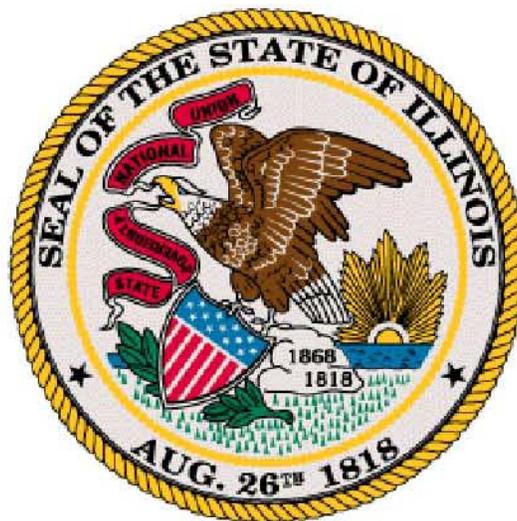# School Energy Efficiency Project Grant
IWAS Application Instructions

Illinois State Board of Education
School Business Services Division

(Revised September 2013)

Darren Reisberg
Chairman

Dr. Carmen I. Ayala
State Superintendent of Education

Table of Contents

Note: Where it is labeled Architect – Refers to Architect/Professional Engineer
Where it is labeled School District or District – Refers to any LEA

School Energy Efficiency Project Grant
Application Instructions

I. Architect/Professional Engineer Instructions – Creating the Application
Only a licensed architect/professional engineer must create the application and enter project items.

Note: Where labeled Architect in these instructions or IWAS , assume it is referring to Architect/Professional Engineer.

1. Enter the IWAS system from the Illinois State Board of Education Home Page at www.isbe.net
2. Select IWAS from the light blue boxes on at the top of the Home Page (4th box from the left)
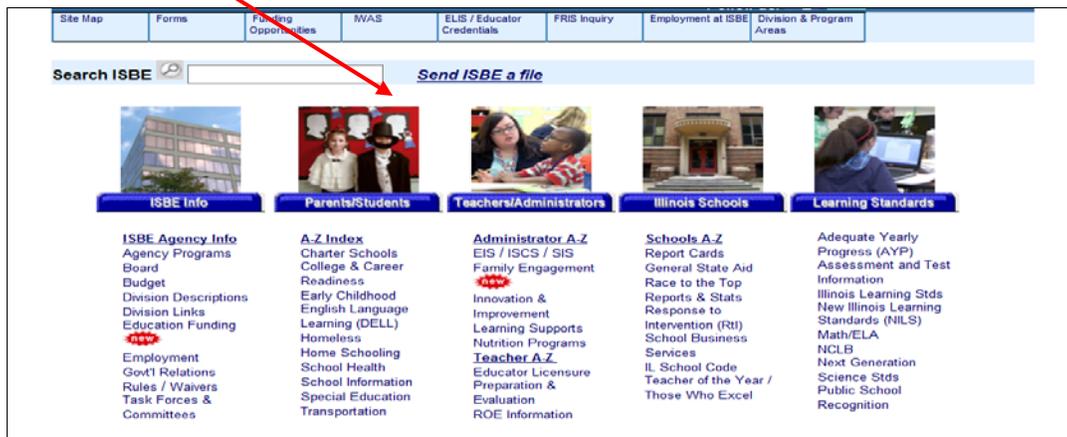
3. Enter the IWAS system with the user ID and password you created.
    If you do not have access to IWAS, you may need to sign up. Please call our Technology Division to find out how: 217/558-3600. Alternatively, from the IWAS website, select Contact Us located on the left side of the screen.
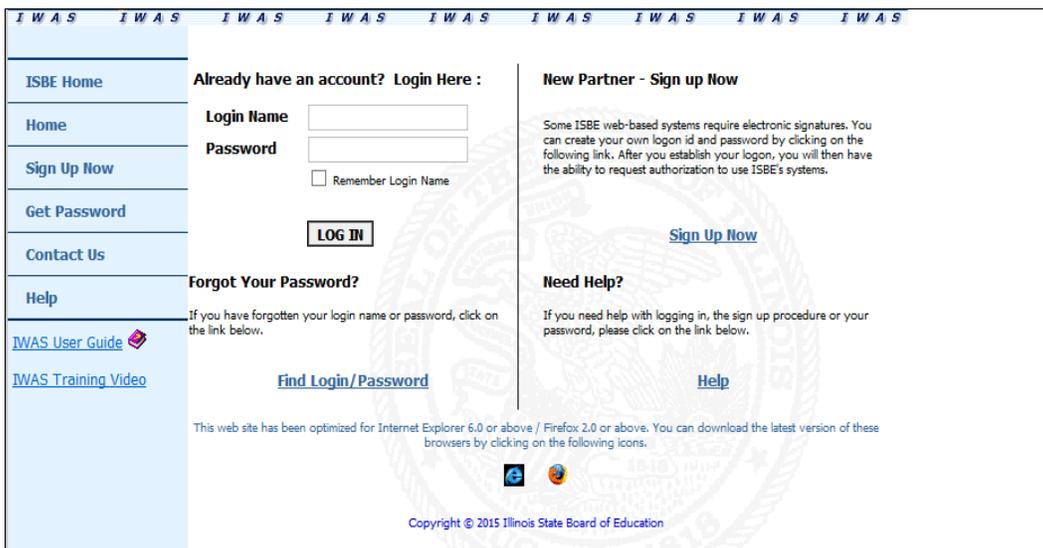
4. Select System Listings from the light blue box on the left.

5. Select School Energy Efficiency Project Grants listed under Categories and Surveys.
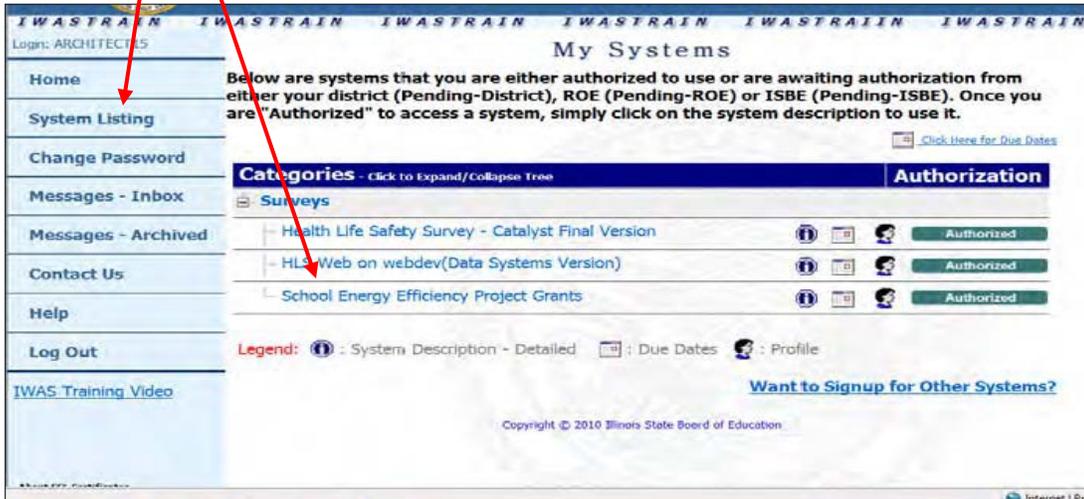
6. Under Create Documents, select Grant Application located on the upper left side of screen.
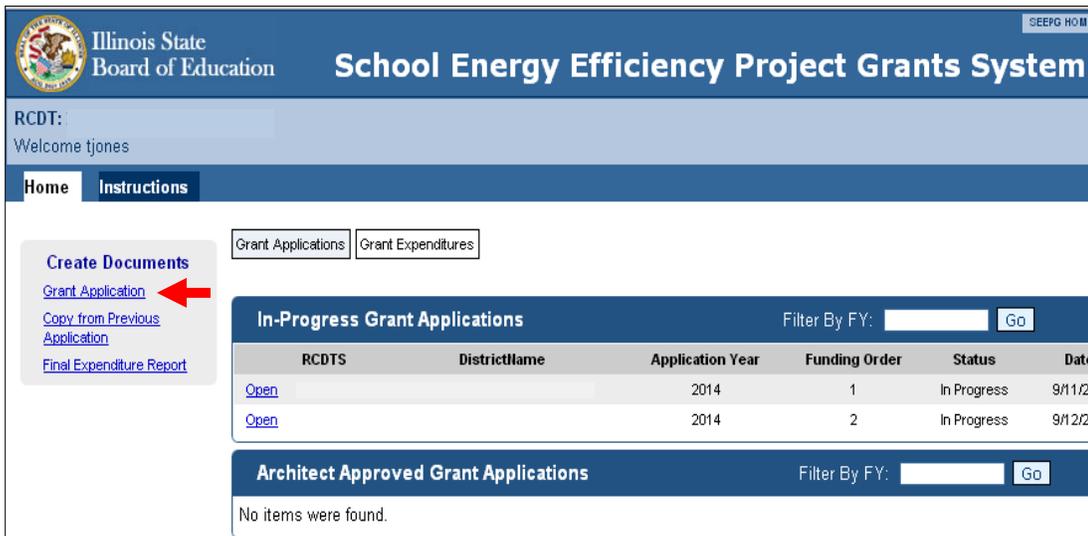
7. **Entering Architect/Professional Engineer Business Information**

   a. Choose the Select link from the Architect Firm list. If you are a new firm, select Add New Architect located at the top center of the page.

   b. Complete the additional information as required.

   Notes:
   Source of Local Funds: This is the local funds used for the match. In most cases this would be Local Property Tax.

   Project Funding Order: If submitting more than one application, a priority number is entered here. A (1) being the highest priority and a (5) being the lowest priority. In round two, only one application per school will be awarded.

   c. Select Yes, Create a Grant Application
   d. This takes you to the Application Header Information page.

8. Select Architect Data under Application Data section. This will move the application to In-Progress status. (Architect/Engineer can only enter and modify data in this status).
Note: Architect Data step can be done now or before submitting the application.

a. Select Save when finished. All boxes must be filled in, in order to save.
b. A message will be displayed: Architect information has been updated.

e. Select Grant Application to return to the Application Header Information.

9. Create the Work Items for the project

   a. Select Work Items located under Application Data.
   b. Select Add Item To Schedule.

   c. Fill in the information as required. When entering dollar amounts, **Do Not** enter commas
      and **Do** enter cent sign and cents.

   Facility Name and Address - Select the facility where the work will be done.

   Description of Facility - Describe the location of the facility/building where the work is to be
   done.

   Description of Work - Describe the work (nature and scope) to be done (See Approvable
   Items below).

   Category Code - Select the category code that best describes Description of Work from the
   drop-down list.

   Unit of Measure - Enter unit of measure of the work item (How will the work item be
   measured? So cost estimates can be verified [*ex: square footage, per item*]).

   Quantity - Enter the quantity for "unit of measure" for which cost estimates can be verified.

   Estimated Work Cost - provide the cost for the work item listed, including associated fees
   such as architect/engineering fees, etc.

   Estimate of Annual Energy Savings - Enter the dollar amount of estimated yearly energy
   savings gained by completing the work item.

Estimated Start Date - Enter the estimated start date for the work item. (This date can be the same for the whole project).

Estimated Completion Date - Enter the estimated end date for the work item to be completed.

Save Item **or** Cancel - Review your entries for this work item. If correct, select Save Item or select Cancel to clear your entries and start over.

Add Additional Item to the Schedule: - To enter additional work items select Add Item to Schedule and repeat steps 8a through 8l.

To make a change to an existing work item, select the Work Item, make the change(s), and then press the Save button.

Note: Grants will be awarded at 50% of the total project costs with a maximum grant amount of $250,000 per application cycle.

d.   Select Grant Application .

Energy Efficiency Project Definition: Improvement, repair alterations, or betterment of any building or facility owned or operated by an eligible applicant. Any equipment fixture, or furnishing to be added to or used in any building or facility subject to the building code authorized in Section 2-3.12 of the School Code [105 ILCS 5/2-3.12]. See IL Administrative Code 180, (page 23) items designed to reduce energy consumption and may include, without limitation, one or more of the following:

Approvable items:
- Insulation of the building envelope, structure or systems within the building
- Storm windows or doors
- Caulking or weather stripping
- Multi-glazed windows or doors
- Heat absorbing or heat reflective glazed area
- Other window and door system modifications to reduce energy consumption
- Automated or computerized energy control systems
- Heating, ventilating, air conditioning or HVAC system repairs or replacement (does not include initial installations)
- Replacement or modification of lighting fixtures to increase energy efficiency of the lighting system without increasing illumination of a facility, unless illumination is necessary to conform to the applicable building code for the lighting system after the proposed modifications are made
- Energy recovery system
- Energy conservation measures to provide long-term cost reductions
- Alternative energy systems, including but not limited to wind power or solar power systems; and
- Other projects designed to reduce the consumption or use of energy

Add / Edit Schedule Item	
Item Id:	
Facility Name & Address:*	
Description of Facility:*	Northwest side of building
Description of Work:*	Energy efficient window to replace old leaking windows
Category Code:*	Windows or Doors
Units Of Measure:*	per window
Quantity:*	20
Estimated Work Cost: [00.00]*	$500,000.00 Please enter in the following format (00.00)
Estimate of annual energy savings: [00.00]*	$4000.00
Estimated Start Date: [MM/DD/YYYY]*	06/15/2014
Estimated Completion Date: [MM/DD/YYYY]*	07/15/2015

Save Item   Cancel

10. If the Architect Data was already completed, select <u>Architect Signoff</u> button. If not, go back to step (8) and complete that now. Select <u>Architect Signoff</u> button, then select the <u>Submit</u> button.

   Note: If you did not update the Architect Data, an error message will be displayed after pressing the Architect Signoff button. Go back to step 7a through d and enter the required information and select the <u>Save</u> button. Also make sure the license number and expiration date matches the architect data page). If it does not an error message will appear at the top of the page.

   The application has been submitted to the District/Other LEA.

11. Select <u>Grant Application</u> from the top left corner.

12. Under the heading Application Printable Documents, select Certification of Reasonableness of Estimated Costs and Estimate of Annual Energy Savings.

13. Print this document.
   Note: A floating icon should appear for printing. If not use your right mouse button, click, and then select print from the drop down list box.

SCHOOL ENERGY EFFICIENCY PROJECT GRANT

FY 14 Application Cycle

CERTIFICATION OF REASONABLENESS OF ESTIMATED COSTS AND ESTIMATE OF ANNUAL ENERGY SAVINGS

RCDT #:

This is to certify that:

The facilities under the management and control of the local board of education or other school governing authority of were evaluated by me.

$1000000.00   Estimated costs of project as detailed in School Energy and Efficiency Project Grant Application.

$1000000.00   Estimate of Annual Energy Savings that will be realized by completion of the project.

I certify that the estimated costs of the project and the estimated annual energy savings to be realized as described above were prepared by me and are true and accurate to the best of my knowledge.

Name of Architect/Engineer **Debbie Smith**	Name of Firm
Phone Number **000-000-0000**	Fax Number **000-000-0000**
License Number **000-000000**	Expiration Date **11/15/2015**
Email Address **dsmith@isbe.net**	
	[Seal and Signature]

Before the application can be approved and processed, this "Certification of Reasonableness of Estimated Costs and Estimate of Annual Energy Savings" must be printed out, signed and mailed to:

Illinois State Board of Education

webqa1.isbe.net/SEEG/PrintableCertOfEstSavings.aspx?ApplicationId=469   1/2

Architect must sign, stamp, and mail the original paper certificate to:

Illinois State Board of Education
Attn: Jenny Clinton
School Business Services Division
100 North First Street, N-330
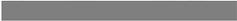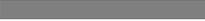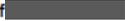Springfield, Illinois 62777-0001

Notes:
ISBE will not process an application prior to receiving all documentation in original form.

When ISBE receives all documentation from the Architect and District, the application will be reviewed. If the application will be approved for the award, a notice will be delivered to your IWAS account to the email address from the State Superintendent.

If we have any questions during our review, an email will be sent to all parties involved with submitting the application. If you have any questions, you may contact Debbie Hemberger at 217/785-8779 or by email dhemberg@isbe.net .

II Local Educational Agency (LEA) Instructions - Reviewing and Submitting the Application to Regional Office of Education (ROE)

Note: Where labeled Underline District or Underline Superintendent in these instructions or IWAS, always assume it is referring to any Underline Eligible LEA or Underline Administrator, respectively.

1. The LEA superintendent/administrator or designated person approved by the superintendent/administrator will log into IWAS system.

    a. Select System Listings in the blue column on the left.
    b. Select School Energy Efficiency Project Grants under surveys.
    c. Select Grant Application submitted by the architect/professional engineer under Architect Approved Grant Application header, if not already open.

    Note:
    Only the LEA authorized user can modify the application and only if the application has the status of Add/Edit Work Item.

2. To review, Select Work Items under Application Data Section.

3. Review all work items for accuracy and proper funding.

    Note:
    If a work item needs corrected, the application must be rejected (disapproved) and returned to the architect/professional engineer. Only the architect/professional engineer can make corrections to the work items. If all items are correct, go to the next step.

    Select Grant Application from the top of the page.

4. Certification and Assurances:

   a. Under Application Certifications and Assurances, select Certification, Assurances, and Standard Terms for the SEEG.

   b. The LEA must read the agreement and then check the box in the upper left corner of the page certifying the applicant will follow all terms of the agreement.

   c. Go to the bottom of this page and press the Save button.
      Note: The application cannot be submitted without checking the box and pressing the Save button.

   d. Go back to the top of the page and select Grant Application.

6. Under Application Certification and Assurances section, select District Certification.

   a. Move down to see the check boxes on this page.
   b. The first check box should already be checked *(if instructions 5a-c were followed correctly. If not go back to that section and check the box and press the save button.*
   c. Check the second box (if applicable) agreeing to the following statement: **All grant awards of $250,000 must comply with the Business Enterprise Program Practice (BEP) law (30 ILCS 575 and The Equal Employment Practices of the Illinois Human Rights Act (775 ILCS 5/2-105).**
   d. Print this page and provide the proper authorized signature of the school board president and mail to ISBE.

SCHOOL ENERGY EFFICIENCY PROJECT GRANT
FY 14 Application Cycle

District Certification

RCDT#:

TIN#:

The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in each section of this application shall constitute the grant agreement between the applicant and the Illinois State Board of Education for the use of the funds to complete the projects described in the "Work Items" section. This grant agreement shall be deemed to be entered into when the application has been approved by the Illinois State Board of Education. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to the award of the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized to file this application for and on behalf of the applicant, is the authorized representative of the applicant in connection with this grant agreement, and that he or she is authorized to execute these Certifications and Assurances and Standard Terms of the Grant on behalf of the applicant. Further, the person submitting this application on behalf of the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification.

By submitting this form, I certify to the above and that the local board of education or other school governing authority has authorized the School Energy Efficiency Project during a duly convened meeting, and has reserved local funds to meet the local match requirement. In addition, by checking the boxes and signing below certifies that he or she has read, understood and will comply with all of the provisions of the following "Certifications and Assurances, and Standard Terms of the School Energy Efficiency Project Grant."

☑ Certifications and Assurances, and Standard Terms for the School Energy Efficiency Project Grant

☑ For all awarded grants of $250,000: Applicant agrees to comply with the Business Enterprise Program Practices for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/ and the Illinois Human Rights Act: Equal Employment Opportunities: Affirmative Action (775 ILCS 5/2-105).

_____   _____
Signature of President of Board of Education   Date

_____
Name of Board President (type or print)

A copy of this form signed by the President of the Board of Education, the Taxpayer Identification Number form and the Certificate of Reasonableness of Estimated Costs and Estimate of Annual Energy Savings Form signed and stamped by an Architect/Professional Engineer MUST be submitted to ISBE before your application can be approved. No application will be approved without these signed documents on file at ISBE. Please mail to:

Illinois State Board of Education
Attn: Jenny Clinton
School Business Services Division
100 North First Street, N-330
Springfield, Illinois 62777-0001

(SEEPG Dist. Cert. - Rev. 08/13)

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   e. Select Grant Application again

7. Tax Payers identification Number (TIN)

   a. Fill in this page, print and provide the signature of the person with signature authority for the LEA.

   b. Check box for "Governmental/School District" if a school district. Check box for "Tax Exempt" if something other. Print this form and sign by a person with signature of authority.

9/17/13   Illinois State Board of Education

                        School Energy Efficiency Project Grant

                           FY 14 Application Cycle - Round 1

                        TAXPAYER IDENTIFICATION NUMBER

As an authorized representative for the applicant, I certify that:

1. The number shown on this form is the correct taxpayer identification number (or the applicant is waiting for a number to be issued).

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. Enter the name of the entity as it's listed at the State of Illinois Comptroller's office, the Entities RCDT Number and the FEIN (unless already populated below).

Name: _____

RCDT: _____

Federal Employer Identification Number
(FEIN):   _____

Legal Status (ONLY check one):

   ☐ Governmental/School District   ☐ Tax-exempt

webqa1.isbe.net/SEEG/PrintableTINForm.aspx?ApplicationId=462   1/2

   c. Select Grant Application once more

8. District Approval and Submission to the Regional Office of Education (ROE)

    a. Select District Approve or District Disapprove button then Submit. This will electronically submit the application to the ROE.
Note:
In order for the application to be reviewed and processed by ISBE, the district must print, sign, and mail the two forms described in section 6 and 7 to ISBE.

    b. Mail these forms: District Certification Form
                              TIN Form

                    To: Illinois State Board of Education
                              Attn: Jenny Clinton
                              School Business Services Division
                              100 North First Street, N-330
                              Springfield, Illinois 62777-0001

III. Regional Office of Education (ROE) Instructions - Reviewing and submitting the application to Illinois State Board of Education (ISBE)

1. Login to your IWAS account

   a. Select System Listing
   b. Select School Energy Efficiency Project Grants

2. Select the District Application under District Submitted Grant Applications.

3. Review the application work items

   a. Select Work Items under Application Data and review for accuracy.
   Note:
   If a correction to the work item is required, the application must be disapproved by the ROE, then by the LEA. The application will be returned to the Architect/Professional Engineer to make the correction(s).

Application Header Information

- Application Year: 2014
- Application Round: 1
- District:
- RCDT#: ;
- County: Jefferson
- District Superintendent:
- Architect: Debbie Smith
- Architect Firm:
- Total Estimated Project Cost: $1,000,000.00
- Total Estimated Annual Savings: $1,000,000.00
- Total Requested Grant Amount: $250,000.00
- Total Reserved Local Funds: $750,000.00
- Source of Local Funds: Local Property Tax
- Project Funding Order: 3
- Date Created: 09/18/2013
- Current Status: District Submitted
- Last Updated By: Rcdt572
- Created By: tjones

[ROE Approval or Rejection]

Application Data

- Architect Data
- District Data
- Work Items

Application Certifications & Assurances

If the work items appear to be correct, return to Grant Application

4. Approving or Disapproving the Application

   a. If the application is correct, select Grant Application, and press the Approve button to submit to ISBE.

   b. If any corrections are required, press the Disapprove button and then Submit to send the application back to the LEA.

   Note: When disapproving, enter a comment in the comment box stating the reason for rejection.

IV. Illinois State Board of Education (ISBE) - Things you should know:

1. ISBE staff reviews application:
   If any information or documentation is incomplete, ISBE staff will attempt to request the information through an email addressed to the LEA superintendent/administrator. If there is no response, ISBE can reject/disapprove the application. It is important that all information be submitted exactly as instructed within the timeframe allowed.

2. It is unknown during the open application process who will be granted the award:
   The awards are based on the need index of each LEA and ranked by the applicants most in need. It can take anywhere from one to three months after the grant application process is closed, for the payment disbursement.

3. If an applicant is approved for the grant award, the status "Accepted" will be displayed and the application will be moved to the ISBE Approved Grant Applications section of IWAS. ISBE will notify all applicants that are approved for the grant award through email and IWAS communication.

4. If an application does not appear in the ISBE Approved Grant Applications section, look at the comments box under Application Comments. If there is no comment, the application has not been reviewed.

SCHOOL ENERGY EFFICIENCY GRANT

Final Expenditure Report Instructions

V.   Architect/Professional Engineer - Create the Final Expenditure Report

1. Create the Final Expenditure Report
    a. When the project is finished, login to IWAS and go to the System Listing and
    b. Select School Energy Efficiency Project Grants
    c. Select Final Expenditure Report from the top left side of the screen.
    d. Press the Select link for the project that is finished. This takes you to the Architect Screen.

2. Complete the Architect Information

    a. Fill in the Architect/Professional Engineer information as requested. (Refer to the create application instructions as in Step I. - Architect/Professional Engineer Instructions-(Creating Application)
    b. Select Save

    c. Under Expenditure Report Header Information enter Description of Funds Usage: Describe the work done during the project;

        Example: Funds Usage: Name of Schools, District 00 utilized the Energy Efficiency Grant to install energy efficiency roof top units and new EPDM roofing system with insulation at Name 1 School. Install new occupancy sensors in Name 2 Middle School. The work at Name 1 School is complete and the cost exceeded the amount of the grant funds, so all of the funds were allocated to the work items at Name 1 School. The work at Name 2 Middle School is under construction and will be complete 00/00/2013

    d. Select Save
    e. The expenditure report is now in "In-Progress" status;
    f. Review the expenditure report information
    g. Return to Final Expenditure Report

3. Select the Architect Data under Expenditure Report Data
    a. Complete the required architect/professional engineer information.
    b. Select Save
    c. Return to the Grant Expenditure Report screen.

4. Completing the Final Work Items

   a. Select <u>Final Work Items</u> under the Expenditure Report Data.

      - Select <u>Open</u> for each work item and enter for each of the following:
      - Actual Work Cost;
      - Actual Annual Energy Savings;
      - Actual Start Date;
      - Actual Completion Date; and

   b. Review and Select <u>Save Item</u>.
   c. If the screen does not automatically move the Final Expenditure Report Header, select it now.

5. Signing off on the Architect Sign Off

   a. Fill in the Architect License Number and Expiration Date.
   b. Select <u>Submit.</u> This submits the Final Expenditure Report to the LEA for approval.

      NOTES:
      Any grant funds not expended or legally obligated within two years after disbursement from the State must be returned to ISBE within 45 days.

      If a Final Expenditure Report was previously submitted for this award, a yellow highlighted message will appear along with a link: <u>View Existing Expenditure Report</u>. Only one Final Expenditure Report is required per award.

      The license number and expiration date must match the information provide on the architect data page. The Actual Annual Energy Savings Gained must be reported correctly.

Home	Instructions

Home > Grant Expenditure Report > Architect Signoff

Only expenditure reports with a status of 'In-Progress' can be 'Architect Submitted'

By Submitting this form, I certify that the actual costs, energy efficiency measures and actual annual energy savings referred to herein are reasonable and to the best of my knowledge true and accurate.

Architect Signoff	
Architect's Name:	
License Number:*	
License Expiration Date: [MM/DD/YYYY]*	11/30/2014
Actual Annual Energy Savings Gained:	1721.28

The license number and expiration date must match those on file.

In addition, before the expenditure report can be approved and processed, the "Certification of Expenditure Report and Actual Annual Energy Savings Realized by Completion of Project" must be printed out, signed and mailed to:

Illinois State Board of Education
Attn: Jenny Clinton
School Business Services Division
100 North First Street, N-330
Springfield, Illinois 62777-0001

[Submit] [Cancel]

   c. Return to Grant Expenditure Report.

6. Printing the documents for submission.

   a. Under Printable Documents, select Certification of Actual Costs and Annual Savings.

9/19/13   Illinois State Board of Education

SCHOOL ENERGY EFFICIENCY PROJECT GRANT

FY 11 Application Cycle

CERTIFICATION OF EXPENDITURE REPORT AND ACTUAL ANNUAL ENERGY SAVINGS REALIZED BY COMPLETION OF PROJECT

RCDT #:

This is to certify that:

The facilities under the management and control of the local board of education or other school governing authority of   were evaluated by me.

$666404.43 Actual costs of project as detailed in School Energy and Efficiency Project Grant Final Expediture Report.

$1721.28 Actual Energy Efficiency Savings gained by the completion of the project.

I certify that the costs of the project and the annual energy savings realized as described above were prepared by me and are true and accurate to the best of my knowledge.

Name of Architect/Engineer	Name of Firm
Phone Number	Fax Number
License Number	Expiration Date 11/30/2014
Email Address	
	[Seal and Signature]

Before the expenditure report can be approved and processed, this "Certification of Expenditure Report and Actual Annual Energy Savings Realized" must be printed out, signed and mailed to:

Illinois State Board of Education

webqa1.isbe.net/SEEG/PrintableCertOfActualSavings.aspx?ExpRptId=126   1/2

b. Print out the certificate, sign and mail to:

   Illinois State Board of Education
   Attn: Jenny Clinton
   School Business Services Division
   100 North First Street, N-330
   Springfield, Illinois 62777-0001

ISBE will not approve the final expenditure report until the original signed paper certificate is received by ISBE.
NOTE:
If the actual project expenditures are less than expected so that the amount of the grant is greater than 50 percent of the total project expenditure, the applicant shall refund the amount of the grant that is in excess of 50 percent of actual project expenditures.

VI. LEA Final Expenditure Report Approval Instructions: Review and Submit the Final Expenditure Report

1. Log in to the IWAS system.
   a. Select System Listings
   b. Select School Energy Efficiency Grant
   c. Select Open for the Grant Expenditure Report, located under Architect Approved Grant Expenditure Reports.

   d. If the report does not move directly to the Final Expenditure Reports automatically, select Final Expenditure Report on the upper left side of screen.

2. Select Final Work Items under Expenditure Report Data. Verify the Work Items, Total Actual Project Costs, and Total Actual Energy Savings are correct.
   Return to Grant Expenditure Report.

3. Submit the Final Expenditure Report to Regional Office of Education.

   a. Select the District Approval or the District Disapproval button.
   b. Select the Submit button
      A message will appear if the submission was successful: The Final Expenditure Report has been submitted to the ROE for Approval.
   c. If it is necessary to reject the final expenditure report, select the Disapproval button and the final expenditure report will be sent back to Architect for corrections.

      When returning a final expenditure report back to the Architect/Professional Engineer, please enter an explanation in the Comment box in the Expenditure Report Comments Section.

VII. ROE Final Expenditure Report Instructions: Review and Submit the Final Expenditure Report

1. Log in to the IWAS system.

   a. Select System Listings
   b. Select School Energy Efficiency Grant
   c. Select Open for the Grant Expenditure Report, located under District Approved Grant Expenditure Reports.

   d. If this does not move directly to the Final Expenditure Reports automatically, select Final Expenditure Report on the upper left side of screen.

2. Reviewing the Final Expenditure Report

   a. Select Final Work Items under Expenditure Report Data.
   b. Verify Work Items, Total Actual Project Costs, and Total Actual Energy Savings for accuracy.
   c. Return to the Grant Expenditure Report.

3. ROE Final Expenditure Report Approval and Disapproval and Submit to ISBE

   a. Select the ROE Approval to approve and Submit to ISBE
   b. Select the Submit button: A message will appear if the submission was successful
   c. If rejecting the final expenditure report, select the ROE Disapproval button to send the final expenditure report back to LEA for corrections.
   d. When returning a final expenditure report back to the LEA, please enter an explanation in the Comments Box located under the Expenditure Report Comments Section.