federal cost per gallon of annual stormwater interception. Additional emphasis will be given to projects that enhance outcomes through one or more complementary practices, including:

- Increase community capacity, expertise, and engagement in maintaining community trees;
- Leverage existing modeling or other green infrastructure planning to plant trees in areas that will maximize filtration of overland flow; or
- Improve infiltration through practices such as converting turf to native plantings, amending soil, or removing impervious surfaces in planting areas to improve green infrastructure connectivity.

Note that only nonconstruction activities are eligible for Federal funding or matching requirements.

**Required reporting metrics:** Gallons of stormwater runoff intercepted annually; number of trees and other plantings by size class.

### Program Area 3. Protect and Restore Coastal Wetlands through Healthy Tree Cover

GLRI funds for Program Area 3 (Restore Coastal Wetlands) will restore and enhance habitat in coastal wetlands and connecting ecosystems where trees are an important component. Funded activities will enhance the cover, diversity, and resilience of native trees and other vegetation in and connecting 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 State, regional, or local plans to restore high-quality coastal habitats. Applications should highlight any geographical, hydrological, biological, or habitat-related connections of project areas to coastal wetlands. View mapped coastal wetland polygons in the [Great Lakes Coastal Wetland Monitoring Program Site Mapping Tool](#). Projects will be rated competitively, partially on the Federal cost per acre of habitat restored or enhanced. Selected applicants will produce a case study highlighting project contributions to ecosystem resilience (e.g. to climate change or other forest health threats).

**Required reporting metrics:** Acres of Great Lakes coastal wetlands, nearshore, and other habitats restored or enhanced; number of trees and other plantings by size class.

### Program Area 4. Restore Resilient Riparian and Shoreline Forests

GLRI funds for Program Area 4 (Restore Riparian Forests) will increase resilience of shoreline and riparian habitat by advancing science-based forest restoration. Emphasis will be on projects that improve and/or connect native species habitat as part of a broader habitat restoration plan and employ new technology, methods, best management practices, or information. Example activities include reforestation and underplanting treatments to increase canopy cover, diversity, resilience, and stabilization of disturbed areas. Selected applicants will produce a case study highlighting project contributions to ecosystem resilience (e.g. to climate change or other forest health threats).

**Required reporting metrics:** Acres of Great Lakes coastal wetlands, nearshore, and other habitats restored or enhanced; number of trees and other plantings by size class.

## Grant Limits

Submit each project proposal under only one of the four listed Program Areas. Allowable Federal requests vary by Program Area as shown below.

Program Area	Minimum Federal Request	Maximum Federal Request
1. Insect and Disease Mitigation	\$50,000	\$200,000
2. Reduce Runoff	\$100,000	\$300,000
3. Restore Coastal Wetlands	\$100,000	\$300,000
4. Restore Riparian Forests	\$50,000	\$200,000

## 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 and documented in the grant scope of work. 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.

## Metrics

Each Program Area has a required metric for GLRI reporting, and an additional activity-dependent metric related to tree planting or forest health treatment. Other metrics facilitate evaluation and communication of outcomes, and are encouraged for use as applicable. The metrics below should be used in the Measurable Results table in the Project Narrative Form.

Metric Name	Required/Optional Status and description
<b>Acres treated for invasive insect and disease impacts</b>	<b>Required</b> for <i>Insect &amp; Disease Mitigation</i> ; includes replacement of trees lost to pests
<b>Gallons of stormwater intercepted</b> (20-year average annual interception for trees)	<b>Required</b> for <i>Reduce Runoff</i>
<b>Acres of habitat restored</b> (report <i>coastal wetland, nearshore, and other</i> habitat types separately)	<b>Required</b> for <i>Restore Coastal Wetlands</i> and <i>Restore Riparian Forest</i> program areas
<b>Number of trees planted</b>	<b>Required</b> for tree planting projects; include separate lines for each size class
Number of trees treated	Recommended for chemical treatment of trees in <i>Insect &amp; Disease Mitigation</i> ; list average tree size
Number of shrubs planted	Optional; recommended if applicable
Number of plugs/other vegetation planted	Optional; recommended if applicable
Miles of riparian or shoreline habitat treated	Optional
Number of volunteer hours contributed	Optional; estimated

Number of youth (grades K-12) impacted through education and stewardship projects	Optional; estimate active participants (i.e. beyond general site use, viewing signs)
Number of people engaged in education and stewardship	Optional; estimate active participants; can overlap with number of youth impacted
Other	Provide units in the “activity description” field

## 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-2020-GLRI**. See the Grants.gov [organization registration page](#) and [appendix D](#) of this document for further detail on how to register and apply for opportunities through Grants.gov. Applicants are encouraged to subscribe to this opportunity in Grants.gov to receive updates.

Applicants are required to apply online through 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 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 before, you must complete several registration steps before you can submit your application. Creating a 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 registration by an authorized organization representative (AOR)

*Customer Support:* Grants.gov provides customer support via the toll-free number 1-800-518-4726 and by email at [support@grants.gov](mailto: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 Form and all applicable forms listed below. Forms are accessed through the 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 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 that are required 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):*

- [Project Narrative Form](#) (required for all applications)
- [Tree Planting and Maintenance Plan](#), required for applications that include tree planting
- [Forest Pest Treatment Form](#), required for applications including forest pest treatment
- Map showing target location(s) of work to be completed
- Statement of Experience, if needed
- Letters of support
- [FS-1500-35](#), for entities that do not lobby

### **Important Dates**

- **May 12, 2020**, 10:00 a.m. Eastern (9:00 a.m. Central) ) – 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 26, 2020** – Applications must be submitted through [Grants.gov](#) by 6:00 p.m. Eastern (5:00 p.m. Central).
- **September 2020** – The Forest Service expects to notify all applicants regarding their status as recipients. Project awards will be made after October 1, 2020, and are contingent on allocation of EPA funding.

### **Contacts**

#### *General Questions*

[Sheela Johnson](#), 224-999-1997, [sheela.johnson@usda.gov](mailto:sheela.johnson@usda.gov)

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:*  
**Carleen Yocum**, St. Paul Field Office Rep., 651-649-5276, [carleen.yocum@usda.gov](mailto:carleen.yocum@usda.gov)
- *New York:*  
**Michael Bohne**, Acting Durham Field Office Rep., 603-868-7708, [michael.bohne@usda.gov](mailto:michael.bohne@usda.gov)
- *Ohio and Pennsylvania:*  
**Joe Koloski**, Morgantown Field Office Rep., 304-285-1540, [joseph.koloski@usda.gov](mailto:joseph.koloski@usda.gov)

### **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 and evaluate 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

<b>Applicant Org:</b>	Name of organization requesting Federal aid.
<b>Short Project Title:</b>	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.
<b>Program Area:</b>	Identify the GLRI Program Area your application addresses (select one).
<b>Requested Start Date:</b>	Request a start date no earlier than October 1, 2020.
<b>Requested End Date:</b>	Projects should end within two years from date of award.
<b>Federal Funds Requested:</b>	Identify the total amount of Federal funding requested for the project.
<b>Project Coordinates:</b>	Provide coordinates (in decimal degrees) for a point representing the general location of project work. Selected applicants will be asked to provide a shapefile of the project area impacted.
<b>Project Overview:</b>	Provide a summary of the project that includes the scope, location, key partners, and expected accomplishment in acres treated or gallons intercepted using standards defined in the Program Area Information.
<b>Priority Landscape:</b>	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 III, 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 forest health assessments. Attach a location and site map.
<b>Scope of Work:</b>	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 <a href="#">Guidance for Landscape Tree Planting</a> and attach a Tree Planting and Maintenance Plan and/or the Forest Pest Treatment Form as applicable.
<b>Results/Outcomes:</b>	List the units of work to be completed and outcomes. At minimum, include required metrics (acres treated or gallons intercepted) using standards provided in the Program Area Information and Metrics table. Include additional activity details (e.g. species planted, treatment methods, runoff calculations) in the Scope of Work and attachments.
<b>Budget Detail:</b>	Provide a detailed description of budget items, including personnel, fringe benefits, travel, equipment (>\$5,000 unit cost), supplies, contractual, other, and indirect charges. Identify Federal and matching expenses by category.
<b>Timeline:</b>	Provide an approximate schedule of intermediate steps and major milestones. Timeline can be by months or quarters.
<b>Partnerships:</b>	List and describe the role of any partners who will be materially involved, including subgrant or contract amounts, if applicable. Attach dated and signed letters of support from project partners to your application.
<b>Sharing Results/Outcomes:</b>	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.
<b>Qualifications:</b>	Include names and titles of the project manager and key personnel. List any relevant experience and certifications of the organization and personnel. Include outcomes of any U.S. Forest Service grants held by the applicant in the last five years. If needed, attach a separate Statement of Experience with further information.

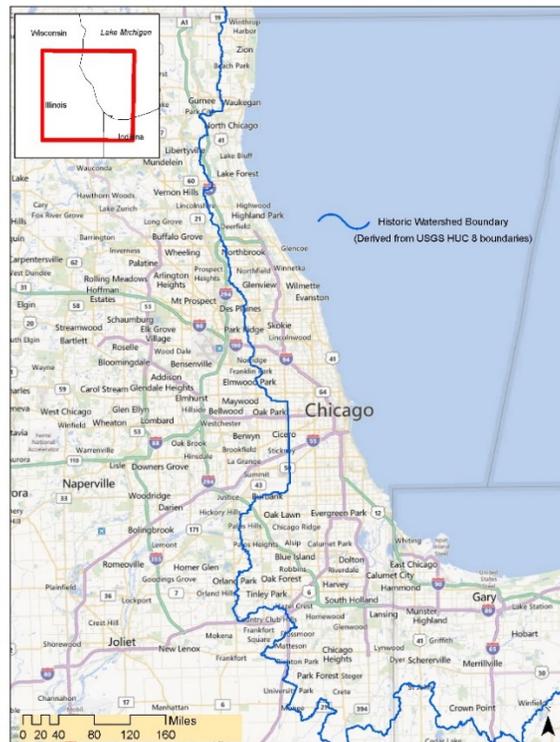
# Appendix A. Great Lakes Watershed Map

FY 2020 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.*



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## **Appendix B. Eligible Counties Wholly or Partially in the Great Lakes Watershed**

FY 2020 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

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## Appendix C. Additional Instruction for Calculating Reduce Runoff Metrics

In Fiscal Year 2020, projects applying under the *Reduce Runoff* Program Area will estimate total and average annual rainfall interception over a 20-year period. Rather than use a standard conversion factor for all trees, applicants should use free, publicly available i-Tree tools to incorporate factors like species, size, and general location of trees into the estimated gallons. These tools generate the required Gallons of Stormwater Intercepted metric to be listed in the Outcomes table of the Project Narrative Form (figure 1). Supporting documents listing input parameters must be included as attachments with the application. An overview of using i-Tree to generate interception values follows, with links to more detailed information and i-Tree support. Direct questions about the specific application of tools to this RFA to Sheela Johnson, [sheela.johnson@usda.gov](mailto:sheela.johnson@usda.gov), 224-999-1997.

### i-Tree Planting

The i-Tree Planting calculator is designed to help you estimate the long-term environmental benefits from a tree planting project. The focus is on greenhouse gases, but runoff reduction is one of the co-benefits included. The output to be used in this application is **Rainfall Interception (gallons) over a 20-year project lifetime. Divide this output by 20 to generate the annual average for the Narrative Form.**

Users should customize the following information to reflect best available knowledge of their project:

- Location (select representative city or town),
- Tree species,
- Size of trees at planting (d.b.h.),
- Information about the tree's growing conditions,
- Number of trees with each configuration, and
- Project lifetime (20 years).

Other information such as the distance and direction to the nearest building and specific greenhouse gas values are optional, as they relate to outcomes other than runoff reduction.

Include the sum of the **Rainfall Interception** (gallons) for all tree types over a 20-year project lifetime, divided by 20 years, in the Measurable Outputs table in the Project Narrative Form. The *Avoided Runoff* column will not be used in this review due to county-level parameter assumptions that may not reflect project area conditions. Attach an exported data table or report to your application.

The Help Menu contains [instructions](#) for how to use i-Tree Planting and [references](#) for calculation methods.

## Project Report - i-Tree Planting Calculator v2.0.1

Location: Evanston, Illinois 60201  
 Electricity Emissions Factor: 484.36 kilograms CO2 equivalent/MWh  
 Fuel Emissions Factor: 93.06 kilograms CO2 equivalent/MMBtu  
 Lifetime: 20 years  
 Tree Mortality: 10%



All amounts in the tables are for the full lifetime of the project.

### Units

English (pounds & tons; kWh & MMBtu; gallons)  Metric (kilograms & metric tons; kWh & MMBtu; cubic meters)

Location		Ecosystem Services			
Group Identifier	Tree Group Characteristics	Tree Biomass (short ton)	Rainfall Interception (gallons)	Avoided Runoff (gallons)	Avoided Runoff (\$)
1	<ul style="list-style-type: none"> <li>(20.0) Hackberry, Northern (Celtis occidentalis) at 1.0 inch DBH.</li> <li>Planted 0-19 feet and north (0°) of buildings that were built post-1980 with heat and A/C.</li> <li>Trees are in excellent condition and planted in full sun.</li> </ul>	4.6	127,115.7	45,817.5	\$409.43
2	<ul style="list-style-type: none"> <li>(20.0) Basswood, American (Tilia americana) at 1.0 inch DBH.</li> <li>Planted 0-19 feet and north (0°) of buildings that were built post-1980 with heat and A/C.</li> <li>Trees are in excellent condition and planted in full sun.</li> </ul>	1.7	78,219.1	28,193.3	\$251.94
3	<ul style="list-style-type: none"> <li>(20.0) Birch (Betula species) at 1.0 inch DBH.</li> <li>Planted 0-19 feet and north (0°) of buildings that were built post-1980 with heat and A/C.</li> <li>Trees are in excellent condition and planted in full sun.</li> </ul>	2.6	84,374.4	30,411.9	\$271.76

Figure 1. Sample output table for stormwater interception calculation in the i-Tree Planting Calculator. Report the sum of Rainfall Interception (gallons) for all trees, divided by 20, in the Outcomes table of the Project Narrative Form.

## Other Tools

While the i-Tree Planting Calculator is likely best suited to pre-implementation assessments for most projects, existing i-Tree users may prefer to use [other i-Tree tools](#) that employ similar models. The tools capable of forecasting benefits of individual trees include:

- i-Tree Design allows anyone to make a simple estimation of the benefits provided by individual trees. With inputs of location, species, tree size, and condition, users will receive an understanding of tree benefits related to greenhouse gas mitigation, air quality improvements, and stormwater interception. Tree benefits are estimated for (a) the current year, (b) a user-specified forecast year sometime in the future, (c) the projected total benefits across that future timespan, and (d) the total benefits provided to date (based on estimated tree age). Since trees are entered individually, this tool may be labor intensive for most projects or require other calculations to scale up results. If i-Tree Design is used, report the total Rainfall Interception benefits (gallons) over 20 years, divided by 20, and attach the report showing input parameters.
- i-Tree Eco is a model that uses tree measurements and other data to estimate ecosystem services and structural characteristics of the urban or rural forest. Eco is a more advanced desktop application typically used to evaluate large numbers of trees. This level of complexity is beyond the requirements and needs of grant application evaluation. However, it is an acceptable option if existing i-Tree Eco users find it to be efficient or useful for their project purposes.

Though other stormwater calculation methods exist, the consistency of i-Tree tools is preferred for the purposes of review. If you believe another calculation method is more appropriate to the proposed work, contact Sheela Johnson, [sheela.johnson@usda.gov](mailto:sheela.johnson@usda.gov), 224-999-1997 to discuss.

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## Appendix D. Grants.gov Application Submission and Receipt Procedures

This section provides the application submission and receipt instructions for FY 2020 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](mailto: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.

If emergency conditions or operational disruptions beyond your control prevent your organization from submitting your application via the approved method by the due date, please **notify the U.S. Forest Service grant program contact Sheela Johnson** ([sheela.johnson@usda.gov](mailto:sheela.johnson@usda.gov) or 224-999-1997) as early as possible, and no later than June 19th.

#### **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.

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