

**COUNCIL OF WESTERN STATE FORESTERS/
NATIONAL ASSOCIATION OF STATE FORESTERS
WESTERN PLANNING ASSISTANCE GRANTS PROCESS
NOVEMBER 2009**

BACKGROUND

The 2008 Farm Bill amended the Cooperative Forestry Assistance Act of 1978 to include requirements for Statewide Assessments and Strategies. States must complete a State Assessment and Resource Strategy within two years after enactment of the 2008 Farm Bill to be eligible to receive funds under the authorities of the Act. The National Association of State Foresters (NASF) and the Council of Western State Foresters (CWSF) are partnering with the USDA Forest Service State & Private Forestry (S&PF) organization to develop State Assessments and Resource Strategies.

Through funding support provided by S&PF, NASF will manage a western grant process consistent with federal guidelines and funds availability to assist the CWSF members.

STATE/TERRITORIAL GRANTS - \$326,071

\$326,071/23 states and territories = \$14,177/CWSF member

- Purpose is to provide supplemental support to individual CWSF members.
- Any CWSF/NASF member in good standing may submit a funding request to NASF for \$14,177 plus allocated funds remaining from unused state/territorial grants (see rules and guidelines below).

RULES & GUIDELINES

Eligibility

1. Grants will be distributed directly CWSF members or to others with written authorization. Authorization must be provided by the State or Territorial Forester.

Only CWSF/NASF members in good standing are eligible for grant funding.

Allocation of Funding

2. Base grant amount is \$14,177 per state or territory. Remaining and unused funds from state/territorial grants will be allocated to CWSF members equally.
3. CWFS/NASF members that decline state/territorial grants must provide written documentation to CWSF/NASF to confirm the availability of additional funds for allocation within the west.
4. Initial requests for state/territorial grants can be increased from the base grant amount (\$14,177) to include additional allocated funds, or additional allocated funds can be applied for in subsequent requests.
 - Example: States A and B decline a state/territorial grant. The grant amount (\$28,354) is equally available to all other CWSF members. Each state/territory in the west that applies for funding would receive \$15,527 in this scenario.

Fund Availability

1. Grants will be distributed on a reimbursement basis to cover anticipated or incurred expenses directly related to the development of state assessments and resource strategies.

2. Grant payment and reimbursement requests are subject to the availability of federal funds. Advance payment requests may be submitted for documented anticipated costs within a 30-day period. Grant recipients should allow at least 60-days to receive requested grant funds.

Allowable Costs

1. Travel costs will not be reimbursed unless NASF has written documentation that identifies authorized travelers in advance.
2. Grant funds must support the development of Statewide Forest Resource Assessments and Resource Strategies as authorized in the 2008 Farm Bill.
3. Funding requests must clearly document how the funds will be used consistent with Farm Bill requirements for state assessments. Examples of allowable costs include public meetings, printing and distribution, supplemental GIS work, consultants, etc.

Documentation

1. Recipients of grant funds must submit invoices and documentation to NASF that clearly describe allowable costs, products and outcomes, authorized travel, and matching funding.
2. All funding requests must document a 50/50 match, which can include in-kind services or support.
3. Grant recipients must provide NASF with copies of contracts, vendor agreements, invoices, and all other financial documentation for work supported by the grant.
4. All grant recipients must provide NASF with a written accomplishment report by January 4, 2010 describing progress and outcomes.

Application & Approval

1. All grant applications must be submitted by a State/Territorial Forester in writing on an application form provided by NASF.
2. NASF will approve and process grant applications consistent with the rules and guidelines described above on behalf of the CWSF.

Questions? Please contact:

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