

Community Climate Action Grant

Evaluation

A Climate Action Grant Review Committee made up of City staff members will review the applications using this **Ranking Criteria** to score the applications. The Committee will also recommend a funding level for each applicant based on the ranking outcomes.

During this process, the Committee will request that the applicant come to a committee meeting to answer questions or clarify information from the application before a funding decision is made.

When a final appropriation of grant funding has been approved, a letter will be drafted by the Sustainability Coordinator detailing the final funding appropriation before June 30 preceding the funding year.

Monitoring

The Climate Action Review Committee will act as the monitoring body for Climate Action Grant projects and may ask for periodic updates. The Review Committee may wish to visit the project site (if applicable).

To confirm that all Climate Action Grant funding will be expended within the funding year, organizations must present written verification of intent to expend all funds by January 31, 2021. At that time, if it is apparent that all funds will not be expended during the funding year, the Review Committee may choose to reallocate funds to unfunded Climate Action Grant requests based on their original ranking. If an organization chooses not to utilize the funds, the next ranked grant applications will be offered the opportunity until all funds are committed.

During the project, the Sustainability Coordinator may ask to inspect/verify that the work is proceeding on schedule. The City may request photos or other information to promote the project in the City's Sustainability newsletter or other City social media.

Substantial changes or amendments that are necessary during the grant implementation period must receive the approval of the Review Committee, if appropriate. Organizations should allow for the time necessary for the Review Committee to review any amendments.

Payment

Funds will be available from July 1, 2020, to June 30, 2021. The work must be verified as complete by the Office of Sustainability to receive payment. A W-9 for the organization must be on file with the City when the grant is awarded to receive timely payment of invoices.

To obtain funds for work that has been completed, an invoice made out to the **City of Iowa City** must be submitted to the Sustainability Coordinator. It is possible to make payment for partially

completed work or provided materials although it would be helpful to limit the number of such payments if possible. Invoices must provide the organization's name and address to be reimbursed.

Invoices submitted by any Thursday will be available on the Friday of the following week. The checks will normally be mailed out unless otherwise indicated.

Materials or services can be reimbursed only if they have been utilized as detailed in the grant application. The completed work must be acceptable to the City for payment to be made.

Closeout

Once the project is closed, the organization must send the completed 2-page **summary report form** to the Sustainability Coordinator brenda-nations@iowa-city.org.