



MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

# **WOOD PRODUCT AND BIOMASS UTILIZATION GRANT**

**Award Available: \$30,000**

## **ANNOUNCEMENT AND REQUEST FOR PROPOSALS**

**RELEASE DATE: NOVEMBER 7, 2012**

**SUBMISSION DEADLINE:  
DECEMBER 17, 2012  
5:00 PM MST**

**PROPOSALS MUST BE POST-MARKED, HAND-DELIVERED OR EMAILED TO:**

**Montana Department of Natural Resources and Conservation  
at 2705 Spurgin Rd. Missoula, MT 59804-3199  
[jkies@mt.gov](mailto:jkies@mt.gov)  
Attention: Julie Kies**

**By 5 p.m. MST December 17, 2012**

## **INTENT OF WOOD PRODUCT AND BIOMASS UTILIZATION GRANTS:**

The intent of the Montana Department of Natural Resources and Conservation (DNRC) Wood Product and Biomass Utilization Grants is to support increased and improved utilization of forest products, including biomass, in Montana. This is accomplished in part through providing financial assistance to entities engaged in innovative and viable wood and biomass market development, utilization and expansion opportunities. The anticipated results of this grant program are increased utilization of Montana wood products and otherwise low-valued woody biomass; jobs created or retained in the wood products industry; a more diversified Montana forest products market; enhanced economic development opportunities; reduced cost of forest management; improved forest conditions; and reduced air emissions from open slash-pile burning.

## **ELIGIBLE APPLICANTS**

Eligible applicants are for-profit businesses located and registered to do business in the State of Montana, non-profits with current IRS standing, public facilities, state, local and tribal governments, school districts, or communities.

Previous Grant Recipients: Grant proposals from applicants who have not received DNRC Biomass Program grants in the past will be considered before proposals from past recipients of Biomass Program grants from DNRC. Previous DNRC grant recipients are eligible to receive a grant, but they will receive lower priority for awards through this RFP process.

NOTE: Public and non-profit entities seeking funding assistance for preliminary feasibility assessments for integrating woody biomass energy systems are encouraged to submit an application form to DNRC's Biomass Energy Pre-Feasibility Assessment Program, instead of this Wood Product and Biomass Utilization Grant. Application details can be found here:

<http://dnrc.mt.gov/forestry/Assistance/Biomass/PreFeasibility.asp>.

## **ELIGIBLE ACTIVITIES**

Funding for these grants is available to activities that will increase and/or enhance the manufacture and/or utilization of Montana wood products and/or forest biomass.

### **Eligible Activities include:**

- Technical, economic, and market feasibility assessments or planning
- Planning, development, or permitting of manufacturing process or construction projects
- Purchase of equipment used in the manufacture and/or utilization of wood and/or forest biomass

**All work under this grant must be completed by February 2014.**

## **AWARD INFORMATION**

DNRC anticipates awarding a total of \$30,000 for funding of one or more projects. Funding amounts may vary due to the number and quality of applications received.

## EVALUATION CRITERIA AND SELECTION PROCEDURES

Application packages must contain a technical narrative and supporting documentation that addresses each of the 8 evaluation criteria described below. Applications will be scored and prioritized based on the applicant's ability to demonstrate their proposal's merit in the 8 evaluation criteria below:

- 1. Project Goals and Objectives.** Include statement of need, and list specific goals and objectives in bullet format.
- 2. Length of Project.** (Maximum length is 1 year, preferably 8 months or less)
- 3. Costs.** Estimated overall project costs – include both DNRC funds requested and applicant match.
- 4. Implementation Plan/Timetable.** Address each of the following items:
  - Method/procedure to accomplish goals and objectives.
  - Work plan and timetable.
  - Specify if outside goods or professional services will be procured, and provide estimated cost quotes from 3 reliable, qualified sources for each. If your source of goods/services is deemed by you to be a “sole source”, explain why.
- 5. Technical and Economic Feasibility.**
  - List and briefly summarize the relevant professional studies and prior work that have been done to date for this project, such as feasibility study, market analysis, environmental analysis, site analysis, economic feasibility, and/or business plan. Include relevant reports as attachments to your proposal.
    - If applying for funds to procure equipment, develop a manufacturing site, or advance product manufacturing, provide information and supporting documentation on the economic feasibility of the proposed project.
    - If asking for funding to purchase equipment, incorporate design/specifications of the equipment into the proposal. Indicate why the particular piece of equipment was chosen and what makes it the best fit for your applied use.
- 6. Project Impacts.** Address each of the following items:
  - Indicate how implementation of the project will increase and/or enhance the manufacture and/or utilization of Montana wood products and/or forest biomass, and how the project will affect the applicant and the potential benefits to local forests and communities.
  - Indicate estimated volume of wood or biomass material to be processed or utilized annually.
- 7. Capacity and Experience of Project Team**
  - Provide brief background/history of your business or organization.
  - Identify key individuals, partners and/or consultants responsible for project implementation, their roles and qualifications.
  - If entity applying is a for-profit business, provide business plan and/or work plan including current financials and 3 year projections.

- If entity applying is a start-up business venture, include 3 year projections for Profit and Loss.

**8. Budget.** Address each of the following items:

- Complete the Budget Table and Applicant Contributions Table (Attachment 2), and include in proposal. The budget should support the narrative statements and reflect needed expenditures.
- Indicate match amount from applicant. All DNRC grant funds received must be matched with non-Federal dollars on a 1:1 basis. Applicants demonstrating match commitment above and beyond the 1:1 minimum will be allowed additional points.

**Proposal Review**

Proposals will be reviewed and prioritized collaboratively by a panel which will include, but is not limited to, representatives from the Montana Department of Natural Resources and Conservation and the United States Department of Agriculture. DNRC reserves the right to request further information from any applicant as needed. The panel will evaluate each criterion independently, rating and scoring each response. If two or more projects receive equal scores, committee members will jointly discuss their evaluations and a consensus will be reached as to which project(s) may receive funding.

## **SUBMISSION GUIDELINES**

Proposal packages must contain information addressing the 8 evaluation criteria detailed above.

Please read **the entire packet** before preparing and submitting your proposal. Be sure that you include all necessary information in the body of your proposal, not in cover letters or letters of support.

- Limit grant application package to eight (8) single-sided pages, 12 pt font including:
  - Attachment 1: Application Summary Cover Page as first page
  - A narrative that addresses each of the 8 evaluation criteria in a structured, organized way with the heading for each criteria category preceding the response for that particular criteria (i.e. 1. Project Goals and Objectives: ...)
  - Attachment 2: Budget Table and Applicant Contributions
- Additional addendums of pertinent information such as business plans, engineering designs, cost quotes, financials, and letters of support may be included in addition to the 8 page limit. Pertinent letters of support will improve scoring.
- **The original and two (2) copies of the proposal must be submitted.**
- Grant applications must be submitted in one of three ways:
  - **Emailed electronically.** Emailed applications must be received by December 17, 2012, 5:00 pm. Email full application as a single pdf document to [jkies@mt.gov](mailto:jkies@mt.gov) with “Biomass Grant Application” at the beginning of the subject line.
  - **Mailed hard copy.** Mailed applications must be post-marked by December 17, 2012.

Mail to: DNRC- Forestry Division Office, Attention: Julie Kies, 2705 Spurgin Rd., Missoula MT 59804-3199.

- **Hand Delivered.** Hand-delivered hard copies must be received by December 17, 2012, 5:00 pm. Hand-deliver to: Receptionist, DNRC- Forestry Division Office, 2705 Spurgin Rd., Missoula MT, Building A.

If mailing or delivering hard copies, **three (3) copies** of the proposal must be submitted. Do not use special covers or binders. Hard copies must be easy to disassemble and scan electronically.

## FUNDING GUIDELINES

### Matching Cost-Share Requirement

This grant award requires a 1:1 match of federal to non-federal funds. The funding provided by DNRC for this grant program is derived from federal funds. Federal funds may not be used for match. The non-federal match provided by the grantee may include cash, in-kind goods or services, and/or donated contributions. Entities may incorporate one quarter (25%) of their match requirement as in-kind contributions. The match needs to be within the grant timeframe. Projects selected for funding will officially begin around February 5, 2013.

### Grant Award

Upon award, the DNRC will provide grant payments on a cost-reimbursement basis. The DNRC reserves the right to offer a different grant amount than proposed by applicants. Funding amounts may vary due to the number and quality of applications received. The DNRC anticipates awarding a total of \$30,000 for funding of one or more projects.

All awards from this grant program shall be considered final awards to the project(s) selected. If project costs increase beyond what was projected at the time of the grant award, the grantee is responsible for finding additional funding from sources outside this program. Successful awardees will be required to submit project performance reports to the DNRC.

## FUNDING NOTIFICATION AND GRANT AWARD

Successful applicants will be announced by January 15, 2013. DNRC anticipates signing agreements with awardees by February 4, 2013. Applicants must consult with the DNRC before incurring any grant-related expenses, as pre-award costs are not allowed without prior written approval from DNRC.

In accordance with Montana Code Annotated section 49-3-207, the grantee agrees that the hiring of persons to perform work on the project will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing work on the project.

## LEGAL AUTHORITY

The DNRC Biomass Utilization Program and related activities, including this Request for Proposals, are authorized by Montana Code Annotated, sections 2-15-112, 18-4-304, and 76-13-136.

Funding for the grants is awarded under the authority of the Department of Defense and Full-Year Continuing Appropriations Act, 2011, Public Law 112-10, as amended. The Federal Financial Assistance Award Number of the federally awarded funds to the DNRC is Grant # 11-DG-11010000-030. The Catalog of Federal Domestic Assistance Number is 10.672.

## **CONTACT**

For questions, contact:

Julie Kies  
Biomass Utilization Program, DNRC  
2705 Spurgin Road  
Missoula, MT 59804-3199  
Phone: (406) 542-4280  
[jkies@mt.gov](mailto:jkies@mt.gov)

**ATTACHMENT 1**

**Montana Department of Natural Resources and Conservation**

**Biomass Utilization Program**

**Grant Application Summary Cover Page**

Applicant Information

Name of Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Email: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

D-U-N-S Number: \_\_\_\_\_

CAGE Code: \_\_\_\_\_

.....  
Project Information

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Description (Brief 2-3 sentences describing scope of proposed project):

.....  
Grant Amount Requested \$ \_\_\_\_\_

Non-Federal Match Amount \$ \_\_\_\_\_

**ATTACHMENT 2**

**Montana Department of Natural Resources and Conservation**

**Biomass Utilization Program**

**Budget Table and Applicant Contributions**

**a. Budget Table:**

<i>Project Funding Categories</i>	<b>DNRC</b>	<b>Applicant's Share (Match)</b>	<b>Total</b>
<b>Personnel salary/wages/benefits</b>	\$	\$	\$
<b>Travel</b>	\$	\$	\$
<b>Supplies/Materials</b>	\$	\$	\$
<b>Contractual</b>	\$	\$	\$
<b>Equipment</b>	\$	\$	\$
<b>Other Costs</b>	\$	\$	\$
<b>Total Funding Summary:</b>	\$	\$	\$

**b. Applicant Contributions (do not include amount being requested from DNRC)**

	<b>Applicant/ Cooperator</b>	<b>Cash</b>	<b>Materials</b>	<b>In-Kind Services</b>	<b>Total</b>
<b>Totals</b>					

**Instructions for the Applicant Contributions Table:** Identify the value of all applicant and cooperator contributions in the table above. Entities may incorporate one quarter (25%) of their match requirement as in-kind contributions. Please value in-kind contributions and materials at reasonable and acceptable rates. If in-kind services include wages or contracted rates, use hourly rates as the basis for your calculation, and indicate this in your proposal.