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This is a DRAFT application for informational purposes ONLY.



State Energy Program Application Instructions



Please submit to:
Iowa Office of Energy Independence
Lucas Building
321 E. 12th St
Des Moines, IA 50519
Fax: 515-281-4225

PROGRAM PURPOSE

The State Energy Program (SEP) is funded by the federal government under the 2009 American Recovery & Reinvestment Act. It will be administered on behalf of the U.S. Department of Energy (DOE) by the Iowa Office of Energy Independence (OEI). This program seeks to increase energy efficiency implementation, to reduce reliance on imported energy, improve the reliability of electricity and fuel supply, and to reduce the impacts of energy production and use on the environment. The overriding goal for the program is to reduce per capita energy consumption by at least 25% of a state's 1990 per capita energy usage by 2012.

The full funding opportunity announcement for SEP under the Recovery Act can be found at www.grants.gov.

ELIGIBLE APPLICANTS

Public, non-profit, and private sector entities are eligible to apply to the Iowa Office of Energy Independence for SEP funding.

USE OF SEP FUNDS

SEP funding may be used for energy efficiency and renewable energy improvements for public, non-profit, and private sector facilities. Specific awards will also be made for technology demonstration projects, training and information projects, and innovative projects. Overall funding includes:

- \$17 million for public sector energy projects;
- \$2 million for technology demonstration projects;
- \$5 million for non-profit energy projects;
- \$7 million for private sector energy projects;
- Up to \$1 million for training and information projects; and
- Up to \$2 million for innovative projects.

Please note that these numbers will remain flexible as the demand for each project category is determined.

RANGE OF FUNDING AWARDS

For public sector energy projects and non-profit energy projects, there is no limit to the SEP funding that may be awarded. Although there is no limit, this funding will be awarded to as many worthy projects as is reasonably possible. Technology demonstration projects may receive up to \$250,000, although as much as \$500,000 may be allocated under limited circumstances. Private sector projects can receive up to 80% of the project's total cost, in an amount not to exceed \$750,000 per application. Training and information projects can receive up to \$100,000. Innovative projects may receive up to \$250,000, although as much as \$500,000 may be allocated under limited circumstances.

FEDERAL REQUIREMENTS

Recipients of SEP funds provided through the American Recovery and Reinvestment Act must:

- Comply with the requirements of all applicable Federal, State, and local laws, regulations, DOE policy and guidance;
- Comply with all applicable anti-discrimination and equal opportunity statutes and regulations. These include but are not limited to Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973; the Fair Housing Act; the Fair Credit Reporting Act; the Home Mortgage Disclosure Act; and the Americans with Disabilities Act; as well as the Uniform Relocation Act;
- Comply with the National Environmental Policy Act, the National Historic Preservation Act, and related statutes, including requirements for plans and projects to be reviewed and documented in accordance with those processes;
- Ensure payment of not less than the prevailing wage under the Davis-Bacon Act to "all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to this Act."
- Ensure that iron, steel and manufactured goods are produced in the United States, when required;
- Ensure that Recovery Act funds are not used for gambling establishments, aquariums, zoos, golf courses, or swimming pools;
- Ensure that any technology deployed is market-ready and commercially-available;
- Ensure that the records for funding from sources other than the Recovery Act are kept separately to ensure that all records comply with the requirements of the Act;
- Grant full access to records by Inspectors General and the Government Accountability Office;
- Provide all required reporting and allow all required information to be made publicly available;
- Protect whistleblowers and require prompt referral of evidence of a false claim to an appropriate inspector general;

- Ensure that Recovery Act funds will only be used to create new programs or expand existing programs, including ratepayer-funded programs, and not to supplant or replace existing state, ratepayer or other funding; and

Please note that this list of requirements may not be complete. Additional or different requirements may exist for specific situations or may be created in the future. OEI will make every effort to ensure that all appropriate information received is communicated to applicants.

The full funding opportunity announcement for SEP requirements under the Recovery Act can be found at www.grants.gov.

STATE REQUIREMENTS

Applicants must include an appropriate energy analysis (energy audit, technical engineering analysis, life cycle cost analysis, etc.) with all applications, unless the activity requested is a training and information program.

Recipients of SEP funds provided through the American Recovery and Reinvestment Act must:

- Provide quarterly reports to OEI on project progress in the form and manner required by OEI;
- Apply methodology provided or approved by OEI to identify and track all project or activity measurements required by OEI;
- Agree to use the Energy Star Portfolio Manager software, or an alternative approved by OEI; and
- Provide OEI access to the data from the Energy Star Portfolio Manager software, or from an alternative approved by OEI.

Please note that this list of requirements may not be complete. Additional or different requirements may exist for specific situations or may be created in the future. OEI will make every effort to ensure that all appropriate information received is communicated to applicants.

The Energy Star Portfolio Manager software can be found at www.energystar.gov.

ELIGIBLE PROJECTS

1. Public Sector Energy Projects

Public sector entities may apply for buy-down of energy efficiency and renewable energy improvements. Individual improvements must pay for themselves within their

useful life or achieve the lowest life cycle cost. Additionally, the aggregated payback for each project cannot be more than 20 years.

Applications for public sector energy projects will be evaluated according to the following criteria and the corresponding point system:

Criterion	Points
<input type="checkbox"/> Fund leveraging and budget reasonableness Funds have been leveraged from other sources (including utility programs and Building Energy Smart loans) and the funding requested, when combined with other funding, is sufficient to complete the proposed project, while remaining cost-effective	15 = At least \$2 of other funding for each \$1 of Recovery funding 21 = At least \$5 of other funding for each \$1 of Recovery funding 30 = At least \$7 of other funding for each \$1 of Recovery funding
<input type="checkbox"/> Project impact The expected quantitative results in: <ul style="list-style-type: none"> ▪ number of jobs created; ▪ number of jobs retained; ▪ energy (kwh/therms/gallons/BTUs/etc.) saved; ▪ renewable energy installed capacity; ▪ renewable energy generated; ▪ greenhouse gas emissions reduced (CO2 equivalents) 	Up to 20
<input type="checkbox"/> Energy cost savings Dollars spent per energy savings (and/or renewable energy generated)	Up to 10
<input type="checkbox"/> Project comprehensiveness Project includes all cost-effective energy efficiency and renewable energy opportunities available	Up to 20
<input type="checkbox"/> Feasibility, readiness, and project schedule All necessary funding, plans, staff, contractors, materials, and other resources are in place to successfully begin and complete the project in the timeframes required	4 = project can be started by 9/30/2010 6 = project can be started by 4/1/2010

Criterion	Points
	8 = project can be started by 12/31/2009 10 = project can be started by 9/30/2009
<input type="checkbox"/> Replicability and visibility Completed project will be replicable for other entities and/or will provide a significant example for the public and/or private sectors	Up to 5
<input type="checkbox"/> Administrative capability Applicant has the ability to provide all required project oversight, reporting, and financial accounting to assure timely and accurate reporting	Up to 5
Total Points Possible	100

Funding for successful public sector energy projects will be allocated based on the following formula:

Points	Funding Amount
90-100	Up to 3 year buy-down of project cost
80-89	Up to 2.5 year buy-down of project cost
70-79	Up to 2 year buy-down of project cost
60-69	Up to 1 year buy-down of project cost

For example, if a project costs \$2 million and saves \$200,000 annually, then the overall project's payback is 10 years. If the same project was approved and received 80 points in its review, then it would be awarded a 2.5 year buy-down or \$500,000.

2. Technology Demonstration Projects

Public sector, non-profit, and private sector entities may apply for up to \$250,000 in grants for technology demonstration projects. In limited circumstances, up to \$500,000 may be provided for some projects which maximize the criteria included below and which have a clear need for additional funding. Eligible facilities must be either owned by the entity or a long term leasing agreement must be in place for it. If a long term leasing agreement is in place, the entity must pay the utility bills for the facility.

To be considered, projects should demonstrate creative uses of commercialized technologies or implement renewable energy technologies that are not currently widely

used in Iowa. Examples include, but are not limited to: rooftop solar systems, solar thermal water heating, and small wind systems for off-grid locations.

Applications for technology demonstration projects will be evaluated according to the following criteria and the corresponding point system:

Criterion	Points
<input type="checkbox"/> Fund leveraging and budget reasonableness Funds have been leveraged from other sources (including utility programs and Building Energy Smart loans) and the funding requested, when combined with other funding, is sufficient to complete the proposed project, while remaining cost-effective	10 = At least \$1 of other funding for each \$1 of Recovery funding 14 = At least \$3 of other funding for each \$1 of Recovery funding 20 = At least \$5 of other funding for each \$1 of Recovery funding
<input type="checkbox"/> Project impact The expected quantitative results in: <ul style="list-style-type: none"> ▪ number of jobs created; ▪ number of jobs retained; ▪ energy (kwh/therms/gallons/BTUs/etc.) saved; ▪ renewable energy installed capacity; ▪ renewable energy generated; ▪ greenhouse gas emissions reduced (CO2 equivalents) 	Up to 20
<input type="checkbox"/> Energy cost savings Dollars spent per energy savings (and/or renewable energy generated)	Up to 10
<input type="checkbox"/> Project comprehensiveness Facility at which the project will be installed has implemented or will implement all cost-effective energy efficiency opportunities available	Up to 10
<input type="checkbox"/> Feasibility, readiness, and project schedule All necessary funding, plans, staff, contractors, materials, and other resources are in place to successfully begin and complete the project in the timeframes required	4 = project can be started by 9/30/2010 6 = project can be started by 4/1/2010

Criterion	Points
	8 = project can be started by 12/31/2009 10 = project can be started by 9/30/2009
<input type="checkbox"/> Replicability and visibility Completed project will be replicable for other entities and/or will provide a significant example for the public and/or private sectors	Up to 25
<input type="checkbox"/> Administrative capability Applicant has the ability to provide all required project oversight, reporting, and financial accounting to assure timely and accurate reporting	Up to 5
Total Points Possible	100

3. Non-profit Energy Projects

Non-profit entities may apply for energy efficiency and renewable energy improvements. Eligible facilities must be either owned by the non-profit entity or a long term leasing agreement must be in place for it. If a long term leasing agreement is in place, the non-profit entity must pay the utility bills for the facility. Individual improvements must pay for themselves within their useful life or achieve the lowest life cycle cost. Additionally, the aggregated payback for each project cannot be more than 10 years.

Successful applicants will receive funding from a non-profit energy project revolving loan fund. \$2.5 million will be available from the revolving loan fund in each calendar year for 2009 and 2010.

Applications for non-profit energy projects will be evaluated according to the following criteria and the corresponding point system:

Criterion	Points
<input type="checkbox"/> Fund leveraging and budget reasonableness Funds have been leveraged from other sources (including utility programs and Building Energy Smart loans) and the funding requested, when combined with other funding, is sufficient to complete the proposed project, while remaining cost-effective	15 = At least \$1 of other funding for each \$1 of Recovery funding 21 = At least \$2 of other funding for

Criterion	Points
	<p>each \$1 of Recovery funding</p> <p>30 = At least \$3 of other funding for each \$1 of Recovery funding</p>
<p><input type="checkbox"/> Project impact</p> <p>The expected quantitative results in:</p> <ul style="list-style-type: none"> ▪ number of jobs created; ▪ number of jobs retained; ▪ energy (kwh/therms/gallons/BTUs/etc.) saved; ▪ renewable energy installed capacity; ▪ renewable energy generated; ▪ greenhouse gas emissions reduced (CO2 equivalents) 	Up to 20
<p><input type="checkbox"/> Energy cost savings</p> <p>Dollars spent per energy savings (and/or renewable energy generated)</p>	Up to 10
<p><input type="checkbox"/> Project comprehensiveness</p> <p>Facility at which the project will be installed has implemented or will implement all cost-effective energy efficiency opportunities available</p>	Up to 20
<p><input type="checkbox"/> Feasibility, readiness, and project schedule</p> <p>All necessary funding, plans, staff, contractors, materials, and other resources are in place to successfully begin and complete the project in the timeframes required</p>	<p>4 = project can be started by 9/30/2010</p> <p>6 = project can be started by 4/1/2010</p> <p>8 = project can be started by 12/31/2009</p> <p>10 = project can be started by 9/30/2009</p>
<p><input type="checkbox"/> Replicability and visibility</p> <p>Completed project will be replicable for other entities and/or will provide a significant example for the public and/or private sectors</p>	Up to 5
<p><input type="checkbox"/> Administrative capability</p>	

Criterion	Points
Applicant has the ability to provide all required project oversight, reporting, and financial accounting to assure timely and accurate reporting	Up to 5
Total Points Possible	100

4. Private Sector Energy Projects

Private sector entities may apply for energy efficiency and renewable energy improvements. Eligible facilities must be either owned by the private sector entity or a long term leasing agreement must be in place for it. If a long term leasing agreement is in place, the private sector entity must pay the utility bills for the facility. Individual improvements must pay for themselves within their useful life or achieve the lowest life cycle cost. Additionally, the aggregated payback for each project cannot be more than 10 years.

Private sector entities must include some leveraging of funds or their application will not be considered. Successful applicants will receive funding from a private sector energy project revolving loan fund. \$3.5 million will be available from the revolving loan fund in each calendar year for 2009 and 2010. Applications may be submitted for up to 80% of a project's total cost, in an amount not to exceed \$750,000 per application.

Applications for private sector energy projects will be evaluated according to the following criteria and the corresponding point system:

Criterion	Points
<input type="checkbox"/> Fund leveraging and budget reasonableness Funds have been leveraged from other sources (including utility programs and Building Energy Smart loans) and the funding requested, when combined with other funding, is sufficient to complete the proposed project, while remaining cost-effective	15 = At least \$1 of other funding for each \$1 of Recovery funding 21 = At least \$2 of other funding for each \$1 of Recovery funding 30 = At least \$3 of other funding for each \$1 of Recovery funding
<input type="checkbox"/> Project impact The expected quantitative results in: <ul style="list-style-type: none"> ▪ number of jobs created; 	Up to 20

Criterion	Points
<ul style="list-style-type: none"> ▪ number of jobs retained; ▪ energy (kwh/therms/gallons/BTUs/etc.) saved; ▪ renewable energy installed capacity; ▪ renewable energy generated; ▪ greenhouse gas emissions reduced (CO2 equivalents) 	
<input type="checkbox"/> Energy cost savings Dollars spent per energy savings (and/or renewable energy generated)	Up to 10
<input type="checkbox"/> Project comprehensiveness Facility at which the project will be installed has implemented or will implement all cost-effective energy efficiency opportunities available	Up to 20
<input type="checkbox"/> Feasibility, readiness, and project schedule All necessary funding, plans, staff, contractors, materials, and other resources are in place to successfully begin and complete the project in the timeframes required	4 = project can be started by 9/30/2010 6 = project can be started by 4/1/2010 8 = project can be started by 12/31/2009 10 = project can be started by 9/30/2009
<input type="checkbox"/> Replicability and visibility Completed project will be replicable for other entities and/or will provide a significant example for the public and/or private sectors	Up to 5
<input type="checkbox"/> Administrative capability Applicant has the ability to provide all required project oversight, reporting, and financial accounting to assure timely and accurate reporting	Up to 5
Total Points Possible	100

5. Training and Information Projects

Applications for grants of up to \$100,000 may be submitted for training or information projects that help implement the State Energy Program by increasing Iowa's capacity for energy efficiency and renewable energy improvements. Such projects must have some leveraging of funds or the application will not be considered. Additionally, OEI will work with Iowa Workforce Development to ensure that there is no duplication of efforts, that funding is used effectively, and that the state coordinates with existing programs.

Applications for training and information projects will be evaluated according to the following criteria and the corresponding point system:

Criterion	Points
<input type="checkbox"/> Fund leveraging and budget reasonableness Funds have been leveraged from other sources (including utility programs and Building Energy Smart loans) and the funding requested, when combined with other funding, is sufficient to complete the proposed project, while remaining cost-effective	10 = At least \$1 of other funding for each \$1 of Recovery funding 14 = At least \$2 of other funding for each \$1 of Recovery funding 20 = At least \$3 of other funding for each \$1 of Recovery funding
<input type="checkbox"/> Project impact The expected quantitative results in: <ul style="list-style-type: none"> ▪ number of jobs created; ▪ number of jobs retained 	Up to 20
<input type="checkbox"/> Feasibility, readiness, and project schedule All necessary funding, plans, staff, contractors, materials, and other resources are in place to successfully begin and complete the project in the timeframes required	8 = project can be started by 9/30/2010 12 = project can be started by 4/1/2020 16 = project can be started by 12/31/2009 20 = project can be started by 9/30/2009
<input type="checkbox"/> Replicability and visibility Project will build capacity for more energy improvements in Iowa	Up to 20

Criterion	Points
<input type="checkbox"/> Technical capability Individuals responsible for training have experience providing applicable training and can provide results of their past efforts	Up to 15
<input type="checkbox"/> Administrative capability Applicant has the ability to provide all required project oversight, reporting, and financial accounting to assure timely and accurate reporting	Up to 5
Total Points Possible	

6. Innovative Projects

Public sector, non-profit, and private sector entities may apply for up to \$250,000 for buy-down of innovative projects which deal with energy efficiency or renewable energy. In limited circumstances, up to \$500,000 may be provided for some projects which maximize the criteria included below and which have a clear need for additional funding. Applicants should be prepared to justify the rationale for why their project could not fit under any of the other six categories of SEP or the Energy Efficiency & Conservation Block Grants Program. OET reserves the sole discretion in making the final determination on these issues.

Applications for innovative projects will be evaluated according to the following criteria and the corresponding point system:

Criterion	Points
<input type="checkbox"/> Fund leveraging and budget reasonableness Funds have been leveraged from other sources (including utility programs and Building Energy Smart loans) and the funding requested, when combined with other funding, is sufficient to complete the proposed project, while remaining cost-effective	10 = At least \$1 of other funding for each \$1 of Recovery funding 14 = At least \$3 of other funding for each \$1 of Recovery funding 20 = At least \$5 of other funding for each \$1 of Recovery funding
<input type="checkbox"/> Project impact	

Criterion	Points
The expected quantitative results in: <ul style="list-style-type: none"> ▪ number of jobs created; ▪ number of jobs retained; ▪ energy (kwh/therms/gallons/BTUs/etc.) saved; ▪ renewable energy installed capacity; ▪ renewable energy generated; ▪ greenhouse gas emissions reduced (CO2 equivalents) 	Up to 20
<input type="checkbox"/> Energy cost savings Dollars spent per energy savings (and/or renewable energy generated)	Up to 20
<input type="checkbox"/> Feasibility, readiness, and project schedule All necessary funding, plans, staff, contractors, materials, and other resources are in place to successfully begin and complete the project in the timeframes required	8 = project can be started by 9/30/2010 12 = project can be started by 4/1/2010 16 = project can be started by 12/31/2009 20 = project can be started by 9/30/2009
<input type="checkbox"/> Replicability and visibility Completed project will be replicable for other entities and/or will provide a significant example for the public and/or private sectors	Up to 15
<input type="checkbox"/> Administrative capability Applicant has the ability to provide all required project oversight, reporting, and financial accounting to assure timely and accurate reporting	Up to 5
Total Points Possible	100

Funding for successful innovative projects will be allocated based on the following formula:

Points	Funding Amount
90-100	Up to 3 year buy-down of project cost
80-89	Up to 2.5 year buy-down of project cost

70-79	Up to 2 year buy-down of project cost
60-69	Up to 1 year buy-down of project cost

For example, if a project costs \$100,000 and saves \$10,000 annually, then the overall project's payback is 10 years. If the same project was approved and received 80 points in its review, then it would be awarded a 2.5 year buy-down or \$25,000.

DEADLINE

The deadline for the first round of SEP applications to be received by OEI is 5:00 PM Central Standard Time on _____.

The deadline for future rounds of SEP applications will be announced as required.

ATTACHMENTS CHECKLIST

Please submit the original completed and signed application and three copies to the Iowa Office of Energy Independence. Please accompany the application with the following items:

- Energy analysis (energy audit, technical engineering analysis, life cycle cost analysis, etc.)
- Portfolio Manager Performance data and rating (except for training and information projects)
- Completed project plan with required documentation
- Detailed cost estimates
- Documentation of other funding sources
- Resumes and results of past efforts, if applying for training and information projects

**STATE ENERGY PROGRAM
2009 APPLICATION FORM**

1. APPLICANT INFORMATION

Name of Applicant:		
Authorized Representative:		
Mailing Address:		
County:	State Tax ID:	Federal Tax ID:
Phone:	Fax:	E-mail:

2. APPLICATION PREPARER/STAFF CONTACT INFORMATION

Name and Title:		
Address:		
Phone:	Fax:	E-mail:

3. CERTIFICATION

I, the undersigned authorized representative of the applicant, certify that I have the authorization to file this application for assistance from the Iowa Office of Energy Independence. I further certify that the information contained herein is true, correct, and complete to the best of my knowledge and belief, and that the applicant will adhere to all federal and state requirements.

Signature:	Date:
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4. CATEGORICAL AREA TO BE ADDRESSED BY PROJECT

Please check which

<input type="checkbox"/> (1) Public Sector Energy Project	<input type="checkbox"/> (2) Technology Demonstration Project
<input type="checkbox"/> (3) Non-profit Energy Project	<input type="checkbox"/> (4) Private Sector Energy Project
<input type="checkbox"/> (5) Training and Information Project	<input type="checkbox"/> (6) Innovative Project

8. SOURCES OF OTHER FUNDS

Please attach documentation for all other funding sources with this application

Examples include local funding, other federal funding, utility programs, etc.

In-kind contributions will only be considered for training and information projects

Source and Type of Funds	\$ Amount	Date Funds Will Be Secured	Cash or In-Kind
1.			
2.			
3.			
4.			
5.			
6.			

9. PROJECT IMPACT

Please enter those applicable

Type of Impact	Amount	Effective Date	Duration
Jobs Created			
Jobs Retained			
Energy Saved (kwh, gallons of fuel, kBTU, etc.)			
Renewable Energy Capacity Installed (kBTU or kwh)			
Renewable Energy Generated (kBTU or kwh)			
	Completed by OEI	Completed by OEI	Completed by OEI
Greenhouse Gas Emissions Reduced (CO2 equivalents)			
	Completed by OEI	Completed by OEI	Completed by OEI

10. ENERGY COST SAVINGS

Please provide the amount of funding spent per energy saved and/or renewable energy capacity installed, where applicable (Training and Information Projects do not need to complete this section)

SEP Funding Amount	Energy Saved (per year) x 3 years	Savings / Dollars

SEP Funding Amount	Renewable Energy Capacity Installed (kBTU)	Savings / Dollars

11. PROJECT COMPREHENSIVENESS

Applicants must include an appropriate energy analysis and Portfolio Manager data with this application (Training and Information Projects and Innovative Projects do not need to complete this section)

	Ye s	No	N/A
Energy assessment or audit is completed and documentation is attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation (if necessary):			
Portfolio Manager data is completed and documentation is attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation (if necessary):			
Is the energy performance rating for your building below 70 according to the Portfolio Manager software?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation (if necessary):			
If your building's energy performance rating is below 70, will its energy efficiency needs be addressed before renewable energy improvements are made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation (if necessary):			

12. FEASIBILITY AND READINESS

If you choose "No," please explain why and whether there are plans for that item to be completed

Please attach your completed project plan, including all required documentation, with this application

	Ye s	No	N/A
All necessary funds other than SEP funding have been secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation (if necessary):			
Plans and specifications are completed and documentation is attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation (if necessary):			
Staff and/or contractors are in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation (if necessary):

13. PROJECT SCHEDULE

Please give the dates for which the project can begin and when it will be completed

Beginning Date:	
Completion Date:	

14. REPLICABILITY AND VISIBILITY

Briefly describe how this project would be easily replicable for other entities and/or how this project would provide a significant example for the public and/or private sectors

15. TECHNICAL CAPABILITY (for Training and Information Projects only)

Briefly describe the experience of the individuals responsible for training and the results of their past efforts (please attach a resume and any other necessary information as well)

16. ADMINISTRATIVE CAPABILITY

Briefly describe why you have the ability or will have the ability to provide all of the required oversight, reporting, and accounting for timely and accurate reporting

DRAFT