

Wood Energy for Public Facilities GRANT APPLICATION

Directions:

Please follow the guidance provided in the Notice of Funding Opportunity and complete this application in full. If an area does not apply, insert "NA".

Please be aware that any information provided is subject to public disclosure. Only include proprietary information if necessary.

Complete all sections of the application. Incomplete applications may be disqualified.

Requirements:

1. Do not alter or edit any of the following:
 - Font size
 - Margins
 - Font type
 - Table size
2. Responses may include embedded visual images or graphs
3. Applications must be received by COMMERCE by **5:00pm Pacific on Friday, January 29, 2021**
4. Send questions regarding the application process to CEF@commerce.wa.gov
5. The maximum size of the application is 10 MB to ensure delivery
6. Applications will only be accepted via email by submitting the package to CEF@commerce.wa.gov.
Mailed paper applications will not be accepted.

Steps:

7. Save the document with this file name structure in WORD format (not PDF):
 - <Name of Organization>_ Wood Energy
8. After saving the document, email it to: CEF@commerce.wa.gov
 - Subject line: Wood Energy_< Name of Organization >_APP_ PKG
9. Include [all required attachments](#) as separate files attached to the same email message as the application:
 - Risk Assessment Survey
 - Match Documentation Letter(s)
 - [DOR Compliance Status](#)
 - Ethics in Public Service Compliance
 - Certification and Assurances

Award decisions will be made February 26, 2021

COMMERCE reserves the right to adjust timelines to ensure an equitable application review process. COMMERCE is under no obligation to pay for any costs associated with preparation or submission of applications.

Wood Conversion Projects at Public Facilities Application			
Section 1: Applicant Information			
Organization Name:		Click or tap here to enter text.	
Project Title:		Click or tap here to enter text.	
Total Project Cost:		Click or tap here to enter text.	
Dollar Amount of Grant Funding Requested:		Click or tap here to enter text.	
Mailing Address:		Click or tap here to enter text.	
Project Address (if different):		Click or tap here to enter text.	
Organization Website or NA:		Click or tap here to enter text.	
Project Contact #1 Name:		Click or tap here to enter text.	
Email #1:	Click or tap here to enter text.	Email #2:	Click or tap here to enter text.
Phone #1:	Click or tap here to enter text.	Phone #2:	Click or tap here to enter text.
Project Contact #2 Name:		Click or tap here to enter text.	
Email #1:	Click or tap here to enter text.	Email #2:	Click or tap here to enter text.
Phone #1:	Click or tap here to enter text.	Phone #2:	Click or tap here to enter text.
Organization Official/Title:		Click or tap here to enter text.	
Email #1:	Click or tap here to enter text.	Email #2:	Click or tap here to enter text.
Phone #1:	Click or tap here to enter text.	Phone #2:	Click or tap here to enter text.
Applicant Legal Status:		<input type="checkbox"/> Washington State Agency <input type="checkbox"/> Federal Agency <input type="checkbox"/> Local Government <input type="checkbox"/> Other (Specify) Click or tap here to enter text.	
Tax ID Number:		Click or tap here to enter text.	
UBI Number:		Click or tap here to enter text.	
Section 2: Project Information			
1.	<u>Project Summary:</u> Describe the project in one to three paragraphs, including its specific goals and objectives, general scope, and how it will achieve the legislative intent of replacing fossil energy sources with wood energy to meet the thermal and/or electrical needs of public facilities in Washington State.		
Response	Click or tap here to enter text.		
2.	<u>Methodology and Context:</u> 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 address the needs of rural communities for greater energy resiliency, and integrate into existing or emerging wood energy product enterprises, are strongly encouraged. Preference will be given to projects that catalyze a larger impact.		
Response	Click or tap here to enter text.		
3.	<u>Feedstocks:</u> 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 forestry collaboratives. In order to receive full points for		

	this section, projects shall address local forest management needs such as forest health treatments or fire hazard reduction.
Response	Click or tap here to enter text.
4.	<p><u>Work Plan:</u> 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.</p>
Response	Click or tap here to enter text.
5.	<p><u>Project Schedule:</u> 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.</p>
Response	Click or tap here to enter text.
6.	<p><u>Budget:</u> 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. Please note how you will be providing match, match amount, match confirmed and match source. Please highlight any non-state match</p>
Response	Click or tap here to enter text.
7.	<p><u>Outcomes and Performance Measurement:</u> Describe the impacts/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 the state agency.</p>
Response	Click or tap here to enter text.
8.	<p><u>Risks:</u> Identify potential risks that are considered significant to the success of the project. Include how the Applicant would propose to effectively monitor and manage these risks, including reporting of risks to the COMMERCE contract manager.</p>
Response	Click or tap here to enter text.
9.	<p><u>Local Support:</u> 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.</p>
Response	Click or tap here to enter text.
10.	<p><u>Staff Qualifications/Experience:</u> <ul style="list-style-type: none"> • 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. </p>

	<ul style="list-style-type: none"> • 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.
Response	Click or tap here to enter text.
11.	<p><u>References:</u> 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. COMMERCE may or may not, at COMMERCE'S discretion, contact references. COMMERCE may evaluate references at COMMERCE'S discretion.</p>
Response	Click or tap here to enter text.
<i>End of Application</i>	

APPLICATION PROCESS SURVEY (Required)

Survey Questions

The following questions are intended to help us improve our application process. Please indicate your agreement/disagreement with the following statements.

Your responses will not affect the evaluation of your application in any way.

- 1: Strongly Disagree
- 2: Disagree
- 3: Neither Agree nor Disagree
- 4: Agree
- 5: Strongly Agree

Organization/Company Name of Applicant:	
Click or tap here to enter text.	
Application Survey Questions	Responses
1. The guidelines provided enough information on the program.	
2. The Bidders Conference was a helpful introduction to the application process.	
3. The Notice of Funding Opportunity (NOFO) application instructions were clear.	
4. The NOFO application process was easy to follow.	
5. I was able to receive the assistance I needed from COMMERCE to complete the application.	
6. COMMERCE staff was timely in responding to process related inquiries.	
7. I had adequate time to prepare the application prior to the deadline.	
8. Given program requirements, the application process was reasonable.	
Please enter general comments and/or suggestions for improvement in the box below.	
Click or tap here to enter text.	
End of Application	