

Description of Application and Selection Process

Missouri Department of Conservation (MDC) is offering one grant for up to \$704,000.00 for a "Fuels for Schools" project. The Fuels for Schools project is a "turn-key" boiler system which uses wood for fuel. A minimum 20% match is required with this grant, and certain criteria must be met and maintained to be awarded this grant.

Additional funds may be available through the Department of Economic Development's Division of Energy's Energy Loan Program. Please visit <http://energyloan.mo.gov> for more information on the loan program.

The grant selection committee will consist of staff members from the Missouri Department of Conservation and South Central Ozark Council of Governments.

Grant Submission Deadline: *August 1, 2020 (postmarked date)*

Grant Duration: *Two years*

Grant Amount: *\$704,000 maximum (one grant per public school). MDC will pay up to 80% of the project or up to \$704,000; whichever comes first.*

Additional funding may be available through the Department of Economic Development Energy Division's Energy Loan Program. Please visit <http://energyloan.mo.gov> for more information on the loan program.

Number of grants to be awarded: *One public school district*

All grant applications must contain original signatures, and be mailed to the following address:

Missouri Department of Conservation
Forestry Division
Attention: Fuels for Schools Grant
P.O. Box 180
Jefferson City, MO 65102

Eligible Geographies – where will the grants be awarded?

The intent, depending on the quality of the applications, is to distribute one grant within the state of Missouri.

Process of Selecting a Public School for the Fuels for Schools Grant

1. Public school fills out the Grant Application Form. Up to three additional pages may be included to provide additional information that would be helpful to the grant selection committee.
2. Selection committee ranks all grant proposals based on the information provided, the 70-point criteria system described below, and location. The highest ranking proposals will be selected as recipients, and the next highest ranking proposals will be selected as alternate recipients. The point system will be based on the following criteria:
 - a. Facility suitability for implementing the Fuels for Schools grant (i.e., optimum square footage of buildings to be heated and/or cooled and space for construction). (25 points possible)
 - b. Percentage of students enrolled in the National School Lunch Program. (20 points)
 - c. Urgent or emergent need for major system repairs or replacement. (15 points)
 - d. The ability to quickly implement the grant if awarded. (10 points)
3. An onsite visit of the school and facilities to determine project feasibility will be conducted by the MDC Grant Administrator in conjunction with U.S. Forest Service personnel at no cost to the school. The purpose of the onsite visit is to determine if the school's facilities, administrative support, and local forest resources are all sufficient to ensure a successful project.
4. Once a school has been tentatively selected for a grant, a meeting will be conducted with the school board to ensure that all parties understand their responsibilities under the grant. Based on this meeting and the information previously supplied by the school district, a final award determination will be made. If a school qualifies under the ranking system, but is not eligible under item 4 of this section, a meeting will be conducted with an alternate school under the terms of this paragraph. If the alternate school is not eligible, the next highest ranking school may be considered.
5. An agreement between the grantee and grantor will then be executed after the above items have been completed.

How will the grant be administered?

1. The SCOGOC Project Coordinator will be responsible for providing activity, expenditure, job creation or retention, and wood usage reports to the MDC Grant Administrator.
2. Money will not be given directly to the school; instead bills will be submitted to the SCOGOC Project Coordinator and approved by the MDC Grant Administrator for payment.
3. The SCOGOC Project Coordinator will be required to track all bills that each school claims on their grant, and be responsible for ensuring that the school follows the State of Missouri's purchasing guidelines.
4. At any time an auditor can review the SCOGOC Project Coordinator's and/or the school's financial records pertaining to this grant. This auditor can be internal MDC auditors, external State of Missouri auditors, and/or the MDC Grant Administrator.

After the grant is awarded, what steps should a public school go through to implement the grant?

1. Solicit bids for engineering services to design the Fuels for Schools project.
2. Solicit bids for a contractor to supply the equipment and build the Fuels for Schools project.
3. Submit for approval engineering services contracts, major construction contracts (greater than \$25,000), and major equipment purchases to the MDC Grant Administrator prior to awarding contracts.
4. Solicit bids for fuel supply from loggers/fuel suppliers.

Grant Agreement

Each successful public school (recipient) will be required to enter into a sub-recipient agreement with MDC as the final step in the award process. Specific terms of the agreement will include but not be limited to the following:

1. Start the grant implementation process immediately; must have significant implementation (engineer hired to design the system) within 90 days of receiving official notification of grant award.
2. Agree that the grant money can only be spent on engineering services, construction of energy facilities, retrofitting buildings to use the new system, and

purchases of equipment and supplies to make the project successful. Funds shall not be used to purchase the wood fuel.

3. Report progress monthly to SCOGOC Project Coordinator during the installation phase and at other times designated in the formal agreement.
4. Track and report all bills and jobs created or retained during the implementation phase.
5. Report annually for a period of five (5) years after the project is completed on wood usage, wood cost, and savings compared to the school's current heating methods.
6. Maintain and operate the system for a minimum of 10 years. If equipment wears out, it must be replaced at the school's expense and the new equipment will be considered part of this system.
7. Obtain all needed permits for this project from local and state authorities such as clean air and clean water permits.
8. Submit final report after the project is completed to the SCOGOC Project Coordinator.
9. Agree to submit a status report two years after the project has been completed to the MDC Grant Administrator.