

OVERVIEW/FUNDING SOURCE

The Community Energy Resilience Program (program) is funded by the U.S. Department of Energy. The program is designed to fund the purchase of energy security equipment alongside respective training required to utilize such equipment.

The Iowa Energy Office, housed within the Iowa Economic Development Authority (IEDA), will administer the program with State Energy Program (SEP) funding administered by the U.S. Department of Energy (DOE). The DOE provides this funding to designated state energy offices. Funding awards to states have a one-year project and budget period. Nationally, program funds are designed to assist states in implementing statewide energy goals.

SEP is authorized under the Energy Policy and Conservation Act, as amended (42 U.S.C. 6321 et seq.). All grant awards made under this program shall comply with applicable laws including, but not limited to, the SEP statutory authority (42 U.S.C. § 6321 et seq.), 10 CFR 420, and 2 CFR 200 as amended by 2 CFR Part 910.

The Community Energy Resilience Program provides competitive grant funding to awarded projects. The program manager will accept applications via email; applicants must use the required application template.

POLICIES AND PROCEDURES

This policies and procedures handbook for the Community Energy Resilience Program provides the requirements and framework of how the program will be administered. This document will be reviewed and updated as needed. 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 discuss program requirements with their legal counsel and/or an experienced grant administrator prior to application. Applicants are encouraged to visit IEDA's website for any updates to this program handbook.

PROGRAM DETAILS

Funding Available

Competitive grant funding is available to support the purchase or development of portable renewable energy generators equipped with battery storage and train relevant staff on its usage.

The total funding available for the program is \$200,000.

Iowa Program Objectives

The Community Energy Resilience Program funds are designed to assist in implementing strategies to advance community energy resilience.

Eligible Applicants

Eligible applicants include:

- Businesses
- Local Government Agencies
- Nonprofit Organizations
- State Government Agencies
- Tribal Council
- Universities/Colleges

Eligible applicants must:

- Be in good standing with the State of Iowa and federal government;
- Be registered in SAM.gov at the time of application; and

- Be registered to do business in Iowa and able to achieve all federal workplace requirements.

Eligible applicants may submit multiple applications for consideration.

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 administrative needs of the project.

Eligible and Ineligible Activities

Awarded applicants will be required to report on metrics and costs specific to each activity or technology in quarterly and final reports.

Eligible Activities

The funding provided through this program may be used to purchase or develop portable renewable energy generators equipped with battery storage and conduct training on its usage. Example project activities include:

- Equipment assembly workshops of reused solar panels and/or batteries
- Training on safe assembly and operation
- Equipment operator training on electricity safety
- Workshops including first, second and community responders

The program has a total of \$200,000 available for competitive grant awards to eligible entities for energy projects aligned with federal and state priorities. Ground disturbing activities are strictly prohibited. Grant requests should be at least

\$10,000. Projects must be completed by June 30, 2026.

Ineligible Activities

Ground disturbing activities are strictly prohibited. This includes all activities associated with canopies, ground mounts, new light poles, tree removal, structures, or foundational support. Additionally, funding cannot be used for activities such as:

- Projects that do not have an energy component
- Development or purchase of products that are not commercially available
- Projects that create mobile or point-source emissions
- Any other projects not allowed by 10 CFR 420
- Purchase of generation or storage units above the following limits:
 - Battery Energy Storage System - not to exceed 1,000kWh capacity
 - Solar Electricity/Photovoltaic—appropriately sized system or unit not to exceed 60 kW.
 - Wind Turbine—20 kW or smaller.

Although unlikely, specific activities or involvement of certain applicants may be deemed ineligible at the sole discretion of the Department of Energy despite funding recommendations from the Iowa Energy Office.

All activities must follow federal, state and local laws. All equipment deployed must comply with current industry standards and baselines including safety, quality, cybersecurity, fire prevention and suppression, etc.

Eligible and Ineligible Costs

The 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 the 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
- Contracted project services
- Direct administration costs

Ineligible Costs

Examples of ineligible costs include, but are not limited to:

- Purchase or rental of buildings
- Office equipment, furniture and fixtures
- Intangible assets
- International travel
- Insurance or phone expenses
- Alcoholic beverages
- Donations or contributions
- Entertainment
- Fee or profit for award recipients
- Lobbying expenses

Any costs above the Department of Energy indirect cost (also known as Facility and Administration- or F&A -costs) limits are ineligible. Indirect costs are expenses that are not directly attributable to a specific product or service but are necessary for the overall operation of a business. The limit on indirect costs applies to any subcontractor or subawardee. Indirect costs are limited to the following:

- 10% for governmental entities; and
- 15% for colleges, universities, non-profit and for-profit organizations.

Fringe, consisting of employee benefits like retirement and employer-paid health insurance premiums, is included as an indirect cost. The indirect cost limit is calculated as a percentage of the total project costs. For example, a nonprofit organization may propose the following budget:

<i>Expenditure</i>	<i>Total</i>
<i>Subcontract- Audit</i>	\$5,000 (Direct costs = \$4,250 Indirect costs = \$750)
<i>Personnel</i>	\$9,450
<i>Indirect Costs</i>	\$2,550
<i>Total Project Costs</i>	\$17,000
<i>Cost Share</i>	\$8,500

If a project cost has not been listed in this document, please request written confirmation of eligibility from the program manager.

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 not begin any project activities until guidance is available post-award.

Competitive procurement and other regulations are required as described in 2 CFR 200. IEDA will provide additional guidance regarding compliance with federal regulations after an award is approved. Applicants may include funding to hire an IEDA [certified federal grants administrator](#) in their proposal budget to assist with compliance.

The listing below outlines the activities and sequence of events to complete the program's application cycle.

Activity	Date
Opportunity posted to the IEDA website	12/16
Webinar, Q&A	12/19
Application due	1/15
Preliminary application award notice	1/25
Project starts	2/15

The program manager will host a webinar with an open question and answer period on or around November 18, 2026. All projects must be completed by June 30, 2026. A complete project is defined as having all project expenses incurred, including training related costs.

All reports and claims must be submitted with the required documentation by July 15, 2026. Extensions are not likely to be granted. Any substantive change to a project will require IEDA approval and may require a contract amendment. At any activity stage, IEDA reserves the right to deny, delay or require further actions before advancement.

APPLICATION PROCESS

The application process will require the submittal of an application. The program manager will serve as the point of contact for applicants. The program manager is Abbie Christophersen, abbie.christophersen@iowaeda.com.

1. The application will be available on the IEDA program webpage.
2. The applicant will have until 1/15/2025 at 11:59 PM CST to complete and submit the application to the program manager. The applicant may request confirmation of receipt during business hours.
3. The applicant shall obtain a Unique Entity Identifier (UEI) from the System for Award Management (SAM), if not already

obtained. This process may take several weeks.

4. 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.
5. All applications received will be reviewed by the program manager for eligibility and completeness. Applications that are missing the required information or attachments will be deemed incomplete and will not be scored. Examples that could deem an application to be ineligible, incomplete or disqualified include, but are not limited to:
 - o Applicant is not eligible to apply.
 - o Applicant activity is not eligible for award.
 - o Applicant has been debarred or suspended as identified in the SAM as determined by the UEI number for the applicant.
6. IEDA may request clarifying information during its review of the application.
7. IEDA staff will prepare funding recommendations for the agency director.
8. 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.
9. The IEDA will prepare and issue contracts to the selected applicants for review and signatures.

IEDA may, but is not required to, contact applicants for more information on any concerns regarding eligibility prior to denial. IEDA staff will review the applications and may engage outside reviewers to assist and provide expertise. 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 **35 out of 50** total points will be necessary to be considered for funding.

Evaluation Criteria

Each applicant must clearly show how the proposed project will increase readiness, safety, and recovery efforts through a combination of training and equipment purchase.

In addition, each application must fully address the application and evaluation questions.

Application Screening Criteria

- ☐ Application is complete and submitted to Program Manager by the applicable deadline;
- ☐ Applicant is eligible for the program;
- ☐ Applicant demonstrates willingness to comply with 2 CFR 200;
- ☐ Applicant commits to reporting on all applicable metrics listed in the Reporting section of this document;
- ☐ Letter of support or commitment is provided for each sub-recipient or project partner named in the application;
- ☐ Total eligible costs are greater than or equal to \$10,000;
- ☐ Funding request meets eligible project and eligible expense requirements; and
- ☐ Project will be completed by 6/30/2026. Project completion is defined in the Timeline section of this document.

Application Scoring Sheet

Applicants must achieve a minimum score of **35 out of 50** to be considered for an award.

Criteria	Evaluation Criteria	Points
Project Outcomes	What types of outcomes does the project provide? Do the benefits proposed appear to be sound and reasonable? What are the expected long-term impacts? How will the project provide benefits to the local community?	15
Community Benefits	Do the project goals appear reasonable? Are the project goals described in clear, easy to understand language? Are these goals well-aligned with the selected metrics? Does the proposal describe the timeline, project tasks and milestones of the project (in chronological order)?	10
Community Involvement	How many letters of support or commitment are included from additional relevant entities? Are local stakeholders involved? What is the plan to inform the local community of the project?	10
Innovation	Does the proposal demonstrate a new or novel approach to a need or a problem? Is the project different from other projects the applicant has received funding for from the Iowa Energy Office? What distinctive features does the project offer?	5

Program Alignment	How does the project support the objectives of the program?	5
Cost Share	Is cost share proposed? What percentage of project cost share is proposed? How much is cash vs in-kind?	5
Total		50

AWARD SELECTION AND AGREEMENTS

Notification of a selected application does not guarantee funding. The U.S. Department of Energy requires IEDA submit a Subrecipient Change Notification before execution of a contract. DOE's review may take up to 30 days. During this time, the DOE completes due diligence measures and can deny any prospective awardee based on its findings.

IEDA reserves the right to negotiate financial assistance with applicants regarding the award amount and associated scope of work limitations. IEDA is not required to fund all eligible applications up to \$200,000 in this funding opportunity. Any remaining funds may be used to support this program or another SEP approved activity.

Awardees 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 sub-agreements 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](#). Tangible personal property reports will be due within 120 days of the purchase of equipment or at the end of the contract period.

ADMINISTRATIVE TASKS

Within each application for the Community Energy Resilience 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. Awardees are also encouraged to consult with their legal counsel regarding compliance with the award agreement with IEDA and federal requirements.

The administrative tasks consist of the following responsibilities, including but not limited to:

1. Coordinate day-to-day activities associated with the award and be a primary point of contact with IEDA.
2. Manage any immediate post-award activities including, but not limited to procurement,

completion of policies and required documents, and establishment of recordkeeping procedures.

3. Maintain the IowaGrants.gov account utilized for reporting, submitting required documents and status updates, and reimbursement claims.
4. Complete quarterly and final award reporting.
5. Submit reimbursement requests to IEDA, including collecting and submitting source documentation such as invoices, compliance certifications, and other information required by IEDA or DOE.
6. Monitor project activities and integrate procedures to ensure compliance with all program requirements. This includes, but is not limited to, following 2 CFR 200 (procurement, audit), 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.
7. Provide project updates at the request of IEDA and DOE. Project administrators are encouraged to contact IEDA with any issues or questions to ensure the project moves forward successfully.
8. Ensure all costs are incurred prior to June 30 and final claims are submitted by July 15. Project administrators will also assist with submitting amendment requests to IEDA.

Management guides are available from IEDA upon request, including links to further training and resources on federal requirements, instructions for completing necessary procedures like IowaGrants.gov claims, and templates and sample forms for record-keeping.

Extension and amendment requests must be submitted in writing along with a justification for the request. The evaluation of requests will be based on a variety of factors, including but not limited to federal requirements, funding availability, activity progress, and justification provided.

DISBURSEMENT OF FUNDS

Payments will be disbursed upon completion of project milestones and receipt of supporting documentation. Claims must not be submitted more frequently than 30 days from the prior claim submittal. Submitted claims should be for \$2,000 or more.

Disbursements will be made on a reimbursement basis. Subcontractors and sub-awardees are expected to be paid upon receipt of the bill. IEDA's claim processing may take 30-90 days from submission.

All claims must be made through IowaGrants.gov with uploads of the following required supporting documentation:

- Signed General Accounting Expenditure form (GAX) with assigned vendor and charge codes provided by IEDA Program Manager.
- Itemized invoice signed by primary awardee
- Expense documentation including payroll logs or contracted vendor invoices

Delinquent reports may cause delayed payment processing until evidence of progress is submitted. The final payment may be postponed until all necessary reports are received. All claims must be submitted with the required documentation by July 15, 2026. Claims

received after July 15, 2026, will not be processed.

REPORTING

IEDA is required to submit quarterly reports to DOE, which must include reports on active and open awards. Report dates will follow the federal fiscal year (October 1 to September 30).

Awardees are required to submit quarterly reports to IEDA with the required content. Failure to submit reports by the established deadlines may result in termination of the award agreement and repayment of grant funds. All deliverables, including the audit report, must be submitted and approved before the project can be considered closed.

Federal Fiscal Year Quarter	Quarter Date Range	Report Due to IEDA
Quarter 1	January 1 – March 31	April 15
Quarter 2	April 1 – June 30	July 15

Reports

Reports will be submitted to IEDA via IowaGrants.gov on the dates in the chart above. These reports may include some information that was already conveyed in the initial application to IEDA, in addition to several other topics. Each report will require the submittal of metric data, accomplishments, future goals and problems.

Awardees must report on any applicable metrics listed below:

1. Number of training sessions completed

2. Number of workshops and tabletop exercises, training, and education sessions held
3. Number of people attending workshops, training, and education sessions
4. Number of people trained
5. Number of solar PV electric systems and batteries installed
6. Total power capacity of battery systems installed (kW)
7. Total energy capacity of battery systems installed (kWh)
8. Total capacity of solar PV electric systems installed (kW)

IEDA will review the 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

Alongside the assessment of quarterly reports, IEDA will provide ongoing monitoring, oversight, and technical support throughout the award agreement period. The evaluation methods for compliance will be shared with awardees before they are implemented. 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 of certain documentation held by the awardee that correlates with federal requirements.

IEDA will help the DOE with any inquiries or follow-ups related to the quarterly or final reports submitted. Additionally, IEDA may carry out a site visit to check that projects were constructed as planned and to confirm that operations and maintenance are ongoing. IEDA will inform the

award administrator at least seven business days before a monitoring visit.

CLOSEOUT PROCEDURES

The success of a project is evaluated based on the agreed-upon scope of work, budget, and performance metrics. Once the final claim is processed, IEDA will perform a closeout review and audit of the project. If there are any remaining funds after the final claim and payment, those unused funds will be deobligated. After all program requirements are met, IEDA will issue a final closeout notice stating the funds were spent in accordance with the agreement. Once a closeout notice has been issued, the award status on IowaGrants.gov will be updated, disabling any further claims.

In the event an agreement is terminated, a termination notice will be issued, and award status will be updated accordingly.