

Ohio Solar and Wind Working Group Request for Proposal DEVOEO #12 - 01

Program Guidelines and Application Procedures

- Request for Proposal Released – August 19, 2011
- Written Questions – through 5 p.m. on September 1, 2011
- Proposals due by 2 p.m. on September 9, 2011
- Review and Award approximately – September 2011

Ohio Solar and Wind Working Group
Ohio Department of Development
Ohio Energy Resources Division
77 South High Street, 26th Floor
Columbus, Ohio 43216-1001
Attn: Ohio Solar and Wind Working Group
(614) 466-6797
ohioenergyoffice@development.ohio.gov



John R. Kasich, Governor

Department of
Development

Christiane Schmenk, Director

I. OVERVIEW

The Ohio Department of Development (Development) is soliciting proposals for a facilitator to create the Ohio Solar Working Group and re-start the Ohio Wind Working Group. One award will be issued for the implementation of two distinct working groups, the Ohio Solar Working Group and the Ohio Wind Working Group. Funds are available through Development's annual State Energy Program appropriation from the United States Department of Energy. Proposals are due no later than 2:00 p.m. (EST) on September 9, 2011. The selected grantee will have until September 15, 2012, to complete this "Program". A single grant award of up to \$200,000 is available for the applicant to implement this Program.

Through this Request for Proposal (RFP), Development is launching the Ohio Solar Working Group and relaunching the Ohio Wind Working Group. These two distinct working groups will facilitate discussion among Ohio's solar and wind supply chain stakeholders aimed at identifying common strengths, weaknesses, opportunities, and threats to Ohio's solar and wind industry. A single award will be issued for these two groups to improve the economies of scale for meeting locations and other Program costs.

The Ohio Solar and Wind Working Groups' efforts will support continued innovation, technical leadership, and increased market presence by Ohio's solar and wind supply chain members. Target groups include those engaged in solar and wind power generation, installation and deployment, solar and wind technology research and development, workforce development, component manufacturing, and state and local governments. Development will consider the Ohio Solar and Wind Working Groups' input when evaluating current and designing future Programs.

The **goals** of the Ohio Solar and Wind Working Groups are to:

- Increase communication and collaboration of stakeholders;
- Grow Ohio's solar and wind supply chain and foster job growth within Ohio's solar and wind supply chain;
- Increase the amount of renewable energy generation in Ohio through the sustainable deployment of solar and wind power generation;
- Identify policies for state and local governments to create an environment which stimulates growth in solar and wind power generation;
- Promote growth of Ohio's solar and wind supply chain;
- Increase the visibility of Ohio's solar and wind supply chain on the national and international level; and
- Educate the public on the costs and benefits of solar and wind energy installations.

To meet these goals, Development is looking for an applicant that can manage all aspects of the Ohio Solar and Wind Working Group in collaboration with other Ohio solar and wind stakeholders. By September 15, 2012, the applicant must pursue objectives which include, but are not limited to, the following:

- Advise Development on ways to promote Ohio as the right location for new solar and wind business;
- Assist Ohio solar and wind supply chain members in improving their economic viability through increased manufacturing and sales of solar and wind energy goods and services;
- Facilitate communication and opportunities for collaboration between Ohio's solar and wind stakeholders;
- Provide Ohio's solar and wind stakeholders with networking opportunities and information on funding opportunities and resources;
- Serve as a one-stop location for those seeking information about Ohio's solar and wind supply chain and deploying solar and wind energy within Ohio;
- Represent the Ohio solar and wind supply chain at national events;
- Support Ohio University with their efforts in mapping the Ohio solar supply chain;
- Support Development's efforts to identify strengths, weaknesses, opportunities, and threats to Ohio's solar and wind industry.

Specific deliverables must include:

- Development of one working group for solar and one separate working group for wind;
- The implementation schedule, project milestones, operations strategy, and measures of success for the Ohio Solar Working Group;
- The re-implementation schedule, project milestones, operations strategy and measures of success for the Ohio Wind Working Group;
- The content and regular updates to the Ohio Solar and Wind Working Groups' websites, <http://www.ohiowind.org> and <http://www.ohiosolar.org>;
- At least two informational print materials on the Ohio Solar Working Group and two on the Ohio Wind Working Group for (1) potential stakeholders and (2) the public;
- Identification of 50 stakeholders for participation of Ohio Solar Working Group and 50 additional stakeholders for the re-launch of the Ohio Wind Working Group;
- Annual mass outreach event to connect the Ohio Solar and Wind Working Groups with national solar and wind expertise and involve some educational opportunities for a targeted audience identified in the overall strategy;
- Four Ohio Solar Working Group and four Ohio Wind Working Group steering committee meetings and four general meetings – to be scheduled on no less than a quarterly basis;
- Attendance at two national tradeshow representing the Ohio solar supply chain and at least two national trade shows representing the Ohio wind supply chain;
- Communication between the Ohio Solar Working Group members and Ohio Wind Working Group members (e.g. listserv) and consultation with Development on solar and wind industry topics;
- A final report based upon all Ohio Solar and Wind Working Group activities, input, and results, as well as a comparison of results with previously determined measures of success;
- The Ohio Solar and Wind Working Group implementation schedule, project milestones, operations strategy, and measures of success to Development;

II. ELIGIBILITY

- All forms of business entities are eligible to submit a proposal including, but not limited to, partnerships, unincorporated associations, corporations, limited liability companies, or limited partnerships. Business applicants must be registered with the Ohio Secretary of State and remain in good standing to do business in the State of Ohio.
- All deliverables and activities relating to this RFP must take place within the State of Ohio.
- The Program must be completed by September 15, 2012.
- Development reserves the right to request additional information related to the Program from any or all applicants or question at any time during the application and grant administration periods.
- The applicant must demonstrate financial stability and sufficient working capital to finance and complete the work on a "reimbursement" basis.
- The applicant must include the Development logo and reference of support by Development on all materials and activities produced under this Program.
- The applicant must demonstrate that grant funds will be spent evenly on activities of the Ohio Solar Working Group and activities of the Ohio Wind Working Group.
- No part of this project may be hired out on a contract basis to another firm or individual not employed by the applicant, unless written consent has been provided by Development.
- **No lobbying is permitted under this Program.**

III. DEFINITIONS

“Solar Supply Chain” and “Wind Supply Chain” are defined as the system of organizations, people, technology, and resources involved in the production of solar and wind goods and services, which spans research and development, workforce development, component manufacturing, and system deployment.

IV. SELECTION CRITERIA AND SCORING

A scoring system of **100 points** will be used to rate applications. The points are distributed between the following categories:

1. Group Facilitation and Communications – Knowledge and Experience (0-50 points)

Using the attached as Appendix A to the application, the applicant must describe their experience and capabilities to successfully execute the grant deliverables.

Applicant must:

- Provide a description of the services provided by your organization, the types of clients and markets served, and the length of time these services have been provided. Include a brief summary of qualifications and previous organizational accomplishments. Describe your experience working with consumers, businesses, state and local governments, and other stakeholders.
- Provide a description of your organization’s specific expertise in the following areas: hosting and leading large group discussions, group dynamics and processes, group strategic planning, consensus building, and management of group communications. Address any other relevant capabilities offered by your organization. Clearly state how your experience will allow your organization to successfully meet the goals and objectives of the Program.
- Describe one previous project that illustrates your organization’s group facilitation and communication ability. Include detailed information on the following:
 - Clients;
 - Communication strategies employed;
 - Facilitation strategies employed;
 - Location of activities;
 - Markets or technology sectors involved;
 - Objectives;
 - Outcomes and deliverables;
 - Conflict management; and
 - Lessons learned
- Include a list of key personnel and their relevant group facilitation and communications qualifications to implement this Program. Provide bios of key participants.
- Include a budget narrative detailing how grant funds will be spent.

Applicant’s Capabilities: Based on the applicant’s capabilities statement, experience, qualifications and facilities requirements, project tasks, and project milestones, a maximum of 50 points may be awarded. Applications will be scored as follows:

- *0 points – 10 points* =The applicant demonstrates no direct or indirect experience and demonstrates little ability to successfully execute the grant deliverables. The applicant has less than one year experience in group facilitation. No budget narrative is attached.
- *11 points – 20 points* =The applicant demonstrates a low level of direct or indirect experience and demonstrates little ability to successfully execute the grant deliverables. The applicant has one or more years of experience in group facilitation. Budget narrative is attached with minimal detail.
- *21 points – 30 points* =The applicant demonstrates some level of direct or indirect experience and demonstrates some ability to successfully execute the grant deliverables. The applicant has one or more years of experience in group facilitation. All key personnel are identified with biographical sketches listing all relevant experience to the goals and objectives of this Request for Proposal. Budget narrative is attached with acceptable detail.

- *31 points – 40 points* =The applicant demonstrates a strong level of direct or indirect experience and will most likely successfully execute the grant deliverables. The applicant has one or more years of experience with group facilitation. All key personnel are identified with biographical sketches included. Consideration may be given for an indication of previous experience working with clients engaged in engineering, scientific or technology-related markets, and/ or clients operating in Ohio. Budget narrative is attached with acceptable detail with a clear focus on direct outreach activities.
- *41 points – 50 points* =The applicant demonstrates a high level of direct experience and will most likely successfully execute the grant deliverables. The applicant has one or more years of experience with group facilitation. All key personnel are identified with biographical sketches included. Consideration may be given for an indication of previous group facilitation experience with clients in Ohio engaged in engineering, scientific, or technology-related markets. Consideration may be given to past evidence of especially innovative approaches to group facilitation. A detailed budget narrative is attached with exceptional focus on direct outreach activities.

2. Stakeholder Coordination and Supply Chain Development – Knowledge and Experience (0-30 points)

The applicant must complete Appendix A and describe its experience and capabilities to successfully execute the grant deliverables and meet the goals and objectives.

- Provide a description of applicant’s specific expertise in developing and coordinating stakeholders within the following supply chain (or value chain) areas: research & development, manufacturing, material logistics, workforce, sales, and service. Address any other relevant capabilities offered by your organization. Clearly state how applicant’s experience will allow applicant to successfully meet the goals and objectives of the Program.
- Describe one previous project that illustrates applicant’s supply chain/value chain capabilities. Include information on the following:
 - Analyses and Strategies applied;
 - Clients;
 - Lessons learned;
 - Location of activities;
 - Markets or technology sectors involved;
 - Objectives; and
 - Outcomes and deliverables.

Applicant’s Capabilities: Based upon the applicant’s capabilities statement, experience, qualifications and facilities requirements, project tasks, and project milestones, a maximum score of **30 points** may be awarded. Applications will be scored as follows:

- *0 points – 6 points* =The applicant demonstrates no direct or indirect experience and demonstrates little ability to successfully execute the grant deliverables. The applicant has less than one year experience in supply chain development or management.
- *7 points – 12 points* =The applicant demonstrates a low level of direct or indirect experience and demonstrates little ability to successfully execute the grant deliverables. The applicant has one or more years of experience in supply chain development or management.
- *13 points – 18 points* =The applicant demonstrates some level of direct or indirect experience and demonstrates some ability to successfully execute the grant deliverables. The applicant has one or more years of experience in supply chain development. All key personnel are identified with biographical sketches listing all relevant experience related to renewable energy.
- *19 points – 24 points* =The applicant demonstrates a strong level of direct or indirect experience and will most likely successfully execute the grant deliverables. The applicant has one or more years of experience with supply chain development. All key personnel are identified with biographical sketches included. Consideration may be given for an indication of previous supply chain development experience in the fields of research and development, manufacturing, material logistics, workforce sales, and service within the State of Ohio.

- *25 points – 30 points* =The applicant demonstrates a high level of direct experience and will most likely successfully execute the grant deliverables. The applicant has one or more years of experience with supply chain development. All key personnel are identified with biographical sketches included. Consideration may be given for an indication of previous supply chain development experience in the fields of research and development, manufacturing, material logistics, workforce sales and service within the State of Ohio. Consideration may be given to past evidence of especially innovative approaches to supply chain development and job creation.

3. Renewable Energy – Knowledge and Experience (0-20 points)

The applicant must complete Appendix A and describe its experience and capabilities to successfully execute the grant deliverables and meet the goals and objectives.

- Provide a description of organization’s knowledge and experience in renewable energy technology areas. Although strong knowledge/experience in solar and wind is preferred, a background related to other “renewables” (biomass, geothermal, etc.) is also acceptable. Address any other relevant capabilities offered by applicant. Clearly state how the experience will allow applicant to successfully meet the goals and objectives of the Program.
- Describe one previous project that illustrates your organization’s renewable energy technology knowledge and experience. Include the following detailed information:
 - Clients;
 - Lessons learned from project;
 - Location of activities;
 - Markets or technology sectors involved;
 - Objectives;
 - Outcomes and deliverables; and
 - Strategies applied.

Applicant’s Capabilities: Based upon the applicant’s capabilities statement, experience, qualifications and facilities requirements, project tasks, and project milestones, a maximum score of **20 points** may be awarded. Applicant will be scored as followed:

- *0 points – 5 points* =The applicant demonstrates no direct or indirect experience and demonstrates little ability to successfully execute the grant deliverables. The applicant has less than one year experience in renewable energy technologies.
- *6 points – 10 points* =The applicant demonstrates a low level of direct or indirect experience and demonstrates little ability to successfully execute the grant deliverables. The applicant has one or more years of experience in renewable energy technologies.
- *11 points – 15 points* =The applicant demonstrates some level of direct or indirect experience and demonstrates some ability to successfully execute the grant deliverables. The applicant has one or more years of experience in renewable energy technologies. All key personnel are identified with biographical sketches included.
- *16 points – 20 points* =The applicant demonstrates a strong level of direct or indirect experience and will most likely successfully execute the grant deliverables. The applicant has one or more years of experience with renewable energy technologies. All key personnel are identified with biographical sketches included.

V. APPLICATION REQUIREMENTS AND PROCESS

1. The Grantee will serve as the authorized representative for the Program in all matters relating to any funds awarded through this RFP and will be solely responsible for all performance and reporting responsibilities.
2. A grant award will not exceed \$200,000.
3. All application materials will be reviewed by Development.
4. Required Application Procedures:
 - One original paper copy marked as “Original,” three additional paper copies marked as “Copy” and one CD each containing a complete, unlocked PDF file of the proposal. Late submittals or submittals without the required number of copies will not be considered.
 - Proposals must be received at the location specified below before the RFP closes. Proposals may not be submitted by fax or e-mail.

**Ohio Department of Development
Ohio Energy Resources Division
Attention: Ohio Solar and Wind Working Group
77 South High Street, 26th Floor
P.O. Box 1001
Columbus, Ohio 43216-1001**

Applications must be received no later than September 9, 2011, at 2 p.m. Eastern Time.

- Proposals are to be submitted on 8.5 x 11-inch paper.
- Margins must not be less than $\frac{3}{4}$ of an inch on all sides, with the exception of forms found in the appendices of this RFP.
- Font must be 11 point or larger with no more than six lines per inch.
- Proposals should not include color figures that cannot be understood when photocopied in black and white.
- The first page of the Proposal must be the Application Information Page.
- Do not include a cover or cover letter other than the Application Information Page.
- Proposals must be stapled once in the upper left hand corner and must not be bound.
- The order of application materials must be:
 - a) Application Information Form (one page)
 - b) Application Form – Program Narrative (three to eight pages)
 - c) Organizational Experience and Key Personnel (six to twelve pages)
 - d) Contact Information Form (one to two page(s))
 - e) Budget Information Form (four pages)
 - f) Financial Liability (one page)

Any pages beyond the page limits listed above will be removed from the Proposal before it is sent for technical review and evaluation and not be considered in the review process. Except as otherwise noted, appendices or other methods to augment the information presented in the Proposal are not allowed. Reference to web-based information to supplement the Proposal may not be considered in the evaluation.

Applicants are advised there will be no opportunity to correct mistakes or deficiencies in their proposals after the submission deadline. Proposals that are missing required information may not be evaluated. It is the applicant’s responsibility to ensure timely submission of a complete proposal. Development is under no obligation to consider a proposal which is received after the deadline or that is incomplete. Late proposals will not be scored. No supplementary or revised materials will be accepted after the scheduled date for submission unless specifically requested by Development.

All costs incurred in the preparation of the proposal shall be borne by the applicant alone, and Development shall not contribute, in any way, to the cost of the preparation of the proposal.

Any and all documents and website materials developed by the selected applicants during the course of this project will be provided to Development upon request and will become the property of Development, and the selected consultant(s) shall not assert any claims arising under copyright or otherwise inconsistent with the transfer of ownership of such documents.

All information submitted in response to this RFP shall be public information unless a statutory exception exists which would protect the information from release to the public. Any information submitted with the proposal which the applicant treats as a trade secret, as that term is defined in Section 1333.61 of the Ohio Revised Code, may be designated as such by marking the information: two asterisks (**) must be placed at the beginning and end of the trade secret information and the trade secret information shall be underlined. Information determined to be a trade secret under the laws of the State of Ohio will be protected as trade secrets by Development in accordance with Ohio law.

Development reserves the right to:

- Accept or reject any and all proposals if Development determines that it is in its best interest to do so;
- Rebid the RFPs requesting new proposals from qualified parties;
- Adjust the dates for whatever reason it deems appropriate;
- Fund any proposal in full or in part;
- Negotiate with applicants, within the requirements of the RFP, to best serve the interests of the State of Ohio;
- Require the submission of modifications or additions to proposals as a condition of further participation in the selection process; and
- Waive or modify minor irregularities in proposals received.

If, during the review process, Development determines that it is necessary to make further distinctions between certain applicants, Development may request selected applicants to make a presentation to Development staff and reviewers.

In accordance with federal and state statutes and Development policy, no person shall be excluded from participation or subject to discrimination in the RFP process on the basis of race, color, age, sex, national origin, military status, religion, or disability.

5. Award Selection

Only projects that meet all of the requirements of this RFP as stated herein will be considered for grant assistance. Due to the competitiveness of the Program, not all eligible projects may receive the award. Incomplete applications will not be considered. The State of Ohio reserves the right to reject any and all proposals.

VI. MONITORING AND REPORTING

Selected applicant will enter into agreement with Development and will be required to submit reports on a quarterly basis. Reports are due to Development by the 10th of the month following the end of the quarter. A narrative report should describe Program progress during the previous period. The narrative report should also include how the Ohio Solar and Wind Working Group are progressing towards the implementation schedule, project milestones, operations strategy, and measures of success.

VII. CHANGES TO THESE GUIDELINES

Development reserves the right to adjust the dates listed above for whatever reasons it deems appropriate without prior notice. Development also reserves the right to request additional information to assist in the review process, to reject any and all applications and make no awards under this Program, to make fewer and smaller awards than anticipated, or to fund partial projects.

VIII. OHIO DEPARTMENT OF DEVELOPMENT CONTACT INFORMATION AND INQUIRY PERIOD

Prior to the deadline for submission, oral communication regarding this RFP with any of the staff or reviewers is not permitted. Applicants may submit written questions to Development through 5 p.m. on September 1, 2011. Questions should be submitted to the e-mail address or fax number indicated below. The e-mail subject line must be "Ohio Solar and Wind Working Group" when submitting your inquiry.

Fax: (614) 466-1864

E-mail: ohioenergyoffice@development.ohio.gov

Development accepts no responsibility for faxes or e-mails that are not delivered. The questions and answers will be posted on Development's website at <http://development.ohio.gov/energy>.

The Inquiry period will end at 5 p.m. on September 1, 2011. Responses will be posted online within four to six business days.

APPENDIX A

Ohio Solar and Wind Working Group

Required Application Forms

- Application Information Form
- Application Form – Program Narrative
- Organizational Experience and Key Personnel
- Contact Information Form
- Budget Information Form
- Financial Liability and Certification

**State of Ohio, Department of Development
Application Information Form**

Applicant Name: _____

Company Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____ -

Contact Person: _____ Title: _____

County: _____ Telephone: _____ Fax: _____

E-mail Address: _____ Website Address: _____

Tax ID No: _____

NAICS # _____

Is your business currently certified as :

MBE (Minority Business Enterprise) EDGE (Encouraging Diversity Growth & Equity)

As an authorized agent of the Applicant, I hereby submit this Application to the State of Ohio, Ohio Department of Development. I understand that any false statement in this record may subject the Applicant and Signer to criminal prosecution. I understand that additional information may be requested. I also understand that this document in no way constitutes a commitment of funds by the State of Ohio for any of its Programs.

I hereby represent and certify that the foregoing and attached information, to the best of my knowledge and belief, is true, complete, and accurately describes the proposed activity/project for which the financial assistance is being sought. I am aware of Ohio Revised Code Sections 9.66(C) and 2921.13(D)(1) which outline penalties for falsification which could result in the return of all monies received and the forfeiture of all current and future financial assistance benefits as well as a fine of not more than \$1,000 and/or a term of imprisonment of not more than one hundred and eighty (180) days. I further agree to inform the Ohio Department of Development of any changes in the foregoing information, which may occur prior to the time the Applicant, and the Ohio Department of Development execute an Agreement. Further, I hereby authorize the Ohio Department of Development to contact the Ohio Environmental Protection Agency to confirm statements contained within this application and to review applicable confidential records.

The undersigned warrants, certifies, and represents that certain information in their application may be subject to the Open Public Records Act.

Applicant Signature

Typed Name

Title

Date

Application Form – Program Narrative

Applicant Name: _____

Answer the following required questions on a separate sheet and attach this page as the cover page with the applicant name listed above.

- **Include each question listed below, highlighted in BOLD and underlined, followed by your response written in normal font.**
 - **Page limit is a minimum of three pages and a maximum of eight pages.**
 - **All pages must be numbered consecutively using the format “Page [#] of [total number of pages]” (e.g., Page 2 of 8).**
1. Provide a summary of Applicant’s proposed approach toward implementation of the Ohio Solar and Wind Working Group, including:
 - Description of overall approach – from start to finish
 - Planned strategies to address the stated goals and objectives of the Program
 - Timetable for implementation of the Program
 2. Describe the process of how Applicant will gather stakeholder input and develop consensus.
 3. Describe the target Ohio Solar Working Group stakeholder group and the target of the Ohio Wind Working Group – include possible number of participants and identities.
 4. Describe the expected activities/methods used to identify and engage stakeholders, including, but not limited to, quarterly meetings, website, e-mail, direct mailing, etc.
 5. Describe any additional objectives that Applicant believes would advance the Ohio Solar and Wind Working Group goals.
 6. Provide a budget narrative detailing expenses and purposes for each line item.

Application Form – Organizational Experience and Key Personnel

Applicant Name: _____

Answer the following required questions on a separate sheet and attach this page as the cover page with the applicant name listed above.

- **Include each question listed below, highlighted in BOLD and underlined, followed by your response written in normal font.**
- **Page limit is a minimum of six pages and a maximum of 12 pages.**
- **All pages must be numbered consecutively using the format “Page [#] of [total number of pages]” (e.g., Page 2 of 12).**

1. General Information

- Provide a description of the services provided by Applicant’s organization, the types of clients and markets served, and the length of time these services have been provided. Include a brief summary of qualifications and previous organizational accomplishments. Describe Applicant’s experience working with consumers, businesses, state and local governments, and other stakeholders. Include bios of all staff members who will be involved in this project. Provide three references from completed projects.

2. Group Facilitation and Communications

- Provide a description of Applicant organization’s specific expertise in the following areas: launching and leading large group discussions, group dynamics and processes, group strategic planning, consensus building, and management of group communications. Address any other relevant capabilities offered by Applicant’s organization. Clearly state how your experience will allow your organization to successfully meet the goals and objectives of the Program.
- Describe one previous project that illustrates Applicant organization’s group facilitation and communication capabilities. Include detailed information on the following:
 - Clients
 - Communication strategies employed
 - Facilitation strategies employed
 - Lessons learned
 - Location of activities
 - Markets or technology sectors involved
 - Objectives
 - Outcomes and deliverables

- Please include a list of key personnel and their relevant group facilitation and communications qualifications to implement this Program.

3. Supply Chain Development

- Provide a description of your organization's specific expertise in developing the following supply chain (or value chain) areas: research & development, manufacturing, material logistics, workforce, sales, and service. Address any other relevant capabilities offered by your organization. Clearly state how your experience will allow your organization to successfully meet the goals and objectives of the Program.
- Describe one previous project that illustrates your organization's supply chain/ value chain capabilities. Include detailed information on the following:
 - Analyses and strategies applied
 - Clients
 - Lessons learned
 - Location of activities
 - Markets or technology sectors involved
 - Objectives
 - Outcomes and deliverables
- Please include a list of key personnel and their supply chain development qualifications to implement this Program.

4. Renewable Energy Technology

- Provide a description of your organization's knowledge and experience in renewable energy technology areas. Although strong knowledge/experience in solar is preferred, a background related to other "renewables" (biomass, geothermal, etc.) is also acceptable. Address any other relevant capabilities offered by your organization. Clearly state how your experience will allow your organization to successfully meet the goals and objectives of the Program.
- Describe one previous project that illustrates your organization's renewable energy technology knowledge and experience. Include detailed information on the following:
 - Clients
 - Lessons learned
 - Location of activities
 - Markets or technology sectors involved
 - Objectives
 - Outcomes and deliverables
 - Strategies applied
- Please include a list of key personnel and their relevant renewable energy technology qualifications to implement this Program.

Contact Information Form

Applicant Name: _____

Certifying Officer

Chief Financial Officer

Name: _____

Name: _____

Title: _____

Title: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Phone: _____ Fax: _____

E-mail Address: _____

E-mail Address: _____

Board Chair

List of Board Members/Title

Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Check the appropriate box below and provide the names and total compensation of the five most highly compensated officers of Applicant's organization on a separate sheet if the following applies:

In the applicant's preceding fiscal year, the applicant received:

- 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants); and cooperative agreements; and
- \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants); and cooperative agreements; and
- The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue code of 1986.

Does not apply

Applies (list attached)

Budget Information

Applicant Name: _____

Proposed Project Date: From: _____ To: _____

SUMMARY OF BUDGET:

	Budget Categories	Budget Amount
1	Personnel	
2	Fringe Benefits	
3	Indirect Costs	
4	Travelare/Transportation	
5	Equipment	
6	Supplies	
7	Contractual/Subaward or Subrecipient	
8	Other Direct Costs	
9	Plant Implementation/Assessment	
10	Other (Identify)	

Total Budget Amount: \$ _____ - _____

Detail on each of the budget categories should be provided on the next pages titled "Explanation of Budget Categories."

EXPLANATION OF BUDGET CATEGORIES

1. PERSONNEL:

Identify positions to be supported, under the proposed award. Key personnel should be identified by title. All other personnel should be identified either by title or a group category. State the projected amount of hours to be expended, the base pay rate, total direct personnel compensation and identify the rate basis (e.g. actual salary, labor distribution report, state civil rates, etc.).

Title	Hours	Pay Rate	Total Compensation	Rate Basis
Total Personnel Cost:		\$		

2. FRINGE BENEFITS:

Calculate a fringe benefit rate based upon personnel costs. List the types of expenses included in the rate, e.g. FICA, Workers Compensation, unemployment, pensions, etc.

List of Expenses	Percent of Cost	X	Personnel Costs	=	Fringe Benefit Cost
Total Fringe Benefit Cost:		\$			

3. INDIRECT COSTS:

The budgeted amount equals the calculation of personnel costs times indirect cost rate. Attach a copy of the entity's federally approved indirect cost rate. (if applicable)

Personnel Costs	X	Indirect Cost Rate	=	Indirect Cost

4. TRAVEL/TRANSPORTATION:

Travel rules for grantees are governed by the lesser of the organization’s travel policy or the Federal travel rules. (www.gsa.gov)

a. What travel rules are your organization governed by?
 State Federal Company/Organizational

b. For all travel provide information in the tables below. Purpose of travel are items such as professional conferences, Department sponsored meetings, project management, local mileage, etc. Foreign travel requires separate prior written grantor approval.

Purpose of travel	Number of Travelers	Cost Per Trip
Total Travel Cost:	\$	

5. EQUIPMENT:

Generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year. Equipment purchase requires separate prior written grantor approval.

List all of the proposed equipment below.

Equipment Item	Quantity	Unit	Cost
Total Equipment Cost:	\$		

6. SUPPLIES:

Generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year.

If the total supply costs are greater than 20 percent of the total project costs, or \$25,000 whichever is greater, please provide the detail below.

General Category of Supplies	Quantity	Unit Cost	Total Cost	Justification of Need
Total Cost of Supplies:	\$			

7. CONTRACTUAL/SUBAWARD OR SUBRECIPIENT:

List all contractors used in the project and indicate the purpose of each contractor's participation and the total estimated costs for each. Note: Board members and/or employees of the organization are not eligible for contractor services.

Name/Organization	Purpose	Total Projected Cost
Total Projected Cost:	\$	

8. OTHER DIRECT COSTS:

Other direct costs are items of cost required for the specific project (such as meeting costs, postage, couriers or express mail, telephone/fax costs, printing costs, etc.), that cannot be properly included in the above categories.

Provide the information below for other direct costs that are greater than or equal to 20 percent of the total project costs or \$25,000, whichever is greater.

General Description	Cost	Justification of Need
Total of Other Direct Cost:	\$	

9. PLANT IMPLEMENTATION/ASSESSMENT

Enter costs for energy assessment:

10. OTHER

Include amount here, then explain below:

EXHIBIT: Financial Liability and Certification

Applicant Name: _____

Financial Liability:

Explain any outstanding financial liabilities the applicant and/or company have with state or local governments in Ohio. Whether or not the amounts are being contested in a court of law, does the applicant and/or company owe:

- a.) Any delinquent taxes to the State of Ohio (the "State"), a state agency, or a political subdivision of the State such as a city or county? Yes No
- b.) Any monies to the State or a state agency for the administration or enforcement of the environmental laws of the State? Yes No
- c.) Any other monies to the State, a state agency, or a political subdivision of the State that are past due? Yes No
- d.) Is the company the subject of any existing tax lien? Yes No

Certification:

Has the applicant, related companies, or any officers:

- a.) Been convicted of a felony Yes No
- b.) Been convicted of or enjoined from any violation of state or federal securities law? Yes No
- c.) Been a party to any consent order or entry with respect to an alleged state or federal securities law violation? Yes No
- d.) Been a defendant in a civil or criminal action? Yes No

If you have answered yes to any of the above, please provide a detailed explanation including, but not limited, to the location, amounts, and case identification numbers (if applicable) on a separate sheet.

Government and Nonprofits: Provide a copy of the most recent audit report or annual report.