



Got Any Bright Ideas?



Demonstration of Innovative Technologies to Manage Animal Manure

The Maryland Department of Agriculture is seeking to fund one or more projects demonstrating proven and innovative technologies that manage agricultural manure and on-farm generated waste in a manner that improves its utility as a fertilizer, changes its form or function for alternative uses, or produces energy or other marketable products. The project must reduce the movement of nitrogen and/or phosphorus that is associated with animal manure produced on Maryland farms to the surface waters of the State.

GRANT SOLICITATION PACKAGE:

Who is Eligible

Individuals, businesses and non-profits in good standing to do business in Maryland and State and local government entities.

►The proposed technology must have been previously implemented and be either commercially available or proven to function as described in the proposal. The technology must reduce the movement of nitrogen and/or phosphorus that is associated with animal manure produced on Maryland farms to the surface waters of the State.

►Technologies in the research and development stage are not eligible. Proposed projects must be located in Maryland.

►Proposals must include verification that a site has been secured for implementation of the technology.

►The applicant, including identified subcontractors, experts or partners, shall have at least three years experience with the proposed animal manure technology.

Amount

Up to \$2.5 million will be granted. Approximately \$1 million of this amount will be directed at renewable energy or related components of project (s). There is no maximum or minimum request.

Process

Applications will be reviewed by the Evaluation Committee. Awards will be made by the Secretary of Agriculture on advice of the Animal Waste Technology Fund Advisory Committee.

Contact

Louise Lawrence
Maryland Department of Agriculture
50 Harry S. Truman Parkway
Annapolis, MD 21401
410.841.5873 or louise.lawrence@maryland.gov

Closing Date and Time

March 15, 2016 at 4 P.M. Local Time

Website

http://mda.maryland.gov/resource_conservation/Pages/innovative_technology.aspx



Maryland
Department of Agriculture
Office of Resource Conservation

Animal Waste Technology Fund

GRANT PROJECT SOLICITATION

Demonstration of Innovative Technologies to Manage Animal Manure

The Maryland Department of Agriculture (MDA) is issuing this Grant Project Solicitation seeking to fund one or more proven and innovative technologies that manage agricultural manure and on-farm generated waste in a manner that improves its utility as a fertilizer, changes its form or function for alternative uses, or produces energy or other marketable products. The overall outcome of the project must result in reducing the movement of nitrogen and/or phosphorus—associated with animal manure produced on Maryland farms—to the surface waters of the State.

SECTION 1 - GENERAL INFORMATION

Background

Funding is made available through the Animal Waste Technology fund, which has up to \$2.5 million to grant for demonstration of proven and innovative manure management technologies. Funding in State fiscal year 2016 is supported by the Chesapeake and Atlantic Coastal Bays Trust Fund and the Maryland Energy Administration. There are no minimum or maximum amounts for requests.

Grant Requirements

The Grantee is expected to perform all necessary work under the Grant Agreement within two years. Grantee is expected to: (1) Implement/install the proposed animal waste technology project within one year (Year One), and (2) Operate the project and monitor its performance for at least a one-year period (Year Two). **At the sole discretion of the Department, this two-year performance period may be extended for one additional year to address unforeseen delays that the Grantee has incurred in implementing the project.** If the Department grants this extension, it will not be responsible for any additional costs that the Grantee incurs.

Timeline

Solicitation issued: December 15, 2015
Final proposals due: March 15, 2016
Grant awards announced: July 30, 2016

Public Information Act Notice

An applicant should clearly identify those portions of their proposal to be treated as confidential and/or as proprietary commercial information or trade secrets by page number and list them after Title Page.

(Applicants should be prepared to provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Md. Code Ann., State Government Article, Title 10, Subtitle 6.)

Oral Presentation

Applicants may be required to make oral presentations to the technical review committee. Applicants must confirm in writing any substantive changes or clarifications to their proposals if warranted as a result of the presentation and discussions. Any such written clarifications or changes shall become part of the Applicant's proposal and are binding if the grant is awarded.

Substitution of Personnel

Key personnel shall be the same personnel proposed in the application, which will be incorporated into the grant by reference. Such identified key personnel shall perform continuously for the duration of the Grant, or such lesser duration as specified in the proposal. Key personnel may not be removed from working under this Grant without the prior written approval of the Grant Monitor. The applicant shall demonstrate to the Grant Monitor's satisfaction that the proposed substitute key personnel have qualifications at least equal to those of the key personnel for whom the replacement is requested.

Application Submission

Please submit your application package as an email attachment (in Microsoft Word or Adobe PDF format) to louise.lawrence@maryland.gov. While electronic applications are preferred, hardcopy applications will be accepted and must be accompanied by CD (or DVD) of the proposal and mailed to the address below. CD/DVDs must be labeled on the outside with the grant solicitation title, name of the applicant, and project name. CD/DVDs must be packaged with the original copy of the Grant Proposal. All proposals regardless of format must be received by MDA 4 P.M. on March 15, 2016. Applications mailed should be addressed to:

Louise Lawrence
Animal Waste Technology Fund–Room 306
Maryland Department of Agriculture
50 Harry Truman Parkway
Annapolis, MD 21401

Evaluation Committee

Evaluation of Proposals will be performed by a committee established for that purpose. Decision criteria will include cost effectiveness, readiness to proceed, and responsiveness of project to solicitation criteria and objectives. The Evaluation Committee will review Proposals, participate in Applicant oral presentations and discussions, and provide input to the Department and the Animal Waste Technology Advisory Committee. The Department reserves the right to utilize the services of individuals outside of the established Evaluation Committee for advice and assistance, as deemed appropriate. Leveraged projects will be ranked more highly.

Cancellations

The State reserves the right to cancel this Grant solicitation, accept or reject any and all proposals, in whole or in part, received in response to this Grant solicitation, to waive or permit the cure of minor irregularities, and to conduct discussions with all qualified or potentially qualified Applicants in any manner necessary to serve the best interests of the State.

Verification of Registration and Tax Payment

Before a business entity can do business in the State it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is <http://www.dat.state.md.us/sdatweb/services.html>.

SECTION 2 – MINIMUM QUALIFICATIONS

Minimum Qualifications

These Minimum Qualifications are requirements that must be met by an applicant:

1. The applicant's proposed technology must have been previously implemented. Technologies must be either commercially available or proven to function as described in the proposal. Technologies in the research and development stage are not eligible. As proof of meeting these requirements, applicants must provide all of the following:
 - a. The location/s where the technology has been implemented and the period of time it was/has been operational.
 - b. The person or entity that purchased and/or has primary management responsibility for the implemented technology.
 - c. The scale of implementation, *i.e.*: the amount and type of waste materials processed/treated per month and per year. (Information about implementation should specify whether the technology use has included management or processing of animal manure and at what scale.)
2. Proposals must include verification that a site has been secured for implementation of the technology. If the technology proposed serves one farm operation, it must be located on that farm. Applicants must identify the site location, include a site map and provide verification by written agreement or signed statement of intent from the farm owner or operator to participate in the project. If the technology is proposed to serve multiple farm operations, the site location(s) must be identified and as proof of meeting the requirement of serving multiple farms, written agreements or commitments from farm operations to enter into a partnership to demonstrate this technology, provide feedstock, or otherwise confirm a willingness to proceed must also be included with the proposal.
3. Technologies must reduce nitrogen and/or phosphorus transport to surface water and the nitrogen and phosphorus transport reduced must be associated with animal manure produced on Maryland farms. As proof of meeting this requirement, applicants must provide:
 - a. A narrative description of nutrient content of the manure at the beginning and ending stages of the implementation of the proposed technology and the fate or use of any products and co-products that result from use of the technology in relation to their nutrient content, material quantity, and nitrogen and phosphorus reduction in the context of Solicitation objectives, and
 - b. Information from the current and projected (following implementation of technology) nutrient management plan of a subject farm indicating how the technology will improve the ability to manage generated manure nutrients, comply with Maryland nutrient management regulations and reduce nutrient movement to waters of the State.
4. The applicant, including identified subcontractors, experts or partners shall have at least 3 years experience with the animal manure technology being proposed in its Proposal. As proof of meeting this requirement, the applicant shall provide with its proposal three (3) references from the past five years that can attest to the applicant's experience managing or implementing the technology.

SECTION 3 – SCOPE OF WORK

Requirements

I. General Requirements

The Applicant shall install and implement the animal waste technology in the following manner:

- A. Provide technical and administrative support as well as construction oversight for installation, demonstration and operation, during a period of time established in the Grant Agreement, for an innovative technology to process animal manure in a manner that improves its handling, on-farm management or utility for conversion to other uses such as energy production and alternative fertilizer products.
- B. Address all aspects of assuring any products or co-products generated by the technology result in their safe use or manage their fate, including permitting, marketing, and sale.
- C. Adhere to the project's implementation timetable and meet identified milestones as established in the proposal.
- D. Contribute to a reduction in Maryland's contribution of nitrogen and phosphorus runoff from animal agriculture to the Chesapeake Bay and its tributaries.
- E. Implement the technology in a manner that helps support, promote, and sustain the animal agriculture industry in Maryland.
- F. Cooperatively work with individuals or institutions, approved by MDA, with recognized expertise, to establish protocols and collect data to conduct performance monitoring for a minimum of one year of operation after installation:
 - 1. MDA may facilitate and provide support for third party performance monitoring expertise as needed, including evaluation of economic and environmental performance. Award recipients will be required to collaborate and be responsible for on-site performance documentation as a condition of accepting an award.
 - 2. Environmental or performance monitoring to include installation of appropriate monitoring equipment and laboratory analysis as applicable should be included in projects in order to qualify for an award under this Solicitation.
 - 3. Performance results will be shared with interested stakeholders and posted in publically available reports.
 - 4. Projects will be made accessible for scheduled tours.
 - 5. Performance results are not required to include a farm specific Nutrient Management Plan.
 - 6. Performance results are not required to include confidential business information.
- G. Meet all necessary local, state or federal requirements and obtain necessary permits to install and implement the animal manure or waste technology and fully comply with all local and state requirements and permits.

II. Reports (See Grant Agreement, which will be available on 1/8/16 and posted on MDA's website.)

Insurance Requirements

- A. For all work performed by the Grantee that is to be funded in whole or in part with grant funds provided by MDA, Grantee shall purchase and maintain comprehensive third-party legal liability insurance or its equivalent with limits sufficient to cover losses resulting from, or arising out of, action of inaction in the performance of the Grant Agreement by the Grantee, its agents, servants, employees, or subcontractors, but no less that a Combined Single Limit for Bodily Injury, Property Damage, and Personal Injury Liability of \$1,000,000 per occurrence and \$3,000,000 aggregate. Grantee shall also maintain other such insurance as is appropriate for the work to be performed. For a Maryland State or local

government entity that is self-insured, a document detailing the statutory basis for self-insurance may be accepted by MDA as an equivalent form of insurance under this paragraph.

- B. All insurance must name the State of Maryland as an additional insured. The insurance provided shall include, but not be limited to, insurance protecting the State of Maryland from bodily injury and property damage, including, but not limited to all workers' compensation insurance, and errors and omissions. Grantee shall maintain insurance documentation in a Grantee-owned facility and shall provide to MDA, upon demand, a certificate or other documentation deemed appropriate by MDA, evidencing MDA's status as an additional insured. All insurance policies shall be endorsed to include a clause that requires the insurance carrier to provide the MDA monitor, by certified mail, not less than 45 days' advance notice of any non-renewal, cancellation, or expiration. In the event that the MDA monitor receives a notice of non-renewal, the Grantee shall provide the MDA monitor with an insurance policy from another carrier at least 30 days prior to the expiration of the insurance policy then in effect. All insurance policies shall be with a company licensed by the State of Maryland to do business and to provide such policies.
- C. Insurance requirements may be waived or modified by MDA in writing, for good cause shown. Any such written waiver or modification shall be signed by the parties, and attached hereto and incorporated herein as part of this Agreement.
- D. Grantee shall include in all of its contracts for work that is to be funded in whole or in part with grant funds provided by MDA a provision or provisions requiring all contractors to purchase and maintain comprehensive third-party legal liability insurance and other such insurance as is appropriate for the work to be performed. All insurance provided by the contractor must name the State of Maryland as an additional insured. The insurance provided shall include, but not be limited to, insurance protecting the State of Maryland from bodily injury and property damage, including, but not limited to all workers' compensation insurance, and errors and omissions.
- E. Grantee shall maintain insurance documentation in a Grantee-owned facility and shall provide to MDA, upon demand, a certificate or other documentation deemed appropriate by MDA, evidencing MDA's status as an additional insured. Insurance requirements may be waived by MDA in writing, for good cause shown. Any such written waiver or modification shall be signed by the parties, and attached hereto and incorporated herein as part of this Agreement.
Within five (5) Business Days of recommendation for the Grant award, the Grantee shall provide the MDA Monitor with current certificates of insurance showing compliance with this Insurance Requirement, and shall update such certificates from time to time but no less than annually in multi-year contracts, as directed by the MDA Monitor.

SECTION 4 – PROPOSAL FORMAT

Proposals

The Proposal shall include the following documents and information in the order specified. All pages of proposal shall be consecutively numbered from beginning (Page 1) to end (Page "x").

1. Title Page

2. Claim of Confidentiality

Any information which is claimed to be confidential is to be noted by reference and included after the Title Page. An explanation for each claim of confidentiality shall be included. The entire Proposal cannot be given a blanket confidentiality designation. Any confidentiality designation must apply to specific sections, pages, or portions of pages of the Proposal.

3. Transmittal Letter

The Transmittal Letter should be brief and signed by an individual who is authorized to commit the Applicant to the services and requirements as stated in this Solicitation. The Transmittal Letter should include the following:

- Name and address of the Applicant;
- Name, title, e-mail address, and telephone number of primary contact for the Applicant;
- Solicitation Title;
- Title of the Project;
- Signature, typed name, and title of an individual authorized to commit the Applicant to its Proposal;
- Federal Employer Identification Number (FEIN) of the Applicant, or if a single individual, that individual's Social Security Number (SSN);

4. Executive Summary

The Applicant shall condense and highlight the contents of the Proposal in a separate section titled "Executive Summary." This should be no more than one page.

5. Minimum Qualifications Documentation

The Applicant shall submit any Minimum Qualifications documentation that may be required, as set forth in Section 2, "Minimum Qualifications."

6. Applicant Technical Response to Solicitation Requirements and Proposed Work Plan

- a. The Applicant shall address each Scope of Work requirement and describe how its proposed services, including the services of any proposed subcontractor(s), will meet or exceed the requirement(s). Any paragraph in the Proposal that responds to a Scope of Work requirement shall include an explanation of how the work will be done.
- b. The Applicant shall give a definitive description of the proposed plan to meet the requirements of the Solicitation, *i.e.*, a Work Plan. The Work Plan shall include the specific methodology and techniques to be used by the Applicant in providing the required services as outlined in Solicitation, Scope of Work. Project deadlines considered grant milestones or deliverables must be recognized in the Work Plan.
- c. The Applicant must provide an installation timetable identifying the various milestones or deliverables to be achieved to install the technology and achieve operational status.
- d. The Applicant must identify the site and responsible farm operator/s, partner/s, subcontractors and staff expertise for implementing and operating the technology.
 1. Provide location map and site plan.
 2. Address whether the location of the project site is in a region of Maryland, where soils are high in phosphorus or manure is produced in excess of crop production requirements.
 3. Include a letter of intent from farm owner/operator to cooperate in implementation of the project, as applicable.
 4. For projects that propose to serve multiple farms, provide letters of intent or commitments to participate from participating farmer partners and address feedstock supply as applicable.

- e. The Applicant must describe the operation and maintenance requirements for the technology.
 - 1. Identify responsible parties for conducting operation and maintenance (O&M) of the project and length of time O&M requirements will be in place.
 - 2. Estimate and itemize approximate cost and timeframes for O&M of the project.
 - 3. Identify funding sources for covering O&M costs.
 - 4. If known, describe the estimated payback period for the technology using the proposed/estimated project cost as the basis for the estimate.

- f. The Applicant must document that all partners who are party to the proposal are willing to support third-party performance monitoring where results will be shared with interested stakeholders and posted in publically available reports and project sites will be made accessible for scheduled tours.

- g. The Applicant must describe how the technology proposed:
 - 1. Will be implemented and applied to address requirements of this Solicitation.
 - 2. Is suitable or replicable for use on similar farm operations in Maryland or farm operations in Maryland with different types of animals or production systems.
 - 3. Can be expanded for use by other farms and describe the proposed business model to achieve this outcome.

- h. The Applicant must describe readiness to install a project utilizing this technology within one year of award, including:
 - 1. Source/s of technology's components, materials or parts.
 - a) Identify commercially available sources for components/parts.
 - b) Identify components that need to be fabricated and companies that can fulfill this requirement.
 - 2. Describe maintenance requirements.
 - a) Estimate lifespan of major and minor components/parts.
 - b) Provide information about product warranties.
 - c) Address qualifications or training needed for ongoing operation and maintenance of the project.

- i. The Applicant must describe how the technology manages animal manure or waste in a manner that results in reduced nitrogen and/or phosphorus transport to surface waters as these nutrients are associated with animal manure produced on farms in Maryland including:
 - 1. Changing the form or nutrient content of manure to improve ability to utilize it in a cropping system in accordance with Maryland nutrient management requirements.
 - 2. Providing alternative uses for animal manures or wastes.
 - 3. Any other methodologies responsive to Solicitation.

- j. The Applicant must describe what the outcome of technology will be, its use/s and how this provides value or is cost effective, including:
 - 1. If the technology produces:
 - a) Energy:
 - i.) Identify how infrastructure needs will be addressed: *i.e.* delivery to grid.
 - ii.) Identify projected quantity produced.
 - iii.) Identify how energy produced will be used in the project.
 - b) Heat:
 - i.) Identify how heat will be used in the project.
 - ii.) Identify projected quantity produced.
 - c) Fertilizer products:
 - i.) Identify characteristics of fertilizer products produced.
 - ii.) Identify projected quantity produced.
 - iii.) Identify how fertilizer products will be used.

- d) Identify any other products or co-products:
 - i.) Identify characteristics of products or co-products produced.
 - ii.) Identify projected quantity of products or co-products.
 - iii.) Identify how the products or co-products will be used or their fate.
 - 2. If the technology changes the form or nutrient content of the manure or animal waste to improve on-farm management or to facilitate alternative uses, including:
 - a) Changing the nitrogen to phosphorus ratio to make manure a more valuable crop nutrient;
 - b) Improving transportability of manure, waste or its co-products; or
 - c) Improving market value or manure or co-products.
- k. The Applicant must describe how the technology addresses the mass balance of manure nutrients (specifically nitrogen and phosphorus) treated or managed including the ultimate fate of the nutrients in the context of the technology.
 - 1. The description should specify the scale of the mass balance (farm, county, regional, etc.) or use the anticipated change in the pre and post nutrient management plans for participating farm/s to demonstrate nutrient reductions. Chosen method should address:
 - a) The quantity of manure processed or managed by technology.
 - b) The estimated/average nutrient content of manure during all stages of the process.
 - c) Any nutrient containing co-products that result from the process.
 - d) The fate of these all nutrients and nutrient containing products or co-products.
 - 2. Management of products or co-products including:
 - a) Proven markets or market potential for products and co-products.
 - b) Use within the farm production system.
- l. The Applicant must describe the economic viability of the technology in the context of both the scale at which it is proposed and the scale for its use in the future as anticipated by the business plan.
 - 1. Applicants shall provide up to three examples of financial outcomes which will be the result of successful implementation and operation of the project.
 - 2. Applicants shall explain the current status of product and co-product development and use.
 - 3. Applicants shall explain markets for products and co-products, current and future marketing plans and identify if additional efforts would be required to scale-up or expand adoption of the technology.
- m. The Applicant must identify how much cost is leveraged by other funding sources (if any). Higher rank will be given to Applicants that document other/additional funding sources.
- n. The Applicant must describe outcomes from previously implemented projects employing the proposed technology. Specifically address:
 - 1. Characterization of site/s including size, geographic location, land use, *etc.*
 - 2. Quantity and type of inputs and outputs (products and co-products).
 - 3. Timeframes:
 - a) Timeframe for installation of technology; address whether components readily available or site adaptation or project/equipment fabrication was required.
 - b) Timeframe from installation to functional operation.
 - c) How long this technology successfully operated on a particular site.
 - 4. What permits were required at previous implementation sites.
- o. The Applicant must describe the following in relation to permits:
 - 1. Whether permits are required for construction or operation of the project.
 - 2. Whether information exists or is it readily obtainable to secure necessary permits.

3. Which permits are anticipated for implementation and operation of the project.

The following list of State permits may not be all-inclusive of those required. Applicants who are not experienced with Maryland requirements are encouraged to contact the permitting entity to get preliminary feedback and all applicants should indicate how permit information was obtained.

- a) Surface Water (NPDES) discharge permit/Groundwater discharge permit (410-537-3599);
- b) Air Quality Permit (410-537-3620);
- c) Water Appropriation and Use Permit (410-537-3702);
- d) General Permit for Stormwater Related to Construction Activities (one or more acres of disturbance (410-537-3510)
- e) Wetlands and Waterways (including work in the 100-year floodplain (410 537-3745)

4. Estimate the timeframe required to secure permits.

7. Experience and Qualifications of Proposed Staff

The Applicant shall identify the number and types of staff proposed to be utilized under the Grant. The Applicant shall describe in detail how the proposed staff's experience and qualifications relate to their specific responsibilities, including any staff of proposed subcontractor(s), as detailed in the Work Plan. The Applicant shall include individual resumes for the key personnel, including key personnel for any proposed subcontractor(s), who are to be assigned to the project if the Applicant is awarded the Grant. Each resume should include the amount of experience the individual has had relative to the Scope of Work set forth in this solicitation. Letters of intended commitment to work on the project, including letters from any proposed subcontractor(s), shall be included.

8. Applicant Qualifications and Capabilities

The Applicant shall include information on past experience with similar projects and/or services. The Applicant shall describe how its organization can meet the requirements of this solicitation and shall also include the following information:

- a. The number of years the Applicant has provided the similar services;
- b. The number of clients/customers and geographic locations that the Applicant currently serves;
- c. The names and titles of headquarters or regional management personnel who may be involved with supervising the services to be performed under this Grant;
- d. The Applicant's process for resolving billing errors; and
- e. An organizational chart that identifies the complete structure of the Applicant including any parent company, headquarters, regional offices, and subsidiaries of the Applicant.

9. References

At least three (3) references are requested from customers who are capable of documenting the Applicant's ability to provide the services specified in this Solicitation. References used to meet any "Minimum Qualifications" (see Section 2) may be used to meet this request. Each reference shall be from a client for whom the Applicant has provided services within the past five (5) years and shall include the following information:

- a. Name of client organization;
- b. Name, title, telephone number, and e-mail address, if available, of point of contact for client organization; and
- c. Value, type, duration, and description of services provided.

The Department reserves the right to request additional references or utilize references not provided by an Applicant.

10. Certificate of Insurance

The Applicant shall provide a copy of its current certificate of insurance showing the types and limits of insurance in effect as of the Proposal submission date.

Financial Information

1. The Proposal shall contain all price information in the format specified. The Applicant shall provide information as provided in instructions for financial information and complete the Budget Form itself.
2. An Applicant must document and identify funds that have been secured or committed and their source/s for activities and materials in support of this project. This information should be included on the budget form and a balance sheet of vendor assets including any grants, matching funds, or in-kind funds and liabilities should be included.
3. A certificate of good standing from the Maryland Department of Assessments and Taxation is required.

Budget Instructions

Applicants shall submit their budget information on the Budget Form in accordance with the instructions on the Budget Form and as specified herein. Additional budget items/lines may be added if required to implement the project. The Budget Form is to be signed and dated, where requested, by an individual who is authorized to bind the Applicant to the prices entered on the Financial Proposal Form.

The Budget Form is used to calculate the Applicant's TOTAL PROPOSAL GRANT SUM REQUEST. Follow these instructions carefully when completing your Financial Proposal Form:

- All calculations shall be rounded to the nearest dollar, *i.e.*, anything \$.50 or above rounded up and below \$.50 rounded down.
- Any goods or services required through this Solicitation and proposed by the vendor at **No Cost to the State** must be clearly entered in the column "other fund sources. Projects that utilize other fund sources will be given higher ranking.
- Costs associated with Year 2 should address time spent to monitor and report on the operation of the project during one (1) year's operation as required in the Proposal package including costs associated with equipment needed for monitoring, laboratory analysis, etc. It should not include the cost of operation and maintenance of the project.
- If the option year is included, Applicants must submit pricing only related to fully implementing and operating the proposed technology for one year. Any option to renew will be exercised at the sole discretion of the State and will comply with all terms and conditions in force at the time the option is exercised. If exercised, the option period shall be for a period of no longer than one year at no additional cost and consistent with the cost entered in the Financial Proposal Form for the implementation of the project (year 1).
- All Financial Proposal prices entered below are to be fully loaded prices that include all costs/expenses associated with the provision of services as required by the Solicitation. The Financial Proposal price shall include, but is not limited to, all: labor, overhead, general operating, administrative, and all other expenses and costs necessary to perform the work set forth in the solicitation. No other amounts will be paid to the Grantee. If labor rates are requested, those amounts shall be fully-loaded rates; no overtime amounts will be paid.

BUDGET FORM

The Budget Form shall contain all price information in the format specified on these pages. Complete the Budget Form only as provided in the Budget Instructions. Lines may be added to fully itemize costs. Failure to adhere to any of these instructions may result in the Proposal being determined not reasonably susceptible of being selected for award.

(A) Year 1: Project Implementation		Request	Other Fund Sources
1. Design Services			
	Personnel Costs (itemize)		
		+	+
		+	+
	Contractual Services costs (Itemize)		
		+	+
		+	+
		+	+
2. Permitting Costs			
	Itemize listed & other costs as appropriate; if there is more than one permit, identify & address costs separately for each.		
		Request	Other Fund Sources
	Sampling (type, number, costs)		
		+	+
		+	+
		+	+
	Laboratory analysis (type, number, cost)		
		+	+
		+	+
		+	+
3. Site Preparation			
	Mobilization, adaptation or retrofit requirements, itemize listed and other costs		
		Request	Other Fund Sources
	Personnel costs (itemize)		
		+	+
		+	+
		+	+
		+	+
		+	+
	Contractual Services Costs (Itemize)		
		+	+
		+	+

		+	+
		+	+
		+	+
	Consultation Costs (Itemize)		
		+	+
		+	+
		+	+
		+	+
		+	+
	Material Costs (Itemize)		
		+	+
		+	+
		+	+
		+	+
		+	+
4. Installation Costs	Assembly, HVAC, Electric, plumbing, etc, itemize listed and other costs as appropriate.		
		Request	Other Fund Sources
	Personnel costs (Itemize)		
		+	+
		+	+
		+	+
		+	+
		+	+
	Contractual Service costs (Itemize)		
		+	+
		+	+
		+	+
		+	+
		+	+
	Consultation Costs (Itemize)		
		+	+
		+	+
		+	+
		+	+
		+	+
	Material Costs (Identify and itemize, may include equipment & shipping costs)		
		+	+
		+	+

		+	+
		+	+
		+	+
		+	+
		+	+
		+	+
	Electrical connection to grid	+	+
		+	+
5. Other costs		+	+
		+	+
		Request	Other Fund Sources
Year 1 (Implementation costs) : SUBTOTAL (A)			
(B) Year 2 Monitoring & Evaluation			
All costs must be associated with collection of monitoring information, evaluation of data and project performance (environmental, economic or physical) and preparing required reports. Please itemize and identify costs as listed and others if appropriate; monitoring costs relate to sample and laboratory costs; itemize as necessary. Operation and maintenance costs are NOT eligible.			
		Request	Other Fund Sources
1. Monitoring & Evaluation			
	Personnel costs		
	Monitoring	+	+
	Analysis	+	+
	Reporting	+	+
		+	+
	Monitoring (Sampling & Lab analysis)	+	+
	Supplies/Equipment	+	+
		+	+
		+	+
		+	+
	Lab Analysis	+	+
		+	+
		+	+
		+	+

Year 2 (Monitoring & Evaluation) SUBTOTAL (B)		
PROJECT TOTAL (Subtotal A + Subtotal B)= TOTAL PROPOSAL GRANT SUM REQUEST		
Submitted by (authorized signature): Printed name & title Company Name Company Address Location from which Service performed (city/date) FEIN Telephone Fax Email		