



Department of Commerce

Notice:

This Webinar will be recorded for future reference.

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Forest Products

FINANCIAL ASSISTANCE PROGRAM (FPFAP) BIDDERS' CONFERENCE

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Forest Products Financial Assistance Program (FPFAP) Bidders' Conference Transcript

1. Good Afternoon, and welcome to the Forest Products Financial Assistance Program for 2019, referred to as FPFAP, Bidders' 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 is will be calling in and 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.
2. 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.

3. Just as a reminder, this webinar is being recorded.
 - The recording, along with this slide deck, will be posted on the FPFAP website, which can be found on the Forest Products Financial Assistance Program webpage as indicated on the slide
 - If there are any questions that are not answered as part of this webinar, please email them to energy_policy@commerce.wa.gov. A running Q&A document will be updated on the FPFAP webpage Tuesdays and Thursdays until the awards are announced. Please reference the Q&A if you have a question in the future prior to emailing in case the question has already been addressed.
 - Finally, we would like to know who all attended this webinar. Please email energy_policy@commerce.wa.gov so that we can document your attendance.
4. We will now present the agenda for today's webinar.
5. This webinar will address
 - Applicant responsibilities
 - Program Goals, Priorities, and Eligibility Criteria
 - Available funds and matching requirements
 - Timeline and Performance Period
 - FPFAP 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 energy_policy@commerce.wa.gov. This email address is also on the FPFAP program webpage
6. Now we will review applicant responsibilities
7. Check the FPFAP website frequently for potential changes to the Notice of Funding Opportunity 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 FPFAP website on Tuesdays and Thursdays. The last day to submit questions

will be October 8th. 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.
- Applications are due by 5:00 PM Pacific Time October 10, 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.
- For those who joined us after the start, please hold all questions until the end.

8. We are now moving on to Program Goals, Priorities, and Eligibility Criteria

9. Any non-federal entity may apply, including state agencies, tribes, general and special purpose local governments, non-profit and for-profit corporations, and self-employed individuals.

- 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.
- 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.

10. The Forest Products Financial Assistance Program (FPFAP) was established in 2014 with funds provided by the US Forest Service. The program supports the development and expansion of forestry and agroforestry products industries in the State of Washington, with an emphasis on use of woody biomass resulting from forestry management activities and wood products manufacturing to provide thermal energy, electrical energy, engineered fuel products, and/or significant energy efficiency improvements.

- Additional goals include enhancing forest ecosystem function, reducing forest fire hazards, and supporting resiliency of rural, timber-dependent communities.

- Feasibility studies should evaluate the technologies, operations and resources to be utilized in the proposed project, including a detailed explanation of the Applicants proposed approach and methodology.
 - Projects that examine synergies between the subject of the study and the broader ecological and economic needs of the region, including the potential to integrate into an existing or emerging biomass business cluster, are strongly encouraged. Preference will be given to projects that can help to catalyze a larger impact.
 - Projects that utilize wood products manufacturing wastes, as well as projects in close proximity to existing, functioning forest collaboratives, are preferred. Extra credit will be awarded to projects that address a local forest management need, such as forest health treatments or fire hazard reduction efforts.
 - Applicants are encouraged to pursue projects that make efficient use of both electrical and thermal energy. Proposals to study the feasibility of stand-alone electrical generation projects will not be considered.
 - For those who joined us after the start, please hold all questions until the end.
11. We will now review available funding and match requirements
 12. 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 or investors, 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.
 - For those who recently joined us, please hold all questions until the end.
 13. We will now review the FPFAP timeline and project performance period
 14. As indicated on the table, the competitive process for this program is very condensed
 - The end goal is to have all awardees' contracts executed by the end of November
 - This table is also in the Notice of Funding Opportunity

- For those who recently joined us, please hold all questions until the end.
15. We will now review the Application Process and required documents
 16. All of the listed documents are available for download from the FPFAP website
 - The Notice of Funding Opportunity provides programmatic detail
 - The application is due by 5:00 PM Pacific Time on October 10th and has detailed instructions on the first page
 17. Once again, all of the listed documents are available for download from the FPFAP website
 - For the Department of Revenue compliance, the active hyperlink on the website takes the user to the page where they can look up their business for status
 - This search can be conducted by business name, UBI number, or license number
 - Once status has been determined, simply take a snip or a screen shot, save as a file, and include as an attachment on the application submission email, following the file naming convention as directed
 18. 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 for the best chance of earning maximum points possible
 - 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 October 8th
 19. Project Summary: Describe the project in one to three paragraphs, including its specific goals and objectives, general scope and how it is expected to increase the productive use of woody biomass in Washington State. Frame the project's novel additions to the development of woody biomass industries and its expected broad impacts in the context of relevant markets.
 - Methodology and Context:
 - Discuss how this proposal will evaluate the technologies, operations and resources to be utilized in the proposed project. Include a detailed explanation of the proposed approach and methodology, and the locations of proposed activities. Projects that examine synergies with the broader ecological and economic needs of the region, including the potential to integrate into an existing or emerging biomass business

cluster, are strongly encouraged. Preference will be given to projects that catalyze a larger impact.

- Feedstocks: Discuss the project's proximity to available sources of woody biomass. This section should also address the preference for projects that can utilize wood industry waste, as well as projects in close proximity to existing, functioning forest collaboratives. Extra credit will be awarded to projects that address local forest management needs such as forest health treatments or fire hazard reduction.
- Work Plan: Include proposed tasks, services, activities, deliverables and any additional aspects necessary to accomplish the scope of the project. Describe what permitting needs and/or strategies are being considered to enable the project to move forward. This section should contain detail sufficient to convey to members of the evaluation team the Applicant's knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of Commerce staff. The Applicant may present creative approaches and pertinent supporting documentation to support their work plan.
- Project Schedule: Include a schedule indicating when the elements of the work would be completed. The project schedule must ensure that deadlines for proposed deliverables are met.
- Budget: Submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and produce the deliverables under the proposed contract, including the level and sources of matching funds. Applicants are required to collect and pay Washington state sales and use taxes, as applicable. Costs for subcontractors are to be broken out separately. Please note if any subcontractors are certified by the Office of Minority and Women's Business Enterprises.
- Outcomes and Performance Measurement: Describe the outcomes the Applicants propose to achieve as a result of the delivery of these services, including how these outcomes would be monitored, measured and reported to Commerce.
- Risks: Identify any significant potential risks to the success of the project, and discuss how these risks would be effectively monitored and managed, including reporting to the Commerce contract manager.
- Local Support: Identify sources of local support and their levels of engagement, including local governments, community organizations, and especially forest collaboratives and existing or potential business relations. Letters of support and other expressions of commitment are not required, but may strengthen the application.

- Staff Qualifications/Experience: Identify staff, including subcontractors, who will be assigned to the proposed contract, indicating the responsibilities and qualifications of such personnel, and amount of time each will be assigned to the project. Describe the project team structure and internal controls to be used during the course of the project, including any subcontractors.
- Provide resumes for the named staff that include information on the individual's particular skills related to this project, education, experience, significant accomplishments, and any other pertinent information. Identify any current or former state employees employed by or on the Applicant's governing board as of the date of the proposal. Include their position and responsibilities within the Applicant's organization. If following a review of this information, it is determined by Commerce that a conflict of interest exists, the Applicant may be disqualified from further consideration for the award of a contract.
- The Applicant must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have prior approval from Commerce.
- References: List names, addresses, telephone numbers and e-mail addresses of three (3) business references for the Applicant and three (3) business references for the lead staff person for whom work has been accomplished, and briefly describe the type of service provided. Do not include current Commerce staff as references. By submitting this request, the Applicant grants permission to Commerce to contact these references and others who from Commerce's perspective may have pertinent information.

20. The highest possible score is 100 points

- There no assigned point value to each content category; however, the application content overall will be synthesized into categories which do have point values.
- **Methodology and Context (30 points)**: Points will be awarded after examining a number of factors, including feasibility of the technologies, operations and resources to be utilized in the proposed project. Reviewers will also award points if synergies exist between the subject of the proposed study and the broader ecological and economic needs of the region.
- **Feedstocks (20 points)**: Points will be awarded to projects in close proximity to available sources of woody biomass, with preference to those that can utilize biomass resulting from forest management activities such as forest health treatments or fire hazard reduction.

- **Applicant Strength (20 points):** Reviewers will evaluate the proposed scope of work and schedule, including the project team and additional expertise to be drawn upon to complete the scope of work. Priority will be given to projects proposed by experienced teams with demonstrated expertise and proven track records of seeing projects through to successful completion.
 - **Potential Integration (10 points):** Points will be awarded based on the potential of the project to integrate into an existing or emerging biomass energy cluster, or the potential of the region to develop such a cluster. Preference will be given to those projects that can help to catalyze a larger impact, and/or are readily replicable elsewhere in the state.
 - **Local Support (10 points):** Points will be based upon the level of engagement and commitment to success expressed by local governments, community organizations, and existing or potential business relations. Projects which work closely with forest collaboratives are preferred.
 - **Matching Funds (10 points):** Points will be based on the level of match included in the proposal. Applications with less than a one-to-one match will not be reviewed. A two-to-one match or higher will be necessary to receive the full 10 points. Lesser match levels will receive five points.
21. If Peter is on the line, he will take the questions and provide responses.
- If Peter is not on the line, I will capture the questions for the Q&A document and record his responses for posting on the webpage.
 - Now is your opportunity to ask questions
22. Thank you for attending today's Bidders' Conference for the Forest Products Financial Assistance Program
- This webinar has been recorded and both the recorded session and the presented slide deck will be posted on the program website.
 - Enjoy the rest of your day and thank you for your interest in this competitive process.