# Proposal Worksheet

***See Request for Proposals (RFP) to ensure complete application with all attachments. Attach additional sheets as necessary, and include references to section headings as appropriate. Please ensure that all text entered into the Proposal Worksheet is visible upon printing.***

## Section A: General Project Information

Project Title:

Funds Requested: Proposed Match: Total Budget:

☐ **Aproved Budget Form Attached**

Start Date: Anticipated Completion Date:

☐ **Detailed Timeline Attached**

Project Address:

Project Manager (Full Legal Name)/Title:

Telephone #: Fax #: Email Address:

## Section B-1: Applicant Information

Organization (Full Legal Name): Federal ID #: DUNS #:

Mailing Address (Street, City, State, Zip+4):

Telephone #: Fax #: Email Address:

Website:

Contact (Full Legal Name)/Title:

☐ **Applicant Organizational Chart Attached**

Telephone #: Cell Phone #: Email Address:

☐ **Completed W-9 Attached (Form found at http://www.irs.gov/pub/irs-pdf/fw9.pdf)**

North American Industry Classification System (NAICS) code(s): Number of Full-Time Equivalent (FTE) employees:

Brief description of the organization's core business:

## Section B-2: Parent Organization (if applicable)

Organization (Full Legal Name): Federal ID #: DUNS #:

Mailing Address (Street, City, State, Zip+4):

Telephone #: Fax #: Email Address:

Website:

Contact (Full Legal Name)/Title:

☐ **Parent Organizational Chart Attached**

Telephone #: Cell Phone #: Email Address:

## Section B-3: Partner Organization (if applicable)

Organization (Full Legal Name): Federal ID #: DUNS #:

Mailing Address (Street, City, State, Zip+4):

Telephone #: Fax #: Email Address:

Website:

Contact (Full Legal Name)/Title:

☐ **Partner Organizational Chart Attached**

Telephone #: Cell Phone #: Email Address:

☐ **Letter(s) of support/commitment from partner organization(s) attached.**

## Section B-4: Authorized Negotiators

Contact (Full Legal Name)/Title:

Telephone #: Email Address:

Contact (Full Legal Name)/Title:

Telephone #: Email Address:

☐ **Section C: Attach Contact Information and Resumes of Personnel Listed in Budget**

## Section D: Prior Experience

*Briefly describe any prior experience and/or expertise that the applicant and/or other participating partners have to contribute to the successful completion of the proposed project. State any potential barriers that may delay implementation of the project.*

## Section E: Statement of the Problem

*State the problem as understood and presented in this RFP and describe the need for this proposed project.*

## Section F: Scope of Work

*Provide a concise overview of the proposed project.*

## Section G: Work Plan

*List each required task, and describe the applicant's plan for completing each task. Include staff hours, equipment and resources allocated to each task, and the individual(s) responsible for each task. State the deliverables and outcomes for each task described.*

**Section G: Work Plan (continued)**

## Section H: Quality Assurance / Quality Control

*Describe any quality assurance measures that will address prevention of errors, fraud, and waste, both internally and in contracting for goods and services.*

## Section I: Project Impact and Evaluation

*Summarize the overall impact and outcomes anticipated for the project. Also, provide a basis for these projections (methods used to calculate energy savings, renewable energy generation capacity, greenhouse gas reductions, job creation, etc.) List the metrics and methods that will be used to evaluate the success of the project.*

## Section J: Waste Management Plan (if applicable)

*Describe the plan to dispose of any sanitary or hazardous waste generated as a result of the proposed project.*

## Section K: Financial Information

Financial Contact (Full Legal Name)/Title:

Name of third party organization or affiliation, if applicable:

Telephone #:

Fax #:

Email Address:

Provide the name of the accounting system currently being used:

Basis of Accounting

Accrual

**Please check the appropriate response:**

Have you had prior Federal awards?

☐ Yes ☐ No

If "Yes", please describe below:

Title of the most recent award

Award Amount:

Description of the most recent award:

Have you had an outside audit or an A-133 audit?

☐ If yes, please provide the most recent copy of the A-133 or outside audit.

☐ If no, please provide the most recent financial statements (balance sheet & income statement).

Does the applicant have any pending litigation or existing legal obligations which may impact the applicant's ability to perform the statement of work proposed in the grant application?

☐ Yes ☐ No

☐ **Section L: Attach Additional Information and Comments (if applicable)**

## Section M: Signature Block

*An Authorized Negotiator must **print and sign** the application. Original signature(s) will be required for file upon acceptance of proposal.*

☐ **I certify that I have read and agree with all sections of the Request for Proposals and the Grant Agreement.**

☐ **I certify that all information contained in the proposal is true to the best of my knowledge and belief, and that the applicant is in compliance with the Request for Proposals and the Grant Agreement.**

*Name of Signatory*

*Title of Signatory*

*Certified By (Authorized Signature):* _____ *Date*

Revision date 9/10/13