

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](https://iowagrants.gov).

Deadlines will be provided on the program webpage at 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 of EECBG program funds were awarded to IEDA per the terms of IEDA's assistance agreement with the DOE, effective November 1, 2023. \$1.33 million was awarded to local subrecipients in 2024. \$200,000 is dedicated to program administration and technical assistance. An estimated \$500,000 is available for subrecipient awards in 2025.

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

The following are eligible entities for the Iowa EECBG program.

- Local governments
- Nonprofits
- For-profit entities

Cost Share

Cost share is not required, 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.

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

Projects must be completed by September 30, 2026. For this round of funding, the Iowa EECBG Program seeks projects that support downtown revitalization and downtown streetscape improvements. Project examples include, but are not limited to, the following:

- Replacing existing streetlights and traffic signals with more efficient lighting
- Improving energy efficiency of existing exterior building and public space lighting
- Installing public electric vehicle charging infrastructure (must be at least Level II charging capability)

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
- 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 include in their proposal budget requests, funding to hire an experienced federal grant 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	6/2/2025
Application posted on IowaGrants.gov	6/2/2025
Program application details webinar	6/11/2025
Application deadline	8/1/2025
Preliminary selection by IEDA	8/22/2025
Award contracts executed	9/5/2025
Training for award recipients	9/25/2025

All projects must be completed by June 30, 2026. 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 Okta 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.

- 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 75 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.

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 downtown improvement plan; and if so, how the project supports the plan
- 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, Section 106 of the National Historic Preservation 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 \$10,000 and no more than \$200,000
- Project milestones indicate project completion by September 30, 2026
- Applicant confirmed local match, if applicable, has been secured

Applications must achieve a minimum score of 75 out of 125 to be considered for award.

Evaluation Criteria	Indicators	Total Points
Application is complete		Prerequisite
Applicant and proposed activity are eligible		Prerequisite
Request is \geq \$10,000 and \leq \$200,000		Prerequisite
Capacity and plan to administer grant in full compliance with federal requirements		Prerequisite
Readiness to proceed and project timeline (must complete project by 9/30/26)	How soon can project get started	20
	How soon can project be completed	
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	
Does the proposal demonstrate how the project will benefit the community?	What types of benefits does project provide	15
	Who benefits from the project	
Amount of cost share and cost shared is secured	Is cost share proposed	15
	What percent of total project is cost shared	
	How much of cost share is cash vs in-kind	
Innovativeness of project	Is proposed technology new to Iowa	5
	Is proposed approach new to Iowa	
	Is the innovation transferable in Iowa	
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	
Proposal supports existing local downtown plan	Is there a local downtown plan (or similar)	20
	Is proposed project consistent with local plan	
Project is NEPA categorically excluded or exempt from Section 106 review	Is project potentially complex enough to require an experienced federal grant administrator	10
	If project warrants using a grant administrator, is project proposing use of experienced administrator	
	Is project categorically excluded from NEPA ¹	
	Is project excluded from Section 106 ²	
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

¹A 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.

²DOE's executed Historic Preservation Programmatic Agreement with IEDA also identifies undertakings exempt from Historic Preservation Act Section 106 review.

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. 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. Projects with a total cost of less than \$250,000 may be able to utilize DOE's BABA Small Grants Waiver. 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 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 lowagrants.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.

TO LEARN MORE

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