

Enterprise Development Fund for Small Wood Utilization in the Greater Flagstaff Region

Request for Proposals

Solicitation by the
Greater Flagstaff Forests Partnership, Inc.

May 5, 2003

Table of Contents:

- General Information**
 - Legislative Authority and Background.....1
 - Contact Information.....1
- Program Description**
 - Program Area Description.....2
 - Purpose and Priorities.....2
 - Eligibility.....3
- Submission of Proposals**
 - Application Procedures.....3
 - Submission Requirements.....4
 - Administrative Requirements.....5
- Review Process**
 - General.....5
 - Evaluation Criteria.....5
- Contract Duration**
 - Contract Duration.....5

General Information

Legislative Authority and Background:

The Greater Flagstaff Forests Partnership, Inc. (GFFP), in cooperation with the Ecological Restoration Institute (ERI) at Northern Arizona University, announce the availability of \$195,000 in wood utilization enterprise development funds and solicit proposals for grants as directed by the Department of Interior and Related Agencies Conference Report 106-914 and other applicable statutory authorities including 43 CFR Part 12 and F.A.R 31.2.

This solicitation for proposals is intended to promote greater wood utilization and business development related to small diameter timber resources in the Greater Flagstaff area. The GFFP seeks proposals to create, expand or locate one or more utilization and/or marketing enterprises specifically focused on small diameter wood generated by GFFP projects as well as other restoration and fuels reduction projects regionally.

Expenditures eligible for Enterprise Development funds include direct costs related to capital investment, working capital, labor, supplies, travel, and materials. Equipment purchases do not require a federal lien. Purchases of land and buildings are not eligible expenditures. Overhead costs are strictly prohibited.

Contact Information:

Proposals in the appropriate form must be submitted to the following address no later than 5:00 p.m. on **July 3, 2003**.

**Greater Flagstaff Forests Partnership
Enterprise Development Fund
1300 S. Milton Rd., Suite 218
Flagstaff, AZ 86001**

For program information you may contact Brian Cottam, GFFP Coordinator at (928) 226-0644; brian@gffp.org or Dennis Becker, USDA Forest Service (928) 556-2159; drbecker@fs.fed.us.

For review or assistance in developing and writing required business plans, contact Lee Vadnais, Program Coordinator of the Coconino Community College Small Business Development Center (<http://www.dist.maricopa.edu/sbdc/centers.htm>).

**Coconino Community College
Small Business Development Center
3000 N. 4th St.
Flagstaff, AZ 86004
(928) 526-7654
(928) 526-8693**

Program Description

Program Area Description

The purpose of this solicitation is to provide funds for the creation, expansion, and/or relocation of businesses to the Greater Flagstaff region that provide sustained utilization of small diameter timber. One or more awards of up to \$195,000 combined will be granted to businesses with demonstrated experience and proven competencies in the processing and/or marketing of solid wood or biomass products.

The business entrepreneur should have adequate expertise and resources to resolve technical, economic, and environmental obstacles, culminating in proposed operations. Proposals must demonstrate potential for significant advances in the utilization of small diameter timber and are integrated with existing and emerging utilization initiatives within the Greater Flagstaff region, which for the purpose of this program is approximately within 50 miles of Flagstaff, AZ. Applicants should develop proposals for post-harvest processing, manufacturing, and/or marketing activities that enhance the economic viability of the project, add value at the local level, and promote new business investment and job formation in the Greater Flagstaff region.

For this solicitation, cost sharing will be required whereby a portion of the total project costs and liability will be assumed by the grantee through non-Federal sources. Evidence of commitment shall be demonstrated by means of a complete business plan specific to the proposed project in which a 3-year financial plan is provided. It is highly encouraged that the business plan be developed in consultation with the Small Business Development Center (SBDC) of Coconino Community College or similar recognized service provider. The SBDC is a free service and is awaiting contacts.

Cost shares shall include a cash contribution and may include in-kind contributions (e.g., contributions of property or third-party services; donated equipment, buildings, or land; donated supplies; or indirect costs) incurred as part of this project as described under 7 CFR Part 3015 Subpart G, 10 CFR 600.123, 600.224, as well as OMB Circular A-110. All applicant cost sharing must come from non-Federal sources, such as private entities or persons, state or local governments, institutions, or any other sources that were not originally derived from Federal funds. A minimum cost share percentage is not required.

Purpose and Priorities

The objectives of grants under this initiative are to:

- Increase the sustained utilization of small diameter timber from forest restoration and hazardous fuel reduction projects in the Greater Flagstaff region;
- Develop and expand markets for products made from small diameter timber by supporting the investment in new and existing wood utilization technologies.
- Increase market capacity for businesses utilizing small diameter timber and resulting products;
- Strengthen and diversify the economy in the Greater Flagstaff region by supporting businesses that achieve forest restoration by creating high value manufacturing opportunities and products.

Eligibility

This request is primarily directed to small businesses according to federal statute, and may be in partnership with tribal, state, and local governments, communities, and non-profit organizations. The projects may be entirely on, or on any combination of, Federal, Tribal, State, County, or Municipal lands. Processing facilities may be located on private land if the intent is to utilize material resulting from forest restoration and fuels reduction activities on lands in the Greater Flagstaff region, not solely said private land. Applicants must meet the following criteria:

- 1) Comply with all Federal and State laws;
- 2) Projects must take place in or be directly beneficial to communities within the Greater Flagstaff region, which is approximately within 50 miles of Flagstaff, AZ;
- 3) Business tangible assets purchased with Enterprise Development funds must remain in the Flagstaff region for a duration of not less than 3 years. Funds are subject to rescission upon non-compliance with right to waive retained by the GFFP.
- 4) Semi-annual performance and financial progress reports submitted to GFFP will be required on the positive or negative impact and effectiveness of the project for a period not to exceed 3 years;
- 5) Create local employment opportunities within the context of the purpose and priorities of this solicitation;
- 6) Submit a 3-year business plan with first year monthly pro-forma of financial statements. Business plans may be developed with assistance from the SBDC of Coconino Community College or similar recognized service provider;
- 7) Cost shares shall include a cash contribution from non-Federal sources, and may include in-kind contributions;
- 8) Total direct costs requested must not exceed \$195,000. Overhead costs are strictly prohibited.
- 9) All costs must be clearly identified in the business plan showing unit costs, and must be allowable, reasonable, and auditable. Applying organizations or businesses must ensure fiscal accountability and provide reasonable access to business records for such purposes;

Grantees shall be subject to federal assistance requirements. Information regarding federal funding can be obtained from the Office of Management and Budget (OMB). Circulars are available through the Internet at the following address: <http://www.whitehouse.gov/omb/grants/>. Circulars applicable to this proposal are OMB Circular F.A.R. Part 31.202 governing commercial organizations, and OMB Circular A-133 governing federal audit requirements.

Submission of Proposals Application Procedures

Submission of a Notification of Intent (NOI) and follow-up with GFFP representatives to ask questions and develop proposals in accordance with the objectives as specified in the "Purpose and Priorities" subsection is strongly encouraged. Please submit the NOI to GFFP on or before May 30, 2003 (use attached form). The NOI should briefly explain the proposed project; describe project objectives, use of funds, and who the principal partners will be. Proposals will be accepted without such discussions with program representatives.

All proposals shall be on white 8.5 x 11” paper, single-spaced, 12-point font. Please do not enclose material in folders or binders and do not enclose unsolicited materials. Please submit six (6) copies of the proposal to the address below. Length limitations are as indicated in the “Submission Requirements” subsection below.

Proposals must be received no later than 5:00 p.m., July 3, 2003. Absolutely no exceptions will be made for proposals not received by the appointed time. Proposals may not be sent by facsimile or e-mail. Send proposals to:

**Greater Flagstaff Forest Partnership
Enterprise Development Fund
1300 S. Milton Rd., Suite 218
Flagstaff, AZ 86001**

Awards are expected to be announced in August of 2003. A notice of a grant award, in the form of a letter, will be sent to the successful applicant(s) and will provide additional guidance and information to the grantee.

Submission Requirements

- 1. Cover Sheet** (use attached form)
- 2. Project Narrative** (1 page)
 - a. Project’s objectives and description;
 - b. Project detail including what the project will accomplish, and who the principal partners will be;
 - c. How the project will contribute to the “Purpose and Priorities” (as listed in the above subsection under “Program Description”). Your proposal is **not required** to meet all objectives.
- 3. Project Funding History** (1 page, if applicable)
 - a. Funding history including current or previous federal grant support
- 4. Project Budget** (1 page)
 - a. Total project costs by category;
 - b. Breakdown of cost share responsibilities including total cash match and in-kind contributions, if applicable;
- 5. Business Plan** (no page limitation)
 - a. Narrative of business concept including general market and competition;
 - b. Marketing plan including description of customer base;
 - c. Description of business location and history if an ongoing enterprise;
 - d. Operational or management plan including history of principles (resume may be attached to meet this requirement);
 - e. Financial plan including budget for initial capital requirements. Provide budget for up to 3 years if ongoing enterprise. Pro forma income statements and cash budgets should be included if funds will be used to support operations.
 - f. Timeline for project deliverables.

6. Appendices (no page limitation)

- a. Resumes of key project manager(s) detailing their role and capability to achieve project objective(s);
- b. Letters of commitment from declared partner(s) explaining their role and capability to achieve project objective(s).

Administrative Requirements

Proposing entities ("offerors") will examine all contract documents, noting particularly all stipulations that in any way affect the work. Failure of an offeror to acquaint itself fully with the amount and nature of the work required to fulfill all terms of the contract documents will not be considered as a basis for extra compensation after a contract has been awarded.

If an offeror finds discrepancies, omissions, or ambiguities in the contract documents, it will at once notify GFFP, which will send written corrections or explanations to all offerors. GFFP will not be responsible for any oral instructions.

If an offeror's proposal substantially adds to, subtracts from, or otherwise changes the provisions of this request, the proposal will be void.

Proposals must certify that all entities responsible for authorizing the activities of the offeror have agreed that their proposal should be submitted as written.

Review Process

General

All proposals received in response to this solicitation will be reviewed by a technical panel as appointed by the GFFP, Inc. Board of Directors. The GFFP, Inc. Board of Directors will make final decisions based on an *independent* review of the proposals and recommendations of the review panel. The review panel may require applications to be clarified or supplemented to the extent considered necessary, either through additional submissions or oral presentations. Such determination of necessity and method of clarification is solely at the discretion and judgment of the panel. Proposals submitted by the applicant will be considered non-proprietary and in the public domain.

Evaluation Criteria

Each proposal will be evaluated based on the requirements of this request and how project elements contribute to the objectives, as listed in "Purpose and Priorities". There is no commitment to fund any particular proposal or to make a specific number of awards.

Contract Duration

The contract period will extend from the date of the contract approval by the GFFP, Inc. Board of Directors for a period not to exceed 3 years. The GFFP and/or Northern Arizona University Contracts and Agreements Office will contract and administer the disbursement of funds, with final disbursement no later than December 2003 upon invoice.

Greater Flagstaff Forests Partnership, Inc.
Enterprise Development Fund
Project Notice of Intent

The Notice Of Intent is requested, though not required, so that GFFP representatives will know your intent to submit a full proposal and provide you with feedback during its development. **Please answer the following questions and return to GFFP by May 30, 2003.**

Project Narrative: *Briefly* explain what the proposed project is about, its objectives, use of funds, and how the project will be sustained over time.

Partners: *Briefly* explain who the principal partners are and their qualifications, if applicable.

Project Title: _____

Name of Business: _____

Mailing Address: _____

Project Contact: **Telephone Number** _____ **Fax Number** _____

E-Mail Address _____

Projected Budget: **Amount Requested \$** _____ **Matching \$** _____



**GREATER
FLAGSTAFF
FORESTS
PARTNERSHIP**
WWW.GFFP.ORG

**Enterprise Development for Small Diameter Timber Utilization
Project Cover Sheet**

Project Title: _____

Name of Business/ Organization: _____

Project Contact Name: _____

Mailing Address: _____

Project Contact: Telephone Number _____

Fax Number: _____

E-Mail Address: _____

Total Amount Requested \$ _____

Total Cash Matching \$ _____

Total In-Kind Matching \$ _____