



IMPORTANT NOTICE

Requests for Grant Applications (RFA) AEA10-015

for

Renewable Energy Fund Grant Recommendation Program Round III

RFA ISSUE DATE: October 7, 2009

Project Notices website

http://www.akenergyauthority.org/RE_Fund-III.html

Interested Applicants that want to be notified of updates or changes to the Renewable Energy Grant request for Applications **MUST** fill out the following information and reply via email or fax; otherwise we will be unable to notify the Applicant of possible addenda to this RFA.

Please provide the following information by FAX or E-mail to the contact below:

Company Name	_____
Contact Name	_____
Company Address	_____
Telephone Number	_____
Fax Number	_____
E-Mail Address	_____

Public Records Notice to Applicants:

- Alaska Energy Authority is subject to the Public Records Act, AS 40.25 and materials submitted to the Authority may be subject to disclosure requirements under the act if no statutory exemptions apply.
- In accordance with 3 AAC 107,630 (b) Applicants may request trade secrets or proprietary company data be kept confidential subject to review and approval by the Authority.
- All applications received will be posted on the Alaska Energy Authority web site after final recommendations are made to the Legislature.

Return to:

Grant Administrator: Butch White

Alaska Energy Authority
813 West Northern Lights Blvd.
Anchorage, AK 99503
FAX: (907) 771-3942
Phone: (907) 771-3048
E-mail: re_fund@aidea.org

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1. Introduction and Instructions

1.1 Purpose

Pursuant to Chapter 31 Session Laws of Alaska 2008 (referred to below as the program legislation), which establishes the renewable energy grant recommendation program in Alaska Statute AS 42.45.045, the Alaska Energy Authority (“AEA” or “Authority”) is soliciting competitive applications from qualified Applicants for the purpose of recommending grants for renewable energy projects to be funded by the Alaska State Legislature. Applications will be accepted and evaluated in accordance with AS 42.45.045, 3 AAC107.600 - .695 and this Request for Applications (RFA).

1.2 Introduction

This RFA sets out the purpose, instructions, requirements, evaluative criteria, and other information on submitting an application to the Authority for recommendation for grant funding.

This RFA is organized as follows:

Section 1: Introduction and Instructions - describes program and procedural requirements for preparing and submitting an application.

Section 2: Project Requirements - describes project information that is required to be discussed in each application.

Section 3: Grant Requirements - describes specific construction grant terms and conditions related to this program. (Note: a copy of the standard grant document including all standard terms and conditions are included as an Appendix to this RFA.)

Section 4: Application Evaluation Process and Criteria - describes the criteria that will be used to evaluate and rank recommended applications.

Section 5: Appendices - provides additional reference material to assist in application preparation, application forms, grant documents, and applicable law.

Accompanying this RFA are Application Forms and Instructions to use in preparing your application for a Renewable Energy Fund Grant.

1.3 Government Roles and Responsibilities

The Alaska Legislature established the Renewable Energy Grant Fund and the Renewable Energy Grant Recommendation Program in Chapter 31 SLA 2008, which the Legislature enacted in 2008. This bill included a new statute, AS 42.45.045, outlining the program and giving the Alaska Energy Authority responsibility for administering the program.

The Legislature is responsible for final approval and funding of all grant projects.

The Authority is a public corporation of the State of Alaska with the purpose to promote, develop, and advance the general prosperity and economic welfare of the people of the State by providing a means of financing and operating power projects and by carrying out the powers and duties assigned to it. AS 42.45.045 gives AEA the authority to solicit applications for projects, develop and implement regulations, and recommend grants for renewable energy projects to the Legislature.

The Authority has also adopted regulations under 3 AAC107.600 - .695 for the purpose of implementing this program. A copy of these regulations can be found on the AEA Renewable Energy Fund Round III web page at http://www.akenergyauthority.org/RE_Fund-III.html

The Authority consults with an Advisory Committee that was established to assist in the final ranking of applications.

The AEA Grant Administrator is responsible for accepting applications, coordinating the evaluation of all applications, and developing the list of grant projects to be recommended to the Legislature.

An AEA Project Manager will be assigned to assist each grantee whose application is selected for grant funding. Tasks and level of the Authority project management will vary according to the project management plan developed under the grant agreement. At a minimum, the AEA Project Manager will clarify grant requirements, review reports and billings, and track progress of the grant project.

The Executive Director of AEA or his designee will approve the final grant and carry out all other duties as defined in statutes, regulations, and this RFA.

1.4 Eligible Applicants

To be eligible for a grant recommendation the Applicant must demonstrate formal approval and endorsement of its project by its governing authority (such as board of directors or executive management if it does not have a governing board) and be one of the following types of entities:

1. An electric utility holding a certificate of public convenience and necessity under AS 42.05;
2. An independent power producer (IPP) as defined under 3 AAC 107.695 (a) (1);
"independent power producer" means a corporation, person, agency, authority, or other legal entity or instrumentality, that is not an electric utility and that owns or operates a facility for the generation or production of energy entirely for use by the residents of one or more municipalities or unincorporated communities recognized by the Department of Commerce, Community, and Economic Development for community revenue sharing under AS 29.60.850 - 29.60.879 and 3 AAC 180."
3. A local government; or
4. A governmental entity, (which includes tribal councils and housing authorities).

In accordance with 3 AAC 107.610 an Applicant must also be able to demonstrate that they will take ownership of the project; own, lease, or otherwise control the site upon which the project is located; and upon completion of the project operate and maintain it for its economic life for the benefit of the public.

Applications whose Applicants do not meet these requirements will be rejected without further evaluation.

1.5 Eligible Projects

The Authority may recommend grants for feasibility studies, reconnaissance studies, energy resource assessment, and/or work related to the design and construction of an eligible project. Applications for projects that are not within the scope of eligible projects will be rejected without further evaluation.

To be eligible for a grant recommendation the Applicant's project must:

1.5.1. Be a new project not in operation on or before August 20, 2008 or an addition to an existing project made after August 20, 2008.

and

1.5.2 Be a project that generates energy from or involves the direct use of:

- wind, solar, geothermal, wasteheat recovery from existing power systems, hydrothermal, wave, tidal, river in-stream, hydropower; or
- low-emission nontoxic biomass based on solid or liquid organic fuels from wood, forest and field residues, or animal or fish products; or
- dedicated energy crops available on a renewable basis; or
- landfill gas and digester gas.

“Direct use of energy” means that it either uses renewable energy to generate energy or to make fuel used to generate energy. (3AAC 107.615)

1.5.4 Or be a facility that generates electricity from fuel cells that use hydrogen from renewable energy resources or natural gas.

1.5.5 Or be a natural gas project (other than landfill or digester gas) that benefits a community that:

- has a population of 10,000 or less; and
- does not have economically viable renewable energy resources it can develop.

1.5.6 Or be a transmission or distribution infrastructure located in Alaska that links an eligible renewable energy project or eligible natural gas project to other transmission or distribution infrastructures. (An Applicant requesting a grant for transmission or distribution infrastructure is not required to be involved in the financing or construction of the renewable energy project or natural gas project it may be connecting.)

1.6 Filing an Application

Applicants must submit two (2) hard copies of their complete application, including appendices that can be duplicated, and one CD that includes an electronic version of the complete application and attachments.

To assist the Authority in processing applications, Applicants should copy their completed application to a CD in MS Word (.doc format) or save it as a word-searchable PDF document. Attachments to the application may be scanned as images in PDF or other print ready electronic format and copied to the CD.

The application, attached documents, and CD should be in a sealed envelope clearly labeled:

From: Applicants Return Address

To: Alaska Energy Authority
AEA-10-015 – RE Fund Grant Application Round 3
813 West Northern Lights Blvd
Anchorage, AK 99503

1.7 Application Deadline

All applications must be received by the Authority no later than 5:00 pm on Tuesday, November 10, 2009.

The Applicant is solely responsible for complete and timely submission of an application. The Authority accepts no responsibility for submission of applications or for applications that are received after the application deadline, whether they were misdirected, delayed, erroneously addressed, or for any other reason.

Failure to meet the deadline will result in the application being rejected.

1.8 RFA Project Web Page

Public information regarding project applications may be viewed on the Authority's Renewable Energy Fund Round III web page at http://www.akenergyauthority.org/RE_Fund-III.html

Throughout the application process, the following information and documents may be found on the web page:

- The Request for Applications (RFA)
- Application and Grant forms
- FAQ's - A summary of relevant questions received regarding the RFA and responses.
- Clarifications and addenda to the RFA
- A list of all applications received.
- Status of applications in the review process.
- Links to a PDF version of all applications received (these won't be available until after completion of the review and ranking process).

1.9 Questions about the RFA

Applicants should carefully review all documents and visit the Round III web page prior to contacting the Grant Administrator with questions. Any questions regarding the RFA or grant documents should be directed to:

Grant Administrator: Butch White
Alaska Energy Authority
813 West Northern Lights Blvd
Anchorage, AK 99503
Phone: (907) 771-3048
Fax: (907) 771-3942
E-mail: re_fund@aidea.org

Questions that require clarification or interpretation of this RFA that the Applicant cannot answer by careful review of the RFA should be submitted in writing (letter or E-mail) no later than **October 23, 2009**.

The Grant Administrator may contact the Applicant directly by phone or E-mail to respond to non-material questions. The Grant Administrator will post the answer to material questions on the Project web page.

1.10 Modifications of the RFA

Applicants may submit written requests for modifications to this RFA to the Grant Administrator no later than October 15, 2009. Please be advised that the Authority cannot modify requirements of Statutes AS 42.45.045 or Regulations 3 AAC107.600 - .695 as it relates to the solicitation.

Acceptance or denial of the request is solely at the discretion of the Authority. If the Grant Administrator does not issue a written modification within 10 days from submittal of the request, the request shall be considered denied.

Modifications to this request for applications may be issued at any time prior to the deadline for receipt of applications at the Authority's option. If modifications are issued within 10 days of the deadline for applications, the application deadline may be extended to allow time for Applicants to respond to any changes. All modifications to this RFA will be in writing and posted on the project web page at http://www.akenergyauthority.org/RE_Fund-III.html and the Authority will provide E-mail notice to those registered as described on the cover page of this RFA.

1.11 RFA Schedule

Below is a schedule of critical dates as it relates to this request and award of grants. Actual dates after the application due date is tentative and may vary depending on the number of applications received, the complexity of applications, and timely completion of review by the Legislature.

Task	Target Dates
Application Due Date	11/10/2009
Complete Evaluation of Applications	12/22/2009
Submit Projects for approval by the Legislature	1/29/2010
Projects approved for funding (contingent upon appropriation)	7/1/2010
Finalize Award Documents (contingent upon the Authority receiving all documentation needed for award)	9/1/2010

Actual award dates may vary depending on timing of legislative approval and appropriation, and any modifications to the grantee's proposal that may be required prior to grant award.

1.12 Grant Regulations

Grant regulations, 3 AAC107.600 - .695, effective October 16, 2009, have been adopted and are available for review at www.alaskaenergyauthority.org.

1.13 Grant Funding Program Targets

A grant resulting from this RFA is subject to legislative appropriation. The program legislation indicated that the Legislature intends to provide \$50 million per year from State fiscal year 2009 through 2013 for Renewable Energy Projects under this program. The actual amounts available for the program and for any particular grant are subject to appropriation. Through FY 2010 the Legislature has authorized \$125 million in grants that are being awarded as a result of the Authority's first Request for Applications, Round 1 & 2, issued in September 2008.

The Authority must receive an appropriation and approval from the Legislature prior to award of any grant.

AEA has established initial funding allocation targets indicated below as goals in its selection of projects to recommend. The targets are preliminary and subject to adjustment based on the available funding and the type, number, and quality of projects submitted.

Project Type	Target Allocation – % of Grant \$’s Recommended
Reconnaissance Study	20%
Feasibility/Conceptual Design or Energy Resource assessment	
Final Design and Permitting	80%
Construction	

1.14 Grant Funding Project Limits

In addition to the above program targets, the Authority intends to impose limits on the amount of funds that will be available for individual grant projects. The purpose of these limits is to be able to fund more projects statewide, encourage financial participation on the part of the grant Applicants, and assure the grant awards meet the public purpose requirements of 3 AAC 107.605 (1).

Applicants should take these limits into account when preparing their application as it is expected that the grantee will be responsible for any project costs beyond the grant funds available to complete the project.

Project Type/Phase	Grant Limits
Biofuel projects where the Applicant does not intend to generate electricity or heat for sale to the public. Biofuel is a solid, liquid or gaseous fuel produced from biomass.	Limited to reconnaissance and feasibility phases only
Construction projects on the Railbelt and SE Alaskan communities that have installed hydro power.	\$2. Million per project
Construction in all other areas of the State not mentioned above.	\$4. Million per project

The limits are subject to adjustment based on the available funding and the type, number, and quality of projects submitted.

1.15 Grantee Reimbursement Conditions

Reimbursement to a Grantee under this program is on a cost reimbursable basis. In accordance with the terms of the grant a Grantee is required to submit certified requests for reimbursements that document commitments and expenditures, and demonstrate meeting milestones identified in the grant.

A proposed reimbursement schedule tied to completion of milestones must be identified in the Applicant’s proposal. The Authority will not approve a reimbursement schedule that does not reflect costs or commitments tied to the accomplishment of milestones identified in the grant. The final reimbursement schedule is subject to negotiation and will be incorporated into the grant agreement.

The Authority may authorize a percentage of grant funds, up to 20% depending on the type of grant, as an advance reimbursement at the start up of the grant.

The Authority may also withhold up to 20% of the total grant subject to completion of the project and submission of final reports and other documentation that may be required by the grant.

A Grantee is required to account for and document all expenditures of grant and matching funds including documentation of expenditures on any advanced reimbursement. All requests for reimbursement are subject to audit by the Authority.

The Grantee is also required to comply with 2.AAC.45.010, the State Single Audit regulations.

1.16 Pre-Award Obligations and Reimbursement

If an Applicant anticipates award of a grant, they may proceed with work on projects prior to award provided:

- They do so at their own risk as there is no guarantee projects will be funded or funded at the level requested in their application.
- They must have sufficient funds from sources other than this program to meet their project commitments prior to grant award.
- No work performed or obligations incurred prior to the effective date of the grant appropriation will be considered for reimbursement. For planning purposes this date can be assumed to be July 1, 2010.
- No match will be considered as eligible match that occurs prior to the effective date of the grant appropriation.
- The grantee documents all pre-award expenditures including match expenditures when requesting reimbursement for pre-award expenses and follows the reimbursement requests requirements in the grant document.

1.17 Applicant Match

When reviewing applications the Authority will favorably consider an Applicant's documented commitment to provide matching resources during the grant period to complete the project.

Applicants are required to identify and document the amount and source of matching funds or other resources (collectively referred to as "match") they propose to commit to the project during the period of the grant. Documentation may include a resolution from the Applicant's board or assembly that identifies the value of the match and acknowledges the obligation of the Applicant to provide matching resources as a condition of the grant award.

In order for Applicant contributions to be evaluated as match, the value, type, and source of match must be documented with the application, it must be expended after the effective date of the grant appropriation, which for planning purposes can be assumed to be July 1, 2010, and it must be verifiable as to the value of the proposed contribution.

If matching resources are proposed by the Applicant, the Applicant will be required in the grant to commit to providing those resources and document the match contribution in their reimbursement requests.

Failure of an Applicant to document the value, type, or sources of match that will be available during the project period may result in a lower or no score for this criteria, or cancellation of a grant or grant award.

The proposed matching funds for this project cannot have been used to match a previous grant request.

See the budget form instructions and clarification for matching requirements.

1.18 Application Preparation Costs

The Authority shall not pay for any costs incurred by the Applicant to prepare and submit their application. No costs incurred by the Applicants in preparation of their application may be charged as an expense of performing the Grant.

The only reimbursable costs will be those allowed in the grant agreement signed by the Authority.

1.19 Application Content Requirements

The application must address all the information required as noted in Section 2 for the type of project proposed. Applicants should download and complete the MS word application and budget forms provided on the Renewable Energy Fund Round III web site at:

http://www.akenergyauthority.org/RE_Fund-III.html

Below is a list of document names and their purpose:

Document Name	Description	Date	Software version
GrantApp3.doc	Application Form and Instructions	9/25/09	Word 2003
Costworksheet3.doc	Application Project Cost Worksheet	9/25/09	Word 2003
GrantBudget3.doc	Application Budget Form	9/25/09	Word 2003
GrantBudgetInstructions3.doc	Instructions for Application Budget Form	9/25/09	PDF Acrobat 9.1
Grantform3.pdf	Example of Standard Grant Form	9/25/09	PDF Acrobat 9.1

1.20 Authorized Signature

Applications must be signed by an individual authorized to bind the Applicant to its provisions. The application will be considered valid for a minimum of 180 days. The application may be extended by the mutual agreement of the Authority and the Applicant.

1.21 Applicant's Certification

By signature on their application, Applicants certify that the individual signing the application has the authority to commit the Applicant to meet the requirements of any grant award and they will comply with: 1) all terms and conditions set out in this RFA, 2) the laws of the State of Alaska; and 3) the applicable portions of: a) the Federal Civil Rights Act of 1964, b) the Equal Employment Opportunity Act, c) the Americans with Disabilities Act (ADA), and the regulations issued thereunder by the federal government.

1.22 Correction, Modification or Withdrawal of Applications

An application may be corrected, modified or withdrawn by providing a written request from an authorized representative of the Applicant to the Grant Administrator before the time and date set for receipt of the applications.

After applications are opened, modifications may be allowed prior to completion of the evaluation process if the Authority determines that it is in the best interest of the program to allow modifications.

Applicants who may be recommended for grant awards may be requested to clarify, modify, or correct their application prior to recommendations being sent to the Legislature, or prior to award of a grant, if the Authority determines that it is in the best interest of the program.

Applicants who fail to respond to requests for clarifications, modifications, or corrections within the period specified in the request may have their application rejected or removed from the list of recommended projects.

1.23 Review of Applications - General

Applications will be reviewed in four stages by application evaluation committees, which may include the Authority staff, consultants, and members of the Advisory Committee established under the program legislation.

Stage 1 – Completeness and Eligibility Review (3 AAC 107.635)

Stage 2 – Feasibility and Public Benefit Review (3 AAC 107.645)

Stage 3 – Evaluation of Individual Applications (3 AAC 107.655)

Stage 4 – Regional and Final Ranking Recommendations (3 AAC 107.660)

The review and evaluation criteria for each stage are listed in Section 4.

Applications that do not comply with AS 42.45.45, 3 AAC 107.600 - .695 and all of the material and substantial terms, conditions, and requirements of this RFA may be rejected. If an application is rejected the Applicant will be notified in writing that its application has been rejected and the basis for rejection.

The Authority may waive minor requirements of the RFA that do not result in a material change in the requirements of the RFA and do not give an Applicant an unfair competitive advantage.

At any stage in the review process the Authority may request clarifying information and the Applicant will have a specified amount of time to respond to the request for information. Failure to respond in a timely manner or provide adequate information will result in the application being rejected.

If an application is rejected during the eligibility review or the feasibility and public benefit review the Applicant may submit a request for reconsideration to the AEA Executive Director. The request must be in writing and received by the Authority no more than 10 days after the Applicant has been provided notice of the rejection in accordance with AAC 107.650.

If information is sufficient, the application will be forwarded through to the next stage of review.

1.24 Public Notice and Recommendations to the Legislature

Upon completion of Stage 4, the Authority will forward to the Legislature a summary of all applications received, their status, the technical score, and the final rank of all applications. The Authority will also post on its web site the applications, a brief summary of each project, and the final ranking and disposition of all applications. The total cost of all recommended projects may be for more or less total dollars than the current funding authorized by the Legislature.

Applicants may be required to provide additional information to the Legislature upon request.

1.25 Notice of Intent to Award a Grant

Upon approval of funding by the Legislature for FY2011 grants, the Authority will post a Notification of Intent to Award grants on its website. Grantees whose authorizations are less than what was requested or whose scope, schedule, or budget may have changed from when their application was originally submitted, will be required to update their application to assure the grant is consistent with the funding available.

1.26 Grant Agreement

Applicants whose projects are selected for grant funding will be required to sign a Grant Agreement prepared by the Authority that contain the terms and conditions in the Grant form included as an appendix to this document. The Authority may modify its standard form grant agreement if necessary for this program or for particular projects.

1.27 Failure to Proceed

In accordance with 3 AAC 107.675 (b) if an Applicant fails to execute the grant agreement within 30 days after receiving it from the authority, the authority may cancel the notice of intent to award the grant and may offer the grant money to another eligible Applicant, subject to appropriation and approval by the Legislature.

2. Project Requirements

An application under the RFA should describe the Applicant's renewable energy project in one or more phases as described in this section and include sufficient information to allow for the evaluation and ranking of the application. The depth of information needed with the application will vary depending on the type and complexity of the project, the number of phases for which grant funding may be requested, the amount of state funds requested, and the estimated total project costs.

All Applicants are required to have a project management plan they intend to follow that includes who is going to manage the project, how it is going to be managed, a schedule with milestones, and how project risks will be mitigated. The level of detail in the plan will vary depending on the project phase(s), amount of funds requested, and complexity of the project.

2.1 Project Management Requirements

The Applicant is responsible for implementing and executing a plan for managing the project so that the project is completed within the scope, schedule, and budget proposed in the application.

Project Management	
Project Manager	The Applicant must designate a project manager(s) responsible for managing the project for the Grantee. This may be: <ol style="list-style-type: none"> 2 An employee of the Grantee 3 A consultant 4 Or other partners committed to the project. For example native corporations, other utilities, IPPs, or government entities. 5 If not known, the Grantee should indicate how they intend to acquire project managers.
Project Schedule	Schedule for the proposed work that will be funded by this grant.
Project Milestones	Identifies key tasks and decision points in the project schedule. Project management milestone charts, cash flow for project funding, and descriptions of major project decision points are required for developing a reimbursement schedule
Project Resources	Identifies what people, equipment, or services will be used to accomplish the project. Includes any commitments the Grantee may have or reference any existing contracts or the selection process that may be used for major equipment purchases or contracts.
Project Communications	Identifies how the Grantee will monitor the project and keep the Authority informed of the status.
Project Risk	Identifies potential problems and how they will be addressed.

2.2 Project Phase Descriptions

The application should describe the project proposed for grant funding by phase in order to demonstrate a likelihood that the project will be successfully completed and will provide substantial public benefits. Applicants who have completed a project phase will be required to document successfully completing the phase with a positive public benefit for the project prior to the Authority releasing funds for a following phase.

Each type of technology may have issues or tasks that are specific to that technology that will need to be addressed in addition to the issues or tasks identified in each phase.

Project phases or major project tasks that should be addressed in the Applicant's project description are as follows:

Phase 1 - Reconnaissance	A preliminary feasibility study designed to ascertain whether a feasibility study is warranted.
Phase II - Feasibility Analysis, Resource Assessment, Conceptual Design	Detailed evaluation intended to assess technical, economic, financial, and operational viability and to narrow focus of final design and construction.
Phase III - Final Design and Permitting	Project configuration and specifications that guide construction. Land use and resource permits and leases required for construction. Business and operational plans are finalized and proposed rates are determined.
Phase IV - Construction, Commissioning, Operation, and Reporting	Completion of project construction and beginning of operations. It also includes follow-up O&M reporting requirements.

2.3 Phase I – Reconnaissance Requirements

The purpose of a Reconnaissance Study is to determine whether further study is warranted. A study is required to consider and address the information and tasks below.

Phase I - Reconnaissance	
Proposed Energy Resource	General description of the extent and amount of the renewable resource
Existing Energy System	<p>For rural power systems and/or facility heating systems</p> <ul style="list-style-type: none"> • Basic configuration (number, size, and type of generators and boilers; efficiency; operating hours) • Capital and replacement costs • Annual O&M cost and schedule • Annual fuel consumption and fuel price • Load information (peak, minimum, average, and future trends) • Plans for system upgrades <p>For all systems</p> <ul style="list-style-type: none"> • Residential and commercial electrical service rates • Avoided cost of energy
Proposed System Design	<ul style="list-style-type: none"> • Description of renewable energy technology specific to project location • Alternative system discussion • Optimum installed capacity • Annual generation • Anticipated barriers • Basic integration concept
Proposed System Costs	<ul style="list-style-type: none"> • Total anticipated project cost for this phase • Projected Capital, O&M, and fuel costs • Projected debt financing if applicable
Project Benefits	<ul style="list-style-type: none"> • Annual fuel displacement and savings over the project life • Annual revenue from energy sales, tax credits, green tags, and other incentives • Discussion of non-monetary benefits
Energy Purchase/Sale	<ul style="list-style-type: none"> • Identification of potential energy market • Potential energy purchase and sales rates
Land Ownership	<ul style="list-style-type: none"> • Landowner(s) identified and contacted
Permits	<ul style="list-style-type: none"> • List of applicable permits • Anticipated permitting timeline • Potential regulatory barriers
Environmental	<p>Complete environmental screening that addresses:</p> <ul style="list-style-type: none"> • Threatened and Endangered species and other habitat impacts • Fisheries and wildlife protection • Water and air quality impacts • Wetland and protected areas • Archaeological and historical resource impacts • Land development constraints • Telecommunications and aviation impacts • Visual and aesthetics resource impacts • Other environmental barriers
Analysis and Recommendations	<ul style="list-style-type: none"> • Basic economic analysis of alternatives • Recommendations for additional project development work

Milestones for a Reconnaissance Project should include:

1. Project scoping and contractor solicitation.
2. Resource identification and analysis.
3. Land use, permitting, and environmental analysis.
5. Preliminary design analysis and cost.
4. Cost of energy and market analysis.
5. Simple economic analysis.
6. Final report and recommendations.

2.4 Phase II - Feasibility Analysis, Conceptual Design Requirements

Phase II Feasibility Analysis requires a detailed evaluation intended to further assess technical, economic, financial, and operational viability of a project and to narrow the focus of final design and construction. In addition to addressing all the requirements of the Phase I, a feasibility analysis should address the information and tasks below.

Phase II – Feasibility Analysis, Conceptual Design	
Proposed Energy Resource	<p>Site-specific assessment of available energy resource following industry standards usually based on field measurements, discussions with resource owners, and other onsite activities. Examples of assessment activities include</p> <ul style="list-style-type: none"> • Collection and analysis of meteorological tower data at proposed wind turbine locations • Assessment of geological data from surface investigation and test wells for geothermal and natural gas projects • Stream gauging and hydrological modeling for hydroelectric projects • Analysis of wood and sawmill residue availability and delivered cost to biomass energy project locations.
Existing Energy System	<ul style="list-style-type: none"> • Annual load profile—power projects may require onsite measurement • Load growth projections • Transmission system layout and capacity • Retirement schedule
Proposed System Design	<ul style="list-style-type: none"> • Identification and analysis of system alternatives • Recommended alternative including discussion of impacts on existing system • Assessment of project site, including geotechnical characteristics as necessary • Annual energy production profile • Conceptual system design • Conceptual integration design • Identification of remaining technical barriers
Project Costs	<ul style="list-style-type: none"> • Conceptual level cost estimates for final design and construction • Annual O&M and fuel costs • Other project costs including leases, taxes, insurance, and financing
Project Benefits	<ul style="list-style-type: none"> • Annual fuel displacement and savings over the project life • Detailed analysis of revenue from energy sales, tax credits, green tags, and other incentives • Discussion of non-monetary benefits
Energy Purchase/Sale	<ul style="list-style-type: none"> • Preliminary energy purchase or sales agreement

Land Ownership	<ul style="list-style-type: none"> • Assessment of site control requirements for proposed project • Authorization from land owners for onsite feasibility activities
Permits	<ul style="list-style-type: none"> • Obtain authorizations from all applicable agencies for any use of land or resources for feasibility activities
Environmental	<ul style="list-style-type: none"> • Site-specific assessment of resources that may be significantly affected. Examples include fish and wildlife habitat assessment, visual impact modeling, and air quality assessment. • Plan for addressing potential environmental impacts
Analysis and Recommendations	<ul style="list-style-type: none"> • Comprehensive economic and financial analyses of alternatives • Recommendations for project design and construction activities • Draft operational and business plan

Milestones for a Feasibility Project should include:

1. Project scoping and contractor solicitation.
2. Detailed energy resource analysis
3. Identification of land and regulatory issues,
4. Permitting and environmental analysis
5. Detailed analysis of existing and future energy costs and markets
6. Assessment of alternatives
7. Conceptual design analysis and cost estimate
8. Detailed economic and financial analysis
9. Conceptual business and operations plans
10. Final report and recommendations

2.5 Phase III - Final Design and Permitting Requirements

Building on information gathered in Phase I and II Applicants will be required to complete Phase III prior to construction. The purposes of Phase III are to establish the project configuration and specifications that will be used to guide construction, refine project costs estimates, finalize business plans, and obtain land use and resource authorizations required for construction. Work should address the information and tasks below.

Phase III –Final Design & Permitting	
Renewable Energy Resource	<ul style="list-style-type: none"> • Updated data to confirm that resource is still available.
Existing Energy System	<ul style="list-style-type: none"> • Final engineered and approved energy system configuration including upgrades
Proposed System Design	<ul style="list-style-type: none"> • Final engineered and approved system design • Final engineered and approved integration design • Interconnection study
Project Cost	<ul style="list-style-type: none"> • Final engineer’s estimate of project cost
Project Benefits	<ul style="list-style-type: none"> • Detailed financial analysis based on chosen business structure and applicable costs, revenues, and incentives
Power Purchase/Sale	<ul style="list-style-type: none"> • Executed power purchase/sales agreement
Land Ownership	<ul style="list-style-type: none"> • Final land use authorizations obtained
Permits	<ul style="list-style-type: none"> • All necessary permits obtained
Environmental	<ul style="list-style-type: none"> • All environmental issues resolved
Business & Operational Plan	<ul style="list-style-type: none"> • Final operational and business plan

Milestones for a Design and Permitting Phase of a project should include:

1. Project scoping and contractor solicitation for planning and design
2. Permit applications (as needed)
3. Final environmental assessment and mitigation plans (as needed)
4. Resolution of land use, right of way issues
5. Permit approvals
6. Final system design
7. Engineers cost estimate
8. Updated economic and financial analysis
9. Negotiated power sales agreements with approved rates
10. Final business and operational plan

2.6 Phase IV - Project Requirements – Construction

The purpose of the construction phase is to construct and commission the project, begin operations, and provide follow-up reports on operations and maintenance for a specific period of time to document the programs impact on the community. Grantees are expected to cover all costs of operations and maintenance in compliance with their operational and business plans developed in Phase III. The construction phase will address the information and tasks below

Phase IV –Construction, Commissioning, Operation, and Reporting	
Renewable Energy Resource	<ul style="list-style-type: none"> • Continuous monitoring to verify and update projections and system efficiency.
Existing Power System	<ul style="list-style-type: none"> • Coordination of conversion, integration, or surplus of existing system
Proposed System Design	<ul style="list-style-type: none"> • Construction plan and schedule • Commissioning plan and schedule • Modifications to final design during construction
Project Cost	<ul style="list-style-type: none"> • Actively track project costs against the project budget. • Propose budget modifications as needed • Manage cost overruns
Environmental	<ul style="list-style-type: none"> • Environmental monitoring as required
Permitting	<ul style="list-style-type: none"> • Reports as required by permitting agencies
Analysis and Recommendations	<ul style="list-style-type: none"> • Update business plans and power purchase agreements as needed to account for actual construction costs. • Final project report including as-built specifications and drawings, final budget, schedule, and recommendations • Periodic operation and maintenance reports as required by grant including actual O&M, fuel, and equipment costs; O&M measures and schedule; energy output; project availability; conversion efficiency; renewable energy resource; and recommendations

Milestones for a Construction project will include:

1. Confirmation that all design, feasibility, requirements are completed (Ref 2.5)
2. Completion of bid documents
3. Contractor/vendor selection and award
4. Construction Phases – Each project will have unique construction phases, limitations, and schedule constraints which should be identified by the grantee
5. Integration and testing
6. Decommissioning old systems
7. Final Acceptance, Commissioning and Start-up
8. Operations Reporting

3. Grant Requirements

To receive renewable energy grants, Applicants must comply with the following standard terms and conditions and the other terms and conditions in the Authority's Standard Grant Agreement Reference Exhibit A. If the grantee is a tribal entity, a waiver of sovereign immunity will be required as a condition of the grant.

3.1. Declaration of Public Benefit

The Grantee acknowledges and agrees that the Project shall be constructed, owned and operated for the benefit of the general public and will not deny any person use and/or benefit of Project facilities due to race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy or parenthood.

3.2. Grantee Project Manager

For construction projects, the Grantee will contract or hire competent persons to manage all phases of the Project subject to approval by the Authority. Work, at a minimum, will include: management of Grantee's labor for the project, engineering firms and consultants, procurement, management of construction contractors, selection of equipment, review of plans and specifications, on-site inspections and review and approval of work, submittal of cost reimbursement requests, and other duties to ensure that the completed work conforms with the requirements of the grant and the construction documents.

If the Grantee fails to provide adequate project management the Authority may terminate the Grant or assume project management responsibilities with the concurrence of the Grantee. Costs for a Project Manager must be reasonable to be considered an eligible grant expense.

3.3. Approval to Proceed With Next Phase

A grant award may be for one or more phases of a project. The Grantee must achieve substantial completion of work or of designated grant milestones and receive approval from the Authority prior to proceeding to the next phase of work.

3.4. Contracts for Engineering Services

In the event the Grantee contracts for engineering services, the Grantee will require that the engineering firm certify that it is authorized to do business in the State of Alaska and provide proof of business and professional licensing and insurance.

3.5. Site Control

If the grant Project involves the occupancy and use of real property, the Grantee assures that it has the legal right to occupy and use such real property for the purposes of the grant, and further that there is legal access to such property. The Grantee is responsible for securing the real property interests necessary for access and the construction and operation of the Project, through ownership, leasehold, easement, or otherwise, and for providing evidence satisfactory to the Authority that it has secured these real property interests.

3.6. Permits

It is the responsibility of the Grantee to identify and ensure that all permits required for the construction and operation of this Project by the Federal, State, or Local governments have been obtained unless otherwise stated in Appendix C. These permits may include, but are not limited to, Corps of Engineers' Wetlands Permit, State Historic Preservation Office, State Fire Marshal approval, rights-of-way for the pipelines, and site control, including any necessary

Coastal Zone Management coordination through the Division of Coastal and Ocean Management (DNR).

3.7. Exclusion of Existing Environmental Hazards

Grant funds for investigation, removal, decommissioning, or remediation of existing environmental contamination or hazards, are not allowed unless specifically specified and approved in Appendix C.

3.8. Environmental Standards

The Grantee will comply with applicable environmental standards, including without limitation applicable laws for the prevention of pollution, management of hazardous waste, and evaluation of environmental impacts.

3.9. Current Prevailing Rates of Wage and Employment Preference

Construction projects may require certain grantees to include the requirements for Davis Bacon and Little Davis Bacon when contracting for construction services. This requires contractors to pay minimum rates of pay for specific classes of workers and provide certified payrolls to the State Department of Labor. The current wage rates can be found at the following web sites:

The Federal wage rates at <http://www.wdol.gov/>

The State wage rates at <http://www.labor.state.ak.us/lss/pamp600.htm>

If federal funding sources require federal Davis Bacon compliance, the Grantee must use both the Federal and State wage scale and the contractor is required to pay the higher of the State or Federal wage scale. When only State Funds are used that requires "Little Davis Bacon," the Grantee is only required to follow the State Rate schedule.

For projects that are only State funded, contractors are also required to use local residents where they are available and qualified in accordance with AS 36.10.150-180, and 8 AAC 30.064 - 088.

The Grantee is responsible for identifying any other sources of project funds and for ensuring compliance with applicable wage scales for all sources of project funding. If a Grantee believes they or their contractors may be exempt from these requirements, they should contact the State of Alaska Department of Labor, Division of Wage and Hour, for a determination and forward a copy of that determination to the Authority's Grant Administrator.

3.10. Construction Plans and Specifications Review

Prior to public notice of bidding a construction project the Grantee will provide the plans and specifications to the Authority for review. Concurrence that the plans and specifications are consistent with the grant award must be received before grant funds will be released for construction related costs.

3.11. Construction Insurance and Bonding

When the value of a grant construction project is anticipated to be greater than \$100,000, prior to beginning construction, the Grantee or Grantee's contractor(s) must provide the Authority proof of adequate insurance and either a payment and performance bond, as may be required by AS 36.25.010, a surety in form and substance acceptable to the Authority, or some other guarantee or assurance acceptable to the Authority that the Grantee or the Grantee's contractor has the capacity, qualifications, and financial resources necessary to complete construction of the project as proposed in the grant or separate construction contract funded by this grant.

3.12. Post Construction Certification

Upon completion of construction the Grantee will submit a final report that includes:

- Certification that all work is completed in accordance with the grant and all costs claimed are eligible costs and represent work completed on the Project.
- Summary of total project cost including detailed funding sources and any outstanding debt.
- Certification that there is a release of any contractor or subcontractor liens on the project.
- Identification of any outstanding construction issues.
- As-built drawings.

3.13. Ownership of Facilities

The Grantee shall assume all liabilities arising from the ownership and operation of the Project. The Grantee will not sell, transfer, encumber, or dispose of any of its interest in the facilities constructed with this grant funding during the economic life of the Project without prior written approval of the Authority.

3.14. Operation and Maintenance of Facilities

The Grantee is required to maintain and operate the facilities defined in their Application for the useful life of the facility or the specific period of time designated in the Grant agreement.

In the event that the Grantee is no longer operating the facilities for the intended purposes the Authority may require the Grantee to reimburse the Authority an amount based on the total contribution of the Authority, the value of the assets, and the terms and conditions of this agreement. The Authority may require that the assets acquired under this agreement be sold and the proceeds returned to the Authority.

3.15. Performance/Operation and Maintenance (O&M) Reporting

If the grant is for Project construction, the Grantee must provide the Authority with a Performance/O&M Report annually for five years after Project completion. The Performance/O&M Report must include: (1) a detailed description of Project operations and maintenance activities and issues; and (2) a detailed description of Project performance, including energy output, estimated fuel savings resulting from the operation of the Project, and any other relevant measures of Project performance reasonably requested by the Authority, a description of repairs and modifications to the Project, and recommendations for improvements for similar future projects.

The Authority may take into account the Grantee's failure to provide the required annual Performance/O&M Report in evaluating future applications from the Grantee for grant funds. The Authority encourages grantees to provide annual Performance/O&M reports for the life of the Project, and may consider the Grantee's voluntary submittal of annual Performance/O&M reports beyond the first five years in evaluating future applications from the Grantee for grant funds.

3.16. Tariffs & Rates for Use of Grant-Funded Assets

Rates for power provided as a result of generation or transmission facilities built with grant funds may be subject to review and approval by the Regulatory Commission of Alaska (RCA), or if the rates are not subject to RCA review and approval, they will be subject to review and approval by the Authority to ensure reasonable and appropriate public benefit from the Project.

As a condition of the grant, IPP's will agree to sell energy resources for electricity and heat at a cost-based rate. AEA will hire an independent economist to provide guidance in developing a cost-based rate for electric sales with an appropriate rate of return on equity.

The allowable cost-based rate represents the highest rate that the IPP will be allowed to charge.

Because the cost-based rates are a grant condition, avoided cost rates or Public Utility Regulations Policies Act (PURPA) rates will not apply for projects which obtain grant funding.

Application for a Certificate of Public Convenience and Necessity (CPCN) is also a grant condition. RCA action must be completed prior to the issuance of any construction grant funding.

3.17. Grant-Funded Assets Not Included in PCE

The Grantee agrees that it will not include the value of facilities, equipment, services, or other benefits received under this grant as expenses under the Power Cost Equalization Program or as expenses on which wholesale or retail rates or any other energy tariffs are based.

4. Application Evaluation Process

Applications will be reviewed in four stages by application evaluation committees, which may include the Authority staff, consultants, and members of the Advisory Committee established under the program legislation.

- Stage 1 – Completeness and Eligibility Review (3 AAC 107.635)
- Stage 2 – Feasibility and Public Benefit Review (3 AAC 107.645)
- Stage 3 – Evaluation of Individual Applications (3 AAC 107.655)
- Stage 4 – Regional and Final Ranking Recommendations (3 AAC 107.660)

Applications that do not comply with AS 42.45.45, 3 AAC 107.600 - .695, and all of the material and substantial terms, conditions, and requirements of this RFA may be rejected. If an application is rejected the Applicant will be notified in writing that its application has been rejected and the basis for rejection.

The Authority may waive minor requirements of the RFA that do not result in a material change in the requirements of the RFA and do not give an Applicant an unfair competitive advantage.

At any stage in the review process the Authority may request clarifying information and the Applicant will have a specified amount of time to respond to the request for information. Failure to respond timely or provide adequate information will result in the application being rejected.

If information is sufficient the application will be forwarded through to the next stage of review.

4.1 Stage 1 Review: Completeness and Eligibility

All applications received by the deadline will initially be reviewed in by Authority staff to assess if the application is complete, meets the minimum submission requirements, and has adequate information to proceed to Stage 2 – Feasibility and Public Benefit Review.

The following pass-fail criteria will be used to determine if the application meets the minimum requirements.

<p><i>Application must meet all of these criteria to be considered further.</i></p>	<ol style="list-style-type: none">1. The application is submitted by an Eligible Applicant (sec 1.2).2. The project meets the definition of an Eligible Project (sec 1.3).3. A resolution or other formal authorization of the Applicant's governing body is included with the application to demonstrate the Applicant's commitment to the project and any proposed use of matching resources (sec 1.2).4. The application provides a detailed description of the phase(s) of project proposed, i.e. reconnaissance study, conceptual design/feasibility study, final design/permitting, and/or construction (sec 2.1).5. The application is complete in that the information provided is sufficiently responsive to the RFA to allow AEA to consider the application in the next stage of evaluation.6. The Applicant demonstrates that they will take ownership of the project; own, lease, or otherwise control the site upon which the project is located; and upon completion of the project operate and maintain it for its economic life for the benefit of the public. (sec 1.2)
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If an application is ambiguous regarding questions 1-6, the Authority may request clarifying information and the Applicant will have a specified amount of time to provide the requested information. Failure to respond timely or provide an adequate explanation will result in the application being rejected.

4.2 Stage 2 Review: Project Feasibility and Benefits

All applications that pass Stage 1 the Authority will perform a benefit and feasibility review in accordance with 3 AAC 107.645 and the criteria below:

<p>Application must substantially meet these criteria to be considered further.</p>	<ol style="list-style-type: none"> 1. Project Management, Development, and Operation <ol style="list-style-type: none"> a. The proposed schedule is clear, realistic, and described in adequate detail. b. The cost savings estimates for project development, operation, maintenance, fuel, and other project items are realistic, c. The project team’s method of communicating, monitoring, and reporting development progress is described in adequate detail. d. Logistical, business, and financial arrangements for operating and selling energy from the completed project are reasonable and described in adequate detail. 2. Qualifications and Experience <ol style="list-style-type: none"> a. The Applicant, partners, and contractors have sufficient knowledge and experience to successfully complete and operate the project. b. The project team has staffing, time, and other resources to successfully complete and operate the project. c. The project team is able to understand and address technical, economic, and environmental barriers to successful project completion and operation. d. The project uses local labor and trains a local labor workforce. 3. Technical Feasibility <ol style="list-style-type: none"> a. The renewable energy resource is available on a sustainable basis, and project permits and other authorizations can reasonably be obtained. b. A site is available and suitable for the proposed energy system. c. Project technical and environmental risks are reasonable. d. The proposed energy system can reliably produce and deliver energy as planned. e. If a demonstration project is being proposed: <ul style="list-style-type: none"> • Application in other areas of the state, or another specific benefit of the proposed project, is likely; • need for this project is shown (vs the ability to use existing technology); and • the risks of the proposed system are reasonable and warrant demonstration. 4. Economic Feasibility and Benefits <ol style="list-style-type: none"> a. The project is shown to be economically feasible (net savings in fuel, operation and maintenance, and capital costs over the life of the proposed project). In determining economic feasibility and benefits applications will be evaluated anticipating the grantee will use cost-based rates. Avoided cost rates alone will not be presumed to be in the best interest of the public. b. The project has an adequate financing plan for completion of the grant-funded phase and has considered options for financing subsequent phases of the project c. Other benefits to the Alaska public are demonstrated.
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The Authority may develop a preliminary list of applications that may be technically and economically feasible and request additional information from Applicants at this time to confirm a complete understanding of the project proposed.

If information is requested, the Applicant may be required to provide information within a short time frame to allow for the Authority to continue to the next stage of the review process.

Applicants that fail to respond to requests for information or to adequately address the criteria in the technical review may be rejected.

4.3 Stage 3 Review: Evaluation of Individual Applications

All applications that pass the technical review will be evaluated for the purpose of ranking applications and making recommendations to the Legislature based on the following criteria which include criteria required by 3 AAC 107.655 and AS 42.45.045.

<p><i>Evaluation and Ranking Criteria to be Used for determining applications to recommend to legislature</i></p>	<ol style="list-style-type: none"> 1. Cost of energy per resident in the effected project area relative to other areas. 2. The type and amount of matching funds and other resources an Applicant will commit to the project. 3. A statewide balance of grant funds (For example, if there are two or more similar competing projects in a given area the Authority may only recommend one in the final ranking). 4. Economic and technical feasibility (Stage 2 evaluation). 5. Public benefits including economic benefit to the Alaska Public. 6. Sustainability – the ability of the application to finance, operate and maintain the project for the life of the project. 7. The readiness of the Applicant to proceed with phases of the project proposed for the grant. 8. Compliance with previous grant awards and progress in previous phases of project development. 9. Local support for the project.
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During this stage of review the evaluation team may conduct interviews of Applicants to determine a more complete understanding of the technical or financial aspects of their application.

4.4. Stage 4 Review: Final Ranking Recommendations

All applications recommended for grants as a result the Stage 3 evaluation will be ranked in accordance with 3 AAC 107.660.

To establish a statewide balance of recommended projects, the Authority will provide to the advisory committee a statewide and regional ranking of all applications recommended for grants in Stage 3.

In consultation with the advisory committee the Authority will make a final prioritized list of all recommended projects giving significant weight to providing a statewide balance for grant money, and taking into consideration the amount of money that may be available, the number and types of project within each region, regional rank, and statewide rank of each application.

In its final decision on an application the Authority may recommend a grant in an amount for the project phases different from what the Applicant requested. In recommending a grant for phases different from what the Applicant requested, the authority may limit its recommendation to a grant for one or more preliminary project phases before recommending a grant for project construction.

5. Appendices

Grant Application Form

Cost Worksheet

Budget Form Instructions

Grant Budget Form

Sample Grant Form