



## FALL 2018 GRANT CYCLE

Dear Applicant:

The Mesa County Federal Mineral Lease District (MCFMLD or FML District) is now accepting grant applications for its Fall 2018 Grant Cycle.

The FML District exercises an essential public function: to alleviate social, economic, and public finance impacts resulting from federal mineral leasing activities in our communities. As an independent public body charged by the state legislature, we accomplish this function in a variety of ways. We distribute financial resources generated by the development of natural resources on federal lands within Mesa County to communities impacted by those activities. We are authorized by statute to deliver services to impacted areas.

Federal law limits how lease payments distributed to the MCFMLD can be used. The distribution may only be used by the State, or its political subdivisions, for (1) planning, (2) construction and maintenance of public facilities, or (3) provision of public services. See 30 U.S.C. §191. See also § 34-63-102(1)(a)(II) C.R.S. (2012). Distributions, therefore, cannot be made to corporations including non-profit corporations under section 501(c)(3) of the I.R.S. Code.

Grant applications will be evaluated first on compliance with eligibility requirements and then on responses to the selection criteria. The Board of Directors has tentatively scheduled **October 17, 2018**, as the date for announcing awards for this grant cycle, but the Board reserves the right to modify this date as needed.

Thank you for your interest in the MCFMLD. We look forward to working with you to provide the greatest use of the financial resources we receive for the greatest number of citizens in our communities.

Sincerely,

MESA COUNTY FEDERAL MINERAL LEASE DISTRICT  
BOARD OF DIRECTORS

**David Ludlam**  
President

**John Justman**  
Secretary

**Craig Springer**  
Director

## **Guidance for Completing this Application**

The MCFMLD grant process is competitive. We expect to receive requests in excess of available funding. Here are tips that will support the success of your application:

- Thoroughly review the information on eligibility to ensure your proposal meets all requirements.
- Review all application instructions and the application itself prior to beginning work on it.
- **All PowerPoint Presentations for Board Presentations are due September 7, 2018 at 3 pm. Nothing presentations will be accepted after this date and time.**
- Contact us at any point while completing your application. You can reach us by email at [info@MesaFML.org](mailto:info@MesaFML.org) or by calling Dusti Reimer at 970-471-3221 with questions. We will do our best to help make this process as smooth as possible.
- Review your application completely before submitting it to the MCFMLD.

The MCFMLD reserves the right to reject any or all applications. The MCFMLD complies with all applicable state and federal laws and does not discriminate in any manner.

**Applications must be received in the MCFMLD office, or email, no later than September 7, 2018 at 3:00 p.m. MST. Late applications will not be considered. If submitting more than one application, use one envelope per application and clearly indicate on the exterior of the envelope (1) the entity submitting the application and (2) the grant program for which the application is submitted.**



## MESA COUNTY FEDERAL MINERAL LEASE DISTRICT GRANT APPLICATION INSTRUCTIONS

### *MISSION STATEMENT*

*The MESA COUNTY FML DISTRICT serves a mission to enhance positive social and economic impact in Mesa County from the development, processing and energy conversion of fuels and minerals leased under the Federal "Mineral Lands Leasing Act" through strategic grants, partnerships and leadership.*

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**Applications Available:** **August 1, 2018**

**Applications Due at MCFMLD by:** **September 7, 2018, 3:00 p.m.**  
**Includes PowerPoint Presentations** **MST**  
**for Board**

**Board Decision (Awards):** **October 17, 2018\***

**Fully Executed Grant Agreements** **November 21, 2018, 5 p.m.**  
**(recipients only) due at MCFMLD:**

*\*The District Board reserves the right to take whatever time is necessary to make its final determinations.*

Applications MUST BE ACTUALLY RECEIVED by the MCFMLD prior to 3:00 p.m. on September 7, 2018.

**Via Regular Mail:**

**Mesa County Federal Mineral Lease  
District  
Attn: Fall 2018 Grant Cycle  
P.O. Box 3039  
Grand Junction, CO 81502-3039**

**Via Hand Delivery, Certified Mail, UPS  
or FedEx:**

**Mesa County Federal Mineral Lease  
District  
ATTN: Fall 2018 Grant Cycle  
Home Loan State Bank  
205 N. 4th Street  
Grand Junction, CO 81501**

**Or via Email (must be time stamped by 3:00 pm MST, by September 7, 2018):  
[Info@MesaFML.org](mailto:Info@MesaFML.org)**

No cover letters or Tables of Contents are accepted. Cover letters and Tables of Contents submitted with applications will be discarded and not considered by the MCFMLD.

If submitting a paper copy, please provide a total of five (5) complete copies of your application: one (1) original application and four (4) additional complete copies. Please clearly identify the original.

Please provide all materials printed on standard letter-size paper (8.5 x 11 inches) and do not bind your application or add dividers or tabs that will prevent the MCFMLD from easily scanning and/or photocopying the application.

This application consists of two documents. You are reading section 1, which contains instructions for filling out the various parts of the application and completing the attachments (budget, timeline, etc.). Section 2 is the application form itself and contains samples of the required attachments. The final application you submit to the MCFMLD will include:

- Completed and Signed Summary Form
- A Brief Description of the Project
- Responses to Selection Criteria Questions (with appropriate attachments such as maps, photos, up to five support letters, and the like)
- Completed Budget Form
- Completed Timeline Form
- Resolution of Support from Governing Body
- Intergovernmental Agreement or Memorandum of Understanding, if applicable

In addition to the specific guidance with respect to page counts and reference letters, the total page count of your entire submittal may not exceed 25 pages for the Traditional Grant Program and 15 pages for the Mini Grant Program.

Your project must meet **all** of the following criteria to be eligible for a Mesa County Federal Mineral Lease District grant.

### Eligibility Criteria

1. **Eligible Applicants:** All political subdivisions of the State, municipalities, school districts, public and state-controlled institutions of higher education, library districts, metropolitan or other special districts, and fire protection districts are eligible applicants under 30 U.S.C. §191. For-profit, private sector entities are not eligible. Non-profit corporations are not eligible. The MCFMLD will not provide grants to individuals or for-profit entities seeking to start a business or expand an existing business.
2. **Budget/Costs/Matching Requirements.** In its Traditional Grant Program, the MCFMLD will not fund more than 70% of the proposed project's eligible costs. A **minimum of 10%** of the total project costs must be a **cash match** from the applicant and/or partners. In no case can funds set aside for contingency be used to fulfill the matching requirement. For more detailed information about the budget, eligible costs, and matching, see the Budget section below. In the Mini Grant Program, the maximum grant award is \$50,000, and except as indicated below regarding planning grants, no cash match is required.

### Special Considerations for Planning Grants

- A. For any application submitted primarily for planning projects ("Planning Grants") in either grant program,
    1. the MCFMLD will fund no more than 50% of that project;
    2. a 50% cash only match is required; and
    3. the 50% cash match must be the first money expended on the project.
  - B. All planning projects in either grant program must be completed within 12 months of the award date of the grant.
3. **Project Type:** Under federal law, projects *must* be one of the following three types: (1) planning, (2) construction and maintenance of public facilities, or (3) provision of public services. See 30 U.S.C. §191. See also § 34-63-102(1)(a)(II) C.R.S. (2012). No other project types are acceptable. These requirements pertain to all applications, whether made under the Traditional Grant Program or the Mini Grant Program.

**4. Multiple Applications:** Eligible applicants may submit a maximum of two applications, further limited as follows. An eligible applicant may submit only one application under the Traditional Grant Program and only one application under the Mini Grant Program.

An exception to this application limit will be made if an application is submitted by a partnership amongst multiple entities. Entities that apply for funds through a partnership may also submit individual applications. For an application to qualify as a partnership, an Intergovernmental Agreement or Memorandum of Understanding between the entities involved will be required.

Please note that although entities can apply for both tradition and mini grants, a successful traditional grant applicant will not be awarded a mini-grant in the same cycle. In all cases, an application must conform to the requirements of federal and state law regarding the purposes for which the funds may be expended.

**4. Timeline:** Work on the proposed project may not begin until after the grant has been awarded. The timeline, therefore, should begin no sooner than the Board decision date, now estimated as **November 21, 2018**, although the Board reserves the right to adjust this date as needed. Grantees in the Traditional Grant Program are allowed up to two years from the award date for completion of the project, and up to one year in the Mini Grant Program, except all Planning Grant projects must be completed within one year regardless of the grant program. Applicants in both programs shall identify a “no later than” start date for every project. For more detailed information about the timeline, see the Timeline section below.

**5. Property Ownership:** All property on which MCFMLD funded projects are located must be owned by or under control of the applicant. If the property is owned by a third party, an Intergovernmental Agreement or other contract between the applicant and the property owner will be required for this application.

**6. Grant Requests:** Under the Traditional Grant Program there is no maximum grant request. The maximum grant request under the Mini Grant Program is \$50,000.

**7. Open records:** Applications and all materials submitted to the MCFMLD may be subject to disclosure pursuant to the Colorado Open Records Act.

## Budget

**Eligible and Ineligible Costs:** The following table provides sample eligible and ineligible costs for a MCFMLD project. These are examples only - ***not all eligible and ineligible***

**costs are listed here.** Determinations on eligible and ineligible expenses are in the sole discretion of the MCFMLD Board of Directors.

ELIGIBLE COSTS (including but not limited to)	INELIGIBLE COSTS (including but not limited to)
New public works.	Applicant and partner staff time that would have otherwise been paid.
New capital projects.	Wages, salary, or benefits for personnel not directly or specifically working on this project. No overtime.
Replacement or repair of public works.	Non-fixed assets.
Replacement or repair of other capital projects.	Operations and maintenance, deferred maintenance, staff time for operations and maintenance.
Planning, engineering, design, or architectural costs associated with any of the above.	Work completed prior to grant award or official project start date.
Parks, trails, and other recreational facilities.	Administrative costs (fundraising, photo copies, mileage, food and drinks, clothing, grant writing, etc.).
Services or programs of an ongoing or temporary nature that address health, safety, and welfare impacts from federal mineral leasing activities, including animal control, education, emergency services, protective services, recreation, social services, transportation, etc.	Unnecessary or ill-considered expenses.
Freight and shipping.	Legal fees arising out of litigation or otherwise unrelated to project itself.
Expenses associated with on-the-ground Project Management.	In kind donation of a service normally provided at no cost (board member's time, volunteer service, community service, etc.).
100% of architectural, engineering and design costs can be used as match.	Marketing, sales, and promotion costs not directly related to and necessary for the project.
	Expense allowances for those benefiting from certain measures taken under the project (seminars, training, etc.).
	Finance charges, late fees, and the like.

**Matching Requirements:** All matching resources must be eligible costs (e.g. administrative costs, such as staff time or mileage, cannot be paid for by the MCFMLD, or used as a match).

In its Traditional Grant Program, the MCFMLD will not fund more than 70% of the proposed project's eligible costs. In other words, of all the resources required to complete the proposed project, including the requested MCFMLD grant, **a minimum of 30%** must come from sources other than MCFMLD. Although total matching resources may be either cash or in-kind (see below for more information regarding in-kind match), **a minimum of 10%** of the total project costs must be a **cash match** from the applicant and/or partners. In no case can funds set aside for contingency be used to fulfill the matching requirement. No cash match is required under the Mini Grant Program, Planning Grants excepted. For all grants submitted primarily for **planning** projects, the MCFMLD will fund no more than 50% of that project; a **50% cash only match** is required; and the 50% cash match must be the first money expended on the project.

**Note:** if an applicant represents a higher match percentage than required (e.g. 40% instead of 30% in the Traditional Grant Program), AND if the actual project costs are less than the budget as first submitted, the Board in making its grant award reserves the right to apply the match percentage as originally represented by the applicant.

**In-Kind:** In-kind contributions may include donated quantifiable professional services, materials and supplies, equipment, etc. Any cost that would be eligible for MCFMLD funding but that is donated or discounted can count as an in-kind contribution. To count as eligible in-kind, the applicant would have reasonably been expected to otherwise pay the provider for the goods or services. Examples of eligible in-kind contributions include a discounted rate from a contractor (for example, if the contractor typically charges \$100 per hour but charges you only \$90 per hour, the \$10 per hour difference is an in-kind contribution) and donation of professional services, such as design, planning, engineering, or architectural services.

Volunteer time or non-quantifiable, non-professional time **may not** be used as an in-kind contribution.

**Land value:** You may use the value of land **purchased** specifically for the purpose of this project as cash match if it is purchased within 3 years of the grant decision date. You may use the value of land **donated** specifically for the purpose of this project as an in-kind match if it is donated within 3 years of the grant decision date. Both instances will assist in satisfying matching requirements only when the land will be developed for the MCFMLD eligible uses. Should the MCFMLD have any concerns about the value of the land as documented in the application, the MCFMD may use



the county's assessed value for the property to determine the property's value or may require that a qualified appraisal is performed prior to execution of any award contract. The value of the land used to meet the matching requirements may only be used one time.

Please note that project timelines may be adjusted to meet appraisal requirements.

**Budget Form:** Complete and submit the Budget Form, using the Sample Budget as a guide. Be sure to double check that the calculations presented in the budget are accurate and mirror the figures presented in the narrative. Make sure that the total Sources of Funds matches the total Use of Funds. Here are some tips for completing the budget form:

**Source of Funds (Traditional Grant Program only):**

**Cash:** List each funding source on separate rows within the Excel sheet. Indicate the individual contribution amounts, either under the applicant column or the partner column, whichever applies. Be sure to include the MCFMLD grant request under the appropriate column.

**In-kind:** List each in-kind contributor on separate rows within the Excel sheet. Indicate the in-kind contribution amount under the appropriate column (applicant or partner).

**Use of Funds:**

**Cash:** Organize your project into budget categories. The number and types of categories will vary from project to project and do not have to mirror those categories represented on the Sample Budget.

Once the budget categories have been determined, provide a breakdown of each category by detailing the work required and the vendor or service provider associated with that work. When applicable, each line item should include the number of units for purchase, and the cost per unit.

Estimated values of services, materials and equipment may be derived from pay scales, standard prices, standard rental rates, etc. Applicants may be asked to provide additional information to support the valuation listed.

**In-kind:** Documentation from in-kind providers stating the value/cost of their service/equipment/materials through letters, invoices, etc. is recommended.

**Points Allocated.** The Selection Criteria questions are scored with minimum of one (1) point and a maximum of ten (10) points per question. A Traditional Grant application can earn a maximum of 70 points and a Mini Grant application can earn a maximum of 50 points.

**If you are awarded a grant.** Once a grant is awarded, whether under the Traditional Grant Program or the Mini Grant Program, the grant amount cannot be increased, so any increases in the project cost must be covered with matching funds. If the cost of the project goes down, or if the project scope is reduced, the grant may be reduced proportionately. All Grantees will be required to enter into a Grant Agreement with the MCFMLD.

The Mesa County Federal Mineral Lease District offers three payment options for the reimbursement of awarded grants. The payment options are as follows:

**Option 1 – Advance Payment Prior to Project**

- Applicant may request one payment prior to commencement of work on a project, only IF the following situations apply:
  - Up to 50% of the grant award may be requested with a signed construction contract between the applicant and a contractor.
  - All usual reporting requirements, including documentation of cash and in-kind contributions and the total project and a report comparing the approved budget vs. actual use of funds, must be submitted prior to payment

**Option 2 – Partial Payment**

- Applicant may request one partial payment during the execution of the Grant Agreement.
- Up to 50% of the grant award may be requested.
- Partial grant payment will reimburse the Grantee for actual expenditures made in the performance of the executed Grant Agreement.
- All partial grant payments shall be based upon approved financial status reports documenting the expenditures made to date.

**Option 3 – Final Grant Payment**

- The entire grant award will be paid upon full completion of the project and submission of a final report that indicates the project was completed in accordance with the grant agreement.
- Final report materials include documentation to support all cash and in-kind contributions and the total project cost. Grantees are also required to submit a report comparing the approved budget vs. actual use of funds. Grantees must submit photographs of the completed project and document that all signage and other requirements have been met as stipulated in the grant agreement.

- The MCFMLD reserves the right to withhold all or a portion of the final payment should we find that ineligible expenses were included either in a progress report or at final report stage.

Please note that the MCFMLD Board of Directors will accept requests for additional or alternate payment options from grant applicants if extenuating circumstances make the standard payment options difficult or cumbersome. Determinations on acceptable payment options are in the sole discretion of the MCFMLD Board of Directors.

For your reference, copies of all grant processing paperwork can be found on our website at: [http://www.mesafml.org/reporting\\_forms/](http://www.mesafml.org/reporting_forms/).

## **Timeline**

The purpose of the timeline is to encourage you to think about the various components of your project, the activities required to complete them, and how to fit all of them into the two-year deadline for the Traditional Grant Program and the one-year deadline for the Mini Grant Program. The MCFMLD staff may use outside peer reviewers to analyze your proposed timeline to ensure it includes the all necessary tasks to complete the project and to see if it's reasonable given the scope of the project and the time allotted to complete it.

Complete the Timeline Form using the Sample Timeline as a guide. Remember that the project is to be completed within two years of the award date (Traditional) or within one year (Mini Grant). Applicants in both programs shall identify a "no later than" start date for every project.

The MCFMLD encourages applicants to allow adequate time to complete the proposed project, so please be realistic about how long you think each task will take.

Extensions of up to 3 months may be awarded by the MCFMLD Board of Directors. Longer extensions are heavily discouraged and are in the exclusive discretion of the MCFMLD Board of Directors.

## **Resolution from Governing Body**

The MCFMLD requires a signed resolution from the applicant's governing body to ensure that the applicant's ultimate decision-makers are aware of and support the application and recognize the financial and other obligations the grant creates.

Your application must include a signed resolution from the governing body with primary jurisdiction (e.g., city or town council, school board, special district board of

directors, etc.). Use the Sample Resolution in Section 3 as a guide. The resolution must include:

**Support for the proposed project:** A statement expressing the governing body's support for the grant application and if awarded, support for completion of the project.

**Recognition of Need to Provide Matching Funds:** For applications made under the Traditional Grant Program, acknowledge that the applicant is responsible for providing the matching funds shown in the budget and must either appropriate or secure the necessary matching funds to complete the project as presented in the application. If the grant is awarded, the applicant is responsible for the expenditure of funds required to meet the terms and obligations of the grant agreement and application.

**Maintenance capability:** If relevant to the nature of the grant request, a statement verifying that the proposed project will be properly maintained after completion. An estimate of the annual maintenance cost from the entity responsible for maintaining the project must be included.

**Status of property:** If relevant to the nature of the grant request, a statement verifying that the property being used for the proposed project will be under control of the applicant (or project partner) for at least 25 years.

**Grant Agreement:** A statement that authorizes a designated official to sign the Grant Agreement with MCFMLD if the grant is awarded.

Please feel free to revise the Sample Resolution to fit your particular jurisdiction's requirements, customs, etc. for resolutions.

## **Additional Terms – Please Review Carefully**

The Mesa County Federal Mineral Lease District reserves the right to fund applications in whole, in part, or not at all, and reserves the right to reject any or all applications.

Although an entity can submit applications for both grants, a successful traditional grant applicant will not be awarded a mini-grant in the same cycle.

All materials or statements in whatever form (written, oral, or via [www.MesaFML.org](http://www.MesaFML.org), or otherwise) issued by the MCFMLD in conjunction with the Fall 2018 Grant Cycle are limited to the Fall 2018 Grant Cycle.

The MCFMLD reserves the right to issue or not issue supplemental statements regarding these instructions or any aspect of its grant programs on an as needed basis.

The MCFMLD reserves the right to perform any and all due diligence that may be required in the discharge of its statutory obligations. Applicants may be required to provide additional information on request, to participate in a pre-award interview, to make premises the subject of grant applications available for a site visit or other inspection, and the like.

Successful awardees will be required to recognize the MCFMLD as a funder for the project through appropriate signage and in their marketing materials.

All grants may be subject to de-authorization in whole or in part if actual project costs, a change in project scope, or both as presented in the Application would cause MCFMLD funding, under the Traditional Grant Program, to rise above 70% of total project cost.

The MCFMLD complies with the provisions of 30 U.S.C. § 191, as amended, § 34-63-102(1)(a)(II) C.R.S. (2012), § 13-20-1301 *et seq*, as amended, C.R.S. (2012), and all applicable state and federal laws. The MCFMLD does not discriminate in any manner.

#### **Additional submittal requirements:**

- No cover letters or tables of contents of any kind are accepted. Cover letters or tables of contents received will be discarded.
- Each application shall be submitted in a separate envelope, clearly marked to indicate the sender and the grant program for which the application is submitted.
- No double-sided printing is accepted.
- All application materials are to be printed on standard letter-sized paper (8.5 x 11 inches). Do not include pages that are wider or longer than this standard size.
- Applications that are bound and those that use dividers or tabs that prevent the MCFMLD from easily photocopying the applications will be rejected. Do not bind your application or use dividers or tabs.
- In addition to the specific guidance with respect to page counts and reference letters, the total page count of your entire submittal may not exceed 25 pages total for the Traditional Grant Program and 15 pages total for a Mini Grant Application.