School Energy Efficiency Project Grant
IWAS Application Instructions

Illinois State Board of Education
School Business Services Division

(Revised September 2013)

James T Meeks, Chairman

Tony Smith Ph.D.
State Superintendent of Education
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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.

   ![Architect Data Image]

   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.**

   ![Architect Data Form Image]

   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:

- 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
10. If the Architect Data was already completed, select Architect Signoff button. If not, go back to step (8) and complete that now. Select Architect Signoff button, then select the Submit 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 Save 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 Grant Application 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**.

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<th>Application Attachments</th>
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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.*
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 District or Superintendent in these instructions or IWAS, always assume it is referring to any Eligible LEA or 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.
   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.

   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 Data]

   ![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 Final Work Items under the Expenditure Report Data.

      - Select Open 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 Save Item.

   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 Submit. 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: View Existing Expenditure Report. 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.

   c. Return to Grant Expenditure Report.
6. Printing the documents for submission.

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

   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.

   $950,404.42 Actual costs of project as detailed in School Energy and Efficiency Project Grant Final Expenditure Report

   $17,721.29 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
   "650 North Kenwood Avenue, Room 1000, Chicago, Illinois 60612"
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.

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.