

United States Department of Agriculture Rural Development

Section 9007 Rural Energy for America Program

Energy Audit & Renewable Energy Assistance Program

The Energy Audit and Renewable Energy Assistance Program grant application template – on the following pages – provides a cover page, table of contents and a framework of divider pages to organize the grant application for submission to USDA-Rural Development. Each divider page will list the documents to be filed directly behind it. Please tab the divider pages as indicated.

The maximum grant which can be requested is \$100,000.

Other tools are available on the Iowa Rural Development Business and Cooperative Program website at: www.rurdev.usda.gov/ia/rbs.html - click on the red box for the 9007 Rural Energy for America program, on the page which appears next – scroll down and click on the yellow grant box. Explore the website.

An original and 1 copy of the application must be received in the State Office by 4:30 PM, Tuesday, June 9 to the

Iowa Rural Development State Office
Att: Business-Cooperative Programs
873 Federal Building
210 Walnut
Des Moines, Iowa 50309

You may also choose to submit your application electronically rather than on paper. Go to www.grants.gov; follow the instructions found on this Web site.

Whether submitting the application by paper or electronically, all applicants (except for individuals) must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number, which can be obtained at no cost via a toll free request line at 1-866-705-5711.

USDA-Rural Development
Section 9007
Rural Energy for America Program

**Energy Audit and Renewable Energy Development Assistance
Grant Application**

Title of Project: _____

Submitted by

Applicant Name: _____

Address: _____

City: _____

County: _____

State: _____

Zip code: _____

Phone #: _____

E-mail: _____

Fax: _____

Indicate the purpose(s) of your grant request:

Renewable Energy Development Assistance

Energy Audits

\$_____ Grant Request

Grant Writer Name

Phone #

E-mail

Date Submitted to RD _____

Section 9007 Energy Audit and Renewable Energy Development Assistance Grant Application

Table of Contents

Applicant Name _____

From page 10537 of the 3-11-09 Notice of Solicitation of Applications (NOSA)

IV. Application and Submission Information - Applicants must submit an original and one copy of the application to the Rural Development State Office in which the applicant's principal office is located. Applicants must submit complete applications, consisting of the following elements, in order to be considered.

Energy Audit and Renewable Energy Development Assistance Grant Application Components		Tab
1	Title Page	
2	Table of Contents	
3	Project specific forms A. SF 424 – Application – the Federal Catalog number is 10.868 – requires a DUNS number B. SF 424 A – Budget C. SF 424 B – Assurances D. Applicant eligibility and Project eligibility certification form	A
4	Legal organizational documents	B
5	Proposed Scope of Work cover page	C
	Executive Summary	1
	Plan and schedule for implementation	2
	Anticipated number of agricultural producers and/or rural small businesses to be served	3
	An itemized budget	4
	Geographic scope of the proposed project	5
	Applicant experience	6
	Applicant resources	7
	Leveraging and commitment of other sources of funding	8
	Outreach activities/marketing efforts	9
	Method and rationale used to select the areas and businesses that will receive the service	10
	Brief description of how the work will be performed	11
6	The most recent financial audit	D
Intergovernmental review comments are not applicable for Iowa projects		

Tab A
Divider Page

Federal Tax ID #	
DUNS # <i>To get a DUNS number, call 1-800-705-5711 or go to http://fedgov.dnb.com/webform</i>	
Project Specific Forms	
These forms can be found on the Iowa website at: http://www.rurdev.usda.gov/ia/rbs-forms.html	
<i>Insert the forms immediately after this divider page.</i>	
SF 424 – Application for Federal Assistance	
SF 424A – Budget Information	
SF 424B – Assurances	
Applicant eligibility and project eligibility certification/determination	

Energy Audit and Renewable Energy Development Assistance Grant Program

Applicant Eligibility and Project Eligibility Certification/Determination Form

Per page 10536 of the Federal Register published 3-11-09 - III. Eligibility Information

An Applicant must meet each of the criteria, as applicable, set forth in (1) through (4) in this section.

The Agency will determine an applicant's eligibility.

(1) Type of applicant – the applicant must be one of the following:	Applicant Certification (please check 1)	Agency Determination
(i) a unit of State, tribal or local government		
(ii) a land-grant college, a university, or another institution of higher education		
(iii) a rural electric cooperative, or		
(iv) a public power entity <small><i>Is defined using the definition of state utility as defined in section 217(A)(4) of the Federal Power Act (16 U.S.C. 824q(a)(4). As of this writing, the definition is a State or any political subdivision of a State, or any agency, authority, or instrumentality of any one or more of the foregoing, or a corporation that is wholly owned, directly or indirectly, by any one or more of the foregoing, competent to carry on the business of developing, transmitting, utilizing, or distributing power.</i></small>		
(2) Citizenship – to be eligible, applicants, owned by private persons, must be at least 51% owned by persons who are either: (i) citizens of the U .S., the Republic of Palau, the Federated States of Micronesia, the Republic of the Marshall Islands, or American Samoa; or (ii) legally admitted permanent residents residing in the U.S.		
Does the applicant meet the citizenship requirements?	Applicant certification Yes <input type="checkbox"/> No <input type="checkbox"/>	Agency Determination
(3) Capacity to perform. The applicant must have sufficient capacity to perform the activities proposed in the application to ensure success. The Agency will make this assessment based on the information provided in the application.		
The applicant's summary of information submitted to show sufficient capacity to perform the activities proposed in the application to ensure success.		
The Agency determination will make this assessment based on the information provided in the application.		
(4) Legal authority and responsibility. Each applicant must have, or obtain, the legal authority necessary to carry out the purpose of the grant.		
The applicant's evidence of legal authority to carry out the purpose of the grant is		
The Agency determination.		

(5) Ineligible applicants. Consistent with Department regulations, an applicant is ineligible if it is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs.

Have you (the applicant) ever been debarred or determined ineligible for participation in Federal assistance programs?	Applicant certification Yes <input type="checkbox"/> No <input type="checkbox"/>	Agency Determination
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Applicants will also be considered ineligible for a grant if they have an outstanding Federal judgment (other than one obtained in the U.S. Tax Court), are delinquent on the payment of Federal income taxes, or are delinquent on Federal debt.

Do you (the applicant) have any outstanding federal judgment, or are you delinquent on federal income tax or delinquent on any federal debt?	Applicant certification Yes <input type="checkbox"/> No <input type="checkbox"/>	Agency Determination Debarment list checked? CAIVRS checked?
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B. Project eligibility.

To be eligible for an energy audit or a renewable energy development assistance grant, the grant funds for a project must be used by the grant recipient to assist agricultural producers or rural small businesses in one or both of the purposes specified in paragraphs (1) and (2) and shall also comply with paragraph (3)

<i>Project eligibility questions for the applicant</i>	Yes	No
Is the proposal for a grant to conduct and promote energy audits?		
Is the proposal for a grant to conduct and promote renewable energy development assistance?		
Will the assistance you provide be for facilities located in a rural area? (less than 50,000 population)		

<u>Applicant eligibility answers provided by:</u>		
Applicant Name		
Authorized Representative Name		
Authorized Representative Signature		
Title		
Date		
The applicant meets eligibility guidelines.	Yes	No
The project meets eligibility guidelines	Yes	No
RD Employee Name (Please print)		
RD Employee Signature		
RD Employee Title		
Date		

Tab B
Divider Page

Legal Organizational Documents

<i>If an entity,</i>	<i>Please indicate: X (enclosed) or NA (not applicable)</i>
Copy of applicant's organizational documents	
Evidence of legal existence -Can be obtained from Secretary of State's Website at http://www.sos.state.ia.us/search/index.html	
Evidence of authority to perform the activities under the grant	

Tab C

Divider Page

Scope of Work

Including a description of the proposed project, details of the proposed activities to be accomplished and timeframes for completion of each task, the number of months duration of the project, and the estimated time it will take from grant approval to beginning of project implementation. A written narrative to be used as the scope of work which includes, at a minimum, the following items:

Executive Summary;	1
The plan and schedule for implementation;	2
The anticipated number of agricultural producers and/or rural small businesses to be served;	3
<p>An itemized budget – compute total cost per rural small business or agricultural producer served – <u>matching funds should be clearly identified as cash</u>;</p> <p><i>Grant funds awarded for energy audit and renewable energy development assistance projects may be used only to pay eligible project costs.</i></p> <p><u>Eligible project costs are post application expenses directly related to conducting and promoting energy audits and renewable energy development assistance, which include but are not limited to:</u></p> <ul style="list-style-type: none"> (1) Salaries directly or indirectly related to the project; (2) Travel expenses directly related to conducting energy audits or renewable energy development assistance, as well as outreach and marketing activities; (3) Office supplies (e.g. paper, pens, file folders); and (4) Administrative expenses up to a maximum of 5% of the grant, which include but are not limited to: (A) Utilities (B) office space; and (C) office equipment (e.g. computers, printers, copiers, scanners). <p><u>Ineligible grant purposes</u></p> <ul style="list-style-type: none"> (1) Pay any costs of preparing the application package for funding under this Notice; (2) Pay any costs of the project incurred prior to the application date of the grant made under this Notice; (3) Fund political or lobbying activities; (4) Pay for assistance to any private business enterprise which does not have at least 51% ownership by those who are either citizens of the U.S. or who reside in the U.S. after being legally admitted for permanent residence; and (5) Pay any judgment or debt owed to the U.S. <p><u>The maximum grant amount to any one recipient cannot exceed \$100,000.</u></p> <p>A recipient of a grant under this Notice that conducts an energy audit <u>shall require</u> that, as a condition of the energy audit, the agricultural producer or rural small business pay at least 25% of the cost of the energy audit.</p> <p>Further, the amount paid by the agricultural producer or rural small business <u>will be retained</u> by the recipient as a contribution towards the cost of the energy audit.</p>	4

The geographic scope of the proposed project;	5
Applicant experience as follows: (A) If applying for a Renewable Energy Development Assistance Grant, the applicant's experience in completing similar renewable energy development assistance activities, including the number of similar projects the applicant has performed and the number of years the applicant has been performing a similar service. (B) If applying for an Energy Audit grant, the number of energy audits and assessments the applicant has completed and the number of years the applicant has been performing those services. (C) For all applicants, the amount of experience in administering these or similar activities using State or Federal support.	6
Applicant's resources, including personnel, finances, and technology, to complete what is proposed. If submitting in multiple states, resources must be sufficient to complete all projects;	7
Leveraging and commitment of other sources of funding being brought to the project (<i>in addition to the required 25% contribution from the agricultural producer or rural small business for the cost of an energy audit</i>). Leveraged funds should be <u>clearly identified as cash and the source. Written documentation/confirmation</u> from the party committing a specific amount of leveraged funds is required;	8
Outreach activities/marketing efforts specific to conducting energy audit and renewable energy development assistance including: (A) Project title; (B) goals of the project; (C) identified need; (D) target audience; (E) timeline and type of activities/action plan; and (F) marketing strategies	9
Method and rationale used to select the areas and businesses that will receive the service;	10
Brief description of how the work will be performed, including whether organizational staff, consultants, or contractors will be used.	11

*An agricultural producer is an individual or entity directly engaged in the production of agricultural products, including crops (including farming); Livestock (including ranching); forestry products; hydroponics; nursery stock; or aquaculture, whereby **50% or greater of their gross income** is derived from the operations.*

An entity is considered a small business in accordance with the Small Business Administrations (SBA) small business size standards by NAICS found in Title 13 CFR part 121. A private entity including a sole proprietorship, partnership, corporation, cooperative (including a cooperative qualified under section 501(c)(12) of the Internal Revenue Code), and an electric utility including a Tribal or governmental electric utility that provides service to rural consumers on a cost of service basis without support from public funds or subsidy from the government authority establishing the district, provided such utilities meet SBA's definition of small business. These entities must operate independent of direct Government control. With the exception of the entities described above, all other non-profit entities are excluded.

Tab D
Divider Page

The most recent financial audit
(Not more than 18 months old)

The most recent financial audit (not more than 18 months old) of the entity, or subdivision thereof that will be performing the proposed work.

If such an audit is not available, the latest financial information that shows the financial capacity of the entity, or subdivision thereof, to perform the proposed work.

Such information may include but not be limited to, the most recent -- Year end balance sheet,
-- Income statement,
-- and other appropriate data that identifies the entity's resources.