Alaska Energy Authority
Biomass Engineering Design and Permitting
Request for Applications
2017 Program Guidelines

December 15, 2017

Application Deadline:
January 30, 2018

Introduction
The Alaska Energy Authority (Authority) is one of the partners in the Alaska Wood Energy Development Task Group (AWEDTG) whose mission is to increase the responsible use of wood heating systems in Alaska. For the last eight years, the AWEDTG has been providing pre-feasibility studies to communities interested in wood heating systems for community buildings. This program is funded through grants from the United States Forest Service with matching funds provided by the State of Alaska, and the pre-feasibility studies are provided at no cost to the communities. In order to continue the project development of strong wood heating projects, the Alaska Energy Authority would like to fund the next step in the biomass project development process - design and permitting - to prepare projects for financing.

Up to $150,000 will be available for selected applicants to hire professional services to complete the final engineered design and permitting for their community biomass projects. No match is required for this RFA, but cash or in-kind match will be considered in the scoring of the applications. The applicants selected to be awarded funding can choose either a pass through community-managed grant or an AEA managed project. Monthly progress reporting will be required.

The application for this program is intentionally designed to be very similar to the U.S. Forest Service Wood Innovations Program, so that applicants can apply to both programs with minimal extra work.

Demonstration Projects and Applied Research projects will not be considered. Early phase project development proposals (such as feasibility studies) will not be considered.

Selected projects must be complete and closed out by September 30, 2018.

This RFA receives part of the available funds through a grant from the United States Department of Agriculture Forest Service and as such is subject to the provisions of 2 CFR 200 which, in addition to other compliance requirements, may require a grantee to obtain a federal single audit as identified in 2 CFR 200 Subpart F.
Program in Brief

Application period: December 15, 2017 – January 30, 2018
Eligibility: Wood Heating Projects that have a completed prefeasibility assessment or feasibility study within the last 10 years.
Available Funding: $150,000 – maximum funding of $50,000 for a single building heating system, and $100,000 for a district heating system
Number of projects to be funded: The actual funding amounts will depend on the quality of the proposals.

Return Completed Applications to: Shawn Calfa, Grants and Compliance Manager Alaska Energy Authority 813 West Northern Lights Blvd. Anchorage, AK 99503 Phone: (907) 771-3031 E-mail: grantapplications@aidea.org

Application Period
The Authority will accept applications from eligible applicants during an open application period starting December 15, 2017 and ending January 30, 2018 at 5:00 pm Alaska Daylight Time.

Eligible Applicants
Eligible applicants include for-profit entities; State, local, and Tribal governments; school districts; communities; not-for-profit organizations; institutions of higher education; and special purpose districts (e.g., public utilities districts, fire districts, conservation districts, and ports)

Eligible Projects
Eligible projects are limited to wood heating projects in communities in Alaska that have completed a prefeasibility assessment or feasibility study within the last 10 years.

Services Provided
The Authority will provide up to $150,000 for the conceptual to final design and permitting for a wood heating project. The engineering and permitting expenses must be detailed in the application. Individual buildings or district heating loops are acceptable projects. The expenses of one trip to the community by the design engineer is acceptable. The engineering firms hired must have documented experience in wood-fired heating system design. The maximum award for a single building heating system design is $50,000. The maximum award for a district heating system design is $100,000.

The final deliverables will be a 95% engineered design and all relevant permits.

The Application and Program Process
1. Applicant completes the application form and submits to AEA by 5:00 pm January 30, 2018
2. Applicant receives Notice of Award email from AEA - if selected - by February 12, 2018 or selects AEA to manage the project.
3. Applicant or AEA selects a contractor to develop design report
4. Applicant submits final design and permitting package
5. Authority accepts the final design and permitting package
How Applicants Will Be Selected

- Applications will be reviewed for meeting the eligibility requirements for applicants and projects. Ineligible applicants will not be considered further and will be notified by email.
- Reviewers will assign points to each proposal based on its ability to meet the following criteria. Each proposal can earn a maximum of 100 total points.

1. **Project Goals and Objectives (10 points total)**
   - Alignment with goals of the Alaska Wood Energy Development Task Group (10 points)

2. **Project Description (15 points total)**
   - Components of section adequately addressed (10 points)
   - Reporting requirements addressed (5 points)

3. **Project Impact (40 points total)**
   - Clear and reasonable deliverables and outcomes given funds requested (15 points)
   - Realistic presentation of impacts (10 points)
   - Leveraged activities and actions and/or leveraged funds for match that maximize proposed project benefits (10 points)
   - Extent of impact on market or sector (5 points)

4. **Qualifications of Staff, Organization, and Partners (20 points)**
   - Key personnel qualifications, capabilities, and certifications as well as experience on related projects and experience and performance of prior funded U.S. Forest Service or Alaska Energy Authority project(s) (if any).

5. **Pathway to Construction (15 points)**
   - Clear and reasonable documentation of the intended biomass resource. (5 points)
   - Clear and reasonable description of the operations and maintenance plan for the boiler system. (5 points)
   - Clear and reasonable description of the plan to fund the construction of the project. (5 points)

**Completion of Program**

All design projects must complete the project by September 30, 2018.

**Deliverables**

1. Final Design Report
2. Complete permitting package submitted to appropriate agencies
3. Summary of Financial expenditures
Program Changes
The program may undergo changes both prior to the application deadline, and possibly while underway. Please be sure to check back to the program web site for the most recent versions of this document and other applicable documents.

Additional Information
All current forms and information about this program will be posted on AEA’s web site www.akenergyauthority.org/Programs/AEEE/Biomass. Any other questions and comments may be addressed to:
Grants Administrator Shawn Calfa
Alaska Energy Authority
813 West Northern Lights Blvd.
Anchorage, AK 99503
Phone: (907) 771-3031
E-mail: grantapplications@aidea.org

APPLICATION

Part 1: Applicant Contact Information

1. Project Title:

2. Project Cost & Applicant Funding
   a. Applicant Funding ($):
   b. Requested Authority Funding ($):
   c. Applicant Funding as a Percentage of Requested Authority Funding (A/B x 100):
   d. Total Project Cost ($):

3. Contact Information
   Financial Agreement Applicant (Responsible official for the financial administration of the project)

   Name:
   Title:
   Organization/Company:
   Bureau/Division:
   Section/Program:
   Street Address/P.O. Box:
   City, State Zip:
   Phone:
   E-mail Address:
**Project Contact** (Responsible for management/coordination of project; if listed above, check box ☐)

Name:
Title:
Organization/Company:
Bureau/Division:
Section/Program:
Street Address/P.O. Box:
City, State Zip:
Phone:
E-mail Address:

**Application Instructions:** Address each of the following items listed under each section. There is a maximum of 6 pages per proposal for Part 1 of the Application, not including the Applicant Contact Information page or appendices.

**Part 1 (cont.): Narrative**

A. Basic Project Information
   - Project Title: *Name of the project.*
   - Project Length: *The awarded project design must be complete by September 30, 2018.*

B. Project Goals and Objectives
   - Statement of need.
   - Specific goals and objectives in bullet point format.
   - Describe how the proposed project responds to the grant program goals, intent, and priorities listed in the instructions.

C. Project Description
   - Describe the work plan with specific activities to be accomplished, organized according to the goals and objectives listed in Section B.
   - Describe how your budget aligns with these activities.
   - Describe the timeline for project activities.
   - Describe how progress will be measured.
   - *Describe the wood resource that will fuel this project.*
   - *Describe the plans for operating and maintaining the boiler system.*
   - *Describe your plans for funding the construction of this project.*

* - Additional requirement from the Wood Innovations Grant Application
D. Project Impact

- List anticipated project outcomes, deliverables, and desired results.
- Describe anticipated project impacts, such as: 1) magnitude of impact on markets of generating renewable wood energy, 2) benefits to forest lands, and 3) job creation and retention.
- Describe leveraged activities and actions and/or leveraged funds that maximize proposed project benefits.

E. Qualifications of Team and Partners

- Key personnel qualifications, capabilities, and certifications as well as experience on related projects and experience and performance of prior funded grants (if any).

F. Annual Progress Reports and Final Reports

- Describe planned reports, documents, and success stories that will be provided at the end of the project for posting on the Alaska Biomass Website.
- List the contact information for the person(s) responsible for reporting (reports should be submitted via e-mail as Word documents or PDF format.

Monthly Progress Reports are required. A template will be provided with the grant documentation. The reports provide an overview of accomplishments of the goals and objectives listed in the approved project narrative, including documentation of activities generated by the award. A detailed Final Report is required that will include the final design documents and a financial summary.

G. Budget Summary and Justification

- Address proposed expenditures in relation to the proposed project description.
- Include cash and in-kind match, other funds, and staff time that may help accomplish the project.

Please complete the following budget table. The budget should support the narrative statements and reflect needed costs.

Proposals selected for funding should be complete by September 30, 2018.

Equipment purchases, basic research, feasibility, and construction will NOT be funded under this funding opportunity. This funding opportunity is for Engineered Design and Permitting only.

H. Appendices

Include attachments as appropriate based on project category and include a Table of Contents if there are more than two separate appendices.

Please note: Applicants must submit letters of support from third-party organizations confirming the amount of cash or in-kind services to be provided. These letters of support should be included as an appendix, preferably the first appendix if multiple appendices are included.

Grant Requirements

To receive a grant under this RFA, applicants must comply with the following standard terms and conditions and the other terms and conditions in the Authority’s standard grant document, and referenced appendices. If the grantee is a tribal entity, a waiver of sovereign immunity will be required as a condition of the grant.
1. **Contracts for Engineering Services**

In the event the Grantee contracts for engineering services, the Grantee will require that the engineering firm certify that it is authorized to do business in the State of Alaska and provide proof of licensing and required professional liability insurance. All contracted engineering service providers must provide an example of a successful woody biomass heating system designed by the provider.

Unless otherwise agreed by the Authority, the insurance required by this section shall, at a minimum, include professional liability insurance covering all errors, omissions or negligent acts in the performance of professional services under this agreement, with limits required per the following schedule:

<table>
<thead>
<tr>
<th>Contract Amount</th>
<th>Minimum Required Limits</th>
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<tbody>
<tr>
<td>Under $ 100,000</td>
<td>$ 300,000 per Occurrence/Annual Aggregate</td>
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<td>Refer to Risk Management</td>
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2. **Permits**

It is the responsibility of the Grantee to identify and ensure that all permits required for the construction and operation of this Project by the Federal, State, or Local governments have been obtained unless otherwise stated in the scope of work. These permits may include, but are not limited to, Corps of Engineers, Environmental Protection Agency, Alaska Department of Environmental Conservation, State Historic Preservation Office, State Fire Marshal, Alaska Department of Natural Resources, Alaska Department of Fish and Game and Boroughs.

3. **Exclusion of Existing Environmental Hazards**

Grant funds will not be awarded for and may not be used for environmental investigation, removal or remediation of contamination, remediation of existing facilities or properties, site preparation, or any other environmental matters, unless specifically provided in the Grant Agreement. In addition, grant funds will not be awarded for and may not be used for the decommissioning or removal of any existing facilities except as specifically provided in the Grant Agreement.

4. **Environmental Standards**

The grantee will comply with applicable environmental standards, including without limitation applicable laws for the prevention of pollution, management of hazardous waste, and evaluation of environmental impacts.

5. **Construction Plans and Specifications Review**

Prior to public notice of bidding a construction project, the grantee will provide the plans and specifications to the Authority for review. Concurrence that the plans and specifications are consistent with the grant award must be received before grant funds will be released for construction related costs.
## 1. Budget Table

<table>
<thead>
<tr>
<th>Milestone or Task</th>
<th>AEA Grant Funds</th>
<th>Grantee Matching Funds</th>
<th>Source of Matching Funds: Cash/In-kind/Federal Grants/Other State Grants/Other</th>
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<tr>
<td>(List milestones based on phase and type of project. See sections 2.3 thru 2.6 of the RFA)</td>
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### Direct Labor & Benefits

| | $ | $ | | $ |

### Travel & Per Diem

| | $ | $ | | $ |

### Contractual Services

| | $ | $ | | $ |

### TOTALS

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