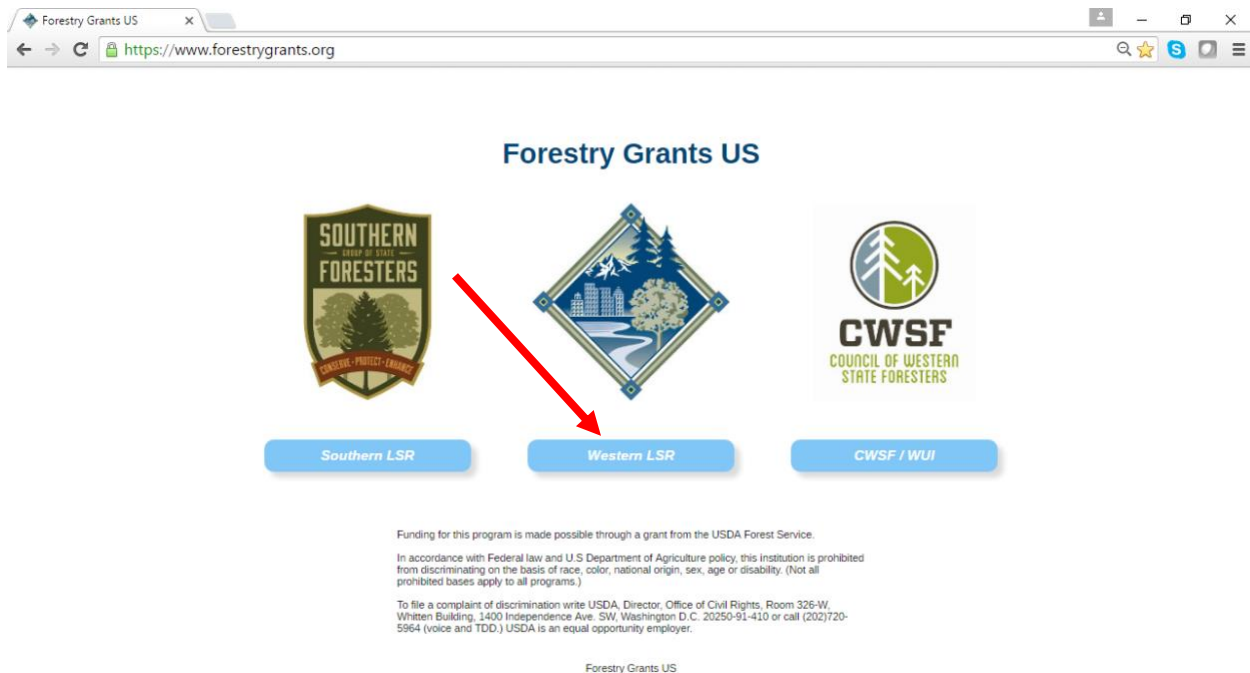


**Welcome to the
FY 2020 Landscape Scale Restoration
Competitive Process On-Line Form
Application Instructions**

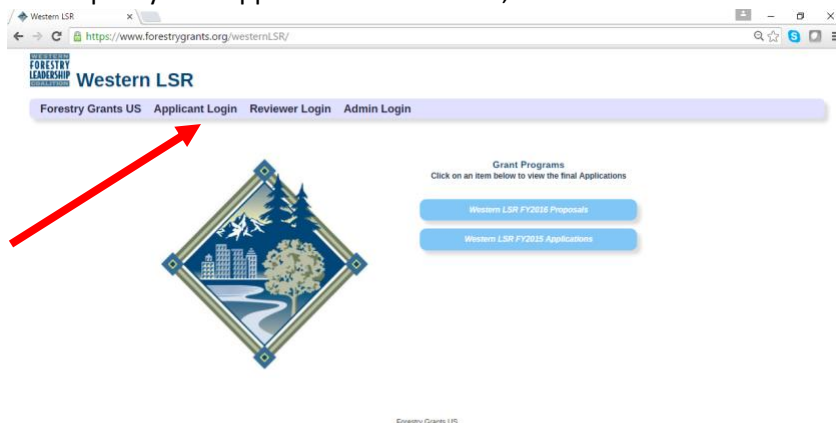
Getting Started

Step 1 - Each State or Island member of the Council of Western State Foresters (CWSF) will have or has received a password. If you do not have your password, please contact Danielle Okst, CWSF Associate Policy and Grants Director at (845) 820-2001 or DOkst@westernforesters.org.

Step 2 - Go to www.forestrygrants.org and click on the Western LSR Blue Box



Step 3 – For the current year’s application process, click on the next screen click on Applicant Login. To see past years’ applications and scores, click on the blue boxes with the year you want.



Step 4 – On the next screen you will see the summary instructions. Click on the down arrow next to the “State” for a list of the 23 state and island members of the CWSF

Applicant Login

https://www.forestrygrants.org/westernLSR/applicant-login

Western LSR

Forestry Grants US Applicant Login Reviewer Login Admin Login

Applicant Login

State:

Password:

Login

Welcome to the
FY 2017 Landscape Scale Restoration
Competitive Process On-Line Form

Log In Directions

Please choose your state or island territory from the drop down list and type in your password.

Each state or island has one unique password. That password is the only one that will work in the system and should be used to access/submit all of one state's proposals. Each State or Island Forester was sent the user name and password. Only state or island forestry agencies can submit applications.

Documents can be found at <http://wflccenter.org/state-private-forestry/spf-grants/>

Creating Your Proposal

You will type in the boxes and press "Update Proposal". You will navigate through the form using the drop down headings on the top navigation. The topic descriptions in the headings will include "(incomplete)" to let you know you have not completed a section. To see the form in its entirety, use the "Review / Submit" heading. You can save the form through your computer by "printing" as a pdf or right click and "save". It is suggested you print out or save the entire form from the website for reference. **You absolutely need to print out the guidance documents for the instructions.**

You may keep saving, sharing, editing your proposal until you hit the submit button. Every time you come back your LAST changes will be there. It is suggested that you "print/save to desktop" as you go so you can view the previous draft(s).

Submitting Your Proposal

Only choose submit when you have completed all the fields to your satisfaction. You will have, one chance to cancel and then they have been officially submitted! Submitting will display the completed proposal that **you should save!** You will also receive, an auto-reply email each time a proposal is submitted. The email will include the submission's title and, the effective submission date.

Please contact me with questions or concerns.

Grace Mirzeler
Member Services Associate
303-835-9911
gmirzeler@westernforesters.org

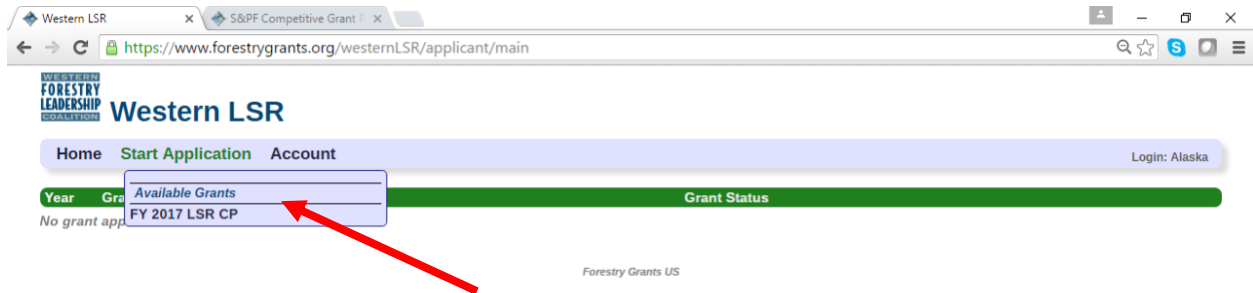
Step 5 - Choose your state or island, enter your password and click Login.

If you run into problems logging in, contact Danielle Okst at (845) 820-2001 or DOkst@westernforesters.org. Do not attempt to login more than three times as you will be locked out for 24 hours.

On the next screen you can start your application according to the guidelines, instructions, and documents provided by the USDA Forest Service and the Western LSR Grants Team. These documents can be accessed directly at <https://www.thewflc.org/landscape-scale-restoration-competitive-grant-program/fy-2020-landscape-scale-restoration> .

Completing Your Application On-line

Step 1 - To open a new application, click on "Start Application." Then select the year and grant you want.



Step 2 - Begin inputting information into your application.

The screenshot shows the 'Application :: AK /' page. The main heading is 'FY 2017 Landscape Scale Restoration Competitive Program'. Below this, there's a table for 'File Name' with columns for 'State', 'Keyword', 'Region', 'Priority', and 'Id'. A red arrow points to the 'Update' button next to the 'File Name' section. Below the 'File Name' table, there's a section for 'Administration Information' with fields for 'Funds Requested', 'Match', 'Score', 'Ranking', and 'Project Funding'. At the bottom, there's a section for 'Lead Applicant Information [AK]' with fields for 'State Forestry Agency', 'Contact Person', 'Address', 'City', 'State', 'ZIP Code', 'Phone', and 'Email'. A red arrow points to the 'Update' button next to the 'Lead Applicant Information' section.

You must fill out the keyword, the rest is administrative. There are no priorities given in western LSR.

REMEMBER: ALWAYS ALWAYS UPDATE BEFORE LOGGING OUT OR MOVING ON TO ANOTHER SECTION!

Fill out and then "Update Proposal." To complete various sections, simply scroll through the different sections.

Remember to Update Often

After filling out a section or anytime you want to save your work – click the “Update” button. You should do this consistently as you work on your proposal to avoid losing any data in the event of a network interruption or computer issue. Always “Update” before you log out or go to another section

Adding Partners

Western LSR

Home Detail Sections **Partners** Account

Add Partner
Add 3 Partners

Application :: AK /

Delete Application :: Back to Applications

| | | | | |
|--|----------|-----------------------------------|-----------|---------------|
| FY 2017 Landscape Scale Restoration Competitive Program | | File Name | | Update |
| | | State: AK | Keyword: | |
| | | Region: R10 | Priority: | Id: |
| | | Administration Information | | |
| | | Funds Requested: | Match: | |
| Score: | Ranking: | Project Funding: | | |

| | | | | |
|---|--|--------|-----------|---------------|
| 1 | Lead Applicant Information [AK] | | | Update |
| | State Forestry Agency: | | | |
| | Contact Person: | | | |
| | Address: | | | |
| | City: | State: | ZIP Code: | |
| | Phone: | Email: | | |

| | | | | |
|--|---|--|------------------------------------|--|
| 2 | Project Information | | | Update |
| | Descriptive Title of Project: | Grant #0 | | |
| | Partnering Agencies and/or Organizations: | Use the Partners menu item to add partners. Then use the associated number in the budget and when describing their role in other sections. | | |
| | 1 | | | |
| | 2 | | | |
| | 3 | | | |
| Project Duration: | | <input type="checkbox"/> One Year | <input type="checkbox"/> Two Years | <input type="checkbox"/> Three Years |
| Is this a Multi-state project? Check "yes" if you want to submit the same proposal with multiple state budget requests. If yes, use the Applicants menu item to add other states/islands. This allows you to work on the same proposal with each applicant requesting funds. | | | | <input type="radio"/> YES or <input checked="" type="radio"/> NO |

You must update after adding the partners and BEFORE adding more lines, or else the program will cancel the

The “Partners” feature allows you to add one line or three lines at a time to add your partners. Partners are NOT co-applicants. Please read the western guidance for further clarification. You must update after adding the partners and BEFORE adding more lines or else the program will cancel the partners already listed. You will use the NUMBER associated with the partner in your budget box. Reviewers will be able to see their association when they mouse over the number. You may use abbreviations in the narratives if you defined them here, though please note that in the budget, you may only use the Partner number.

Partners (Continued)

5
A

| Applicant Budget [MT] | | | | | | |
|-------------------------------|------------------------------|-----------------------|--------------------------|--|---|--------------------|
| | Grant Funds Requested | Leverage ¹ | | | Source 3 rd Party Contributor/s | TOTAL |
| | | Applicant | Non-Federal Contributors | Applicant, Non-Federal, and/or Federal | | Total Project Cost |
| Personnel / Labor: | \$16,936 | | \$40,500 | \$40,000 | 1, 2, 3 | \$97,436 |
| Fringe Benefits: | \$7,258 | | | | | \$7,258 |
| Travel: | \$2,500 | | \$4,000 | | 1 | \$6,500 |
| Equipment: | | | | | | |
| Supplies: | | | | | | |
| Contractual: | | | \$100,000 | \$100,000 | 2, 3, Partners | |
| Construction: | | | | | | |
| Consolidated ² : | | \$300,000 | | | | \$300,000 |
| Other: | \$270,000 | | \$2,000 | | 4 | \$272,000 |
| Indirect Costs ³ : | \$3,306 | | | | | \$3,306 |
| TOTAL: | \$300,000 | \$300,000 | \$146,500 | \$140,000 | | \$886,500 |

2 Montana Natural Resource Damage Program (NRDP)
3 Natural Resources Conservation Service (NRCS)
13 Participating landowners

Partners
2 Montana Natural Resource Damage Program (NRDP)
3 Natural Resources Conservation Service (NRCS)
13 Participating landowners

Multi-State/Island Proposals

You use the multi-state check box only if the project involves more than one state **AND more than one state is requesting direct funds**. If you choose to submit a multi-state proposal, the multi-state proposal check box must be properly marked on the application. An “applicants” menu will then appear for you to add other participating states and contact information. A co-applicants budget will appear and the proposal will now also appear in the participating states list of proposals. The co-application can complete their contact information and budget. It is the same proposal with only the funding request and budget being unique. The proposal will count toward each state’s maximum submission of three, with each state’s budget limited to a \$300,000 request. Therefore, the total request can exceed \$300,000. The “lead” applicant is the state/island that begins the application and has a “submit” button. The proposal will receive one ranked position. However, if the project is recommended for funding, it would still be possible for one state to receive funds and another not, due to the 15% cap.

Multi-State/Island Proposals (Continued)

Western LSR

https://www.forestrygrants.org/westernLSR/applicant/edit-application

Western LSR

Home Detail Sections **Applicants** Partners Account

Add Coapplicant

Application :: AK /

Delete Application :: Back to Applications

Updated Project Information

| | | | |
|--|-----------------------------------|------------------|---------------|
| FY 2017 Landscape Scale Restoration Competitive Program | File Name | | Update |
| | State: AK | Keyword: | |
| | Region: R10 | Priority: | Id: |
| | Administration Information | | |
| | Funds Requested: | Match: | |
| Score: | Ranking: | Project Funding: | |

| | | | | |
|---|--|--------|-----------|---------------|
| 1 | Lead Applicant Information [AK] | | | Update |
| | State Forestry Agency: | | | |
| | Contact Person: | | | |
| | Address: | | | |
| | City: | State: | ZIP Code: | |
| | Phone: | Email: | | |

| | | | | |
|--|---|--|---|--|
| 2 | Project Information | | | Update |
| | Descriptive Title of Project: | Grant #0 | | |
| | Partnering Agencies and/or Organizations: | Use the Partners menu item to add partners. Then use their associated number in the budget and when describing their role in other sections. | | |
| | 1 | | | |
| | 2 | | | |
| | 3 | | | |
| Project Duration: | | <input type="checkbox"/> One Year | <input checked="" type="checkbox"/> Two Years | <input type="checkbox"/> Three Years |
| Is this a Multi-state project? Check "yes" if you want to submit the same proposal with multiple state budget requests. If yes, use the Applicants menu item to add other states/islands. This allows you to work on the same proposal with each applicant requesting funds. | | | | <input checked="" type="radio"/> YES or <input type="radio"/> NO |

https://www.forestrygrants.org/westernLSR/applicant/edit-application#Applicants

After checking "yes" this feature allows you to add other CWSF states/islands


Multi-State check box that allows the co-applicant feature to appear

(Multi- State Continues on next page)

Multi-State/Island Proposals (Continued)

Western LSR
S&PF Competitive Grant

<https://www.forestrygrants.org/westernLSR/applicant/edit-application>


Western LSR

[Home](#)
[Detail Sections](#)
[Applicants](#)
[Partners](#)
[Account](#)

Application :: AK /

[Delete Application](#) :: [Back to Applications](#)

| | | | |
|--|-----------------------------------|------------------|------------------------|
| FY 2017 Landscape Scale Restoration Competitive Program | File Name | | Update |
| | State: AK | Keyword: | |
| | Region: R10 | Priority: | Id: |
| | Administration Information | | |
| | Funds Requested: | | |
| | Match: | | |
| Score: | Ranking: | Project Funding: | |

| | | | | |
|---|--|--------|-----------|------------------------|
| 1 | Lead Applicant Information [AK] | | | Update |
| | State Forestry Agency: | | | |
| | Contact Person: | | | |
| | Address: | | | |
| | City: | State: | ZIP Code: | |
| | Phone: | Email: | | |

| | | | | |
|--------|--------------------------------------|--------|-----------|------------------------|
| 1 A | Co-Applicant Information [UT] | | | Update |
| | State Forestry Agency: | | | |
| | Contact Person: | | | |
| | Address: | | | |
| | City: | State: | ZIP Code: | |
| | Phone: | Email: | | |

There is now a section for Co-Applicant information and budget. All else is the same. This proposal will now appear in the co-applicants' list and count toward their three submissions.

Budget

Whether single or multi-state, you complete each state's budget separately and the grand total box will compute automatically.

(Multi- State Continues on next page)

Multi-State/Island Proposals (Continued)

Western LSR x SAPF Competitive Grant x

https://www.forestrygrants.org/westernLSR/applicant/edit-application

| Applicant Budget [AK] | | | | | | Update |
|-------------------------------|-----------------|-----------------------|--------------------------|--|-------------------------------------|--------------------|
| | Grant | Leverage ¹ | | | Source | TOTAL |
| | Funds Requested | Match | Non-Match | | | |
| | | Applicant | Non-Federal Contributors | Applicant, Non-Federal, and/or Federal | 3 rd Party Contributor/s | Total Project Cost |
| Personnel / Labor: | | | | | | |
| Fringe Benefits: | | | | | | |
| Travel: | | | | | | |
| Equipment: | | | | | | |
| Supplies: | | | | | | |
| Contractual: | | | | | | |
| Construction: | | | | | | |
| Consolidated ² : | | | | | | |
| Other: | | | | | | |
| Indirect Costs ³ : | | | | | | |
| TOTAL: | | | | | | |

| Co-Applicant Budget [UT] | | | | | | Update |
|--------------------------|-----------------|-----------------------|--------------------------|--|-------------------------------------|--------------------|
| | Grant | Leverage ¹ | | | Source | TOTAL |
| | Funds Requested | Match | Non-Match | | | |
| | | Applicant | Non-Federal Contributors | Applicant, Non-Federal, and/or Federal | 3 rd Party Contributor/s | Total Project Cost |
| Personnel / Labor: | | | | | | |
| Fringe Benefits: | | | | | | |
| Travel: | | | | | | |
| Equipment: | | | | | | |
| Supplies: | | | | | | |
| Contractual: | | | | | | |
| Construction: | | | | | | |

| Grand Total | | | | | | |
|-------------------------------|-----------------|-----------------------|--------------------------|--|-------------------------------------|--------------------|
| | Grant | Leverage ¹ | | | Source | TOTAL |
| | | Match | Non-Match | | | |
| | Funds Requested | Applicant | Non-Federal Contributors | Applicant, Non-Federal, and/or Federal | 3 rd Party Contributor/s | Total Project Cost |
| Personnel / Labor: | | | | | | |
| Fringe Benefits: | | | | | | |
| Travel: | | | | | | |
| Equipment: | | | | | | |
| Supplies: | | | | | | |
| Contractual: | | | | | | |
| Construction: | | | | | | |
| Consolidated ² : | | | | | | |
| Other: | | | | | | |
| Indirect Costs ³ : | | | | | | |
| TOTAL: | | | | | | |

¹ Leverage includes all three categories: match, non-match, and source. Funds qualifying as "match" must meet the same program requirements as grant funds

Print/Save and Submit your Proposal

Important: Review and save your proposal before submitting

Southern LSR (beta)

Home Edit Detail Section Applicants Partners Delete Proposal **Review / Submit** Account Login: Alabama

Edit Proposal :: AL (incomplete)

| | | | |
|--|----------|-----------------------------------|----------|
| State and Private Forestry FY 2016 Southern Region LSR Competitive Program Proposal | | File Name | |
| | | State: AL | Keyword: |
| | | Administration Information | |
| | | Funds Requested: | Match: |
| Score: | Ranking: | Project Funding: | |

| | | | |
|----------|--|---------|-----------|
| 1 | Lead Applicant Information [AL] | | |
| | State Forestry Agency | alabama | |
| | Contact Person: | | |
| | Address: | | |
| | City: | State: | ZIP Code: |
| | Phone: | Email: | |

| | | | |
|----------------|--------------------------------------|--------|-----------|
| 1 A | Co-Applicant Information [AR] | | |
| | State Forestry Agency | | |
| | Contact Person: | | |
| | Address: | | |
| | City: | State: | ZIP Code: |
| | Phone: | Email: | |

Update Proposal

On most computers you can right click or click on the 'File' tab at the top of your screen to print (as a hard copy or as a pdf).

IMPORTANT: PLEASE SAVE YOUR PROPOSAL BEFORE SUBMITTING!

In the case of a discrepancy in what you think you submitted and what is actually online, your saved document will be an important piece of documentation.

The "Submit Proposal" button will only allow you to submit if all the sections are filled out. Once you submit, you cannot make changes to your application. An email will be sent to the applicant's email address noting the proposal and date/time submitted.