



———— UTAH OFFICE OF ————
ENERGY DEVELOPMENT

**Request for Grant (RFG) Applications
Uinta Basin Aerial Leak and Repair
Program (UB ALaRD)
OEDFY24003**

APPLICATION DUE: June 5th, 2024 5:00 p.m. MST

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INTRODUCTION AND OBJECTIVE/PURPOSE

OVERVIEW

Grant Name: Uinta Basin Aerial Leak and Repair Program

Solicitation Number: OEDFY24003

Funding Source: Federal and State of Utah

Grant Period of Performance: July 1st, 2024 – December 31st, 2024

Important Dates

- Application Deadline: June 5th, 2024
- Grant Awards: June 17th, 2024, recipients will be notified via letter from OED
- Grant Contract Execution: July 1st, awardees and OED will execute a joint agreement to outline responsibilities of each party as well as terms and conditions of the OED Uinta Basin Aerial Leak and Repair Program.

BACKGROUND

Aerial Leak Detection technology has become widely adopted among oil operators and air quality organizations. This leak detection technology can pick up a variety of leaks from tiny leaks to major ones. However, the cost of conducting the aerial leak detection survey is quite high. Therefore, the Utah Office of Energy Development (OED) has recognized that it is important and beneficial to provide assistance to the operator who is interested in adopting this technology. This program will be targeting the main area of Utah oil operator: Uinta Basin.

GRANT DESCRIPTION

Competitive grant to providing grant awards funded by the OED and Utah Clean Air (UCAIR) to oil operators for the evaluation of fugitive leaks from above-ground sources using advanced aerial leak detection technology.

PROPOSAL REQUIREMENTS

APPLICATION ELIGIBILITY REQUIREMENTS

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

1. Applicant must be an oil operator located in Utah, specifically Uinta Basin.
2. Survey location must be in the State of Utah.
3. Be a legally recognized organization; this includes non-profit organizations, for-profit businesses, universities and colleges, government agencies, or other legally constituted entities.
4. Matching funds is required: 1-1-dollar matching grant program.
5. Pursue a project with goals and objectives that align with the focus areas and objectives outlined in the grant program.
6. Submit only one grant application per project.
7. Incomplete application will be sent back to the applicant for revision before the evaluation.
8. The aerial leak survey detection must be conducted and complete by the end of year 2024.

PROPOSAL EVALUATION CRITERIA

Each grant proposal will be evaluated on a competitive basis against the responses to the following criteria: (See Attachment A)

1. **Program Overview:** Applicant will describe their proposed survey route, include number, size, type of asset, number of wells by aches, and location of consecutive areas to be surveyed.
2. **Project Alignment with OED Objectives:** Applicants will describe their survey project's objectives and describe how the objectives alignment with community/state needs.
3. **Technology and Approach:** Applicant will describe how familiar they are with the aerial leak technology and their experience. Applicant will address the sensitivity level they are interested as well as the reasons behind their choice.
4. **Budget and Resource Management:** Applicants will provide a justification for the proposed survey project budget and schedule. They will describe their funding structure (if the funding has been set aside for this program) and attach supporting document: quote and timeline.
5. **Reporting:** Applicants will address how they plan to submit their final report back to OED. Anonymized data is acceptable as long as the following data is visible: volume of cubic feet surveyed, number of wells per area, number of leaks found (include size if possible), total volume of fugitive leaks, the number of successfully repaired leaks and its volume, 6 data sets in total.
6. **Community Impact and Engagement:** Applicants will describe any stakeholder and their involvement. Applicant will provide a list and details of the program's expected immediate benefits and changes in the local community.
7. **Sustainability and Evaluation:** Applicants will describe expected outcomes, including for the long-term viability of the project and its impact on the community/state. They will also provide a plan to use the aerial leak detection technology in the future and how often.

APPLICATION ELIGIBILITY EXCLUSIONS

An organization is excluded from applying for this grant if it meets any of the following:

1. Not based in the state of Utah.
2. Not based in Uinta Basin.
3. Not an Oil Operator.
4. Not a legally recognized organization.
5. No matching funding.
6. Does not submit the complete application package by the specified deadline.
7. Has previously used OED funding in a manner that violates grant program requirements.
8. Failure to file timely reports during previous project with OED.
9. Failure to be in good standing with the State of Utah or the Federal Government, if funds have previously been received from DNR.

EXPECTED DELIVERABLES

Proposals for oil leak detection program must address how the following (minimum) outcomes will be achieved and a timeline for their completion:

1. Recipients are required to submit comprehensive, anonymized progress reports subsequent to the program's aerial survey. These reports must include details such as the volume of cubic feet surveyed, the number of wells per area surveyed, the number of found leaks (include size if possible), the number of successfully addressed leaks, encountered challenges and their corresponding solutions, budget breakdown, expenditures, and initial findings.
2. At the conclusion of the project, awardees must submit a final report summarizing the original program scope, funding amount awarded, accomplishments, results and conclusions, and suggestions for further programs or program development.
3. Awardees shall acknowledge the contributions of OED for any technology development, research results, invention, or commercialization of products in any publication, academic paper, news article, journal article, social media post, etc.

BUDGET

The following requirements apply to the proposal budget:

- The grant amount requested must be less than or equal to the award amount (see FUNDING for more information) for the aerial leak survey project.

FUNDING

The application shall adhere to the following program funding requirements:

The total amount in the grant funding pool is \$100,000 distributed by competitive awards across the State of Utah. Three (3) awardees will receive a total of \$30,000. And, one (1) award of \$10,000 for most impactful program: based on number of leaks repaired and total volume of fugitive leaks repaired.

1. The funding amount requested from OED may not exceed the amount of an organization's matching funding.
2. Any and all funds awarded from OED that are not utilized during the period of performance must be returned to OED at the end of the period of performance.
3. Funding awarded by OED for specific UB ALaRD scope cannot be used for any other purposes.
4. Among the selected applicants, one (1) applicant will be awarded an additional \$10,000 for the most impactful program: based on number of leaks repaired and total volume of fugitive leaks repaired and total volume of fugitive leaks repaired (estimated number is acceptable). The evaluation of this award will be based on the submitted report.

PERIOD OF PERFORMANCE

1. Funding for grant recipients begins on the first day of the stated period of performance (1 year) on the executed contract. The period of performance (1 year) will be program-related and should be provided in the grant proposal.
2. OED may elect to terminate the grant for non-compliance or lack of available funding.

EVALUATION AND AWARD

1. Award selection will be evaluated based on the applicant's responses on the application, evaluation criteria, and funding availability. Three (3) awards will be selected for this program.
2. OED reserves the right to make partial awards that do not meet the full amount requested.

OTHER INFORMATION

1. Applicants must be available for questions or clarification during the grant review period.
2. OED reserves the right to reject any and all applications or withdraw this offer at any time.
3. A public abstract (written by the applicant) will be provided in the contract and made publicly available.
4. Among the selected applicant, one (1) applicant will be awarded an additional \$10,000 for the most impactful program: based on number of leaks repaired and total volume of fugitive leaks repaired and total volume of fugitive leaks repaired (estimated number is acceptable). The evaluation of this award will be based on the submitted report.

QUESTIONS

Applicants may submit questions requesting clarification or assistance in interpreting any section of this RFP Application if those requests are i) submitted in writing on or ii) before May 20th, 5:00 pm MST. All questions and written responses will be made publicly available and will be posted by May 24th, 5:00 pm, on the OED website at

<https://energy.utah.gov/homepage/funding/uinta-basin-aerial-leak-and-repair-detection/> for all prospective applicants to view. Applicants may reach out to the Contract Owner with any questions. Direct questions to the following:

- Contract Owner: Poy Prasurtwong, kprasurtwong@utah.gov, 801-793-8327
- Contract Analyst: Jayden Ellsworth, jellsworth@utah.gov, 801-419-8765

ADDENDA

If OED finds it necessary to modify the RFP Application for any reason, it will issue a written addendum to the original RFP Application. Final Addenda will be posted no later than 04/22/2024.

APPLICATION PROCESS

TIMELINE

- **June 5, 5:00 pm MST:** Application Submission Deadline
- **June 17:** Anticipated Grant Award Announcement Date
- **July 1:** Award Effective Date (contract execution)

REQUIRED SUPPORTING DOCUMENTS

1. Survey quotes/bids and timeline.
2. Include Business License or Articles of Incorporation with the application.
3. Include 501(c)(3) with the application—if applicable.

HOW TO APPLY

1. By submitting an application to this RFP, the Applicant acknowledges and agrees that the requirements, Scope of Work, and the evaluation process outlined in this RFP Application are understood, fair, equitable, and are not unduly restrictive. Any exceptions to the content of this RFP Application must be addressed within the Q&A period. The Applicant further acknowledges that it has read this RFP Application, along with any attached or referenced documents, including the Grant Contract Terms and Conditions.
2. Applicant and related documents to this program is posted on <https://energy.utah.gov/homepage/funding/uinta-basin-aerial-leak-and-repair-detection/>.
3. Applicant must bear the cost of preparing and submitting the application.
4. Application should be formatted as outlined so the grant evaluation committee can rate it for completeness and responsiveness to the RFP criteria.
5. Failure to comply with any part of the RFP Application requirements will result in disqualification and the proposal will not be considered for funding.
6. Applications submitted after the deadline will not be considered for funding.
7. Application forms shall be filled out electronically. The forms are created as save-able documents. Forms can be found at <https://energy.utah.gov/homepage/funding/uinta-basin-aerial-leak-and-repair-detection/>. Only original forms will be considered, and any scanned documents will result in rejection without further evaluation.
8. Applicants must submit **via email** to the Contract Analyst's email address (jellsworth@utah.gov) with the subject line as UB ALaRD Grant Application and the corresponding RFP number: OEDFY24003 by the **June 5th, 2024 5:00 pm MST** deadline. The formatting of the application documents must adhere to the original format (without the final signature).
9. The Application Cover Sheet should be the first page of the application.
10. Applications that include additional information such as personalized cover sheets, table of contents, pamphlets, organizational public relations information, addenda, or any other documentation not requested or required in this RFP will be rejected without further evaluation or consideration.

11. OED may request the correction of any application mistakes found during the review period. Applicant must respond within the time period provided in the request.

SUBMISSION CHECKLISTS

Application Checklist, Due: June 5th, 5:00 PM MST	
<input type="checkbox"/>	Application submitted via email
<input type="checkbox"/>	Grant Application Cover Sheet and Program Information
<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 and Itemization Form
<input type="checkbox"/>	Survey Quotes/Bids and Timeline

Electronic Application must be emailed by 06/05/2024, 5:00 PM MST. Please submit to:

Email copy (required):
jellsworth@utah.gov

Questions:

Contract Owner: Poy Prasurtwong, kprasurtwong@utah.gov, 801-793-8327
 Contract Analyst: Jayden Ellsworth, jellsworth@utah.gov, 801-419-8765

APPENDIX A Part 1
Office of Energy Development
Solicitation # OEDFY24003
Application Cover Sheet & Program Information

Organization Legal Name: _____

Federal Tax ID #: _____ **UEI #:** _____

This organization is doing business as:

- Individual/Sole Proprietor For-Profit Corporation
 Non-Profit Organization (attach 501(c)(3) letter) Government Agency

Total Grant Funds Requested in this application: \$ _____

EXECUTIVE DIRECTOR OR EQUIVALENT (person authorized to sign grant application and/or an awarded contract)

Name: _____ **Position:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Email:** _____

Signature will be provided below on the Application Acknowledgement & Certification page.

GRANT ADMINISTRATOR (if different from above)

Name: _____ **Position:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Email:** _____

FINANCIAL ADMINISTRATOR

Name: _____ **Position:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Email:** _____

PROGRAM INFORMATION

ORGANIZATION:

SECTION A: PROGRAM INFORMATION

The program is (please check one):

- A new program
- An existing program

SECTION B: GEOGRAPHIC LOCATION (Check all boxes where research will be performed, if applicable)

*Priority Points given to services provided in rural counties (highlighted in **Bold/Underlined**)

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> <u>Beaver County</u> | <input type="checkbox"/> <u>Emery County</u> | <input type="checkbox"/> Morgan County | <input type="checkbox"/> Summit County |
| <input type="checkbox"/> <u>Box Elder County</u> | <input type="checkbox"/> <u>Garfield County</u> | <input type="checkbox"/> <u>Piute County</u> | <input type="checkbox"/> Tooele County |
| <input type="checkbox"/> Cache County | <input type="checkbox"/> <u>Grand County</u> | <input type="checkbox"/> <u>Rich County</u> | <input type="checkbox"/> <u>Uintah County</u> |
| <input type="checkbox"/> <u>Carbon County</u> | <input type="checkbox"/> <u>Iron County</u> | <input type="checkbox"/> <u>San Juan County</u> | <input type="checkbox"/> Utah County |
| <input type="checkbox"/> Davis County | <input type="checkbox"/> Juab County | <input type="checkbox"/> Salt Lake County | <input type="checkbox"/> <u>Wasatch County</u> |
| <input type="checkbox"/> <u>Daggett County</u> | <input type="checkbox"/> <u>Kane County</u> | <input type="checkbox"/> <u>Sanpete County</u> | <input type="checkbox"/> Washington County |
| <input type="checkbox"/> <u>Duchesne County</u> | <input type="checkbox"/> <u>Millard County</u> | <input type="checkbox"/> <u>Sevier County</u> | <input type="checkbox"/> <u>Wayne County</u> |
| | | | <input type="checkbox"/> Weber County |

SECTION C: OUTCOMES (Enter your anticipated outcomes for the entire grant period)

EXPECTED OUTCOMES (SHORT, MID, AND LONG TERM)

Application Acknowledgement & Certification

In signing below, the Applicant (executive director or equivalent listed above) certifies under penalty of perjury the foregoing is true and correct.

- The information in this application and accompanying documents is true and correct to the best of the Applicant's knowledge.
- The Applicant is an official representative of the organization that would be receiving the grant funds.
- The Applicant acknowledges that they are authorized by the organization to sign this application on behalf of the organization.
- The Applicant organization performing the project is based in the State of Utah.
- The Applicant organization is a legally recognized entity.
- The Applicant organization has secured matching funding for the proposed energy-related research project and this matching funding is at least 100% of the amount requested from the Utah Office of Energy Development.
- The Applicant acknowledges that its proposed project objectives align with the specified Utah Office of Energy Development grant program goals and objectives.
- The Applicant acknowledges that it has only submitted one application (in the current calendar year) for this specific grant.
- The Applicant acknowledges that the funding award is a reimbursement for money spent by the Applicant on the eligible project activities. The Utah Office of Energy Development will not disburse funds to the Applicant until the Applicant has completed and submitted the deliverables required by the contract.
- The Applicant acknowledges that any and all costs incurred to complete this application are the responsibility of the named organization.
- The Applicant acknowledges that any false statement may disqualify the organization for the grant.
- The Applicant acknowledges adherence to any and all criteria listed in the grant application documents that are not listed here.

Applicant name (print)

Signature

Date



APPENDIX A Part 2 Application Narrative

Uinta Basin Aerial Leak and Repair Detection Program (UB ALaRD)

Please fill out this form as completely and concisely as possible. Incomplete forms will delay processing and could impact consideration for grant approval.

Review the UB ALaRD Program Request of Proposal prior to completing and submitting this application.

How to Apply

Step 1: Complete the application form and supplemental document checklist. Applicants must complete all fields in the application form provided in order for their project to be considered for funding. This application and supplemental material provided at the time of application will serve as the primary means by which projects will be evaluated. The Utah Office of Energy Development (OED) may contact you for further information. Please provide primary and secondary contact information.

Step 2: Submit your completed application form, supplemental document checklist and supplemental documents to jellsworth@utah.gov.

Questions about the application and the funding process should be submitted to jellsworth@utah.gov.

Questions about the overall program should be submitted to kprasurtwong@utah.gov.

APPLICATION DUE: June 5th, 5:00 p.m. MST

Supporting Document Checklist

Applicants must include the following required supporting application documents for their project to be considered for funding. Documents must be attached to this application. Please submit this completed checklist along with your application. If any required documents are not included, please identify the reason why (below).

Required Supporting Application Documents:

- Complete Application - This application is 12 pages.**
- Survey quotes/bids and timeline.
- Include Business License or Articles of Incorporation with the application.
- Include 501(c)(3) with the application—if applicable.

Competitive Consideration Criteria

Program Overview	
Area of Consideration	Applicant Plan
<p>Provide an overview and area of the proposed survey route, including number, size, type of asset, number of wells by aches and location of consecutive areas to be surveyed.</p>	

Project Alignment with OED Objectives	
Area of Consideration	Applicant Plan
<p>What are the organization's survey project objectives? How does the project align with community/state needs?</p>	

Technology and Approach	
Area of Consideration	Applicant Plan
<p>How familiar are you with the aerial leak detection technology and your experience? What sensitivity levels are you interested in and the reasons behind your preferred sensitivity level?</p>	

Budget and Timeline	
Area of Consideration	Applicant Plan
<p>This program minimum required 1-1-dollar funding match. What does your funding structure look like? Do you have funding budgeted for this survey program? What is the justification for the proposed survey project budget and schedule? Attach survey quote and timeline if applicable</p>	

Reporting	
Area of Consideration	Applicant Plan
<p>Upon completion of the survey, OED requires you to provide a report of completion Anonymized data is acceptable as long as the following data is visible: volume of cubic feet surveyed, number of wells per area, number of leaks found (include size if possible), total volume of fugitive leaks, the number of successfully repaired leaks and its volume (6 data sets in total) by December 20, 2024. How do you plan to accomplish this reporting requirement?</p>	

Community Impact and Engagement

Area of Consideration	Applicant Plan
<p>Who are the stakeholders for this project and what is their involvement? What are the expected immediate (within 1 year) benefits and positive changes for the local community?</p>	

Sustainability and Evaluation	
Area of Consideration	Applicant Plan
<p>What is the potential for the long-term viability of the project and its impact on the community/state? What is your plan to use this aerial leak detection technology in the future and how often?</p>	

Outcomes	
Area of Consideration	Applicant Plan
<p>What three (3) SMART (specific, measurable, attainable, realistic, and time-bound) outcomes are you expecting from this survey?</p>	

Identified Barriers (Risks) to Survey Project Results

Area of Consideration	Applicant Plan
<p>Describe barriers and how they will be mitigated.</p>	<p>Barrier 1:</p> <p>Mitigation Plan:</p> <p>Barrier 2:</p> <p>Mitigation Plan:</p> <p>Barrier 3:</p>



	Mitigation Plan:
	Barrier 4:
	Mitigation Plan:

**Appendix A Part 3
Office of Energy Development
Budget Narrative and Itemization Form**

**All planned expenses must be itemized, detailed and described for each line item.
Cells may be expanded as necessary in order to provide all required information.**

Organization:

Contract Dates:

Category I - Indirect Expenses:

a) NICRA - If the organization has a federally approved Negotiated Indirect Cost Rate Agreement (NICRA), the NICRA **must** be used in Category I, unless the organization voluntarily chooses to waive indirect costs or charge less than the full indirect cost rate.

Any administrative costs that are not part of the base of the NICRA and are direct charged can be listed in Category II.

b) De Minimis - SEP funding does not allow for a de minimis rate.

Organizations that have elected de minimis rate for other federally approved grants must use Category II for direct administrative costs.

Category I Indirect Costs	NICRA Rate and Base(s)	Grant Funds Requested
Indirect Costs		\$ -
<i>Cannot exceed the entity's federally approved indirect cost rate (NICRA)</i>		

Category II - Direct Administrative Expenses:

If the organization **DOES NOT** have a NICRA and **CANNOT** use the de minimis rate, the organization **must** use Category II if charging Direct Administrative Expenses.

Category II Direct Administrative Expenses	Itemized Details of Grant Funds Requested	Grant Funds Requested
Salaries		\$ -
Fringe Benefits		\$ -
Communications (e.g. Consistent monthly charges including and not limited to: printing, copying, phone, internet, postage)		\$ -
Equipment (e.g. computers, laptops, printers, furniture)		\$ -
Insurance		\$ -
Material and Supplies (e.g. consumable goods)		\$ -
Professional Fees & Contract Services (e.g. consultants, security)		\$ -
Space Costs (e.g. rent, lease)		\$ -
Staff Travel & Transportation		\$ -
Staff Development & Training		\$ -
Utilities (consistent monthly utility charges - gas, water)		\$ -
Total Category I Indirect Expenses and Category II Direct Administrative Expenses		\$ -

Category III - Direct Program Expenses:		
Category III Program Expenses	Itemized Details of Grant Funds Requested	Grant Funds Requested
Salaries		\$ -
Fringe Benefits		\$ -
Communications (e.g. Consistent monthly charges including and not limited to: printing, copying, phone, internet, postage)		\$ -
Equipment (e.g. computers, laptops, printers, furniture)		\$ -
Insurance		\$ -
Material and Supplies (e.g. consumable goods)		\$ -
Professional Fees & Contract Services (e.g. consultants, security)		\$ -
Space Costs (e.g. rent, lease)		\$ -
Staff Travel & Transportation		\$ -
Staff Development & Training		\$ -
Utilites (consistent monthly utility charges - gas, water)		\$ -
Total Category III Program Expenses		\$ -
Total Category I, Category II, and Category III Expense		\$ -

Notes:



Attachment A: Evaluation Score Sheet
Uinta Basin Aerial Leak and Repair
Detection Program

Solicitation #OEDFY24003

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
- 5 = Superior

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)	Total Points Possible
NARRATIVE		
1. PROGRAM OVERVIEW: (5 points possible)		
<u>Details of Program:</u>		5 points possible
2. PROJECT ALIGNMENT WITH OED OBJECTIVES: (15 points possible)		
<u>Clarity of Objectives:</u>		10 points possible
<u>Alignment with Community/State Needs:</u>		5 points possible
3. TECHNOLOGY AND APPROACH: (20 points possible)		
<u>Familiarity with the Technology:</u>		10 points possible
<u>Sensitivity Level and Reasoning:</u>		10 points possible
4. BUDGET AND TIMELINE MANAGEMENT: (20 points possible)		
<u>Budget Management:</u>		10 points possible
<u>Survey Timeline:</u>		10 points possible
5. REPORTING: (15 points possible)		
<u>Reporting Plan:</u>		15 points possible
6. COMMUNITY IMPACT AND ENGAGEMENT: (15 points possible)		
<u>Potential for Community Change:</u>		10 points possible

Stakeholder Involvement:		5 points possible
7. SUSTAINABILITY AND EVALUATION: (10 points possible)		
Long-Term Viability:		5 points possible
Technology Adoption Plan:		5 points possible

TOTAL EVALUATION POINTS	Total	100 points possible
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Evaluator Overall Notes and Comments: