



Applicants' Conference Transcript

- Good Afternoon, and welcome to the Clean Energy Fund 4 Dairy Digester Enhancement Applicants' Conference.
- We are happy you could join us.
- My name is Kristin Ramos, and I will be the grant manager for this program will assist with the process from initial application & award through contract execution and project completion.
- Peter Moulton is the Senior Energy Policy Specialist and will be monitoring this webinar
- We are asking that all participants please mute your audio lines.
- Also, please do NOT place the webinar on hold on your phone – the “muzak” is distracting.
- I will not be reading the slides verbatim, but will be providing supplemental narrative, so no death by PowerPoint from me today.
- Again, welcome, everyone.
- The Department of Commerce touches every aspect of community and economic development. We work with local governments, businesses, and civic leaders to strengthen communities so all residents may thrive and prosper.
- And now for today's agenda.
- This webinar will address
- Applicant Responsibilities

- Program Goals, Priority, and Eligibility Criteria
- Available Funding and Match Requirements
- Timeline and Performance Period
- Application Overview
- Questions
- Please hold all questions until the end of the webinar so that all questions and responses can be captured.
- Feel free to jot down comments and questions for presenting at the Questions section of this webinar.
- If anyone is not able to stay on until the end of the webinar and has questions after reviewing the program from the website, please email the question to cef@commerce.wa.gov. This email address is also on the Dairy Digester Enhancement program webpage
- Next up are applicant responsibilities
- Check the Dairy Digester Enhancement website frequently for potential changes to the Request for Proposal or other updates
- All questions, and responses to the questions, regarding the program will be on a running Q&A document that will be updated on the Dairy Digester Enhancement website on Tuesdays and Thursdays. The last day to submit questions will be January 24th. There will be no individual responses to questions to ensure an equitable competitive process.
- Do not wait until the last minute to submit the application. Commerce assumes no responsibility for internet lags, failure, or other delays. No late applications will be accepted for any reason.
- Do not send any zip files as part of the application. Zip files are not compatible with the Commerce email security system and may not get through. Any applicant with Zip files will be disqualified. I will be reiterating this point again later.
- Applications must be received by COMMERCE by 5:00 PM Pacific Time January 31, 2019
- Instructions for submission are at the beginning of the grant application
- Please read and follow all instructions. Failure to do so may result in disqualification.
- Again, for those who joined us after the start, please hold all questions until the end.
- We are now moving on to Program Goals, Priorities, and Eligibility Criteria

- This competitive process is open to applicants with dairy digester projects that address sourcing, handling, and pre-treatment of feedstocks; energy efficient digester function operations; and separation, processing and marketing of biogas, nutrients or fiber co-products who have projects that meet the minimum requirements
- If not currently licensed to conduct business in Washington State, the Applicant must indicate it will become licensed within thirty calendar days of being selected for an award. I recommend that business licenses be obtained prior to submitting the application to allow for potential delays with the Department of Licensing. No contract will be executed to an entity not eligible to conduct business in the state of Washington.
- Applicants must not seek funding to supplant or displace prior or existing match commitments.
- In accordance with Chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation will be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis.
- The Dairy Digester Enhancement program is part of the Clean Energy Fund 4 funds provided in [Subsection 6\(d\) of Section 1035 of Substitute House Bill 1102](#) (2019-21 biennial Capital Budget). The funds are provided solely for grants that enhance the viability of dairy digester bioenergy projects. These projects include improved energy efficiency and resource recovery to demonstrate advanced nutrient recovery systems that produce value-added biofertilizers, reduce trucking of lagoon water, and improve soil health and air and water quality.
- Awards shall include at least one project east of the Cascades and one project west of the Cascades.
- Ineligible projects include digester repair and basic scientific research
- Again, please feel free to jot down any questions you may have and we will address them at the end.
- And now for available funding and match requirements.
- Documentation of secured match must be provided prior to contract execution. Documentation must be on the match provider's letterhead and include a specific dollar amount dedicated for matching funds. Matching funds may be sought from lending institutions, investors, non-state grant awards, or provided by the applicants.

- Successful applicants who do not provide documentation of secured match funding within three months of award may have their award withdrawn. Additional time may be granted to secure match, depending on circumstances, on a case-by-case basis.
- Contracts executed for awarded projects will be performance based, with negotiated milestones, tasks and deliverables. Budgets must be specifically tied to the deliverables for purposes of reimbursement.
- Please continue to jot down questions for addressing at the end of the session.
- And now to present the timeline and performance period
- As indicated on the table, there are over six weeks to prepare the application and supporting documents
- The end goal is to have all awardees' contracts executed by the end of April 2020
- This table is also in the Request for Proposal (RFP), with additional dates for greater detail
- We will now review the Application Process and required documents
- All of the listed documents are available for download from the Dairy Digester webpage. Required documents for downloading, completing, and attaching to application email.
- The Dairy Digester Request for Proposal provides programmatic detail to include program overview, minimum qualifications, application instructions, and evaluation and award process.
- The application is due by 5:00 PM Pacific Time by January 31st and has detailed instructions on the first page that addresses attachment naming conventions and all of the required documents, which can be downloaded from the Dairy Digester webpage.
- For the Department of Revenue compliance, applicants can view their status on the Department of Revenue website. Applicants can search for the business by Name, License number,
- This search can be conducted by business name, UBI number, or license number, or Universal Business Identifier (UBI).
- Once status has been determined to be current and active, simply take a snip or a screen shot, save the image as a file, and include as an attachment on the application submission email, following the file naming convention as directed
- Match documentation is vital. If match is claimed to have been secured at the time of application and then a contingent award is made, if documentation is not provided at the time of contract negotiation, the contingent award may be retracted. The time to secure match is prior to contract negotiation.

- Examples of these documents are included as attachments on the Request for Proposal and available for download from the website for completion and attaching to the application email.
- Any questions regarding supporting and required documents can be submitted via email to cef@commerce.wa.gov.
- The biggest errors applicants can make are not reading or following the instructions. There are instructions on the first page of the application, and most of the questions have multiple parts. Address each part of each question, in the order presented, for the best chance of earning maximum points possible. Please do not make the reviewers search for the responses. If the reviewers are unclear about a response, they may contact the RFP coordinator with their questions, and then the RFP coordinator will contact the applicant for clarification. The additional information will then be sent to the reviewer. There will be no direct contact between reviewers and applicants.
- Questions related to the process will be addressed on a Q&A sheet that will be updated Tuesdays and Thursdays on the FPFAP web page. The last day to submit questions is January 24th.
- Do not wait until the last minute to submit the application. Commerce is not responsible for internet lags.
- Again, do not use Zip files. These frequently are not allowed past the firewall, and if they do pass firewall screening, it can take up to five days for delivery. Applicants using Zip files are subject to disqualification.
- There are ten open-ended sections of the application. There are no word limits, but please respond as succinctly as possible so that the specific information being evaluated does not get lost in superfluous text.
- Provide responses to multi-part questions in the order designated in each area.
- There are no specific point values assigned to each section; however, the application will be evaluated as a whole. The following weighting will be assigned to the proposal for evaluation purposes:
 - Work Plan (50%)
 - Applicant Strength (40%)
 - Replicability (10%)
- All questions and answers will be captured in writing and posted on the Q&A document for publishing on the website. There will be no names or projects associated with the questions for anonymity purposes. If unable to respond to the question today, the question will be documented and researched. When a response

is available, both the Question and Answer will appear on the next published Q&A document.

- Peter and I wish to thank all for attending today's Bidders' Conference for the Dairy Digester Enhancement Program
- Now is your opportunity to ask questions.
- I will stop the recording of the Applicant Conference at this time. Both the recorded session and the presented slide deck will be posted on the program website within two business days.