

Iowa Energy Center Special-Project Grant Program



REQUEST FOR PROPOSALS — FISCAL YEAR 2015

Issue date: April 6, 2015

Expiration date: June 30, 2015

Proposal deadline: At least five weeks prior to the date that funds are needed

515-294-8819 | iecgrant@iastate.edu | www.iowaenergycenter.org





About the Iowa Energy Center

The Iowa Energy Center was created by the Iowa Energy Efficiency Act of 1990 with a mission to:

- Strive to increase energy efficiency in all areas of Iowa energy use;
- Serve as a model for state efforts to decrease dependence on imported fuels and to decrease reliance on energy production from nonrenewable, resource-depleting fuels;
- Conduct and sponsor research on energy efficiency and conservation;
- Conduct and sponsor research to develop alternative energy systems that are based upon renewable resources;
- Assist Iowans in assessing technology related to energy efficiency and alternative energy production systems;
- Support educational and demonstration programs that encourage implementation of energy efficiency and alternative energy production systems.

The Iowa Energy Center supports Iowa economic growth through collaborative projects that bring smart and sustainable energy technologies closer to market and by providing Iowans with reliable, objective information on energy and efficiency options.

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Special-Project Grant Program Overview

The Iowa Energy Center supports Iowa organizations pursuing energy research, development, demonstration, deployment, education, and workforce development. For activities that do not readily fit within other Energy Center grant programs, the center is seeking proposals for work that will have high impact and statewide value. These special-project funds are aimed at any of the four economic outcome areas that the Energy Center supports: innovation, entrepreneurship and commercialization, workforce development, and educated citizenry. Such projects would include public education or training events, conferences, and seminars with statewide reach.

The Energy Center will not fund marketing or promotional campaigns for commercial products or services, nor will it fund policy advocacy activities.

Estimated Funding

Subject to the availability of funding, the Energy Center will set aside \$33,500 to commit funding for approximately 7 special-project grants. Proposals for special-project grants will be considered during the period April 6, 2015, through June 30, 2015. Typical awards will be less than \$5,000 and shall not exceed \$15,000. No matching funds are required. All projects must be completed by June 30, 2016.

Eligible Grantees

Organizations eligible to receive Energy Center grants are Iowa's educational institutions and Iowa-registered private nonprofit organizations and foundations. The Energy Center does not award grants to individuals; for-profit entities; and state, county, or local government entities—though those groups may be partners in the work conducted by the grant recipient. Proof of the private nonprofit status of the applicant may be requested. Collaborations among Iowa organizations are encouraged, but not required.

Eligible Projects

Funding decisions will be based on how well a proposal to the Energy Center meets the following objectives, as detailed in the evaluation criteria listed later in this request for proposals. A proposal should:

1. Help in one of the four economic outcome areas that the Energy Center supports:
 - a. *Innovation*. Projects could include research and development activities that do not fit within the center's Planning, Opportunity, or Matching grant programs (i.e., projects not targeting new funding from outside Iowa).
 - b. *Entrepreneurship and commercialization*. Projects could include demonstration or deployment activities, for example, or energy business plan mentoring.
 - c. *Workforce development*. Projects could include workforce training events or support for apprenticeship programs.
 - d. *Educated citizenry*. Example projects would include public education activities regarding energy production, use, efficiency, and conservation. Such projects could include conferences, seminars, and K-12 energy education activities.
2. Have high and enduring impact with respect to the Iowa Energy Center's statutory mission to:
 - a. Strive to increase energy efficiency in all areas of Iowa energy use.
 - b. Conduct and sponsor research on energy efficiency and conservation that will improve the environmental, social, and economic well-being of Iowans, minimize the environmental impact of existing energy production and consumption, and reduce the need to add new power plants.
 - c. Decrease reliance on energy production from nonrenewable, resource-depleting fuels and serve as a model for state efforts to decrease dependence on imported fuels.
 - d. Conduct and sponsor research to develop alternative energy systems that are based upon renewable sources and that will reduce the negative environmental and economic impact of energy production systems.
 - e. Assist Iowans in assessing technology related to energy efficiency and alternative energy production systems.
 - f. Support educational and demonstration programs that encourage implementation of energy efficiency and alternative energy production systems.
 - g. Develop a program to provide assistance to rural residents for energy efficiency efforts.
 - h. Cooperate with the state board of education in developing a curriculum which promotes energy efficiency and conservation.

Appendix A provides example topic areas consistent with the Energy Center's mission.

3. Have wide-ranging, statewide value. For example, Energy Center funds could be used to turn a local seminar into a webinar that all Iowans could attend.
4. Make a large difference relative to existing funding from other sources.
5. Be of a nature not currently supported by other Iowa Energy Center competitive grant programs (<http://www.iowaenergycenter.org/grant-funding/competitive-grants/>).

Allowable Expenses

Special-project grant funds may be used to cover expenses that are typical of those associated with a sponsored project, including personnel, materials and supplies, equipment, travel, and services. Tuition may be funded subject to the current Iowa Energy Center tuition policy (www.iowaenergycenter.org/grant-funding/competitive-grants/forms-and-other-resources).

Allowable and unallowable expenses are outlined in 2 CFR Part 200 (http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

In general, Iowa Energy Center special-project grants may not be used to procure computers or for capital expenses. Indirect costs are not allowed under this grant program.

Proposal Deadlines

- >> Proposals will be accepted beginning April 6, 2015, and through June 30, 2015.
- >> Special-project grant proposals must be received at least five weeks prior to the date the funds are needed.

Since awards will be made throughout the proposal acceptance period, the pool of funds available for this competition may be expended before June 30, 2015. Applicants are encouraged to check the Energy Center website (www.iowaenergycenter.org/grant-funding) to verify that the Special-Project Grant program is still accepting proposals.

Proposal Requirements

Proposals should not exceed 5 pages (including the cover page and budget form). Proposals must be submitted by e-mail to iegrant@iastate.edu. Proposals shall not contain any confidential or proprietary information. To

enable the Iowa Energy Center to quickly and effectively review proposals, each proposal must contain the following elements:

1. A completed and signed cover page (Appendix B, which can be found at www.iowaenergycenter.org/special-project-grant/).
2. A project narrative with the following sections:
 - a. **Abstract**
A summary describing the need for special-project grant funds and the proposed work.
 - b. **Scope of Work**
A summary of the proposed work, including:
 - i. A description of the overall project.
 - ii. A description of the work to be performed with Iowa Energy Center funding, including a timeline for specific tasks, milestones, and invoicing.
 - iii. A list of deliverables to be provided to the Energy Center, including a final report.
 - iv. A description of commitments from partners in terms of collaboration and resources.
 - c. **Impact and Reach**
An explanation of how the proposed work meets the expectations listed in the "Eligible Projects" section above.
 - d. **Qualifications**
A summary of the expertise and capabilities being provided by the team to fulfill the project.
4. **Budget**
 - a. A completed budget form (Appendix C and www.iowaenergycenter.org/special-project-grant/).
 - b. A brief narrative justifying the items in each budget category.
5. **Letters of Commitment**
A set of commitment letters from the main collaborating partners. The commitment letters do not count toward the 5-page limit.

Applicants may append any additional documentation they feel will help the decision process of the Iowa Energy Center. Although such appendices are not subject to the 5-page limit, applicants should exercise discretion in providing additional documentation.

Note that all people listed in the proposal as a principal, supporter, or collaborator must have given consent for their names to be included.

Project Reporting

At a minimum, the grantee shall provide the Iowa Energy Center with a final report on the funded project. The report will be due 30 days following

completion of the project activities or the grant end date, whichever comes first. All projects funded under this program must be completed by June 30, 2016.

The Energy Center will periodically check on the progress of the project through its duration.

The Energy Center will track metrics for two years after completion of each funded project. The metrics will include, as appropriate, information on publications, patents, commercialization, student education, external sponsorship, and further collaborations among the partners that were facilitated by the Energy Center funding.

Proposal Evaluation

Eligible proposals will be evaluated according to the following criteria:

Weight	Criteria	Description
20%	Topic	<ol style="list-style-type: none"> The project's goals are consistent with the mission of the Iowa Energy Center to advance the environmental, social, and economic well-being of Iowans through improved energy efficiency measures and alternative energy technology. The project is not eligible for funding under another, currently open Iowa Energy Center grant program.
20%	Merit	<ol style="list-style-type: none"> The proposal provides a clearly defined, feasible, and implementable work plan and schedule with milestones and interrelated tasks that clearly lead to the successful completion of the project. The proposal provides a clear set of deliverables.
40%	Impact and Reach	<ol style="list-style-type: none"> The project provides high and enduring impact with respect to the Iowa Energy Center's mission. The project has wide-ranging, statewide value. Energy Center funding is essential to the success of the project. That is, the Iowa Energy Center grant does not merely supplement existing funding from other sources.
20%	Capability and Collaboration	<ol style="list-style-type: none"> The team provides an appropriate level of expertise and capability to ensure success of the project. The team has sought collaboration with other Iowa-registered nonprofits and Iowa academic institutions, including regent universities, independent colleges and universities, or community colleges. The team has sought collaboration with private-sector partners, as appropriate.

Submitting the Proposal

Applicants must submit their proposals (including the signed cover sheet and all appendices) by e-mail as a single PDF file. PDF files may not exceed 25 Mb in size. Paper proposals, whether faxed, mailed, or hand delivered, will not be accepted. Proposals that exceed the stated page limit will be returned without review.

The Iowa Energy Center intends to treat proposals as proprietary until an award is made. Nonetheless, applicants should not include proprietary or sensitive information in their submittals to the Energy Center.

Proposals must be e-mailed to: iecgrant@iastate.edu

Applicant Notification

The Iowa Energy Center will strive to notify applicants within two weeks after proposal submission whether the grant will be awarded. The evaluation, award, and payment process may take up to five weeks, so applicants should accommodate that in their project planning. Although awards made under this grant program will be cost-reimbursable, funding advances can be made at the recipient's request and at the discretion of the Iowa Energy Center.

The Iowa Energy Center may enter into pre-award discussions with an applicant to address issues such as:

1. Budget items;
2. The scope of the proposed effort that is selected for award;
3. Additional information that is needed to enable an award decision;
4. Any special terms and conditions that may be required.

Questions about this Request for Proposals

Specific questions about this request for proposals should be addressed in writing to Mark C. Petri, Director of the Iowa Energy Center, at iecgrant@iastate.edu.

The Iowa Energy Center reserves the right to fund, in whole or in part, any, all, or none of the applications submitted in response to this request for proposals. Submission requirements for this grant program may be waived at the discretion of the Energy Center.

In accordance with Iowa State University policy, the Energy Center does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. Inquiries can be directed to the Office of Equal Opportunity, 3350 Beardshear Hall, Ames, Iowa 50011; (515) 294-7612.

Appendix A

Guidance on Project Topics Consistent with the Mission of the Iowa Energy Center

Example topics that meet the Energy Center's mission well:

- Solar energy
- On-shore wind energy
- Biomass and biofuels
- Waste-based power production
- Geothermal power
- Conversion of waste heat and kinetic energy
- Combined heat and power
- Chemical storage batteries
- Fuel cells
- Commercial, residential, and industrial efficiency
- Heating and lighting
- Electricity transmission and distribution
- Energy workforce development
- Energy education

Example topics not well suited for Energy Center support:

- Nuclear fission and fusion power
- Off-shore wind energy
- Coal
- Pipelines and other energy-transport media
- Environmental and health consequences and management

Appendix B Cover Page

PROJECT INFORMATION

Principal Investigator (PI)	Name		E-mail		
	Organization				
	Department/Unit				
	Street/Bldg				
	City		State	Zip	-
	Phone		Fax		
Co-PI	Name		Organization		
	Department/Unit		E-mail		
Co-PI	Name		Organization		
	Department/Unit		E-mail		
PI's Administrative Contact	Name		E-mail		
	Phone		E-mail		
Project Title (100 Character Limit)					
IEC Funds Requested	\$	Date funds are needed		Project End Date	

CONTRACTING INFORMATION

Organization Contracting Official:	Name		E-mail		
	Title				
	Street/Bldg				
	City		State	Zip	-
	Phone		Fax:		
Organization Employer Identification Number -					
Type of Organization	<input type="checkbox"/> Community College <input type="checkbox"/> Iowa Regent Institution <input type="checkbox"/> Public School District		<input type="checkbox"/> Independent College/University <input type="checkbox"/> Private Non-Profit / Foundation <input type="checkbox"/> Private School System		
Organization Iowa Senate District:		Organization Federal Congressional District: IA-			
Organization Iowa House District:					

AUTHORIZATION

Authorized Contracting Official
(PI signs for Iowa State University)

Typed/Printed Name

Title

Date

Appendix C Proposed Budget

Refer to instructions for assistance in completing this form.

Project Start Date: _____

Project End Date: _____

		Requested from the Iowa Energy Center
Salaries & Wages		
1	_____	\$
2	_____	\$
3	_____	\$
4	_____	\$
5	_____	\$
Fringe Benefits (show rates by salary or wage class)		
a.	_____	\$
b.	_____	\$
Total Personnel Costs		\$
Equipment (Itemize and provide justification in the narrative)		
a.	_____	\$
b.	_____	\$
Total Equipment Costs		\$
Supplies & Materials (show total and justify in the narrative)		Total Supply & Material Costs \$
Travel (itemize and provide justification)		
a.	_____	\$
b.	_____	\$
Total Travel Costs		\$
Consultants (itemize and provide justification of rates and travel in the narrative)		
a.	_____	\$
Total Consultant Costs		\$
Subcontracted Partners (itemize and provide a total cost per subcontract in the narrative)		
a.	_____	\$
Total Subcontract Costs		\$
Tuition (list by category and number of students)		
	No. of Students	
Undergraduate	_____	\$
Graduate (MS)	_____	\$
Graduate (PhD)	_____	\$
Total Tuition Costs		\$
Other Direct Costs (show total and provide justification in the narrative)		Total Other Direct Costs \$
TOTAL ESTIMATED COSTS		\$

Appendix C Proposed Budget

Instructions for completing Proposed Budget form

Salaries & Wages: List all personnel to be paid by the project. List their levels of effort (percent or hours and number of months). For university faculty, show summer salaries separately.

Fringe Benefits: Show rates and totals for each category of employee (faculty, clerical, graduate student, etc.).

Equipment: List all major equipment to be purchased and a justification for the purchase. An item is considered to be equipment if it has a unit cost of \$5,000 or more and a useful life of one year or longer. Constructed or assembled items are considered to be equipment if the aggregated component costs (including freight, assembly, installation labor, and other charges) exceed \$5,000.

Supplies & Materials: Show the total cost and briefly describe in the budget narrative the nature of the supplies and materials to be purchased.

Travel: List all planned trips and provide cost estimates for each. For each trip include destinations, number of travelers, duration, fees, transportation, lodging, and meals.

Consultants: Provide the rates and basis for rates for each proposed consultant. All consultant costs must be included in this category, including consultant travel. In the budget narrative, justify the need for outside consultants.

Subcontracted Partners: Routine services should not be included in this category. Include each subcontractor's total costs as a separate line item. Include a letter of commitment from each subcontracted partner.

Tuition: Refer to the current Energy Center tuition policy at <http://www.iowaenergycenter.org/grant-funding/competitive-grants/forms-and-other-resources/>. List the number of students by classification and the total tuition that will be charged to the Energy Center for each classification. Only tuition may be charged; other fees are not allowable.

Other Costs: This category includes routine services (e.g., chemical analysis, photographic services, , etc.). In the budget narrative, briefly describe the nature of the proposed Other Costs. Telecommunication, printing, postage and other like services are only allowable if they can be clearly documented and itemized as being specific and necessary for the project.

NOTE: The Iowa Energy Center does not pay indirect costs.