

Iowa Energy Center Matching Grant Program



REQUEST FOR PROPOSALS — FISCAL YEAR 2016

Issue date: September 1, 2015

Expiration date: June 30, 2016

Proposal deadline: At least two weeks prior to the date that the proposal to the external sponsor will be submitted

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





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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;
- 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;
- Serve as a model for state efforts to decrease reliance on imported fuels and to decrease reliance on energy production from nonrenewable, resource-depleting fuels;
- 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;
- Assist Iowans in assessing technology related to energy efficiency and alternative energy production systems and support educational and demonstration programs that encourage implementation of energy efficiency and alternative energy production systems;
- Develop a program to provide assistance to rural residents for energy efficiency efforts;
- Cooperate with the state board of education in developing a curriculum which promotes energy efficiency and conservation; and
- Sponsor research grants and projects submitted on a competitive basis by Iowa colleges and universities and private nonprofit agencies and foundations.

The Iowa Energy Center supports 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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Matching Grant Program Overview

One objective of the Iowa Energy Center is to help Iowa organizations be more successful in attracting external funding that supports projects related to energy research, technology development, demonstration, deployment, education, and workforce development. With that objective in mind, the Energy Center is seeking opportunities to assist eligible institutions in meeting matching or cost-sharing requirements for funding opportunities in response to federal, nonprofit, or private-sector solicitations, with the goal to attract new funding to the State of Iowa. These matching-grant funds are not intended to maintain or supplement current, on-going, or newly funded operations or programs of the applicant.

Matching funds may be approved for externally sponsored projects under either of the following conditions:

- Cost share or matching funds are required by the sponsor;
- Cost share or matching funds are recommended and rewarded by the sponsor.

Matching-grant funding from the Energy Center should result in a five- to ten-fold return on its investment.

Estimated Funding

Subject to the availability of funding, the Energy Center will set aside \$800,000 to commit funding for approximately 10 matching grants. Proposals for matching grant commitments will be considered during the period September 1, 2015, through June 30, 2016. The Energy Center will not commit funding beyond the amount required by the external sponsor. The Energy Center will commit up to 20 percent cost share against the total external funding expected to come to Iowa each year throughout a multi-year project up to five years. Matching funds may not be carried over from year to year. The maximum commitment from the Energy Center will be \$200,000 per year of the project. For multi-year projects, each year's Energy Center funding is contingent upon successful renewal of the external award.

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. To be considered for funding:

1. The applicant must be preparing a proposal in response to an external sponsor opportunity in which cost share or matching funds are required or recommended and rewarded. The external opportunity must be energy related and could involve research, technology development, demonstration, deployment, education, workforce development, or community development. Potential external sponsors may include industry, non-Iowa government agencies, non-government organizations, international agencies, or other sponsors.
2. Projects eligible for cost share are those that would bring new money to Iowa from an external sponsor. The Energy Center will not match funds offered by Iowa agencies or otherwise already committed to Iowa.
3. The external funding opportunity must be competitive.
4. The applicant should seek, at a minimum, a five-fold return on investment in terms of the ratio of new external funding to Iowa versus the Energy Center award. Ideally, the project should be seeking a ten-fold return on investment. For example, an Energy Center award of \$100,000 should be aimed at attracting \$1,000,000 in new funding coming to Iowa (perhaps shared among a set of partners). A \$10,000 Energy Center award could be used as a match for a \$50,000 opportunity.
5. The Energy Center can offer matching funds for each year of the external project, with a maximum of \$200,000 per year up to five years. A \$3,000,000 external grant funded at \$1,000,000 per year over three years, for example, would be eligible for \$200,000 for each year of the external project.
6. The proposed project must be 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. Appendix A provides example topic areas consistent with the Energy Center's mission.

Allowable Expenses

Matching 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).

Unallowable expenses are outlined in 2 CFR Part 200 (http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=394cce1f1add661dfe486ab68f07b1d1&ty=HTML&h=L&mc=true&n=pt2.1.200&r=PART#_top).

In general, Iowa Energy Center matching 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 September 1, 2015, and through June 30, 2016.
- >> Matching grant proposals must be received at least two weeks prior to the proposal submission date to the external sponsor.

Since awards will be made throughout the proposal acceptance period, the pool of funds available for this competition may be expended before June 30, 2016. Applicants are encouraged to check the Energy Center website (www.iowaenergycenter.org/grant-funding) to verify that the Matching Grant program is still accepting proposals.

Proposal Requirements

Special Note: Starting September 1, 2015, all proposals must be submitted through the Iowa Energy Center's Grant Management System: <https://iec.smartsimple.com>

Proposal narratives and work scopes should not exceed 3 pages and should be uploaded as a single PDF file. A cover page and budget information should be entered separately through the Grant Management System.

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 cover page, generated online, which contains the information shown in Appendix B.
2. A project narrative with the following sections:
 - a. **Abstract**
A summary describing the need for matching grant funds, the external funding opportunity, and the applicant's plan to pursue it.
 - b. **External Funding Opportunity**
A description of the external funding opportunity being targeted, including information on:
 - i. The sponsor.
 - ii. The web link to the funding opportunity announcement. (If not available through the internet or if accessing the solicitation requires registration, the full solicitation should be attached to the matching grant proposal. This attachment does not count toward the 3-page limit.)
 - iii. Requirements for cost sharing.
 - iv. The potential gross funding level the applicant's team will pursue from the external sponsor and the portion of that expected to come to Iowa if the proposal is successful.

- v. The potential gross funding level the applicant's team will pursue from the external sponsor and the portion of that expected to come to Iowa if the proposal is successful.
- vi. The timeline of the external funding opportunity, including when pre-proposals or full proposals are due and when awards are likely to be announced.

c. Scope of Work

A summary of the proposed work, including:

- i. A summary of the applicant's concept to be proposed to the external sponsor.
- ii. A statement as to how this concept will help transform how the nation produces, transports, or uses energy.
- iii. A description of the work to be performed with Iowa Energy Center funding, including a timeline for specific tasks, milestones, and invoicing.
- iv. A list of deliverables to be provided to the Energy Center.
- v. A description of commitments from partners in terms of collaboration and resources.

3. Budget and Schedule

- a. A completed budget must be entered into the Iowa Energy Center's Grant Management System (Appendix C and www.iowaenergycenter.org/matching-grants). Separate budgets must be created for each year of a multi-year project.
- b. A brief narrative justifying the items in each budget category.

4. Letters of Commitment

A set of commitment letters from the main collaborating partners. The commitment letters do not count toward the 3-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 3-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

The applicant shall notify the Iowa Energy Center whether the external project was funded. This is important even if the external proposal is rejected, so that the Energy Center can release committed funds to pursue other opportunities.

If the external project is funded, the grant recipient shall provide the Iowa Energy Center with the final work plan for the externally funded project as well as copies of progress and final reports submitted to the sponsor.

The Energy Center will track metrics for two years after completion of each externally funded project. The metrics will include 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
50%	Return on Investment	<ol style="list-style-type: none">1. The proposal clearly identifies an external source of potential funding.2. IEC funding significantly improves the likelihood of external funding that will flow into Iowa.3. In terms of the ratio of potential external funding for Iowa vs. the IEC award, the project offers, at a minimum, a five-fold return on investment. Ideally, the project should be seeking a ten-fold return on investment.
30%	Impact	<ol style="list-style-type: none">1. The project, if taken to completion with external funding, will have a transformative effect on how the nation produces, transports, or uses energy.2. 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.
15%	Collaboration	<ol style="list-style-type: none">1. The team has sought collaboration with other Iowa non-profit and academic institutions, including regent universities, independent colleges and universities, and/ or community colleges.2. The team has sought collaboration with private-sector partners, as appropriate.
5%	Leadership	The project helps establish Iowa as a leader in energy or efficiency.

Note that the Iowa Energy Center will not make award decisions based on the technical merits of the external proposal, since those will be judged competitively by the sponsor. Energy Center funding, of course, will only be provided to projects that succeed in the external competition.

Submitting the Proposal

Special Note: Starting September 1, 2015, all submissions must be made through the Iowa Energy Center's Grant Management System: <https://iec.smartsimple.com>

Applicants must submit their proposals (including the cover sheet, budget, and all appendices) through the Iowa Energy Center's Grant Management System: <https://iec.smartsimple.com>

Project narratives and work scopes shall be uploaded as a single PDF file, which 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 rejected without review.

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

Application Notification

Applicants will be notified of the Energy Center's decision to offer matching grant funds within ten days of receipt of the proposal. Leading up to the applicant's submission of the external proposal, the Energy Center will work with the applicant to address issues related to the matching-grant commitment and to provide documentation needed for the external proposal, such as a formal letter of commitment. No funding commitments shall be made on behalf of the Energy Center without an approved proposal to the center.

Matching Grant Awards

All awards made under this grant program will be cost-reimbursable. An Energy Center award will only be made to the applicant upon receipt of documentation that the external funding was awarded. The grant recipient shall document the amount of new funding to Iowa awarded by the external sponsor. The Energy Center reserves the right to modify its funding commitment if the financial terms of the external award differ from the expectations laid out in the proposal to the Energy Center.

Contracting with the Energy Center may take up to 5 weeks, so applicants should accommodate that in their project planning.

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 Information to be Entered Online

Project information:

- Principal investigator contact information
- Co-principal investigators
- Administrative contact
- Project title
- Project start and end dates

Contracting information:

- Organization contracting official
- Organization employer identification number
- Organization Iowa Senate district
- Organization Iowa House district
- Organization federal congressional district

Targeted future funding:

- Name of the potential external sponsor this project is targeting
- Program announcement title and solicitation number (if known)
- Proposal due date (if known)
- Potential total new funding
- Potential total new funding to Iowa
- Estimated award date

Appendix C Proposed Budget Worksheet — To be Completed Online for Each Project Year

Refer to instructions for assistance in completing this form.

Project Start Date: _____ Project End Date: _____ Yr ___ of ___

		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		\$
Total Supply & Material Costs		\$
Supplies & Materials (show total and justify in the narrative)		
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		\$
Total Other Direct Costs		\$
Other Direct Costs (show total and provide justification in the narrative)		
TOTAL ESTIMATED COSTS		\$

Appendix C Proposed Budget

Instructions for completing the online Proposed Budget Worksheet

Complete a Proposed Budget Worksheet for each year of the project

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 also considered to be equipment if the aggregated component costs 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. Proposed international travel must be fully justified.

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.