project feasibility studies (as appropriate), and timelines.
- Identification of individuals responsible for implementing and ensuring project success.
- Long-term benefits of project and the length of time the benefits and impacts are anticipated.
- Expansion capability, such as potential to expand the application.
- Environmental documentation and permits, if applicable, and positive and negative environmental consequences to forested lands with and without project.
- Projected reduction in greenhouse gases and water pollution, improvements in wildlife habitats, and adoption of new cleaner technologies.
- Explanation of evaluation and monitoring plans and how these would be implemented to evaluate degree of success.
- Description of accountability and reporting procedures to ensure all requirements of this grant are achieved.
- Appendices.

The following information shall be included in appendices to the application in addition to the Comprehensive Feasibility Assessment and Woody Biomass Resource Supply Assessment.
- Qualifications and Portfolio of Engineering Services: For the engineering systems, the project usually consists of a system designer, project manager, equipment supplier, project engineer, construction contractor of system installer, and a system operator and maintainer. One individual or entity may serve more than one role. The project team must have demonstrated expertise in similar bioenergy systems development, engineering, installation, and maintenance. Authoritative evidence that project team service providers have the necessary professional credentials or relevant experience to perform the required services must be provided. Authoritative evidence that vendors of proprietary components can provide necessary equipment and spare parts for the system to operate over its design life must also be provided. A list of the same or similar projects designed, installed, and currently operating with references shall be provided along with appropriate contacts.
- Quotes for Professional Engineering Services Considered (minimum of two quotes): Rationale for selection of engineering firm, if already selected.
- Community Benefit Statement (maximum one page): One page narrative on social, environmental and economic impact and importance of project to community. Include substantiated facts and benefits, such as local employment rate, per capita income and fossil fuel impacts with and without the project. Letters of support from community leaders demonstrating on-going community collaboration, where appropriate. Forest Service regions shall use this information to help evaluate regional impacts, particularly impact of job creation and retention as appropriate at the geographic scale for the region. This information will not be sent forward to technical reviewers.
- Letters of Support from Partners, Individuals, or Organizations: Letters of support shall be included in an appendix and are intended to display the degree of collaboration occurring between the different entities engaged in the project. These letters shall include partner commitments of cash or in-kind services from all those listed in the SF 424 and SF 424A. Each letter of support is limited to one page in length.
- Federal Funds: List all other Federal funds received for this project within the last 3 years. List agency, program name, and dollar amount.
- Administrative Forms: AD 1047, 1048, 1049, SF 424B, and certificate regarding lobbying activities are standard forms that need to be included and are required before a grant can be awarded. These forms can be accessed at http://www.fpl.fs.fed.us/tmu under Grants and Funding.

Appendices
- Comprehensive Feasibility Assessment.
- Woody Biomass Resource Supply Assessment.
- Qualifications and experience portfolio of engineering firm who will do engineering design work.
- Quotes for professional engineering services (minimum of two quotes).
- Community Benefit Statement (maximum of one page).
- Letters of support or commitment.

V. State Advisory Committee Issues:
- Update on status of North Dakota, Illinois and Minnesota SACs.
- Update on Vermont SAC.

VI. Approval of Minutes of December 3, 2010 Meeting.

VII. Announcements.

VIII. Adjourn.