



RISE PA SAT Itemized Quote Guide

Getting Started

1. Define your project scope.
2. Review eligible/ineligible expenses and prevailing wage and apprenticeship requirements under the RISE PA Small-scale Award Track (SAT) program (see Sections 4 of the RISE PA SAT [grant guidelines](#)).
3. Connect with your preferred contractors to further develop your project concept and discuss the requirements of the RISE PA program.
 - a. Confirm that the contractor will pay prevailing wage rates for project labor. **This is a RISE PA requirement.**
 - b. Ask if the contractor can 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(s) from your contractor(s). If your project involves multiple contractors and vendors, *each* must provide an itemized quote.
5. Connect with the PennTAP RISE PA team at PennTAP_RISEPA@psu.edu with questions.

RISE PA SAT Itemized Quote Requirements

1. Quote must be on contractor letterhead, dated, and include an outline of the scope of work to be completed.
2. All quotes must be itemized to show the cost breakdown of the total quoted price. The following types of expenses, if applicable, should be itemized in a RISE PA-eligible quote:
 - a. **Labor** – This is labor for the actual construction of the project at prevailing wage rates. Costs for project management, professional engineering services, etc., if applicable, should be listed separately from construction labor costs. The wage determinations used for the estimation should be listed on the quote.
 - b. **Purchased material/equipment**
 - c. **Permitting fees** – Note that these are not eligible for RISE PA reimbursement.
 - d. **Professional services** – This can include but is not limited to project management, planning/development/design, and engineering services, etc.
 - e. **Equipment delivery and rental costs**
 - f. **Other major project expenses** – Provide a description of the expense on the quote.
3. All quotes that include construction or installation labor must show that federal prevailing wage rates are included by listing the wage determination number (e.g., # PA20260074) and job classifications used to develop the quote.
4. All RISE PA-eligible contracts (and subsequent subcontracts) must include the following contract provisions to ensure that contractors and subcontractors comply with federal prevailing wage requirements: **“By accepting this contract, [the contractor] acknowledges and agrees to the terms provided in the [DBRA Requirements for Contractors and Subcontractors Under EPA Grants](#).”**



5. It is strongly suggested that you use a recent quote to estimate your RISE PA SAT total project cost.
6. *At minimum*, the quote must list the costs associated with labor at prevailing wage rates, purchased equipment/supplies, and permitting, as applicable.

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 with your application.
- If you or your preferred contractor(s) have questions, please contact the PennTAP RISE PA team at PennTAP_RISEPA@psu.edu.