



ENERGY TECHNOLOGY & INNOVATION GRANT PROGRAM

Funding Information Document

Due Date for Applications: 08/27/21

I. General Information

A. The Energy Technology & Innovation Grant Program

The Energy Technology & Innovation Grant supports a broad variety of energy technologies that promote innovation in energy projects that reduce energy consumption and support renewable energy growth including energy storage, energy efficiency, liquid fuels innovation, electric and renewable natural gas (RNG) vehicles and infrastructure, or comprehensive energy planning.

The purpose of this Funding Information Document is to outline eligibility requirements and provide detailed application instructions for potential applicants.

This is a subgrant opportunity that is a part of the following federal award to the Indiana Office of Energy Development (OED):

1. Award No: DE-EE0008647
2. CFDA No. 81.041

A. State Energy Program (SEP)

OED administers the State Energy Program funded by the U.S. Department of Energy (DOE). The SEP provides funding and technical assistance to enhance energy security, advance state-led energy initiatives, and maximize the benefits of decreasing energy waste.

SEP goals include:

- Increase energy efficiency.
- Implement energy security, resiliency, and emergency preparedness plans.
- Reduce energy costs and energy waste.
- Increase investments to expand the use of energy resources abundant in states.



- Promote economic growth with improved environmental quality.

B. Project Terms

There are no cost and/or time extensions with this award. All projects and payments must be completed by the end date of the award. Awarded projects are anticipated to begin October 2021.

C. Funding amount

Approximately ten projects will be awarded up to \$50,000. No minimum match is required, although projects that demonstrate in-kind or other funding contributions increase chances to be funded.

II. Scope of the Grant

A. Objectives

- Reduce energy consumption and its costs.
- Increase use of alternative or innovative energy and transportation technologies.
- Conduct comprehensive energy planning.
- Bolster preparedness and energy resilience to a facility or within a community.

B. Application Submission

1. OED grant applications must be submitted via email in the following format:
 - grants@oed.in.gov
 - Subject line: Energy Technology Innovation Grant “Applicant Name”
2. An applicant may withdraw an application in writing at any time prior to grant awards.
3. One application per applicant/organization.
 - Multiple applications are not permissible. Any submissions after the original submission from a single applicant will be rejected.
 - If an applicant wishes to re-submit an application prior to deadline, the applicant must withdraw the first application then re-submit a new application before deadline.



4. Late applications will be rejected.

C. Eligible Applicants

Any organization or business in good standing and located in Indiana whose project clearly demonstrates public benefits are eligible. Entities may include but not limited to non-profits, businesses, educational institutions, and/or local and state government agencies that are based in Indiana.

D. Eligible Projects and Activities

The goals of this Energy Technology and Innovation grant opportunity are:

- reduce energy consumption,
- increase the growth of innovative renewable energy and transportation technologies, and
- bolster energy preparedness and resiliency.

Eligible projects are those that achieve one or more of these goals for public benefit. A broad variety of energy technologies and approaches can be requested, including energy storage, energy efficiency, liquid fuels innovation, electric and renewable natural gas (RNG) vehicles and infrastructure, as well as comprehensive energy planning.

Below are examples of eligible projects. This list is not exhaustive, and applicants are encouraged to propose different ideas that meet the goals of this energy technology and innovation grant opportunity.

- Projects that reduce electric and thermal energy in buildings through the installation of upgraded or energy efficient technologies.
- Energy storage.
- Renewable energy projects such as but not limited to biogas, biomass, geothermal, solar photovoltaic, solar thermal, wind, and alternative fuels.
- Projects that result in energy efficiency, redundancy, and/or resilience in equipment such as: water heaters, furnaces, boilers, HVAC, heat recovery, air conditioning systems, compressed air, motor VFDs, manufacturing equipment and food service equipment.
- Changing lighting, doors and/or windows for energy efficiency.
- Alternative energy generation projects that result in energy efficiency, reliability, and resilience.
- Transportation projects that cover incremental costs of alternative fuel vehicles.
- Facility or fleet audits: audits that establish energy use baselines, with three years of data if possible; identify energy and operations savings



targets, no-cost, low-cost, other energy efficiency and alternative energy measures; and identify measures or project payback periods and useful life of equipment.

- Comprehensive energy plans: plans that meet the definition of an “investment grade audit,” a comprehensive energy audit that seeks to identify all cost-effective investment opportunities through a combination of engineering analysis of energy-using systems and economic analysis of possible energy saving measures using the guide developed from (<https://www.energy.gov/eere/slsc/guide-community-energy-strategic-planning>)

E. Ineligible Projects and Activities

- Build mass-transit systems or exclusive bus lanes, or the construction or repair of buildings or structures.
- Purchase and/or rent land, buildings, or structures, or any interest therein.
- Subsidize fares for public transportation.
- Subsidize utility rate demonstrations or state tax credit for energy conservation or renewable energy measures.
- Conduct research, development, or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available, or purchase equipment for the conduction thereof. However, demonstrations of commercially available energy efficiency or renewable energy techniques and technologies are permitted.
- Projects conducted outside Indiana.

III. Application Format

A. Application Form

1. The application shall be submitted on the OED Application form (<https://www.in.gov/oed/grants-and-funding-opportunities/oed-grant-programs/>)
2. A handwritten application will not be accepted.
3. Responses to each question must follow the guidance outlined in this document. Incomplete applications will be disqualified.
4. Fonts must be at least 11 point.
5. The application form is in a fillable pdf format. No modifications to the form are permitted. The applicant must contact OED Grants if they have a specific concern with the application form. OED Grants will work with applicant to find a resolution or suitable alternative.



B. Application Instructions

Each applicant must include the following information on the application form to be eligible. Evaluation of grant awards is based on the information submitted in the application. Failure to adhere to all requirements in the application may reduce chance of funding or result in disqualification.

The following Box Numbers corresponds to the Application Form. Fill in the information on the application completely according to the guidance below.

Section I: Applicant Contact Information

Box 1-6: Organization Contact Information. Provide the organization's legal name, address, and phone number.

Box 7: DUNS Number. A DUNS number is a unique 9-digit identifier. You can look up or request one for your organization at <https://www.dnb.com/duns-number.html>.

Box 8: Applicant EIN (Employer Identification Number).

Box 9: Project Manager/Contact.

- Enter the name, title, email, and phone number of the contact who will serve as your primary point of contact with OED. The project manager is the one who will manage the project for your organization and most of the correspondence.

Box 10: Authorized Representative/Signatory.

- Enter the name, title, email, and phone number of the person who is legally authorized to sign a grant agreement and other legally binding documents for your organization.

Box 11: Organization type.

- Note the type of organization and if it is a minority, woman, or small veteran-owned business. If your organization has received an OED grant in the past, note what the project was and the year.



Section II: Project Proposal Information

Box 12: Project Summary

- This section captures the purpose and goal of the proposed project and gives the evaluators **a brief and general overview** of the project, including:
 - the purpose of this project,
 - the need for the project,
 - how the project fulfills the purpose of the OED grant funding opportunity,
 - This box is an overview. Specifics details are provided in box 14. This box should be a snapshot of what will be provided in subsequent questions.

Box 13: Site Location

- Provide location information on where the project will be completed. Include relevant site-specific details, such as size of project, changes to land and/or buildings, etc.

Box 14: Goals and Activities

- Clearly state the goals and the activities necessary to achieve the goals. Goals should be:
 - Specific
 - Measurable
 - Achievable
 - Relevant
 - Timely
- Describe each activity needed to accomplish the project goals and provide sufficient detail on how it will achieve desired outcomes.
- Include key timelines to complete this project. Identifying phases and providing a timetable are encouraged if it supports the proposed project.

Box 15: Energy Resiliency & Innovation

- Energy resilience is about having reliable energy and the ability to withstand disruptions in fuel supply and energy delivery.



- Energy innovation is the use or implementation of technologies, processes, collaboration, or other related elements that lead to advancing energy reliability, resilience and affordability.
- Describe if and how the project improves energy resilience. Consider the immediate impacts to your facility and organization. Also consider the broader context of how your project contributes energy resilience to the public, community, and energy grid.
- Describe how the project is innovative in its use of technology, methodology, engagement of partners, impact to stakeholders, or some other element.

Box 16: Energy Audits

- If available and relevant to the project, the applicant should provide evidence of existing or completed energy audits.

Box 17(a & b & c):

Metrics for Energy Savings, Expected Results, and Benefits

- Other than the energy savings noted above in Box 16, describe anticipated results and benefits from the project. Be specific on the public benefits – who and how much.
- This may include evidence of existing or completed energy planning and its impact on the likelihood of success.
- Consider if the project has an educational component. What are the expected educational benefits for your community and/or organization?
- Describe opportunities, if any, for sharing best practices.
- Using the tables, estimate energy savings for consumption (a) and costs (b). Current annual consumption and costs should be supported through documentation such as utility bills.

Section III: Budget Information

Applicants must provide a complete and accurate budget. The budget must be itemized and justified by a narrative which adequately



describes each item. No minimum match is required, although projects that demonstrate in-kind or other funding contributions increase chances to be funded.

All costs must adhere to uniform federal cost principles (2 CFR 200) from the Office of Management and Budget (OMB).

Box 18: Budget

- Insert the amount you are requesting from grant dollars in column 1.
- Insert the other funds amount in column 2.
- Column 1 + 2 = Project total.
- Cost category descriptions:
 - Personnel: identify all positions to be supported by this grant and include the amount of time, pay rates, and fringe. Should add up to total personnel amount budgeted.
 - Contractual: include all anticipated service contracts required for the project. All sub-recipients, vendors, contractors, and consultants and their estimated costs should be identified. Provide the vendor or contract name, the service to be provided, and the dollar amounts to be paid using grant funds and/or matching funds.
 - Supplies & Materials— Supplies are defined as items with an acquisition cost of \$5,000 or less per unit or a useful life expectancy of less than one year. Supplies are general consumed during the project award period.
 - Equipment – Equipment is defined as items with an acquisition cost of \$5,000 or more per unit and having a useful life of one year or more. List all proposed equipment and briefly justify its need as it applies to the objectives of this proposal. Provide the item, unit cost, quantity of units, and the dollar amounts to be paid using grant funds and/or matching funds.
 - Travel – Identify and list costs separately for all mileage, lodging, meals, and other known travel costs. Be sure to include where and why listed travel is necessary to the performance of the proposed project.
- Contact OED Grants if a more detailed table is needed for your project.



Box 19: Justification for each item(s) requested

- Using the cost category descriptions listed in 18 above, provide details on what is included in each category and why each item is needed.

Box 20: Project Funding Sources and Match Explanation

- List each source of funds for this project, the amount for each, and percent of total project.
- **If the project is receiving other funds (secured or anticipated), clearly describe where these funds come from and note if it is other state or federal funds.**
- **Match is not required but encouraged. It cannot include other federal funding or match used toward that federal funding. (2 CFR 200.306.)**
- Funding from other sources is encouraged and can demonstrate broader project support and viability. Provide clear information and details on each funding source and what match, if any, is proposed.

Box 21: Supplemental documentation

List all attachments that will accompany your application. Such items may include but not limited to the following:

- Quotes
- Pictures of project site, equipment
- Compliance documentation from State Historic Preservation Office (SHPO)

IV. Selection Process and Criteria

All proposals received are subject to an initial cursory review conducted by the OED for applicant eligibility and for compliance with application requirements.

Applications meeting the eligibility requirements will be evaluated based on the information provided in the application. High quality applications will be able to articulate and demonstrate how the proposal fulfills the purpose of this funding opportunity in addition to energy savings, energy resiliency and innovation, and benefits to the public.



V. Grant Award and Terms and Conditions

A. Performance Period

Unless provided otherwise in writing, any OED Grant award will have a grant term beginning on the date the grant agreement is executed and expiring no later than June 1, 2022.

B. Reporting and Monitoring

1. **Quarterly and Final Reports:** Grantees are required to submit quarterly reports and a final report.
 - o Reports are submitted on OED Report templates only. Reports submitted on old forms or non-approved formats will not be accepted.
 - o Templates will be emailed with executed grant agreement.
2. **Equipment Reporting:** Grantees are required to report all equipment acquired under this federal award. Equipment is defined as any item with an acquisition cost of more than \$5,000 per unit and has a useful life of more than a year. No Recipient shall dispose of any equipment without written approval from OED. Disposal of the equipment will be according to the applicable State and Federal regulations.
3. **Monitoring:** The State may conduct on-site or off-site monitoring reviews of the Project during the term of this Grant Agreement and for up to ninety (90) days after it expires or is otherwise terminated. The Grantee shall extend its full cooperation and give full access to the Project site and to relevant documentation to the State or its authorized designees for the purpose of determining project activities are in consistent to Exhibit A, actual expenditures, and/or making timely progress.

C. Reimbursement

1. Reimbursements are subject to satisfactory quarterly reporting. OED reserves the right to withhold payment until grantee is in full compliance.
2. All costs must be incurred during the grant performance period.
3. Requests for payment will be processed only upon presentation of a claim voucher in the form designated by the State. Such claim vouchers must be



submitted with the budget expenditure report detailing disbursements of state, local and/or private funds by project budget line items.

4. All payments shall be made thirty-five (35) days in arrears in conformance with State fiscal policies and procedures. As required by IC § 4-13-2-14.8, all payments will be by direct deposit through electronic funds transfer to the financial institution designated by the Grantee in writing unless a specific waiver has been obtained from the Indiana Auditor of State.

VI. Retention

OMB Requirements. 2 CFR 200.333 Retention requirements for federal records.