

NATIONAL ASSOCIATION OF STATE FORESTERS
STATE ASSESSMENT GRANTS PROCESS
January 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) is 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 two types of grants consistent with federal guidelines and funds availability to assist NASF members: Regional Grants and State/Territorial Grants.

REGIONAL GRANTS - \$900,000

\$900,000/3 regions = \$300,000/region

- Purpose is to support a group project(s) that results in a template or other tools all NASF members within the region can use.
- Each affiliated regional organization of NASF – the Council of Western State Foresters (CWSF), the Northeast Area Association of State Foresters (NAASF), and the Southern Group of State Foresters (SGSF) – must provide to NASF a plan for utilizing \$300,000 in grant funds. The plan must document approval by the Regional Executive Committee, describe how grant funds will benefit all NASF members within the region, and describe the scope of work.
- Remaining funds not fully utilized to support regional templates or tools will be available equally to NASF members within the region (see rules and guidelines below).

STATE/TERRITORIAL GRANTS - \$510,000

\$510,000/59 states, territories, and associated states = \$8644/NASF member

- Purpose is to provide supplemental support to individual NASF members.
- Any NASF member in good standing may submit a funding request to NASF for \$8644 plus allocated funds remaining from unused regional and state/territorial grants (see rules and guidelines below).
- NASF members may agree to combine grant funding to support multi-state/territory projects (see rules and guidelines below).

RULES & GUIDELINES

Eligibility

1. Grants will be distributed directly NASF members or to others with written authorization. For regional grants, authorization must be provided by the Regional Executive Committee. For state/territorial grants, authorization must be provided by the State or Territorial Forester.
2. Only NASF members in good standing are eligible for grant funding. Only NASF members in good standing can acquire and use regional templates or other tools supported by grant funding.

Allocation of Funding

1. Base grant amounts are \$300,000 per region and \$8644 per state or territory. Remaining and unused funds from regional and state/territorial grants will be allocated to NASF members equally within each region.
2. The amount and allocation of remaining and unused funds will be agreed upon within each region in consultation with NASF. The Regional Executive Committee President should provide written documentation to NASF indicating the amount of remaining and unused funding from regional grants. NASF members that decline state/territorial grants should provide written documentation to NASF to confirm the availability of additional funds for allocation within the region.
3. Initial requests for state/territorial grants can be increased from the base grant amount (\$8644) to include additional allocated funds, or additional allocated funds can be applied for in subsequent requests.
 - Example: Region A plans to use \$188,000 of the \$300,000 Regional Grant. The remainder (\$112,000) is equally available to all 20 members in the region. Each state/territory in Region A can request a \$14,244 State/Territorial Grant: $\$8644 + \$112,000/20 = \$8644 + \$5600 = \$14,244$.
4. State/territorial grants may be combined to support multi-state/territory projects at the regional, sub-regional, or inter-regional level. The application must be accompanied by a letter of intent or written authorization from participating states/territories or the Regional President.
 - Example: 3 states agree to combine grants and submit one application for \$25,932 ($\8644×3).

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 September 1, 2009 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. Regional grant applications must be accompanied by documentation indicating Regional Executive Committee approval.
3. Multi-state/territory applications must be accompanied by documentation indicating agreement by all participating State/Territorial Foresters.
4. NASF will approve and process grant applications consistent with the rules and guidelines described above.

Questions? Please contact:

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