



IOWA ASSOCIATION FOR
ENERGY EFFICIENCY

Energy Funding Opportunity: Call for Proposal

Last updated: July 2021

INTRODUCTION

The Iowa Association for Energy Efficiency's (IAEE) mission is to champion the efficient use of energy, for the benefit of all Iowans, by serving our members through education and collaboration.

The core values of the IAEE are to:

- Affirm that energy is precious and must be used wisely.
- Foster inclusive and transparent dialogue across all stakeholders.
- Educate people on educational opportunities related to energy.
- Support access to energy efficiency for all Iowans.

To advance the vision and goals of the IAEE, this request is for proposals for an IAEE funding opportunity is being issued. The scope of this effort is relatively open, to foster a wide range of proposals, but in general must coincide with IAEE's mission and values.

CALL FOR PROPOSALS

IAEE is under no obligation to fund any proposal submitted for review. A proposal may be accepted by IAEE if it:

- Demonstrates a unique and innovative concept.
- Provides objective information and education on efficient energy use in Iowa.
- Findings can be applied and/or replicated to other organizations.

The proposal is intended to persuade IAEE that the project represents an innovative idea and addresses an important and timely energy challenge. Each proposal should be self-contained and written with clarity and thoroughness.

The types of proposals of which the IAEE is expecting include, but are not limited to:

- Energy efficiency benefits to the rural economy, specifically applicable to rural Iowa.
- Energy efficiency as economic development tool. specifically relevant to Iowa.
- Energy monitoring and reporting for energy efficient building.
- Case study development of energy efficient building(s). Promote and educate about highly efficient buildings in Iowa (residential or non-residential).
- Research and evaluation of new, emerging, or enhanced energy efficiency technologies.

In the proposal, the person or organization seeking funding must present objectives and the pertinence of the proposed work to IAEE and its mission, the rationale of the approach, the methods to be pursued, the qualifications of the investigators and the organizations, the level of funding required to attain the objectives, and a complete list of project deliverables. Additionally, the proposal must adhere to all applicable environmental or state historic preservation laws and regulations.

There is no minimum award. While there is no specific maximum award, the expected award range is from \$3,000 to \$8,000. Preference will be given to projects that can be completed by December 31, 2021. Work for the proposal must be completed by March 31, 2022. This is a competitive funding opportunity announcement.

WHO MAY SUBMIT

IAEE will consider proposals submitted by any individual or organization. This includes governmental organizations, non-profit organizations, educational institutions, and private entities.

SUBMISSION COSTS

IAEE is not responsible for costs incurred in the preparation of proposals.

WHEN TO SUBMIT

Proposal for this funding opportunity are due by midnight on August 15, 2021 unless extended by IAEE.

All applications will be reviewed by a review committee that will include IAEE board members and possibly external reviewers. External stakeholders may be consulted to ensure the project does not replicate work being conducted by another state agency or an external organization. Receipt of proposals will be acknowledged and the person or organization seeking funding will be notified when a decision is made on the proposal.

WHERE TO SUBMIT

Your proposal should be sent to:
Christie Steinbock, Administrator
Iowa Association for Energy Efficiency
P.O. Box 1062
Johnston, IA 50131
csteinbock@iowaenergy.org

WHAT TO SUBMIT

The proposal forms the basis for further technical evaluation and potentially an award. There is no particular format to follow for the submission of proposals, but all submissions should cover the points discussed below. The proposal should be signed by an authorized official of the proposing organization. Elaborate proposals or presentations are not desired. Electronic proposals should be submitted as a pdf file. The following is a list of essential items that the proposal should contain:

Cover Page

- Name and address of submitter.
- Proposal submission date.
- Type of business or organization.
- Proposed starting date and estimated period of performance.
- Period for which proposal is valid (minimum of six months from date of submission).
- Name, e-mail, and telephone number of the representative's primary business.
- Signature of person authorized to contractually represent the individual or organization.
- List of other Federal, State, or other organizations to which the proposal has been submitted and/or those funding the proposed project.
- Statement that the proposal may, or may not, be subjected to external review.
- Statement that the proposal does/does not contain proprietary information. If the proposal does contain proprietary information, the proposal must clearly designate specific information that is considered proprietary.

Business and Financial Information

- A cost estimate for the proposed effort sufficiently detailed to allow a meaningful evaluation.
- A brief history of the organization and relevant project history.
- Allowable project costs include project-related staff time and equipment. No indirect or overhead costs may be included in the project budget.
- A description of the role of any project partners, subcontractors, or third party organizations integral to the proposed effort.

Technical Information

- A concise title and abstract (approx. 500 words) of the proposed project. The abstract should be informative to other researchers in the same field, but in language that can be understood by a layman. The abstract will serve as the introduction to the proposed research.
- The body of the proposal should contain a statement of the work plan with sufficient technical detail to permit a meaningful evaluation: the phase-by-phase procedures to be followed; the objectives and expected significance; the method of approach; the nature and extent of the anticipated results; the manner in which the work will support IAEE's mission; the relation of the study both to the present state of knowledge in the field and to comparable work in progress elsewhere; and, a bibliography of pertinent literature. It is understood that modifications to the plan may be required during the course of the project.
- Available facilities and/or major items of equipment should be described. All or any part of the project that will be performed away from the individual's or organization's facility should be fully explained.
- Names of key personnel, including the principal investigator or project leader, with brief biographical information setting out the experience and expertise of project participants.

INELIGIBLE PROJECTS

- Funding from this cannot be used to cover travel expenses related to conferences, events, workshops, or other training sessions.
- Funding cannot be used to purchase equipment, materials, or other supplies unless the equipment, materials, or supplies are integral to the project.
- Funding cannot be used to install energy efficiency retrofits or renewable energy projects unless the installations are integral to a research or demonstration project.

REPORTS

Individuals or organizations that submit proposals should be aware that, if selected for funding, reporting requirements will apply. A final written report will be required and will be published by IAEE for distribution to IAEE members. Additionally, an oral report or presentation on the project's goal must be provided during IAEE's Iowa Energy Summit held in November 2021.

REVIEW AND EVALUATION

All applications will be reviewed by a review committee that will include IAEE board members and possibly external reviewers as needed. External stakeholders may be consulted to ensure the project does not replicate work being conducted by another state agency or an external organization.

The following elements are considered when reviewing a proposal:

- Unique and innovative methods, approaches, or concepts demonstrated;
- Overall scientific/technical or economic merit of the proposed activity;
- Potential contribution of the effort to IAEE's mission;
- The individual's or organization's capabilities, related experience, facilities, techniques, proposed partnerships or other factors integral to achieving the proposal objectives;
- The qualifications, capabilities, and experience of the proposed team;
- The reasonableness of the proposed costs;
- The replicability of the proposed project;
- The availability of funding to support the proposed project and the relative merit of the project in comparison with others which could be supported with the available funds.

IAEE has no obligation to make an award even if the technical evaluation is favorable.

The representative will be notified if it is decided that the proposal will not be supported. If the decision is made to support the proposal, the representative will be advised and may be asked to submit additional details, revised budgets, or other information as necessary to finalize a project agreement.