



Part 1: Cooperator Contact Information

1. Project Title

2. Project Cost & Cooperative Funding

Cooperator Funding (\$):	<input type="text"/>
Requested Forest Service Funding (\$):	<input type="text"/>

3. Contact Information

Financial Agreement Applicant (Responsible official for the financial administration of the project)

Name	<input type="text"/>
Title	<input type="text"/>
Organization/Company	<input type="text"/>
Bureau/Division	<input type="text"/>
Section/Program	<input type="text"/>
Street Address/P.O. Box	<input type="text"/>
City, State Zip	<input type="text"/>
Phone	<input type="text"/>
E-mail Address	<input type="text"/>
DUNS Number	<input type="text"/>
EIN	<input type="text"/>

Is your organization registered in SAM.gov? Yes ☐ No ☐

(SAM.gov is the federal government's System for Award Management, see page 5 "Part 2: Required Financial Forms" for more information)

Team Lead Contact (Responsible for management/coordination of project; if same as above, check box ☐)

Name	<input type="text"/>
Title	<input type="text"/>
Organization/Company	<input type="text"/>
Bureau/Division	<input type="text"/>
Section/Program	<input type="text"/>
Street Address/P.O. Box	<input type="text"/>
City, State Zip	<input type="text"/>
Phone	<input type="text"/>
E-mail Address	<input type="text"/>



Application Instructions: Address each of the following items listed under each section. There is a maximum of **5 pages** per proposal for Part 1 of the Application, not including the Cooperator Contact Information page, Letters of Support, or appendices.

Formatting Requirements:

- a. Formatted to print on 8½- by 11-inch plain paper with 1-inch margins.
- b. 11-point font (Arial, Calibri) or larger.
- c. Page numbers.
- d. PDF Format.
- e. Each “page” of the application is one side of a single-spaced, typed page.

Part 1 (cont.): Narrative

A. Basic Project Information

- Project Title: Name of project.
- Project Length: Total timeline for project activities (to be completed by 8.31.21).
- Abstract: Provide a brief description of the project.

B. Project Goals and Objectives

- Statement of need addressing the hurdle to overcome for constructing with mass timber at your institution.
- Specific goals and objectives in bullet format.
- How the proposed project responds to goals of the Grant Program.

C. Building Project Description

- Building project information, including location details, proposed occupancy, proposed building use, proposed building height, and tentative construction start date.
- Building site information, including: legal description; title holder; current zoning; development permit status for the site and project.
- Proposed building financing plan and source.
- Willingness of the Local Authority(ies) to approve this mass timber building project and any prior experience working with this jurisdiction.
- A statement that non-proprietary information about the design of the project and the solutions supported and generated by the grant funds will be available and can be communicated broadly by the competition funders and managing partners.

D. Grant Budget

- Describe how grant funds will be used to resolve the hurdle identified at your institution, including cash and in-kind match.
- The timeline for the completion of the funded grant activity, as well as the tentative timeline for building project development and construction.
- Please complete the following two budget tables. The budget should support the narrative statements and reflect needed costs.



Note: **Applicants must contribute an amount equal to what is received by the Grant Program.** For every \$1 of funding requested from the Grant Program, applicants must provide at least \$1 in match. The applicant's 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. **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.**

1. Budget Table

<i>Categories</i>	<i>I. Grant Program Share</i>	<i>II. Match</i>	<i>III. Total</i>
1. Personnel			
2. Fringe benefits			
3. Travel			
4. Equipment	N/A		
5. Supplies/Materials			
6. Contractual (identify below)			
7. Construction	N/A		
8. Other (identify below)			
9. Direct charges			
10. Indirect charges			
11. Total			
12. Percentage of Total			

Instructions for the Budget Table:

- Lines 1-8: Enter the dollar amount for each item.
- Lines 6 and 8: Identify charges below.
- Line 9: Sum of 1 – 8.
- Line 10: Charges not directly attributable to accomplishing the project, such as overhead. Please see pages 5-7 for the Endowment's Indirect Cost Rate policy.
- Line 12: Use the total in Line 11, Column III to determine the percentage of each share.

Explanation and details for use of Grant Funds in Category 6 (Contractual):

Explanation and details for use of Grant Funds in Category 8 (Other):



2. Cooperator (Matching) Contributions Table

*NOT including Grant contributions

Cooperator Name	Cash	Materials	In-Kind Services	Total
Totals				

Instructions for the Cooperator Contributions Table:

Identify the value of *matching contributions to satisfy the minimum*, which must be **equal to the requested Grant Program funds**. Please value in-kind contributions and materials at reasonable and acceptable rates.

E. Project and Market Impact

- How the use of mass timber components adds value to the proposed project (structural, seismic, aesthetic, innovative, biophilic, etc.) and the institution.
- The accessibility and visibility of the project on a national architectural and educational scale.
- How the institution will use the building as an educational tool (public tours, etc.), including what information will be shared with the public, and how that information will help advance the market.

F. Institutional Readiness

- Why this institution is a prime candidate for a mass timber building.
- A description detailing any sustainability commitments made by the institution and how this project can help satisfy those commitments.
- Any institutional partnership agreements that will facilitate the completion of a mass timber building.

G. Qualifications of Team and Partners

- List the members of the team, including architect, engineer, and owner for the project.
- A description of prior experience and success (e.g., working with the Authority Having Jurisdiction on similar projects or achieving approval through an Alternate Materials and Methods process).
- Describe members' capabilities and certifications, as well as experience on mass timber projects, that demonstrate your team has the appropriate skill set and experience for success.

H. Letters of Support

- Letters of support are required from the following:
 1. Each entity on the team (architect, engineer, owner, etc.).
 2. The title holder for the property site being considered for the project.
 3. The institution's chief executive and the institution's lead for capital projects demonstrating:



- Clear intent for construction of an institutional mass timber building;
 - Institutional funding available for construction of a mass timber building and/or fundraising goals remaining for the building; and
 - How this proposed building will benefit the institution.
4. From the Local Authority(ies) to cooperate with the team.
 5. From the entity(ies) that will provide the minimum required matching funds, confirming the dollar amount.
- Letters of support are optional from the following:
 1. Partners, individuals, or organizations, especially those playing a key role in this project. Letters of support should display the degree of collaboration occurring between the different entities engaged in the project.

I. Appendices

Appendices should be well organized with an index so reviewers can readily find information of interest. Include only relevant information in the appendices that will help the review panel better understand and evaluate your project. Below are examples of information that can be included in the appendices:

- Curricula vitae for team members.
- Miscellaneous items, such as schematics, engineering designs, or executive summaries of reports.

Part 2: Required Financial Forms

Please Note: If your proposal is funded, you must obtain a DUNS number from Dun & Bradstreet and also register your organization at the [System for Award Management \(SAM\) website](#) (formerly Central Contracting Registration). To verify that your organization has a DUNS number, or to take steps needed to obtain one, call the dedicated toll-free DUNS number request line at (866) 705-5711 or go to the [Dun & Bradstreet website](#). The SAM registration process can take time; please ensure your registration is up to date, if awarded.

Source of Federal Funds: Prime and sub-recipients to this award are subject to the OMB guidance in subparts A through F of [2 CFR Part 200](#) as adopted and supplemented by the USDA in 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to the OMB guidance in 2 CFR 200 where full text may be found. The award is made under the authority of the Cooperative Forestry Assistance Act of 1978, Public Law 95-313 as amended; 16 USC 2101 et seq. The Catalog of Federal Domestic Assistance (CFDA) number and name are 10.664, Cooperative Forestry Assistance.

Please note the [Endowment's Indirect Cost Recovery Policy](#)

INDIRECT COST RATE (ICR) POLICY – For Subrecipients of non-federal and federal funds

It is now the policy of the Endowment to either honor a federally negotiated rate or allow a Subrecipient to elect for a *de minimus* rate. This policy applies to both federal and non-federal funds. The two eligible paths for a Subrecipient:



1. If a Subrecipient has an approved federally negotiated ICR, the Endowment will honor that rate (2 C.F.R. §200.331(a)(4)). Subrecipients must provide the Negotiated Indirect Cost Rate Agreement (NICRA) along with their project proposal and budget.
2. If a Subrecipient does not have a NICRA, the Endowment will allow the 10% *de minimus* ICR if requested by the Subrecipient in its budget proposal (2 C.F.R. §200.331(a)(4)). If a Subrecipient without a NICRA seeks more than the 10% *de minimus*, they may negotiate directly with the appropriate federal agency prior to selection as a Subrecipient of the Endowment.

FEDERAL POLICY BACKGROUND

Pursuant to the Office of Management and Budget's (OMB) 2015 guidelines governing federal funding, the Endowment follows the rules prescribed at 2 C.F.R. §200.331 when establishing an ICR with a Subrecipient of funds—whether the funds awarded are federal, federal and non-federal (Endowment), or only non-federal*.

*The Endowment may, at its discretion, limit or prohibit ICR recovery for certain projects involving no federal funds. Any such variance of this policy will be noted in the Request for Proposals.

INDIRECT COST RATE (ICR) POLICY – FREQUENTLY ASKED QUESTIONS

Q: What does this mean in plain language?

A: The federal government has issued regulations establishing a common approach to indirect cost calculation and recovery. See 2 C.F.R. Part 200. The Endowment will follow this policy for all Subawards of federal and non-federal (Endowment) funds.

Q: May a Subrecipient voluntarily opt to use a lower or no indirect cost rate with the Endowment, even if it has a federally negotiated indirect cost rate?

A: Yes, a Subrecipient may voluntarily elect to use a lower or no ICR with Endowment funding programs. Such election must be made in the subrecipient's initial proposal budget and not after being selected as a Subrecipient.

Q: If a Subrecipient does not have a NICRA and wishes to recover indirect costs above the 10% *de minimus*, may the Subrecipient use matching funds (as a part of their cost share match) to make up the difference?

A: Yes. A Subrecipient may indicate in their budget that funds allocated as "cost share match" to the Endowment award are used to recover indirect costs above the 10% *de minimus*.

Q: What happened to the Endowment's policy allowing a 15% indirect cost rate (overhead)?

A: This new policy supersedes the previous Endowment policy on overhead costs/ICRs. This change is a result of new regulations and guidance published by the OMB effective 12.31.14.

Q: The OMB allows the Endowment to negotiate rates with individual Subrecipients who do not have a federal NICRA. Does the Endowment engage in negotiations with individual Subrecipients?

A: No. The Endowment's policy provides the two options listed above and does not allow for one-on-one Subrecipient negotiations. This reduces the administrative burden on both parties, while allowing for the 10% *de minimus* in lieu of a negotiated rate. See OMB FAQ on 2 CFR 200, at .331-6 Pass-through Entities and Indirect Cost Rate Negotiations.



Q: What if a federal funding program directs a different approach to indirect cost rate recovery in its statutory authority, such as a Congressional/statutory prohibition on ICR recovery?

A: If a federal program's organic statute handles indirect cost rates outside of the OMB's general uniform guidance, Subrecipients will be allowed ICR recovery based on specific statutory authority.

Land Grant Universities: Congress has restricted indirect cost recovery by state cooperative institutions (*i.e.*, "land grant" colleges and universities) under any cooperative agreement with the Department of Agriculture (USDA). See 7 U.S.C. §3319 (2014). As the Endowment is merely a pass-through entity of USDA under these cooperative agreements, land grant universities are not eligible for any ICR recovery on USDA funds.