

OVERVIEW/FUNDING SOURCE

The Energy Efficiency and Conservation Block Grant (EECBG) Program is designed to assist states, local governments, and tribes in implementing strategies to reduce energy use, to reduce fossil fuel emissions, and to improve energy efficiency.

The EECBG Program is authorized by Title V, Subtitle E of the Energy Independence and Security Act of 2007 (EISA), as amended and signed into Public Law (PL 110-140) on December 19, 2007. All awards made under this program shall comply with applicable laws and regulations including, but not limited to, 2 CFR Part 200 as amended by 2 CFR Part 910 and Section 40552 of the Infrastructure Investment and Jobs Act (IIJA) (PL 117-58).

The Iowa Energy Office, housed within the Iowa Economic Development Authority (IEDA), will administer the program with funding from the U.S. Department of Energy (DOE). The DOE's EECBG Program provides funding to states, local governments, and Indian tribes. Funding awards to states have a 3-year project and budget period.

The Iowa Energy Efficiency and Conservation Block Grant Program provides grants to eligible applicants on a competitive basis. The Iowa EECBG Program will accept applications in IowaGrants.gov. Deadlines will be provided on the program webpage at <https://www.iowaeda.com/iowa-energy-office/energy-block-grant/>.

POLICIES AND PROCEDURES

The policies and procedures handbook for the Iowa Energy Efficiency and Conservation Block Grant Program provides the requirements and framework of how the program will be administered. This

document will be reviewed and updated as needed. Additional guidance will be provided on the program webpage. The intent of this document is to prepare potential applicants to participate in the program and highlight the most useful information for planning purposes. Further information will be provided as applicants progress through the process. Applicants are encouraged to review the DOE EECBG [program information](#) and [administrative and legal requirements](#) document in advance of application submittal. Applicants are further encouraged to discuss program requirements with their legal counsel and/or an experienced grant administrator prior to application. Additional guidance from the DOE will further shape the program's requirements and administration as such guidance becomes available. Applicants are encouraged to monitor the [Iowa EECBG Program webpage](#) for any updates to this program handbook.

PROGRAM DETAILS

Funding Available

Approximately \$2 million is available in the program per the terms of IEDA's assistance agreement with the DOE, effective November 1, 2023. Sixty percent of the funding (\$1.2 million) is allocated to the EECBG Community Fund for a competitive grant process for local government energy efficiency retrofit projects in Iowa. Thirty percent of the funding (\$600,000) is allocated to the EECBG Innovation Fund for a competitive grant process for energy efficiency retrofit and renewable energy projects in Iowa. The remaining funds are dedicated to Iowa Economic Development Authority program administration and supportive services.

Iowa Program Objectives

The Iowa Energy Efficiency and Conservation Block Grant (EECBG) Program is designed to assist in implementing strategies that achieve the following outcomes:

1. Reduce energy use
2. Reduce fossil fuel emissions
3. Improve energy efficiency

Eligible Entities

Community Fund

For the EECBG Community Fund, IEDA will accept applications for projects taking place in Iowa from city and county local governments that are not eligible to receive EECBG formula funds directly from the U.S. Department of Energy. Local governments receiving a direct federal allocation of EECBG funds and therefore **NOT** eligible to apply to the State of Iowa's EECBG Community Fund are Ames, Ankeny, Bettendorf, Cedar Falls, Cedar Rapids, Cerro Gordo County, Council Bluffs, Clinton County, Dallas County, Davenport, Des Moines, Dubuque, Dubuque County, Iowa City, Johnson County, Linn County, Marion, Marshall County, Muscatine County, Polk County, Sioux City, Urbandale, Waterloo, Warren County, and West Des Moines.

Innovation Fund

For the EECBG Innovation Fund, IEDA will accept applications from any city, county, nonprofit, or for profit entity proposing a project in Iowa. All businesses must be registered to do business in Iowa at the time of application.

Cost Share

Community Fund

Cost share is not required for Community Fund applications, but applicants providing cost share will

receive a scoring preference during application review. For projects proposing to provide cost share, cash investment into the project at the proposed ratio over the duration of the project is the preferred form of cost share. In-kind cost share is allowable for applicant personnel performing administration or construction needs of the project.

Innovation Fund

A 50% cost share is required. Cost share may be a combination of cash and in-kind but at least 50% of the proposed cost share must be cash. Cash investment into the project at the required ratio over the duration of the project is the preferred form of cost share. In-kind cost share is allowable for applicant personnel performing administration or construction needs of the project.

Eligible and Ineligible Activities

Awarded applicants will be required to report on metrics and cost updates specific to each activity or technology in quarterly and annual reports. Applicants may want to focus projects on one or a limited number of technologies and activities to reduce the administrative burden of compliance with the reporting requirements.

Eligible Activities

The funding provided through this program may be used to implement a wide range of energy efficiency and renewable energy measures.

Community Fund

The Community Fund has a total of \$1.2 million available for competitive grant awards to eligible Iowa local governments for community-driven energy efficiency retrofit projects. Project awards may range from \$50,000-\$300,000. Projects must

be completed by June 30, 2026. Project examples may include (but are not limited to):

- Building energy assessment or audits plus energy efficiency upgrades
- Energy efficiency upgrades at wastewater or water supply facilities
- Replacement of traffic signals and streetlight lamps to improve energy efficiency

Innovation Fund

The Innovation Fund has a total of \$600,000 available for competitive grant awards ranging from \$50,000 up to \$600,000. Eligible project types include innovative energy efficiency and innovative renewable energy demonstration projects in Iowa. Projects must be completed by June 30, 2026. Project examples may include but are not limited to:

- Demonstrating an innovative energy efficiency or renewable energy project, program or technology new or rarely used in Iowa
- Reducing fossil fuel emissions in a manner that is environmentally sustainable and, to the maximum extent practicable, maximizes benefits for local and regional communities
- Reducing total energy use
- Improving energy efficiency in transportation, building, or other appropriate sectors
- Building a clean and equitable energy economy that prioritizes disadvantaged communities and promotes equity and inclusion in workforce opportunities and deployment activities

Eligible and Ineligible Costs

The example eligible and ineligible costs listed below are not intended to be inclusive of all potential costs. Applicants are encouraged to

contact IEDA when developing a program budget to discuss eligibility of other costs.

Eligible Costs

Only expenditures directly related to the implementation of the funded grant activity will be reimbursed. Examples of eligible expenses include, but are not limited to:

- Purchase of materials and equipment
- Developing and installing energy efficiency improvements
- Developing and installing renewable energy projects (Innovation Fund only)
- Contracted project services
- Direct administration costs
- Federal grant requirements administration

Ineligible Costs

Examples of ineligible costs as determined by IEDA include, but are not limited to:

- Purchase or rental of buildings
- Office equipment
- Furniture and fixtures
- Intangible assets
- International travel
- Insurance
- Phone expenses

TIMELINES

Applicants should contact IEDA if they have any questions regarding the timeframe and activities associated with beginning work on their project. Activities and expenses prior to an executed agreement with IEDA are at the applicant's own risk and may conflict with federal requirements. Applicants should postpone all project activities not associated with preparing an application until guidance is available post-award. Some project

activity types may require completion of National Historic Preservation Act Section 106 and National Environmental Policy Act compliance requirements prior to project activities taking place. IEDA will provide additional guidance post-award. Applicants may also include in their proposal budget requests, funding to hire an IEDA [certified federal grants administrator](#) to assist award recipients with federal requirements compliance.

The timeline below outlines the activities and corresponding dates for the program’s application cycle. Applicants should monitor the program webpage for ongoing updates and information.

Activity	Estimated Date
Program information available on Iowa EECBG Program webpage	12/15/2023
Application posted on IowaGrants.gov	1/15/2024
Program application details webinar	1/17/2024
Application deadline	3/25/2024
Preliminary selection by IEDA	4/11/2024
Award contracts executed	5/11/2024
Training for award recipients	6/3/2024

All projects must be completed by June 30, 2026. Agreements will be for a duration not to exceed two years unless otherwise approved by IEDA. Extensions beyond the two years are subject to and must be approved by IEDA. Any substantive change to a project will require IEDA approval and may require a contract amendment. To capture the long-term project impact, IEDA will evaluate approaches to collect project performance data for one or more years after the project is complete.

APPLICATION PROCESS

Applications will be available and accepted through IowaGrants.

- IEDA will provide notice when an application is available via the agency’s website and email to stakeholders.
- Applications will only be accepted during the established application period, as identified at [iowagrants.gov](#) and the [Iowa EECBG Program webpage](#).
- The program manager will serve as the point of contact for applicants.
- Applicants planning to apply must create an IowaGrants account.
 - If the person completing the application already has an account through IowaGrants or a State of Iowa A&A account, this same account will be utilized.
 - If the person completing the application does not have an account, the applicant will need to allow a minimum of two weeks to register and activate their account.
- Applicants must obtain a Unique Entity Identifier (UEI) from the federal System for Award Management (SAM), if not already obtained. This process may take several weeks and applicants are encouraged to start the SAM registration process as soon as possible. If entities have technical difficulties, they are encouraged to utilize the help feature on SAM.gov.
- Once the application window has closed, all applications received will be reviewed by the program manager for eligibility and completeness. Incomplete applications that are missing required information or attachments will not be scored. Examples that could deem an

application to be ineligible, incomplete or disqualified include, but are not limited to:

- Applicant is not eligible to apply.
- Applicant has been debarred or suspended as identified in the SAM as determined by the UEI number for the applicant.
- Applicant does not provide sufficient information to verify the availability of cost share (Innovation Fund projects only).
- Once an application is submitted for review, applicants will not be able to amend or correct information in the application. It is imperative that applicants review all information and ensure required attachments are included with an application before submittal.
- IEDA may request clarifying information during its review to supplement what has already been submitted. This may include allowing applicants to upload supplemental information in iowagrants.gov upon request from IEDA.
- Internal IEDA staff will then review the applications and prepare funding recommendations for the agency director.
- Applicants selected to receive grant funds will be notified in writing within 30 days of the award decision. Applicants not selected will receive a denial letter.
- The Iowa Economic Development Authority will prepare and issue a contract to the selected applicants for review and signatures.

Applicants are encouraged to ask IEDA all related questions at least three business days prior to the application deadline.

IEDA may, but is not required to, contact applicants for more information on any of the potential flagged concerns listed above prior to denial. IEDA staff will review the applications and may engage outside

reviewers to assist and provide expertise. Eligible applicants will be evaluated using the information provided in the application. The evaluation criteria described below will be used to score the presence and quality of desired application content, including attachments and narrative responses provided. A minimum score of 100 out of 125 total points will be necessary to be considered for funding.

Evaluation Criteria

Each applicant must clearly show how the proposed project will:

- Reduce fossil fuel emissions in a manner that is environmentally sustainable and, to the maximum extent practicable, maximizes benefits for local and regional communities; or
- Reduce the total energy use of the eligible entities; or
- Improve energy efficiency in the transportation sector, the building sector, and other appropriate sectors; or
- Build a clean and equitable energy economy that prioritizes disadvantaged communities and promotes equity and inclusion in workforce opportunities and deployment activities, consistent with the Justice40 Initiative.

In addition, each application must fully address the following.

- Describe the project's impact on energy use, energy cost, and fossil fuel emissions
- Include a description of the project's goals and how achievement of the goals will be measured
- Indicate if the project is consistent with a local energy-related plan; and if so, how the project supports the plan
- Identify whether the project is taking place in a disadvantaged community; and if so, describe

- how the project will benefit the disadvantaged community
- Provide the Energy Cost percentile data for each census tract in the community from the CEJST mapping tool
- Describe how the project will impact the community
- Confirm that local match identified in the project application has been secured for the project and provide details on each type (in-kind, cash) and amount of local match secured
- Describe the applicant’s capacity and plan to ensure that the project will be completed in complete compliance with all federal regulations (procurement, National Environmental Policy Act, Davis-Bacon Act, Build America/Buy America)
- Describe the project’s plan to maintain the project benefits long-term
- Indicate whether the applicant is committed to reinvesting any dollars saved or earned from the project into additional future energy efficiency or renewable energy projects

Application Screening Criteria

- Application is complete and submitted through IowaGrants
- Applicant is an eligible candidate
- Funding request meets eligible project and eligible expense requirements
- Request is for at least \$50,000 and no more than \$300,000 (\$600,000 for Innovation Fund)
- Project duration does not exceed two years
- Applicant confirmed local match, if applicable, has been secured

Applications must achieve a minimum score of 100 out of 125 to be considered for award. (80%)

Evaluation Criteria	Indicators	Total Points
Application is complete		Prerequisite
Applicant and proposed activity are eligible		Prerequisite
Request is \geq \$50,000 and \leq \$300,000 (\leq \$600,000 for Innovation Fund)		Prerequisite
Capacity and plan to administer grant in full compliance with federal requirements		Prerequisite
Project benefits a disadvantaged community or low-to-moderate income lowans	Project benefits a DOE identified disadvantaged community ⁽¹⁾	20
	Project benefits a HUD identified low-to-moderate income community ⁽²⁾	
Project impact on energy use/cost and fossil fuel emissions	How much does the project impact energy use	15
	How much does the project impact energy cost	

	How does project impact fossil fuel emissions	
Innovativeness of project	Is proposed technology new to Iowa	15
	Is proposed approach new to Iowa	
	Is the innovation transferable in Iowa	
Readiness to proceed and project timeline (must be less than 2 years)	How soon can project get started	10
	How soon can project be completed	
Does the proposal clearly describe the project goals?	What are the project goals	10
	How aspirational are project goals	
	Are project goals reasonable and feasible	
Does the proposal demonstrate how the project will benefit the community?	What types of benefits does project provide	10
	Who benefits from the project	
	Will project benefit whole or part of community	
Amount of cost share and cost shared is secured	Is cost share proposed	10
	What percent of total project is cost shared	
	How much of cost share is cash vs in-kind	
Proposal supports existing local energy plan	Is there a local energy plan (or similar)	10
	Is proposed project consistent with local plan	
Project is NEPA categorically excluded or a Bounded Category	Is project potentially complex enough to require use of an IEDA certified grant administrator	10
	If project warrants using a grant administrator, is project proposing to use a certified grant administrator ⁽³⁾	
	Is project categorically excluded from NEPA ⁽⁴⁾	
	Is project within a "bounded category" ⁽⁵⁾	
Long-term project sustainability	Does application describe project sustainability	5
	Expected life of the project	
Does proposal commit to reinvesting energy savings into future energy efficiency/renewable projects?	Savings will be reinvested in energy projects	5
	Estimated amount of annual savings to reinvest	
Project replicability	How replicable is the project for similar entities	5

Explanation of Evaluation Criteria Indicators

(1) The [Climate and Economic Justice Screening Tool \(CEJST\)](#), developed by the White House Council on Environmental Quality, is the tool used to identify disadvantaged communities for meeting the Justice 40 initiative intended to ensure the benefits of certain federal investments reach communities that need them most.

- (2) Low-income communities for the purpose of this program are defined as communities that the U.S. Department of Housing and Urban Development have identified as communities where 51% or more of resident incomes are at or below 80% of the median household income in that county. A list of Iowa low-to-moderate income communities is available [on IEDA's website](#). Local governments with a community income survey completed in the last 3 years may also use that information to verify low-income community status.
- (3) IEDA maintains a [certified grant administrator directory](#) for its federal Community Development Block Grant program, listing individuals who completed required training and testing, regarding federal grant compliance with federal regulations. Applicants are strongly encouraged to utilize a trained federal grant administrator.
- (4) A categorical exclusion (CATEX) is a category of activities identified by federal agencies that do not have significant impacts on the environment. These are excluded from a detailed environmental analysis and are the lowest level of National Environmental Policy Act (NEPA) analysis. A list of these activities applicable to energy conservation, energy efficiency, and renewable energy for DOE-funded projects can be found in section B5 of the [NEPA implementing procedures](#).
- (5) "Bounded Categories" are activities listed in a NEPA determination that restrict the size, location, installation methods, or other elements to complete a project. Below is the list of "Bounded Categories" included in IEDA's [Programmatic Agreement](#) executed with the U.S. Department of Energy. DOE's executed [Historic Preservation Programmatic Agreement](#) with IEDA also identifies undertakings exempt from Historic Preservation Act Section 106 review.

Bounded Categories:

Administrative activities associated with management of the designated state, local government or Indian tribe, and management of programs and strategies to encourage energy efficiency and renewable energy, including energy audits.

1. Development of energy efficiency and conservation strategies, project-specific plans that may require feasibility studies, preparation of preliminary project design, outreach, and technical support to state agencies, local governments, Indian tribes and affected stakeholders. All project activities identified from these planning efforts and funded from this administrative and legal requirements document must be listed within the Bounded Categories. Projects not listed within these Bounded Categories would require submission of an [Environmental Questionnaire \(EQ-1\)](#).
2. Development and implementation of programs and strategies to encourage energy efficiency and renewable energy such as policy development and stakeholder engagement.
3. Development and implementation of classroom or virtual training programs.
4. Development and implementation of building codes including inspection services, and associated activities to support code compliance and promote building energy efficiency.

5. Implementation of financial incentive programs including rebates and energy savings performance contracts for existing facilities; grants and loans to support energy efficiency, renewable energy and energy/water saving projects. All project activities funded under a financial incentive program must be listed within the Bounded Categories or an [Environmental Questionnaire \(EQ-1\)](#) must be submitted.
6. Funding commercially available energy or energy/water efficiency or renewable energy upgrades, provided that projects adhere to the requirements of the respective recipient's DOE executed [Historic Preservation Programmatic Agreement](#), are installed in existing buildings, do not require structural reinforcement, no trees are removed, are appropriately sized and are limited to:
 - a. Installation of insulation.
 - b. Installation of energy efficient lighting.
 - c. HVAC upgrades (to existing systems).
 - d. Weather sealing.
 - e. Purchase and installation of energy efficient or water efficient appliances and equipment (including, but not limited to, energy or water monitoring and control systems, and thermostats).
 - f. Retrofit of energy efficient pumps and motors, for such uses as wastewater treatment plants, where it would not alter the capacity, use, mission, or operation of an existing facility.
 - g. Retrofit and replacement of windows and doors.
 - h. Installation of Combined Heat and Power Systems—systems sized appropriately for the buildings in which they are located, not to exceed peak electrical production at 300kW.
7. Development, implementation, and installation of onsite renewable energy technology from renewable resources, provided that projects are installed in or on an existing structure or within the boundaries of a facility (defined as an already disturbed area due to regular ground maintenance), do not require structural reinforcement, no trees are removed, are appropriately sized, and are limited to:
 - a. Solar Electricity/Photovoltaic—appropriately sized system or unit not to exceed 60 kW.
 - b. Battery storage, if applicable, would be attached to a structure (e.g., inside a garage), or within the boundaries of a facility.
 - c. Wind Turbine—20 kW or smaller.
 - d. Solar Thermal (including solar thermal hot water)—system must be 200,000 BTU per hour or smaller.
 - e. Ground Source Heat Pump—5.5 tons of capacity or smaller, horizontal/vertical, ground, closed-loop system
8. Biomass Thermal—3 MMBTUs per hour or smaller system with appropriate Best Available Control Technologies (BACT) installed and operated.
9. Installation of fueling pumps and systems for fuels such as compressed natural gas, hydrogen, ethanol, and other commercially available biofuels, (but not storage tanks) installed on the site of a current fueling station.
10. Purchase of alternative fuel vehicles.

11. Installation of electric vehicle supply equipment (EVSE), such as electric vehicle charging stations, including testing measures to assess the safety and functionality of the EVSE, restricted to existing footprints and levels of previous ground disturbance, within an existing parking facility defined as any building, structure, land, right-of-way, facility, or area used for parking of motor vehicles. All activities must use reversible, non-permanent techniques for installation, where appropriate, use the lowest profile EVSE reasonably available that provides the necessary charging capacity; place the EVSE in a minimally visibly intrusive area; use colors complementary to surrounding environment, where possible, and are limited to the current electrical capacity. This applies to Level 1, Level 2, or Level 3 (also known as Direct Current (DC) Fast Charging) EVSE. Installation of EVSE on Tribal Lands, or installations of EVSE that may affect historic properties located on Tribal Lands, is excluded from this Bounded Category, without first contacting your DOE Project Officer who will coordinate with the DOE NEPA Specialist.
12. Installation of battery storage systems including electrochemical and thermal storage systems, provided that projects adhere to the requirements of the respective applicant's DOE executed [Historic Preservation Programmatic Agreement](#) are installed in or on an existing structure or within the boundaries of a facility (defined as an already disturbed area due to regular ground maintenance), do not require structural reinforcement, no trees are removed, and are appropriately sized not to exceed 1,000 kWh.

All EECBG Program applicants shall adhere to the restrictions of the relevant DOE executed [Historic Preservation Programmatic Agreement](#), as applicable.

AWARD SELECTION AND AGREEMENTS

IEDA will rank applications according to their scores. The highest scoring applications will be given priority for funding. The IEDA director will provide final approval of all awards. Applications not selected for an award will be notified of their denial. IEDA reserves the right to negotiate financial assistance with applicants regarding the award amount and associated scope of work limitations.

Award recipients will not be able to begin work on their project prior to an executed agreement with IEDA. The award agreement between IEDA and awardees will include special terms and conditions as part of the flow-down requirements from IEDA's assistance agreement with DOE, which must be incorporated into any subagreements the awardee utilizes to implement the project.

At the time of executing the award agreement, the awardee must fulfill the first executive compensation reporting requirement per the [Federal Funding Accountability and Transparent Act Subaward Reporting System](#), if applicable to the entity type, to enable IEDA to submit it to the federal government. See the "reporting" section for more information.

SUBAWARD ADMINISTRATOR

ENGAGEMENT

Within each application for the EECBG Program, applicants must identify who will be responsible for ongoing reporting to IEDA, compliance with federal requirements, and managing other administrative tasks for the award. Applicants can identify an existing service provider or staff person, or plan to

procure these services if an award is made. If the applicant intends to procure for this service, procurement must adhere to federal procurement requirements in 2 CFR 200, and procurement and contract execution must occur before other project expenses can be reimbursed unless otherwise approved by IEDA to proceed. It is imperative that applicants factor in the time and duration of assistance needed from the award administrator over the duration of project implementation and the agreement with IEDA. Awardees are also encouraged to consult with their legal counsel regarding compliance with the award agreement with IEDA and federal requirements.

The administrator role consists of the following responsibilities, including but not limited to:

- Coordinate day-to-day activities associated with the award on behalf of the awardee, and be a primary point of contact with IEDA.
 - Manage immediate post-award activities including, but not limited to: procurement, confirm any NEPA/environmental review documentation is included, ensure the awardee has adopted applicable policies and required documents, and establish recordkeeping procedures that will be monitored and maintained by the awardee and administrator.
 - Maintain the awardee's IowaGrants.gov account for reporting, submitting required documents and status updates, and reimbursement claims.
 - Complete quarterly and annual award reporting.
 - Complete reimbursement requests to IEDA, including collecting and submitting source documentation such as invoices, compliance certifications, and other information required by IEDA or DOE.
- Monitor project activities and integrate procedures to ensure compliance with all program requirements. This includes, but is not limited to, following procurement procedures, labor standards, National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act (Section 106), Build America Buy America Act (BABA) and Davis Bacon Act compliance. A couple of items of note:
 - DOE will be requiring utilization of a new online platform for uploading weekly payrolls as part of the compliance with the Davis Bacon Act and paying prevailing wages. DOE has not yet released information about this platform and associated expectations but has indicated that information will be available soon. The Davis Bacon Act applies to all construction-related activities within the contracted period and is not limited to the project costs covered through this program.
 - As stated in the Special Terms and Conditions in the award agreements, the Build America Buy America Act requirement is in effect. To the greatest extent possible, all equipment and products purchased with funds made available under this award should be American made. Administrators will need to be actively involved with procurement and review of required compliance certification documentation related to purchases. Awardees are expected to ensure that procurement of equipment and products under subawards include language approved by IEDA for BABA compliance. If BABA-compliant project components are not available, and the awardee provides information to the

satisfaction of IEDA that the sufficient efforts were made to conduct market research and procure compliant products, the awardee and IEDA must request a BABA waiver and pause additional procurement steps until the outcome of the waiver request is known.

- Maintain knowledge of project status and be able to provide updates per request of IEDA and DOE. The administrator will contact IEDA with any issues or questions to ensure the project moves forward successfully.
- Ensure all costs are incurred prior to the agreement end date and final claims are submitted by the timeframe indicated in the award agreement. The administrator will also assist with submitting extension and amendment requests to IEDA.

IEDA will conduct trainings for award administrators with the expectation that each awardee will have their administration representative(s) attend. The trainings will provide guidance on fulfilling the responsibilities described above and compliance with state and federal requirements. IEDA will provide an Iowa Energy Efficiency and Conservation Block Grant Management Guide for award administrators, which will include links to additional training and references for federal requirements, guidance on how to complete required procedures such as IowaGrants.gov claims, and templates and example forms to utilize for record maintenance.

DISBURSEMENT OF FUNDS

Disbursements will be made on a reimbursement basis. No advance disbursements will be allowed. Claims must be for an amount equal to or greater than \$2,000 per request. All claims must be made

through IowaGrants.gov with required supporting documentation and must be submitted at least quarterly while expenses are being incurred.

REPORTING

IEDA is required to submit quarterly and annual reports to DOE, which must include reports on active and open awards. Report date ranges will follow the federal fiscal year (October 1 to September 30). Awardees are required to submit quarterly and annual reports to IEDA with the required content. Failure to submit reports by the established deadlines may result in termination of the subaward agreement and repayment of grant funds.

Quarterly Report Timeframes

Federal Fiscal Year Quarter	Quarter Date Range	Report Due to IEDA
Quarter 1	October 1 – December 31	January 10
Quarter 2	January 1 – March 31	April 10
Quarter 3	April 1 – June 30	July 10
Quarter 4	July 1 – September 30	October 10

Quarterly reports will be submitted to IEDA via IowaGrants.gov. These reports may include some information that was already conveyed in the initial application to IEDA, in addition to several other topics. The quarterly report will identify several topic areas that are established in the first report, remain in subsequent reports and will be updated each quarter.

More detailed instructions on reporting will be provided to awardees after award, but the following

list is a sample of likely required quarterly information if applicable to the project:

- Number of energy audits completed
- Number of buildings receiving energy efficiency retrofits
- Square feet of buildings receiving energy efficiency retrofits
- Type of energy efficiency retrofits completed (HVAC, lighting, air sealing, insulation, etc.)
- Estimated annual energy savings (kWh or BTUs)
- Estimated annual energy cost savings
- Number of renewable energy projects completed
- Size of each renewable energy project completed (kW)
- Value of Build America, Buy America purchases (\$)

IEDA will review the quarterly report submittal in IowaGrants.gov and correspond with the award administrator with any questions or additional information needed prior to the submittal to DOE.

Annual Report Timeframes

Report Date Range	Report Due to IEDA
Project start date through September 30	October 10
October 1 – September 30 for each fiscal year while the project is underway	October 10
Post-project completion reports on impacts	To Be Determined

Annual reports are due to IEDA by October 10 of each year of the open award to capture impacts of

the project. Annual reports will be submitted to IEDA via IowaGrants.gov. Not all awardees may have information to report in each of the sections as the annual reports address data points common in many BIL-funded programs from DOE. Information which will be updated in each annual report for the current fiscal year includes:

- Number of energy audits completed
- Number of buildings receiving energy efficiency retrofits
- Number of streetlights and stoplights replaced with higher efficiency lamps (bulbs)
- Square feet of buildings receiving energy efficiency retrofits
- Type of energy efficiency retrofits completed (HVAC, lighting, air sealing, insulation, etc.)
- Estimated annual energy savings (kWh or BTUs)
- Estimated annual energy cost savings
- Number of renewable energy projects completed
- Size of each renewable energy project completed (kW)
- Value of Build America, Buy America purchases (\$)

IEDA will review the annual report submittal in IowaGrants.gov and correspond with the award administrator with any questions or additional information needed prior to the submittal to DOE.

MONITORING AND COMPLIANCE

In addition to reviewing quarterly and annual reports, IEDA will provide other monitoring, oversight and technical assistance through the duration of the award agreement. The methods

IEDA will use to evaluate compliance will be outlined for awardees prior to utilization. As additional federal guidance is developed and disseminated, IEDA will continue to inform its awardees about pertinent updates. This may include periodic monitoring or spot-checks for certain documentation being maintained by the awardee that correlates with federal requirements.

IEDA will also assist the DOE with any questions or follow up based on quarterly or annual report information submitted. IEDA may conduct a monitoring visit of projects to ensure they were built as proposed and provide verification of ongoing operations and maintenance. IEDA will notify the award administrator at least seven business days in advance of a monitoring visit.

CLOSEOUT PROCEDURES

After the final claim has been processed, IEDA may conduct a closeout monitoring and audit of the project. If a balance remains after the final claim has been received and payment has been made, the unused funds shall be deobligated. Upon satisfaction of all program requirements, IEDA will provide a final closeout notice stating the funds have been spent in accordance with the agreement.