

Utah Office of Energy Development  
**Request for Grant Applications (RFGA)**

**Minerals & Petroleum Literacy and Energy  
Education**

Solicitation #OED2023001

**APPLICATION DUE: Friday, July 14, 2023, 5:00PM MDT**



UTAH OFFICE OF  
**ENERGY DEVELOPMENT**

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# INTRODUCTION AND PURPOSE

## OVERVIEW

The Office of Energy Development (OED) works to advance the Governor's energy vision, implement state energy policy and support Utah's energy landscape. One key component of this mission is to support energy literacy and education in Utah's elementary and secondary schools throughout the state. Since 2019, OED has worked with partners to provide professional development opportunities and create SEEd standard lesson plans, which are available to educators at no cost. This year OED is partnering with the Division of Oil, Gas and Mining to provide these services. To this end OED is seeking grant applications from interested and qualified organizations wishing to support OED's educational goals.

## POPULATION SERVED

Professional development events must be available, subject to capacity limitations, to any educator who is currently licensed and employed at an accredited public, private or character school in the state of Utah. Other educational resources that are deliverables for this contract shall be made available, via the OED website, to all elementary and secondary educators throughout the state of Utah who teach science and/or related subjects in their classrooms.

## PROGRAM SERVICES

Any applicant must be able and willing to provide all services (professional development workshops, SEEd curriculum etc.) listed within the Scope of Work.

The professional development workshops will be provided at no less than four (4) locations throughout the state. One professional development event being held along the Wasatch Front and the other three locations to be determined between OED and the grantee. It is anticipated that one workshop each for elementary and secondary teachers will be held in each of the locations and will use OED curriculum to highlight different energy related topics, including renewable and traditional energy resources. Preference will be given to applicants who have a background in science education in Utah and can demonstrate a successful track record of hosting professional development workshops/events for educators.

Additionally, the grantee will develop five (5) energy related lesson plans for use in a K-12 classroom setting. These lesson plans should cover renewable energy subjects, as well as, topics related to minerals, mining and other traditional energy resources. The grantee must propose lesson plan topics to OED for approval.

# GRANT INFORMATION

## MINIMUM OR PROGRAM REQUIREMENTS

In order to be considered eligible for this grant, an organization shall:

1. The applicant must be willing and able to follow all Federal and State regulations and requirements for receiving funds. Including but not limited to, per diem rates for meals, lodging, mileage and any other reimbursable expenses.
2. With limited exceptions payments on this contract will be made as reimbursements and appropriate supporting documentation will be required.
3. Must comply with reporting and monitoring requests
4. Adhere to the contract schedule and meet deliverables, reasonable accommodations or changes to contract may be made on a case by case basis.
5. Professional development workshops must be available, subject to capacity, to any educator wishing to attend who is currently licensed and employed by a public, private or charter elementary or secondary school in the State of Utah.
6. Entities with a background in science education and understanding of Utah's SEEd standards.
7. Experience hosting successful professional development events that have demonstrated proven outcomes, with preference for events tailored to educators.

## OTHER INFORMATION

1. Organizations and/or programs that have a religious affiliation will be required to provide assurance that grant funds will not be used for religious instruction.
2. Organizations previously receiving funding from OED must be in good standing to be considered for the Minerals & Petroleum Literacy and Energy Education Grant.
3. Preference will be given to 501(c)(3) organizations.

## EXPECTED MEASUREMENTS AND OUTCOMES

1. Programs must track data to demonstrate outcomes of funded services.
2. Additional outcomes, goals and baseline data may be added to the Grant, based on applications and negotiated services.
3. Reports required and reporting instructions, reference the Scope of Work for more information.
4. Required outcomes and deliverables, reference Scope of Work for more information.
5. Outcomes proposed in the application are taken into consideration during the competitive process. Outcomes should be reasonable and achievable based on the programming and population the application proposes to serve.

## FUNDING

1. The grant is funded through a combination of Federal and State funds.
2. The total amount of available grant funding is \$123,123.00 to be distributed by competitive award.
3. Funding will be distributed on a cost reimbursement basis.
  - a. Requests for reimbursement must be submitted a minimum of quarterly.
  - b. Reimbursement may be held until the Grantee has resolved any issues regarding compliance with grant requirements, including outcomes.
4. The amount of the grant will be awarded based on the program application, evaluation criteria and funding availability.
5. All unused funds at the end of the grant shall be returned to OED.
6. Grant funds may not be used to supplant existing funds.
7. Allowable or unallowable costs, Attachment C.

## PERIOD OF PERFORMANCE

1. Funding for grant recipient(s) begins July 1, 2023. Grant period ends June 30, 2024 with the option to renew for number 1 additional one-year period.
2. OED may elect to terminate the grant for non-compliance or funding availability.

## EVALUATION AND AWARD

1. Grant applications will be evaluated on a competitive basis.
2. Organizations may only submit one application.
3. Applicants must be available for questions or clarification during the grant review period.
4. Applicants must be available for presentations upon request.
5. Applications may score a maximum of 60 points, including any priority points. OED reserves the right to reject any and all applications or withdraw this offer at any time.
6. Awards will be made to the responsible applicant(s) whose application is determined to best meet the objectives of OED, taking into consideration all factors set forth in this RFGA.
  - a. Awards may be determined to ensure statewide services.
7. Successful grant applications will be open to public inspection after grant award under the guidelines of the Government Records Access and Management Act (GRAMA). The entire application will be open unless applicant requests in writing that trade secrets/proprietary data be protected. A "Claim of Business Confidentiality" must accompany the grant application.
8. Organizations may be awarded partial grants, as determined by OED.

## POST AWARD DOCUMENT REQUIREMENTS

The following documents will be required after notification of the grant award is received, prior to the execution of the grant agreement:

1. FFATA
2. Insurance
  - a. Exceptions to the insurance requirements in the Terms and Conditions may be made on a case by case basis based on the level of risk involved in the proposed project.
3. Pre-Award Risk Assessment

## QUESTIONS

Questions requesting clarification or interpretation of any section of this RFGA should be submitted in writing on or before Friday, July 7, 2023 and 5:00 MDT. All questions will be made public. All questions and written responses will be posted by Monday, July 10, 2023 at 2:00pm MDT on the OED website at [energy.utah.gov/homepage/programs/funding/energy-education-grant/](https://energy.utah.gov/homepage/programs/funding/energy-education-grant/) or all prospective applicants to view.

Direct questions to the following:

- Carina Olsen, [carinaolsen@utah.gov](mailto:carinaolsen@utah.gov), (801) 300-0062

## ADDENDA

If OED finds it necessary to modify the RFGA for any reason, it will issue a written addendum to the original RFGA. Final Addenda will be posted no later than Monday, July 10, 2023.

# APPLICATION PROCESS

## TIMELINE

- **Friday, July 14, 2023, 5:00PM MDT:** Application Submission Deadline
- **July 2023:** Anticipated Grant Award Date
- **August 1, 2023:** Award Effective Date

## REQUIRED DOCUMENTS

1. Application Cover Sheet
2. Grant Application Narrative
3. Budget Narrative and Itemization Form
4. Include 501(c)(3) Letter or Business License with the application – If applicable

## HOW TO APPLY

1. By submitting an application to this RFGA, the Applicant acknowledges and agrees that the requirements, Scope of Work, and the evaluation process outlined in this RFGA are understood, fair, equitable, and are not unduly restrictive. Any exceptions to the content of this RFGA must be addressed within the Q&A period. The Applicant further acknowledges that it has read this RFGA, along with any attached or referenced documents, including the Grant Terms and Conditions.
2. Applicant must use the forms found at <https://energy.utah.gov/homepage/programs/funding/energy-education-grant/> to apply.
3. Applicant must bear the cost of preparing and submitting the application.
4. Application must be formatted as outlined so the grant evaluation committee can rate it for completeness and responsiveness.
5. Failure to comply with any part of the RFGA will result in disqualification of the application.
6. Application forms must be typed. The forms are created as save-able documents. Forms can be found at <https://energy.utah.gov/homepage/programs/funding/energy-education-grant/>. The PDF forms must be submitted by email in the original format, not scanned.
7. Application Cover Sheet should be the first page of the application.
8. Applicants must submit two copies via email, with all PDF forms in the original format (one without the final signature and one with the final signature) and all attachments to Carina Olsen, [carinaolsen@utah.gov](mailto:carinaolsen@utah.gov) with the subject line as Applicant's Name - Minerals & Petroleum Literacy and Energy Education Grant.
9. The emailed copies – must be received no later than 5:00pm MDT on Friday, July 14, 2023. Application may not be faxed or mailed. Late applications will not be accepted. No exceptions! Applications received after that date will not be accepted.
10. Do NOT include additional information such as personalized cover sheets, table of contents, pamphlets, organizational public relations information, addenda, etc. All additional information will be discarded prior to scoring.
11. OED may request the correction of immaterial omissions during the review period. Applicant must respond within the time period provided in the request.

# SUBMISSION CHECKLISTS

Pre-Application Checklist	
<input type="checkbox"/>	UEI Number
<input type="checkbox"/>	Employer Identification Number (EIN)

Application Checklist, Due: Friday, July 14, 2023, 5:00pm MDT	
<input type="checkbox"/>	One (1) copy via email (with final signature)
<input type="checkbox"/>	One (1) copy via email (without final signature)
<input type="checkbox"/>	Grant Application Cover Sheet
<input type="checkbox"/>	Grant Application Narrative
<input type="checkbox"/>	Business License or Articles of Incorporation – if applicable
<input type="checkbox"/>	501(c)(3) Letter – if applicable
<input type="checkbox"/>	Budget Narrative

**Application** must be received by **Friday, July 14, 2023, 5:00PM MDT**. Please submit to:

Email copy (required):  
Carina Olsen, [carinaolsen@utah.gov](mailto:carinaolsen@utah.gov)

**Questions:**

Program Specialist: Carina Olsen, [carinaolsen@gmail.com](mailto:carinaolsen@gmail.com), 801-300-0062



## **Attachment A: Standard Terms and Conditions for Grants Non-Governmental Grantees**

1. **DEFINITIONS:** The following terms shall have the meanings set forth below:
  - a. **“Contract”** means these terms and conditions, the cover pages, and all other attachments and documents incorporated by reference.
  - b. **“Grant Money”** means money derived from Federal funds, State fees or tax revenues that are owned, held, or administered by the State.
  - c. **“Grantee”** means the individual or entity which is the recipient of Grant Money from the State. The term “Grantee” includes Grantee’s agents, officers, employees, and partners.
  - d. **“Non-Public Information”** means information that is deemed private, protected, controlled, or exempt from disclosure under the Government Records Access and Management Act (GRAMA) or as non-public under other applicable State and federal laws. Non-Public Information includes those records the State determines are protected after having properly received a written claim of business confidentiality as described in Utah Code § 63G-2-309. The State reserves the right to identify additional information that must be kept non-public under federal and State laws.
  - e. **“State”** means the State of Utah Department, Division, Office, Bureau, Agency, or other State entity identified on the Contract providing the Grant Money.
  - f. **“SubGrantees”** means persons or entities under the direct or indirect control or responsibility of Grantee, including, but not limited to, Grantee’s agents, consultants, employees, authorized resellers, or anyone else for whom Grantee may be liable at any tier, including a person or entity providing or performing this Contract, including Grantee’s manufacturers, distributors, and suppliers.
2. **GOVERNING LAW AND VENUE:** This Contract shall be governed by the laws, rules, and regulations of the State of Utah. Any action or proceeding arising from this Contract shall be brought in a court of competent jurisdiction in the State of Utah. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.
3. **LAWS AND REGULATIONS:** At all times during this Contract, Grantee and all acts performed under this Contract will comply with all applicable federal and State constitutions, laws, rules, codes, orders, and regulations, including applicable licensure and certification requirements.
4. **RECORDS ADMINISTRATION:** Grantee shall maintain or supervise the maintenance of all records, receipts and any other documentation necessary to properly account for payments made by the State to Grantee under this Contract, Grantee’s performance of the Contract terms and milestones, and outcomes reported to the State by Grantee. These records shall be retained by Grantee for at least six (6) years after final payment, or until all audits initiated within the six (6) years have been completed, whichever is later. Grantee agrees to allow, at no additional cost, State of Utah and federal auditors, State staff, and/or a party hired by the State, access to all records necessary to account for all Grant Money received by Grantee as a result of this Contract and to verify that Grantee’s use of the Grant Money is appropriate and has been properly reported.
5. **CONFLICT OF INTEREST:** Grantee represents that none of its officers or employees are officers or employees of the State of Utah, unless full and complete disclosure has been made to the State.
6. **INDEPENDENT CAPACITY:** Grantee and SubGrantees, in the performance of this Contract, shall act in an independent capacity and not as officers or employees or agents of the state of Utah agency effectuating this Contract.
7. **INDEMNITY:** Grantee shall be fully liable for the actions of its agents, employees, officers, partners, and SubGrantees, and shall fully indemnify, defend, and save harmless the State from all claims, losses, suits, actions, damages, and costs of every name and description arising out of Grantee’s performance of this Contract caused by any intentional act or negligence of Grantee, its agents, employees, officers, partners, or SubGrantees, without limitation; provided, however, that Grantee shall not indemnify for that portion of any claim, loss, or damage arising hereunder due to the sole fault of the State. The parties agree that if there are any limitations of Grantee’s liability, including a limitation of liability clause for anyone for whom Grantee is responsible, such limitations of liability will not apply to injuries to persons, including death, or to damages to property.

8. **REPORTING REQUIREMENTS:** Grantee acknowledges that it is subject to the applicable provisions of Utah Code Title 51 Chapter 2a "Accounting reports from Political Subdivisions, Interlocal Organizations and Other Local Entities Act."
9. **EMPLOYMENT PRACTICES:** Grantee agrees to abide by federal and State employment laws, including: (i) Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; (ii) Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; (iii) 45 CFR 90 which prohibits discrimination on the basis of age; (iv) Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities; and (v) Utah's Executive Order, dated December 13, 2006, which prohibits unlawful harassment in the workplace. Grantee further agrees to abide by any other laws, regulations, or orders that prohibit the discrimination of any kind by any of Grantee's employees.
10. **AMENDMENTS:** This Contract may only be amended by the mutual written agreement of the parties, which amendment will be attached to this Contract. Automatic renewals will not apply to this Contract even if listed elsewhere in this Contract.
11. **TERMINATION:** Unless otherwise stated in this Contract, this Contract may be terminated, with cause by either party, in advance of the specified termination date, upon written notice being given by the other party. Any material violation of the terms of the program or contract may give rise to for-cause termination.
12. **NONAPPROPRIATION OF FUNDS, REDUCTION OF FUNDS, OR CHANGES IN LAW:** Upon thirty (30) days written notice delivered to Grantee, this Contract may be terminated in whole or in part at the sole discretion of the State, if the State reasonably determines that: (i) a change in Federal or State legislation or applicable laws materially affects the ability of either party to perform under the terms of this Contract; or (ii) that a change in available funds affects the State's ability to pay under this Contract. A change of available funds as used in this paragraph, includes, but is not limited to, a change in Federal or State funding, whether as a result of a legislative act or by order of the President or the Governor.
13. **INSURANCE:** Grantee shall at all times during the term of this Contract, without interruption, carry and maintain commercial general liability insurance from an insurance company authorized to do business in the State of Utah. Grantee's failure to maintain this insurance requirement for the term of this Contract will be grounds for immediate termination of this Contract.
14. **WORKERS COMPENSATION INSURANCE:** Grantee shall maintain, during the term of this Contract, workers' compensation insurance for all its employees, as well as any SubGrantees as required by law.
15. **PUBLIC INFORMATION:** Grantee agrees that this Contract and invoices will be public records in accordance with the State of Utah's Government Records Access and Management Act (GRAMA). Grantee gives the State express permission to make copies of this Contract, related documents, and invoices in accordance with GRAMA. Except for sections identified in writing by Grantee and expressly approved by the State of Utah Division of Purchasing and General Services, all of which must be in accordance with GRAMA, Grantee also agrees that Grantee's Application will be a public document, and copies may be given to the public as permitted under GRAMA. The State is not obligated to inform Grantee of any GRAMA requests for disclosure of this Contract, related documents, or invoices.
  - a. **Grantee** may designate certain business information as protected under GRAMA pursuant to Utah Code Section 63G-2-305 and 63G-2-309. It is Grantee's sole responsibility to comply with the requirements of GRAMA as it relates to information regarding trade secrets and information that should be protected under business confidentiality.
16. **PAYMENT:** The acceptance by Grantee of final Grant Money payment, without a written protest filed with the State within ten (10) business days of receipt of final payment, shall release the State from all claims and all liability to Grantee. No State payment is to be construed to prejudice any claims that the State may have against Grantee. State may withhold, adjust payment amount, or require repayment of any Grant Money under this Contract that is: provided in reliance on an inaccurate or incomplete representation, unsupported by sufficient invoices or other documentation, not used by Grantee for the project identified, used for any purpose in violation of the terms of this Contract or in violation of the law, or paid in excess of what is actually owed.
17. **REVIEWS:** The State reserves the right to perform reviews, and/or comment upon Grantee's use of the

Grant Money set forth in this Contract. Such reviews do not waive the requirement of Grantee to meet all of the terms and conditions of this Contract.

18. **ASSIGNMENT:** Grantee may not assign, sell, transfer, subcontract or sublet rights, or delegate any right or obligation under this Contract, in whole or in part, without the prior written approval of the State.
19. **NON-PUBLIC INFORMATION:** If Non-Public Information is disclosed to Grantee, Grantee shall: (i) advise its agents, officers, employees, partners, and SubGrantees of the obligations set forth in this Contract; (ii) keep all Non-Public Information strictly confidential; and (iii) not disclose any Non-Public Information received by it to any third parties. Grantee will promptly notify the State of any potential or actual misuse or misappropriation of Non-Public Information. Grantee shall be responsible for any breach of this duty of confidentiality, including any required remedies and/or notifications under applicable law. Grantee shall indemnify, hold harmless, and defend the State, including anyone for whom the State is liable, from claims related to a breach of this duty of confidentiality, including any notification requirements, by Grantee or anyone for whom Grantee is liable. Upon termination or expiration of this Contract and upon request by the State, Grantee will return all copies of Non-Public Information to the State or certify, in writing, that the Non-Public Information has been destroyed. This duty of confidentiality shall be ongoing and survive the termination or expiration of this Contract.
20. **PUBLICITY:** Grantee shall submit to the State for written approval all advertising and publicity matters relating to this Contract. It is within the State's sole discretion whether to provide approval, which must be done in writing.
21. **INDEMNIFICATION RELATING TO INTELLECTUAL PROPERTY:** Grantee will indemnify and hold the State harmless from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities, and costs in any action or claim brought against the State for infringement of a third party's copyright, trademark, trade secret, or other proprietary right. The parties agree that if there are any limitations of Grantee's liability, such limitations of liability will not apply to this section.
22. **OWNERSHIP IN INTELLECTUAL PROPERTY:** The State and Grantee each recognize that they no right, title, interest, proprietary or otherwise in the intellectual property owned or licensed by the other, unless otherwise agreed upon by the parties in writing.
23. **WAIVER:** A waiver of any right, power, or privilege shall not be construed as a waiver of any subsequent right, power, or privilege.
24. **ATTORNEYS' FEES:** In the event of any judicial action to enforce rights under this Contract, the prevailing party shall be entitled its costs and expenses, including reasonable attorneys' fees, incurred in connection with such action.
25. **ORDER OF PRECEDENCE:** In the event of any conflict in the terms and conditions in this Contract, the order of precedence shall be: (i) this Attachment A; (ii) Contract signature page(s); (iii) the State's additional terms and conditions, if any; (iv) any other document listed or referenced in Contract; and (v) Grantee's terms and conditions that are attached to this Contract, if any. Any provision attempting to limit the liability of Grantee or limits the rights of the State must be in writing and attached to this Contract or it is rendered null and void.
26. **SURVIVAL OF TERMS:** Termination or expiration of this Contract shall not extinguish or prejudice the State Entity's right to enforce this Contract with respect to any default or defect in the Services that has not been cured.
27. **SEVERABILITY:** The invalidity or unenforceability of any provision, term, or condition of this Contract shall not affect the validity or enforceability of any other provision, term, or condition of this Contract, which shall remain in full force and effect.
28. **ENTIRE AGREEMENT:** This Contract constitutes the entire agreement between the parties and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written.

(Revision date: 27 September 2019)

## Attachment B: Scope of Work

### Background

The Office of Energy Development (OED) works to advance the Governor's energy vision, implement state energy policy and support Utah's energy landscape. One key component of this mission is to support energy literacy and education in Utah's elementary and secondary schools throughout the state. Since 2019, OED has worked with partners to provide professional development opportunities and create SEEd standard lesson plans, which are available to educators at no cost.

### Scope of Work

Effective July 1, 2023 to June 30, 2024 this contract will consist of:

#### Activity 1 – Design and deliver professional development workshops

Subrecipient will design and deliver seven (7) professional development workshops. Locations for the workshops will be subject to approval by OED. The subrecipient will be responsible for providing a lesson supply kit to each workshop participant including purchasing and assembly of materials for the supply kits. Each professional development workshop must cover renewable energy, as well as, traditional energy topics, such as oil, gas and mining.

#### Activity 2 – Create five (5) new energy lesson plans

Subrecipient will coordinate with OED to develop five (5) new SEEd approved lesson plans to help further energy education in K-12 throughout the state of Utah.

- The subrecipient will propose topics for five (5) lesson plans and must obtain OED approval before developing lesson plans
- At least two (2) of the must cover topics related to oil, gas and mining
- Teachers will be retained to help develop and “test teach” lesson plans
- Subrecipient will host a group training session with the selected teachers
- Teachers meet with subrecipient as a group and work individually to complete the first draft of lessons and “test teach” their lessons to at least one class
- Subrecipient reviews lesson plans to confirm accuracy of information, confirm sources are credible and cited correctly, and correct any typos or grammatical errors
- Feedback and guidance from OED on first and second drafts will be incorporated into the final lesson plans
- Subrecipient will create a marketing plan for publishing the lesson plans to a wide audience through a press release, newsletter, and social media

### Requirements

1. OED to review and approve lesson plan topics, drafts, and final lesson plans.
2. The applicant must be willing and able to follow all Federal and State regulations and requirements for receiving funds. Including but not limited to, per diem rates for meals, lodging, mileage and any other reimbursable expenses.
3. With limited exceptions payments on this contact will be made as reimbursements and appropriate supporting documentation will be required.
4. Must comply with reporting and monitoring requests
5. Adhere to the contract schedule and meet deliverables, reasonable accommodations or changes to contract may be made on a case by case basis.
6. Professional development workshops must be available, subject to capacity, to any educator wishing to attend who is currently licensed and employed by a public, private or charter elementary or secondary school in the State of Utah.

## Compliance

Quarterly reports, as outlined below, will be required no more than 14 days after the end of the quarter. Additionally, feedback surveys should be provided to workshop participants to identify strengths, areas for improvement and any other programmatic information that may be pertinent or useful to the continued improvement of the program. The subrecipient must agree to and accommodate site visits, document reviews and other reasonable oversight activities as requested by OED.

If circumstances arise that impact the subrecipient's ability to fulfill their obligations, OED must be notified as soon as possible. In the event it is determined that the non-compliance cannot be remedied, future contract payments may be suspended and the contract terminated.

## Project Deliverables

Activity	Deliverables	Due Date
Professional Development Events	List of workshop topics and/or agenda List of proposed locations Supplies list	August 2023
Professional Development Events	Workshop Dates Workshop Agendas	October 2023
Professional Development Events	Attendance Lists Participant Surveys	2 weeks after each event
Curriculum	Five (5) proposed lesson plan topics and associated SEEd standards List of teachers who will help develop and "test teach" lesson plans	October 2023
Curriculum	Five (5) Lesson Plan first drafts Debrief report on test lessons	December 2023
Curriculum	Five (5) Lesson Plan second drafts Marketing Plan for Lesson Plan outreach	February 2024
Curriculum	Five (5) final Lesson Plans	April 2024
Quarterly Reports	Quarterly Reports should include the following information as applicable:  1. Professional Development Events <ul style="list-style-type: none"><li>• Topics taught</li><li>• Total number of attendees</li><li>• Number of CE credits provided</li><li>• Photos of event</li></ul> 2. Curriculum <ul style="list-style-type: none"><li>• OED's approval of all lesson plan topic</li><li>• Notes on curriculum selection and development</li><li>• Updates curriculum development progress</li><li>• Most recent lesson plan drafts</li></ul>	2 weeks after the end of each quarter: Q1: Oct. 14, 2023 Q2: Jan. 14, 2024 Q3: April 14, 2024 Q4: July 14, 2024

## **Project Timeline**

Funding for grant recipient(s) begins July 1, 2023. Grant period ends June 30, 2024 with the option to renew for number 1 additional one-year period. OED may elect to terminate the grant for non-compliance or funding availability.

## **Project Budget**

The total available funding amount is \$123,123 provided through combined funds from the Division of Oil, Gas, and Mining (DOG M) and OED. Total payments not to exceed project budget.

Payment is contingent upon satisfactory performance of the tasks described above and due upon receipt and approval of invoice, which must include a general ledger of actual costs incurred. Invoices may be submitted monthly or quarterly based upon deliverables. With limited exceptions, all payments are on a reimbursement basis. In the event of prepayment, the subrecipient will submit to OED actual expenses incurred if actual costs are less than prepayment and the subrecipient will refund OED the difference. If actual costs exceed prepayment amount, subrecipient can invoice OED for additional costs. The final invoice must be received on or before July 14, 2024.

## Attachment C: Appropriate Uses of SEP Funds

Updated 6/27/2023

The SEP program provides funding and technical assistance to enhance energy security, promote energy efficiency, reduce energy waste, advance state-led energy initiatives, and increase energy affordability.

Any use of Federal SEP funds must be consistent with SEP purposes and allowable SEP rules. Any costs charged to the SEP program must be what a prudent person would consider necessary and reasonable. For more details and additional guidance, refer to Office of Management and Budget (OMB) cost principles in UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS 2 CFR 200. The following list identifies **some** possible uses of SEP funds.

Allowed	Disallowed
<ul style="list-style-type: none"> <li>● Administrative Expenditures</li> <li>● Advertising and public relations</li> <li>● Audit costs and related services</li> <li>● Bonding costs</li> <li>● Communication costs (<i>i.e. telephone services, postage, electronic or computer transmittal services</i>)</li> <li>● Compensation (<i>salaries, wages, fringe benefits, pension, retirement benefits, severance pay</i>)</li> <li>● Equipment (<i>i.e. office equipment, furnishings, HVAC copiers, IT equipment and systems</i>)</li> <li>● Food Service costs (<i>i.e. catered meals for trainings, meetings or conferences</i>)</li> <li>● Indirect Costs</li> <li>● Insurance and indemnification</li> <li>● Maintenance and repairs (<i>i.e. vehicles, buildings, security, janitorial, upkeep of grounds</i>)</li> <li>● Materials and supplies</li> <li>● Meetings and conferences</li> <li>● Memberships (<i>i.e. business, professional organizations</i>)</li> <li>● Professional services</li> <li>● Publication and printing</li> <li>● Rental costs of building and equipment</li> <li>● Training and education for staff</li> <li>● Transportation costs for participants</li> <li>● Transportation costs for staff</li> <li>● Travel (<i>i.e. airfare, lodging, transportation, meals</i>)</li> </ul>	<ul style="list-style-type: none"> <li>● Alcoholic Beverages</li> <li>● Alumnae activities</li> <li>● Bad debts (<i>i.e. contractor debts, uncollectible accounts, collection costs, legal costs</i>)</li> <li>● Building purchases, facilities, land or real estate</li> <li>● Capital expenditures (<i>unit cost of \$5,000 or more</i>)</li> <li>● Construction (<i>i.e. new buildings, remodeling, renovation</i>)</li> <li>● Cost incurred in criminal and civil proceedings</li> <li>● Contributions or donations rendered</li> <li>● Employee morale/team building</li> <li>● Entertainment (<i>i.e. amusement, diversion, entertainers, social activities, tickets to shows, sports events, meals, lodging, gratuities</i>)</li> <li>● Entertainment related food services costs (<i>i.e. catered parties or holiday parties for staff or clients, award dinners, Mother's Day lunch at a local restaurant, catered lunch for Grand Opening events</i>)</li> <li>● Fines and penalties</li> <li>● Fund raising (<i>i.e. financial campaigns, endowment drives, solicitation of gifts and bequest</i>)</li> <li>● Goods or services for personal use</li> <li>● Idle facilities or idle capacity (<i>i.e. unused facilities and cost associated</i>)</li> <li>● Medical Services</li> <li>● Prescriptions or Copays</li> <li>● Participant gifts</li> <li>● Mortgage payments (Grantee)</li> <li>● Vehicle purchases</li> <li>● Stipends and honorariums</li> <li>● Supplanting</li> <li>● Foreign travel</li> <li>● Gift cards</li> </ul>

# Attachment D: Evaluation Score Sheet

## Minerals & Petroleum Literacy and Energy Education

Solicitation # OED2023001

**Score will be assigned as follows:**

- 0 = Failure, no response
- 1 = Poor, inadequate, fails to meet requirement
- 2 = Fair, only partially responsive
- 3 = Average, meets minimum requirement
- 4 = Above average, exceeds minimum requirement

Application #: \_\_\_\_\_

Organization: \_\_\_\_\_

Evaluator #: \_\_\_\_\_

**Instructions:** Evaluate how well the applicant responded to each criteria listed below. Scores can range from a low of zero to a high of five (see box).

Evaluation Criteria	Score (Range 0-5)	Weight	Points (Multiply Score x Weight)	Total Points Possible
<b>NARRATIVE</b>				
<b>1. PROGRAM OVERVIEW: (5 points possible)</b>				
		X1		5 points possible
<b>2. PROGRAM SERVICES: (5 points possible)</b>				
		X1		5 points possible
<b>3. STAFFING: (5 points possible)</b>				
		X1		5 points possible
<b>4. ELIGIBILITY: (5 points possible)</b>				
		X1		5 points possible
<b>5. TARGET POPULATION: (5 points possible)</b>				
		X1		5 points possible
<b>6. MEASUREMENTS AND OUTCOMES: (5 points possible)</b>				
		X1		5 points possible
<b>7. BARRIERS AND MITIGATION: (5 points possible)</b>				
		X1		5 points possible
<b>ADDITIONAL REQUIREMENTS</b>				
<b>8. BUSINESS LICENSE OR ARTICLES OF INCORPORATION:</b>				
If applicable, the program has provided a Business License or Articles of Incorporation.	Yes/No	N/A	N/A	N/A



<b>9. 501(c)(3):</b>				
If applicable (non-profit) the program has provided a 501(c)(3) letter.	Yes/No	N/A	N/A	N/A
<b>BUDGET</b>				
<b>10. BUDGET NARRATIVE: (5 points possible)</b>				
Administrative costs are less than 15% of total budget. Details include the cost breakdown for each line item, including any requested administrative costs. *Example: total annual cost for an art instructor = (hourly rate) x (length of class period) x (number of classes taught). Costs appear reasonable and customary.		X1		5 points possible
<b>TOTAL EVALUATION POINTS</b>		<b>Total</b>		<b>40 points possible</b>

<b>PRIORITY POINTS</b>				
<b>12. Background in science educations and Utah's SEEd standards ( 5 points possible)</b>				
	Yes/No	N/A		5 points possible

<b>13. 501c3 Organization (5points possible)</b>				
	Yes/No	N/A		5 points possible

<b>13. History of professional development workshops for educators (5 points possible)</b>				
	Yes/No	N/A		5 points possible

<b>COVER PAGE</b>				
<b>14. Outcomes and Outputs: (5 points possible)</b>				
Are the outcomes and outputs provided reasonable and realistic based on the anticipated number served, program narrative and budget?		X1		5 points possible
<b>GRAND TOTAL EVALUATION POINTS</b>		<b>Total</b>		<b>60 points possible</b>

**Evaluator Notes and Comments:**