



RISE PA Itemized Quote Reference Guide

Getting Started

1. Define your project scope.
2. Review eligible/ineligible expenses, prevailing wage requirements, and apprenticeship requirements under the RISE PA Small-scale Award Track (SAT) program (see Sections 4 of the RISE PA SAT [grant guidelines](#)). Connect with a member of the PennTAP RISE PA team at PennTAP_RISEPA@psu.edu with any questions.
3. Connect with your preferred contractors to further develop your project concept and discuss the requirements of the RISE PA program. In addition to gathering information on project costs:
 - a. Confirm that the contractor will pay prevailing wage rates for project labor. This is a RISE PA requirement and the contractor will be asked to provide payment records.
 - b. Ask if the contractor is able to use apprentices to perform 15% of the total labor hours of the project. The RISE PA program strongly encourages the use of apprentices from registered apprenticeship programs by the project contractor. Alternative opportunities for workforce development by the applicant, as well as exemptions to this requirement, may be considered on a case-by-case basis.
4. Request an itemized quote from each entity involved in the project. For example, if your project involves the purchase of equipment from Company A, the provision of labor and rental equipment for installation from Company B, and project management services from Company C, *each* must provide an itemized quote listing their scope of work and cost breakdown.

RISE PA Itemized Quote Requirements

1. Quote must be on contractor letterhead and include the manufacturing facility's name and location.
2. Quote must include a clear outline of the scope of work to be completed.
3. All quotes must be itemized to show the breakdown of all costs included in the total quoted price. The following types of expenses, if applicable, should be itemized in project quote(s).
 - a. *Labor costs* – This includes labor for the actual installation or construction of the project at prevailing wage rates. Quotes including labor costs must confirm that prevailing wage rates are included in the estimate. The quote does not need to state the number of workers, estimated hours, or specific wage rate; a total estimated cost for labor rates is appropriate. Note that costs for project management, professional engineering services, etc., if applicable, should be included separately from construction labor costs.
 - b. *Purchased material/equipment costs*
 - c. *Permitting costs* – Note that these are not eligible for RISE PA reimbursement.
 - d. *Professional services* – This can include but is not limited to project management/coordination services, planning/development/design services, and engineering services, etc. Provide a description/purpose of the service on the quote.
 - e. *Equipment delivery and rental costs*
 - f. *Other major project expenses* – Provide a description of the expense on the quote.



4. While there is no requirement on the age of the itemized quote submitted, it is strongly suggested that you use a recent quote (last 3-4 months) to estimate your RISE PA SAT total project cost.
5. Important Note: Some contractors may be reluctant to provide detailed itemization. *At minimum*, the quote must individually list the costs associated with labor for construction or installation, purchased equipment/supplies, and permitting. Other cost categories may be grouped together provided that the quote provides a clear description of what is included.

Common Pitfalls

- Quotes that list only a total cost and include no itemization.
- Failure to state on a quote that prevailing wage is included in the labor cost estimation.
- Failure to provide quotes from all contractors involved in the project. All expenses listed on the RISE PA Detailed Budget Form must be included on a quote submitted with your RISE PA SAT application.

Tips to Remember

- The quotes provided on your application will be used to determine the total project cost and eligible award amount.
- Do not make payments towards the proposed project or take receipt of any equipment without receiving written approval from the PennTAP RISE PA SAT team. Doing so will make the project ineligible for the RISE PA program. *The only exception to this rule is the making of a down payment to secure equipment.* Please submit invoices for any down payments for equipment that have already been made with your application and confirm that this invoice states that the payment was for securing equipment for the proposed project.
- If you or your preferred contractor(s) have questions, please contact the PennTAP RISE PA team at PennTAP_RISEPA@psu.edu.