**ATTACHMENT A. APPLICATION TEMPLATE**

*(Applicants are requested to use Times New Roman font and font size 11.)*

**2018 Water Quality Partnership Program Grants**

**Program Summary:**

**Program Location:**

**General Priority Area/s:**

**Percentage of proposed activities within general priority area:**

**Targeted Priority Area/s:**

**Percentage of proposed activities within targeted priority area:**

**Applicant Information**

 **Organization Name:**

 **Organization Address:**

**Point of Contact**

**Name:**

 **Title:**

 **Phone:**

 **Email:**

**Funding Requested:**

**Additional Matching Funds Provided:**

**Average Annual Cost *(not including matching funds)*:**

**Please complete and attach a logic model of your program work, impact, and objectives. (Template available in Attachment B.)**

*Please include a logical framework, or logic model plan, that explains how your activity engagement will lead to which priority outcome/s. This entails a 1-page model (horizontally oriented page) showing the relation between each activity area and the short, and medium-term goals that will eventually lead to the Agency’s priority outcome. For information on how to write a logic model plan visit* <https://www.cals.uidaho.edu/edcomm/pdf/CIS/CIS1097.pdf> . *For additional resources and examples of logic models, visit* <https://fyi.uwex.edu/programdevelopment/logic-models/>.

**1. What is your program objective(s)?** *State your program’s objective. What improvement or impact do you foresee as a result of a successful program implementation? How will farmers benefit from this program and how will water quality improve as a result of your proposed program?*

**2. How does your program build on what has been done before or existing programs within your organization?**

*Explain how this program takes a new or existing approach. Describe previous work related or relevant to your program as well as the partnerships that will be catalyzed through this program. Describe other grants you may have that relate.*

**3. Geographic Scope**

*Explain where your program will take place, relative to the priority watersheds listed above (figure 1. ). Please tell us (roughly) what percentage of your project will take place in targeted priority watersheds, general priority watersheds, and in nonpriority areas.*

**5. Program Activity Workplan**

*Describe what you will do and how you will do it. Describe what you will measure through your activity engagement and how you will measure it. While some measurable deliverables are consistent across all grant recipients, others are to be proposed within the application (italicized deliverables are Agency guidance, while* ***bold*** *are concrete deliverables that will be tracked across all grant recipients.*

***Example:***

***Organizational Capacity:*** *Describe what types of organizational capacity your program will engage in, and how you will achieve implementation. Describe the measurable deliverables that will be used to evaluate success, and target number of new services provided, number of existing services expanded, number of existing staff with increased credentials, new staff FTE, number of additional customers served. Propose and describe methods of how you will gather information to evaluate the qualitative effect of the organizational development, employee effectiveness and improved organizational effectiveness.*

|  |  |  |
| --- | --- | --- |
|  | Quantity  | Quality |
| Effort | **Propose: # number of new services or expanded services, # New equipment and or software** | *(Example: % satisfied customers, % staff fully trained* ) |
| Effect | **Propose: # of additional farmers/clients served/year,** **Propose: # # of staff with new credentials** | *(Example: How has the organization improved it's quality of service? (% staff with increased capacity or credentials))* |

***Conservation Equipment Maintenance:*** *Please list the type and amount of repair/maintenance you are looking to receive funding for, and please provide relevant details regarding your equipment rental program for farmer such as rates of use per year, etc.*

|  |  |  |
| --- | --- | --- |
|  | Quantity  | Quality |
| Effort | **Propose: # number of equipment repaired/maintained****Propose: # acres equipment will be used on average each year** | *(Example: % satisfied customers, % new farmers reached through rental program*) |
| Effect | **Propose: # of additional farmers/clients served/year****Propose: % increase in acreage of use** | *(Example: How has the organization improved it's quality of service?)* |

***Farm Conservation Practice Survey:*** *Describe the methods of identifying farms for survey, and the estimated number of surveys you anticipate completing. Describe how you will gather information to evaluate the qualitative effect of farm compliance surveys; focus groups, participant surveys, interviews?*

|  |  |  |
| --- | --- | --- |
|  | Quantity  | Quality |
| Effort | **Propose: # number of farm conservation surveys completed**  | *(Example: % farms within specific area assessed)* |
| Effect | **Propose: #\_\_\_\_ of farms requiring technical assistance follow-up** | *(Example: % farmers with a greater understanding of phosphorus reductions)* |

***Additional Activities:*** *Describe any additional activities your program is proposing. If you have an innovative activity that you are proposing this is the place to explain it. What are you planning to do, how is it important and what will be the measurable deliverables (complete table below as necessary and relating to the specifically proposed activity) that will be achieved, and how will you evaluate performance measures in this activity, surveys, focus groups, interviews?*

|  |  |  |
| --- | --- | --- |
|  | Quantity  | Quality |
| Effort | *\_\_\_ Number of activities, what did you do?* | % *How well did you do it?* |
| Effect | # *Who was impacted or reached?* | *% What is the quality of impact?* |

***Summation of Program Activity Synergy:*** *Summarize how the activity areas relate to one another, how they relate to existing grant work under the Agricultural Clean Water Initiative Program if applicable, and how they collectively address your objective as well as the Agency’s priority outcomes.*

**6. Staff Qualifications**

*List the qualifications of staff who will work under this grant award. For each person please include name, title and role within the program.*

**7. What is the capacity of the organization or group to implement this program?**

*Describe your organizations experience with similar projects and specify any organizational contribution, similar projects and how they relate, as well any matching funds available for this program and the amount.*

**8. Which partners and/or key collaborators will be integral to the success of this program?**

*Describe any consultants, partnerships, cooperating farmers, community groups etc. that will play a major role in the project, give a brief description of their experience and role in the program. If consultants are required for the program explain in detail the cost, reasoning, and role of the consultant in your program.*

**9. What is your budget for this program?**

*If selected for funding, you may be asked to submit a Budget Spreadsheet detailing requested funds. For the initial proposal, please include a summary table of the budget here with any matching sources, and then describe in narrative detail the justification and explanation of your budget.*

* *If you are applying for a four-year grant agreement, please complete the budget spreadsheet for all four years, and if you are applying for a two-year grant agreement, please complete only for two years.*
* *If you have an existing AgCWIP agreement and would like to apply for the additional funding for the remaining time period under that agreement, please complete your budget for the time remaining in that agreement.*
* *If you are applying for conservation equipment maintenance, please include quotes for equipment maintenance.*

***Template Summary Budget Table***

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Sources and Uses** | **Requested Funds** | **Match and Source of Commitment** | **Total Project Budget** |
| Personnel |  |  |  |
| Fringe Benefits |  |  |  |
| Non-Personnel Supplies |  |  |  |
| Travel  |  |  |  |
| Printing  |  |  |  |
| Other Direct  |  |  |  |
| Subcontracts  |  |  |  |
| Indirect |  |  |  |
| TOTAL |  |  |  |

***Budget Narrative:*** *Explain in detail the justification for the funds you have requested. Please include how much funding is being requested per activity area!*

**10. For a bid to be considered valid, Attachment D. Certificate of Compliance, must be completed in its entirety, executed by a duly authorized representative of the bidder, and submitted as part of the response to the proposal.**

***All respondents to this RFP should be aware that they will need to agree to Attachment C. Standard State Provisions for Contracts and Grants (including insurance requirements) if selected for granting.***

**ATTACHMENT B. LOGIC MODEL**

|  |
| --- |
| **Program Title:****Goal:** |
| **Grantee Inputs**  | **Grantee Activities** | **Grantee Outputs** | **Grantee Short-Term Outcomes** | **Grantee Medium-Term Outcomes**  | **VAAFM Priority Outcomes**  |
| *Project investments; staff, funding, materials, strategy, materials* | *What the organization does; activities undertaken* | *Tangible accomplishments as a result of the activities; participants reached* | *Effects on Learning (attitudes, awareness, knowledge, skills)* | *Effects on actions (behavior, practice, decision-making)* | *Impacts in conditions; social, economic, environmental, health*  |
| *This is where you will detail all of the inputs that your organization already has in place, in addition to the funds and/or equipment etc. That you are requesting in your proposal.*  | *Example:**You will need to identify the proposed number and type of activities that your grant work will produce:**e.g. # of staff hired*  | *Example:**Please do not assume successes but rather detail the performance measures that will be used to evaluate your activities.**Quantity:**% of target population trained; # of target population receiving technical assistance**Quality*:*% of customers satisfied with training; % of customers “very satisfied” with assistance received* | *Example:**Please do not assume successes but rather detail the performance measures that will be used to evaluate your activities.**% change in knowledge* | *Example:**Please do not assume successes but rather detail the performance measures that will be used to evaluate your activities.**% change in behavior* | *Example:**Define which one or both of VAAFM's priority outcomes your program addresses.**Economic and Environmental Viability on Farms* |
| **External Factors*:*** *Factors outside of your control (positive or negative) that may influence the outcome and impact of your program/project.* |

**CERTIFICATE OF COMPLIANCE**

**RFP/PROJECT:**

**DATE:**

# *For a bid to be considered valid, this form must be completed in its entirety, executed by a duly authorized representative of the bidder, and submitted as part of the response to the proposal.*

1. **NON COLLUSION:** Bidder hereby certifies that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Attorney General, bidder understands that this paragraph might be used as a basis for litigation.
2. **CONTRACT TERMS:** Bidder hereby acknowledges that is has read, understands and agrees to the terms of this RFP, including Attachment C: Standard State Contract Provisions, and any other contract attachments included with this RFP.
3. **FORM OF PAYMENT:** Does Bidder accept the Visa Purchasing Card as a form of payment?

 Yes No

1. **WORKER CLASSIFICATION COMPLIANCE REQUIREMENT:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), the following provisions and requirements apply to Bidder when the amount of its bid exceeds $250,000.00.

Self-Reporting. Bidder hereby self-reports the following information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers, that occurred in the previous 12 months.

|  |  |  |
| --- | --- | --- |
| **Summary of Detailed Information** | **Date of Notification** | **Outcome** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Subcontractor Reporting.** Bidder hereby acknowledges and agrees that if it is a successful bidder, prior to execution of any contract resulting from this RFP, Bidder will provide to the State a list of all proposed subcontractors and subcontractors’ subcontractors, together with the identity of those subcontractors’ workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), and Bidder will provide any update of such list to the State as additional subcontractors are hired. Bidder further acknowledges and agrees that the failure to submit subcontractor reporting in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54) will constitute non-compliance and may result in cancellation of contract and/or restriction from bidding on future state contracts.

1. **Executive Order 05 – 16: Climate Change Considerations in State Procurements Certification**

**Bidder certifies to the following (Bidder may attach any desired explanation or substantiation. Please also note that Bidder may be asked to provide documentation for any applicable claims):**

* 1. Bidder owns, leases or utilizes, for business purposes, space that has received:
		+ Energy Star® Certification
		+ LEED®, Green Globes®, or Living Buildings Challenge℠ Certification
		+ Other internationally recognized building certification:
	2. Bidder has received incentives or rebates from an Energy Efficiency Utility or Energy Efficiency Program in the last five years for energy efficient improvements made at bidder’s place of business. Please explain:
	3. Please Check all that apply:
		+ Bidder can claim on-site renewable power or anaerobic-digester power (“cow-power”). Or bidder consumes renewable electricity through voluntary purchase or offset, provided no such claimed power can be double-claimed by another party.
		+ Bidder uses renewable biomass or bio-fuel for the purposes of thermal (heat) energy at its place of business.
		+ Bidder’s heating system has modern, high-efficiency units (boilers, furnaces, stoves, etc.), having reduced emissions of particulate matter and other air pollutants.
		+ Bidder tracks its energy consumption and harmful greenhouse gas emissions. What tool is used to do this?
		+ Bidder promotes the use of plug-in electric vehicles by providing electric vehicle charging, electric fleet vehicles, preferred parking, designated parking, purchase or lease incentives, etc..
		+ Bidder offers employees an option for a fossil fuel divestment retirement account.
		+ Bidder offers products or services that reduce waste, conserve water, or promote energy efficiency and conservation. Please explain:
	4. Please list any additional practices that promote clean energy and take action to address climate change:
1. **Acknowledge receipt of the following Addenda:**

Addendum No.: Dated: Addendum No.: Dated: Addendum No.: Dated:

Bidder Name: Contact Name:

Address: Fax Number:

 Telephone:

 E-Mail:

By: Name: Signature of Bidder (or Representative) (Type or Print)

**END OF CERTIFICATE OF COMPLIANCE**