



# Iowa energy center

*Education and Workforce Development  
Grant Program*

## **REQUEST FOR PROPOSALS — FISCAL YEAR 2017**

**Issue date:** November 17, 2016

**Expiration date:** May 1, 2017

**Proposal Deadline:** Two review periods with proposal deadlines of  
December 15 and May 1

515-294-8819 | [iegrant@iastate.edu](mailto:iegrant@iastate.edu) | [iowaenergycenter.org](http://iowaenergycenter.org)

# REQUEST FOR PROPOSALS FY 2017

## ENERGY EDUCATION AND WORKFORCE DEVELOPMENT GRANTS

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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 economic development, environmental sustainability and social well-being in Iowa through energy innovation, education and entrepreneurship. We provide Iowans with reliable, objective information on energy and efficiency options.

### CONTENTS

#### PAGE 3

- Energy Education and Workforce Development Grant Program Overview
- Estimated Funding
- Eligible Grantees
- Eligible Projects
- Allowable Expenses

#### PAGE 4

- Proposal Deadlines
- Proposal Requirements

#### PAGE 5

- Submitting the Proposal
- Proposal Evaluation

#### PAGE 6

- Applicant Notification
- Projecting Reporting
- Invoicing
- Questions about this Request for Proposals

#### PAGE 7

- Appendix A: Guidance on Project Topics Consistent with the Mission of the Iowa Energy Center

#### PAGE 8

- Appendix B: Cover Page Information

#### PAGE 9

- Appendix C: Proposed Budget Worksheet



## Energy Education and Workforce Development Grant Program Overview

The Iowa Energy Center seeks to provide Iowa students and adult learners with practical and credible energy education that contributes to the environmental, social, and economic well-being of Iowans. Under this grant program, the Energy Center will fund projects that create energy education content that can be distributed widely in the state. Examples include train-the-trainer workshops and online lessons and courses that target K-12 students or college students. An Energy Center award would fund, among other things, curriculum development and online adaptation, instructional design, supporting workshops and promotional materials, and independent education evaluation.

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 \$400,000 to award approximately 10 energy education and workforce development grants between November 17, 2016, and June 30, 2017. Typical awards will be from \$15,000 to \$65,000; no award shall exceed \$90,000.

Applicants are encouraged to provide at least 20 percent of the total project costs (25 percent of the Energy Center grant amount) as in-kind or cash cost share. Proposals that do not demonstrate this cost-share amount will not be rejected, but will score lower on that evaluation criterion.

### 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.

The proposal's designated principal investigator must be an employee of the organization applying for an Energy Center grant.

### Eligible Projects

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

1. Create educational content that can be distributed widely in Iowa.
2. Include material related to the production, transport, use, or conservation of energy.

3. Target K-12 student, college student, or professional learning.
4. Use mechanisms or existing infrastructure for wide dissemination of the material. Examples include:
  - a. Iowa AEA Online for K-12 education and teacher professional development (<http://www.iowaaeaonline.org/vnews/display.v/SEC/Educators>).
  - b. Governor's STEM Advisory Council Scale-Up Program (<http://www.iowastem.gov/Scale-Up>).
  - c. The Iowa Community College Online Consortium for community college courses (<http://www.iowaconline.org/>).
  - d. Train-the-trainer workshops for instructors.
  - e. Massive open online courses.
5. Be sustainable once Energy Center funding ends. That is, the objectives and value of the project cannot depend on presumed future Energy Center support. Cost sharing is encouraged, but not required, for an Energy Center award.

Projects can include:

- Stand-alone classroom lessons.
- Credit and non-credit courses.
- Degree and certificate programs.
- Dual-credit classes.
- Hybrid options with facilitated hands-on training.

Project funding can cover:

- Curriculum development and online adaptation.
- Instructional design.
- Materials and digital resources.
- Faculty stipends (e.g., summer salaries).
- Travel expenses.
- Promotional workshops and materials.
- Independent education evaluation.
- Consultants and subcontracted experts.

Projects funded by the Energy Center under this solicitation must be completed within 24 months of the date of the award.

### Allowable Expenses

Energy education and workforce development grant funds may be used to cover expenses that are typical of those associated with a sponsored project, including personnel, materials and supplies, travel, and services.

Allowable and unallowable expenses are outlined in 2 CFR Part 200 (<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=862b53187a5a218862b53187a5a218c115e32d89e8af0ef&ty=HTML&h=L&mc=true&n=pt2.1.200&r=PART>).

Iowa Energy Center energy education and workforce development grants may not be used to procure computers, for tuition, or for capital expenses. Indirect costs are not allowed under this grant program.

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.

## Proposal Deadlines

-  Proposals will be accepted beginning December 15, 2016, and through May 1, 2017. Proposals received after that date will not be considered under this solicitation.
-  Energy education and workforce development grant proposals will be collected and reviewed two times during the year. Proposal submission cutoff dates for the two review periods are:
  - December 15, 2016
  - May 1, 2017

Applicants are encouraged to check the Energy Center website to verify that the Education Grant program is still accepting proposals.

## Proposal Requirements

All proposals must be submitted through the Iowa Energy Center's Grant Management System: <https://iec.smartsimple.com>.

Proposal narratives should not exceed 6 pages and should be uploaded as a single PDF file. Commitment letters and resumes (optional) can be uploaded separately. A cover page and budget information should be entered through the Grant Management System. Proposals should not contain any confidential or proprietary information.

Proposals must contain the following elements:

1. A completed cover page, generated online, which contains the information shown in Appendix B. Project start dates can be no earlier than 6 weeks after the deadline date of the review cycle being considered:
2. A project narrative with the following sections:
  - a. **Abstract**

Review Cycle Deadline	Earliest Project Start Date
December 15, 2016	January 26, 2017
May 1, 2017	June 12, 2017

A summary describing the need for Energy Education and Workforce Development Grant funds and the proposed work. The abstract should be copied to the Project Narrative text box in the Grant Management System.

b. **Scope of Work**

- A detailed discussion of the proposed work, including:
- i. A description of the educational need the Energy Center project will meet and the impact the project will provide, including expected educational outcomes.
  - ii. A description of the educational content to be covered and the levels of students (e.g., grade levels) being targeted.

- iii. The educational approach to be used.
- iv. An explanation of how the project differs from and does not replicate existing, accepted material.
- v. The mechanism or infrastructure for wide distribution of the material being created.
- vi. Plans to market or promote the availability of new material.
- vii. Steps to qualify or validate the educational outcomes, including independent reviews.
- viii. A list of deliverables to be provided to the Energy Center, including a mid-project progress report and a final report. Deliverables should also include educational products such as lesson plans, class materials, and videos that can be shared by the Energy Center.
- ix. A commitment to acknowledge the Iowa Energy Center's support in marketing material, educational material, events, and other products of the project.
- x. Plans to track the adoption of new material and the educational outcomes beyond completion of the Energy Center project.

c. **Qualifications**

A summary of the expertise and capabilities being provided by the team to fulfill the project, including partnerships and collaborations. Resumes (optional) can be uploaded into the Iowa Energy Center's Grant Management System.

3. **Budget and Schedule**

- a. A completed budget must be entered into the Energy Center's Grant Management System (Appendix C).
- b. A brief narrative justifying the items in each budget category. Include a description of any cost sharing being provided. Allowable matching contributions may consist of cash and in-kind contributions. Valuation of volunteer hours is not allowable by the Energy Center as a cost-sharing contribution. In-kind contributions may include donated services, supplies, equipment, space, and unrecovered indirect costs. In-kind contributions may be provided by the proposing organization or third parties. Matching funds or contributions must be documentable and verifiable.
- c. A tentative schedule for the activities funded by the Energy Center must be entered into the Grant Management System. Activities funded by the Energy Center under this solicitation must be completed within 24 months of the date of the award.

3. **Letters of Commitment**

A set of commitment letters from the main collaborating partners should be uploaded through the Grant Management System. The commitment letters do not count toward the 6-page limit.

Applicants may upload any additional documentation they feel will help the decision process of the Iowa Energy Center. Although such appendices are not subject to the 6-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.

### Submitting the Proposal

All proposals must be submitted through the Iowa Energy Center's Grant Management System: <https://iec.smartsimple.com>.

Project narratives 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 may be rejected 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. Please note that full proposals will be reviewed by external expert reviewers.

### Applicant Notification

The Iowa Energy Center will strive to notify applicants within 3 weeks after the proposal submission due dates whether the grant will be awarded. The grant agreement process may take up to 3 additional weeks, so applicants should accommodate that in their project planning.

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

### Proposal Evaluation

All proposals must be consistent with the Iowa Energy Center's mission to advance the environmental, social, and economic well-being of Iowans through improved energy efficiency measures and alternative energy technologies.

Eligible proposals will be evaluated according to the following criteria:

Weight	Criteria	Description
30%	<b>Vision</b>	<ol style="list-style-type: none"> <li>The technical description of the proposed project demonstrates the validity of the approach and likelihood of success based on education or workforce development best practices.</li> <li>The proposal provides a clearly defined, feasible, and implementable work plan and schedule with milestones and interrelated tasks that lead to the successful completion of the project.</li> <li>The proposal provides a clear set of deliverables.</li> </ol>
20%	<b>Opportunity</b>	<ol style="list-style-type: none"> <li>The material produced will be consistent with Iowa education or professional standards so it can be readily adopted in state academic settings.</li> <li>There is a demonstrated need or interest in the proposed material; the project does not replicate existing, accepted material.</li> </ol>
30%	<b>Impact and Reach</b>	<ol style="list-style-type: none"> <li>The project provides high and enduring impact with respect to the Iowa Energy Center's mission.</li> <li>The project identifies a mechanism for wide dissemination of the educational content.</li> <li>The proposal presents an effective plan for marketing or promoting the availability of educational material being created.</li> <li>Energy Center funding is essential to the success of the project. Moreover, the value and objectives of the project cannot depend on presumed future Energy Center support.</li> </ol>
20%	<b>Capability and Collaboration</b>	<ol style="list-style-type: none"> <li>The team provides an appropriate level of expertise and capability to ensure success of the project.</li> <li>The team has sought collaboration with private-sector partners, Iowa-registered nonprofits, Iowa academic institutions, or Iowa public schools.</li> <li>The team is providing at least 20% of the total project costs (25% of the Energy Center grant amount) as in-kind or cash cost share.</li> </ol>

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

## Project Reporting

At a minimum, the grantee shall provide the Iowa Energy Center with a midterm and a final report on the funded project. Deliverables should also include educational products such as lesson plans, class materials, and videos that can be shared by the Energy Center. The final report will be due 30 days following completion of the project activities or the grant end date, whichever comes first, and should include verification of any promised cost sharing.

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

The Energy Center will track metrics on funded projects for two years after their completion. The metrics will include information on publications, student education, classroom adoption, external sponsorship, and further collaborations among the partners that were facilitated by the Energy Center funding.

## Invoicing

All awards made under this grant program will be cost-reimbursable. Payment will be made upon receipt of proper invoices until payment has reached 90% of award amount. The remaining 10% invoiced will be paid after the Energy Center has received and approved all contracted deliverables.

## Questions about this Request for Proposals

Specific questions about this request for proposals should be addressed in writing to the Director of the Iowa Energy Center, at [iecgrant@iastate.edu](mailto: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 Completed 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

## Appendix C

### Proposed Budget Worksheet - To be Completed Online

**Refer to instructions for assistance in completing this worksheet**

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

	Requested from the Iowa Energy Center	Matching Contributions	Total Project Budget
<b>Salaries &amp; Wages</b>			
1			
2			
3			
4			
5			
<b>Fringe Benefits (show rates by salary or wage class)</b>			
a.			
b.			
Total Personnel Costs	\$ -	\$ -	\$ -
<b>Supplies &amp; Materials (Show total and justify in the narrative)</b>			
<b>Travel (itemize and provide justification)</b>			
a.			
b.			
Total Travel Costs	\$ -	\$ -	\$ -
<b>Consultants (itemize and provide justification of rates and travel in the narrative)</b>			
a.			
Total Consultant Costs	\$ -	\$ -	\$ -
<b>Subcontracted Partners (itemize and provide total cost per subcontract in the narrative)</b>			
a.			
Total Subcontract Costs	\$ -	\$ -	\$ -
<b>Other Direct Costs (show total cost and provide justification)</b>			
<b>TOTAL COSTS</b>	\$ -	\$ -	\$ -

## Appendix C

### Proposed Budget

#### Instructions for completing the online Proposed Budget Worksheet

**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.).

**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.

**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.

**Allowable Matching Contributions:** This may consist of cash and in-kind contributions. Valuation of volunteer hours is not allowable by the Energy Center as a contribution to the required match. In-kind contributions may include donated services, supplies, equipment, space, and unrecovered indirect costs. In-kind contributions may be provided by the proposing organization or third parties. Matching funds or contributions must be documentable and verifiable.

NOTE: The Iowa Energy Center does not pay indirect costs. Tuition and equipment costs (items exceeding \$5,000) are not allowed under this grant program.