GUIDELINES & REQUEST FOR APPLICATIONS

PUBLIC SECTOR ENERGY EFFICIENCY PROGRAM SUPPORT:

PROJECT AGGREGATION
KEY ACCOUNTS
SELF INSTALL PROGRAMS
RETRO-COMMISSIONING
BOILER SYSTEM EFFICIENCY

PROGRAM YEAR 2015 – 2016

APPLICATIONS DUE SEPTEMBER 4TH, 2015
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SECTION 1. GENERAL INFORMATION

1.1 Purpose. The Illinois Department of Commerce and Economic Opportunity (the "Department of Commerce") administers the Illinois Energy Now ("IEN") portfolio of programs as part of the Energy Efficiency Portfolio Standard ("EEPS") to implement cost-effective energy efficiency measures that help meet annual energy savings targets. Implementing such measures enhances economic development in the state of Illinois through job creation and business development. The Public Sector Energy Efficiency Programs ("Public Sector Programs") will, to the extent funds are available, provide incentives for projects that increase the energy efficiency of local governments, municipal corporations, public school districts, community college districts, public universities, and state/federal facilities located in the service territories of Ameren Illinois ("Ameren"), Commonwealth Edison ("ComEd"), Nicor Gas ("Nicor"), Peoples Gas ("Peoples"), and/or North Shore Gas ("North Shore").

This Public Sector Energy Efficiency Program Support request for applications (RFA) allows eligible applicants to support the Public Sector Programs, by combining electric and natural gas energy efficiency projects, within the public sector, in an effort to: simplify the overall application process, quickly deliver projects, and/or capture projects that might otherwise not be submitted as standalone projects – all with the ultimate goal of maximizing energy savings. The intent of this RFA is to solicit proposals from eligible candidates to assist the Department of Commerce in administrating the IEN program in any one of five areas:

1) Aggregation, an aggregator of projects focusing on one or more public sector entities.
2) Key Account, a single public sector entity that has large or several projects.
3) Self Install, onsite energy assessments with free energy saving products provided to facilities.
4) Retro-Commissioning, identification and implementation of operational improvements within facilities.
5) Boiler System Efficiency, improvement of boiler system efficiency within facilities.

1.2 Authority and Funding. The Department of Commerce is authorized by 20 ILCS 1105/3 to administer for the State any energy programs and activities under federal law, regulation or guidelines. The Department of Commerce is authorized by the Energy Efficiency Sections of the Public Utilities Act (220 ILCS 5/8-103, 104) to administer a portion of the Illinois Energy Efficiency Portfolio (EEP). The statute provides funding for the EEP and sets certain statutory requirements to meet incremental annual energy savings goals, procure a minimum percent of the portfolio from local government, municipal corporations, public school districts, community college districts, and target low income households proportionate to their share of annual utility revenues. The Public Sector Programs are one component of the Department of Commerce’s total portfolio of measures (known as Illinois Energy Now) designed to meet its obligations under the Act. Funding levels are determined each year by the Department of Commerce under a plan submitted to the Illinois Commerce Commission. The Department of
Commerce reserves the right to limit the total amount of funding for this program in any given fiscal year.

1.3 **Definitions.** The terms used in this document have the meanings set forth below. Words and terms not defined here, if defined in the Environmental Protection Act (415 ILCS 5 et seq.) will have the meanings as defined therein.

“Act” means the Public Utilities Act.

“Administrative costs” means costs that include internal day-to-day activities related to implementation for the approved project.

“Aggregator” means an applicant awarded a grant under this program to increase the delivery of Public Sector energy efficiency measures and incentives in one or more of the designated market areas (e.g., units of local government/municipal corporations, community colleges, and public schools, water treatment plants, park districts).

“Applicant” means a not-for-profit, state or local government agency, unit of local government/municipal corporation, public school district, community college district or public university, located within the State of Illinois, that applies under this RFA.

“Application” means a request for program funds by submitting the required information, on the Department of Commerce’s approved forms and attachments as prescribed in this Request for Application (RFA).

“Consulting/Subcontractor” means third party services designed to support the applicant.

“Energy Efficiency Measures” means measures that reduce the total Btus of electricity and natural gas needed to meet the end use or uses.

“Energy Efficiency Projects” means grouping of several specific facility projects by the aggregator to simplify the application process, speed up the approval and implementation of energy measures, maximize cost effective energy savings, and capture projects that might not be funded as standalone projects.

“Entity” means any applicant submitting an application to the Department of Commerce.

“Equipment/Material Costs” means costs for energy efficiency measures, including equipment used for educational and demonstration purposes.

"Grantee" means an entity that has been awarded a grant under this program.

“Incentive” means a grant award or rebate.
“Indirect Costs” means indirect costs specific to the approved proposal. Indirect costs are not eligible expenses for any party other than public university applicants and may be capped in the Grant Agreement at the Department of Commerce’s discretion.

“Key Account” is defined as a single public sector entity that aggregates multiple energy efficiency projects within a single municipality or local government department, single public school district, single community college, or single state/federal agency.

“Performance Period” means the length of time the Grantee is required to operate the project and submit information/data to the Department of Commerce.

“Project Completion Date” means the date that all project tasks are completed and deliverables submitted.

“Project Owner” means the unit of government/municipal corporation, community college, or public school that has undertaken an approved energy efficiency project.

“Program Year” means Program Year 2015-2016, which begins June 1, 2015, and ends May 15, 2016.

SECTION 2. ELIGIBILITY AND FUNDING CRITERIA

2.1 Eligible Applicants. Any not-for-profit, state or local government agency, unit of local government/municipal corporation, public school district, community college district or public university located within the State of Illinois with a strong affiliation to the market sector being proposed.

Any applicant applying for incentive funding must meet the following criteria:

- Each facility applying for and/or receiving the energy measure incentives must be a unit of local government, municipal corporation, public school district, community college district, public college or university, or a state/federal facility.
- Each facility must be located in the State of Illinois, and if applying for an electrical energy efficiency measure incentive must receive electric delivery service from Ameren or ComEd wires, regardless of the retail electric supplier.
- Each facility must be located in the State of Illinois, and if applying for a natural gas energy efficiency measure incentive must receive gas delivery service from Ameren, Nicor, Peoples, or North Shore distribution, regardless of the natural gas supplier.

2.2 Eligible Projects. The Department of Commerce is seeking to fund projects that will allow eligible applicants to combine electric and natural gas energy efficiency projects, within the public sector, in an effort to: simplify the overall application process, quickly deliver and maximize cost effective energy efficiency savings, and capture projects that might otherwise
not be submitted as standalone projects. These projects may be designed along the following parameters, but are not limited to these designs. The Applicant should clearly define their proposed project as part of the “Project description,” described under Section 8 of the Application.

Project designs may include:

- **Key Account** - Aggregate energy efficiency projects within the bounds of a Key Account, i.e., a single public school district, community college district, university, state/federal facility or municipality. For example, combining projects within one large public school district, or combining projects from a municipality’s own operations with those of other units of local government within their community, such as the fire and police departments, public library, parks and recreation department, transportation buildings, courts, and/or water and waste water. Projects may focus on a single energy efficiency measure, a combination of measures (such as combining indoor and outdoor lighting, occupancy sensors, HVAC upgrades), or the full range of measures currently eligible for the Department of Commerce’s public sector Standard, Custom & Clean Water Incentive Program.

- **Aggregation** - Aggregate projects among several municipalities, units of local government, public school districts, community college districts, universities, and/or state/federal facilities. This may include multiple park districts, library districts, water reclamation districts, public safety districts, or other units of local government. Additionally, this may include aggregate projects focusing on a single energy efficiency measure, a combination of measures (such as combining indoor and outdoor lighting, occupancy sensors, HVAC upgrades), or the full range of measures currently eligible for the Department of Commerce’s public sector Standard, Custom & Clean Water Incentive Program.

- **Self Install** – Aggregate projects based on ensuring installation of single or multiple energy efficiency measures at eligible public sector facilities.

- **Retro-Commissioning** – Provide a systematic process for identification and implementation of operational improvements that increase occupant comfort and save energy in existing buildings.

- **Boiler System Efficiency** – Provide natural gas savings through improvement in boiler efficiency, mechanical (pipe) insulation, steam trap repair or replacement, boiler reset controls and parallel positioning control systems.

Aggregation Projects shall include the following functions:

- Identify energy efficiency projects eligible for public sector incentives;
- Administer energy efficiency project applications, aggregation, and implementation;
- Track energy efficiency project data and progress using Department of Commerce-established forms, procedures and database;
- Process incentive payments for completed energy efficiency projects and distribute to the project owners; and
- Provide data for external measurement, evaluation and verification.
Key Account Projects shall include the following functions:

- Identify energy efficiency projects eligible for Public Sector incentives;
- Administer energy efficiency project applications, aggregation, and implementation;
- Track energy efficiency project data and progress using Department of Commerce-established forms, procedures and database; and
- Provide data for external measurement, evaluation and verification.

Retro-Commissioning Projects shall include the following function:

- Track energy efficiency project data and progress using Department of Commerce-established forms, procedures and database.

2.3 **Maximum Grant Amounts.** Funding decisions are made as funding is available and the Department of Commerce is not obligated to provide the maximum grant amount. Upon review of applications, the Department of Commerce reserves the right to negotiate terms and grant amounts.

The level of grant award will be based in part on the applicant’s ability to demonstrate the cost effectiveness of the proposed program (savings in kWh and/or therms per program dollar spent). The level of the grant award will also be based on the applicant demonstrating the ability to develop enough energy efficiency projects to disperse the funds and realize the savings targets within the grant period. The applicant should carefully address this issue in their “project description” document required in this application.

The Department of Commerce reserves the right to modify the grant amounts as needed to fulfill the EEPS statutory requirements or based on current market development, technology development, evaluation, measurement and verification (EM&V) results and program implementation experience. The Director reserves the right to waive funding limitations and other program parameters. The Director also has the authority to implement pilot projects under this RFA.

2.4 **Eligible Expenditures.** The following costs are eligible expenditures:

- Equipment/Material Costs: As defined above, these are eligible expenditures. Where defined incentives exist for Illinois Energy Now Programs (i.e. Standard, Custom, & Clean Water Incentive Program, Boiler System Efficiency Program), incentives should be based on the defined incentive levels.
- Administrative Costs, Consulting/Subcontractor Costs, & Indirect costs: As defined above, these are eligible expenditures, if necessary and justified in the application. However, please note: for Aggregation applications, these costs cannot exceed 15 percent of the total grant request. For Key Accounts, these costs cannot exceed 5 percent of the total grant request. For other areas (Self-Install, Retrocommissioning, Boiler System Efficiency), the Department of Commerce declines to impose a cap on these costs in the Guidelines, but reserves the right to do so in the Grant Agreement.
For all areas, the lower the grant request for non-equipment/material costs, the more favorably an application will be reviewed.

- Any other expenditure explicitly authorized by the Department of Commerce in the executed Grant Agreement.

### 2.5 Ineligible Expenditures

The following projects are not eligible for funding under these guidelines:

- Projects that repair or replace existing equipment with like equipment;
- Projects for sole purpose of implementing demand response measures;
- Projects receiving funding for the same equipment through any other EEPS programs offered by the Department of Commerce or Utilities (Ameren, ComEd, Nicor, Peoples, North Shore);
- Custom projects with simple paybacks greater than the equipment life;
- Used equipment;
- Renewable energy measures; and
- Linear LED lamp retrofits for fluorescent fixtures.

Please note:

- Partner Bonus coupons may not be used with Key Account or Aggregation projects.
- Sweet Deal bonus may be honored with Key Accounts and Aggregation projects.

Additionally, funds cannot be spent on any of the following:

- Purchase of property,
- Food and beverage, or
- Any other expenditure explicitly prohibited by the Department of Commerce in the executed Grant Agreement.

### SECTION 3. PROGRAM ADMINISTRATION

#### 3.1 Previously Funded Applicants

An applicant who previously received funds from the Department of Commerce’s IEN programs must confirm that the plan for a newly proposed project identifies goals, objectives, tasks and activities that are demonstrably different from any previous project funded by THE DEPARTMENT OF COMMERCE or its predecessors.

#### 3.2 Grant Provisions/Requirements

Provisions regarding the grant performance period are discussed separately for each level of service. Please refer to the appropriate level of service in the application.

#### 3.3 Payment Schedule

The executed grant agreement will specify conditions for payment and payment schedule. Generally, grantees will receive payments quarterly on the basis of projects completed during that quarter that are documented in the required quarterly reports. Interim payments (more frequently than quarterly) may be requested with justification. The
Department of Commerce reserves the right to determine the appropriate payment structure on a project-specific basis.

3.4 **Reporting Requirements and Project Monitoring.** Grantees will be required to submit quarterly status reports. The grant terms will also stipulate that regular (at least quarterly) meetings between the grantee and the Department of Commerce or its implementer will be held to discuss, the progress of the grantee in committing the funds and meeting their savings targets. It is crucial that the grantee make progress towards meeting savings targets and committing funds. The Department of Commerce reserves the right to structure reporting requirements on a project-specific basis. The Department of Commerce project manager will monitor the Grantee’s compliance with the terms of the grant agreement.

3.5 **Grant Duration/Performance Period.** The grant term/performance period will be determined on a project specific basis, targeted at 12 months, but with a maximum of 1 one-year total extension, solely at the discretion of the Department of Commerce, upon review and evaluation of initial first year performance and subsequent extensions. Initial first year performance (and subsequent extensions) will be evaluated based upon the third quarterly performance report. This provision will ensure the seamless continuation of successful program delivery.

3.6 **Freedom of Information Act/Confidential Information.** Applications are subject to disclosure, in response to requests received under provisions of the Freedom of Information Act (5 ILCS 140/1 et seq.). Information that could reasonably be considered to be proprietary, privileged or confidential commercial or financial information should be identified as such in the application. The Department of Commerce will maintain the confidentiality of that information only to the extent permitted by law.

3.7 **Authority/Approvals.** The applicant’s signature on the application form attached is its certification that all authorizations required to perform the project have either been obtained or will be obtained no later than 90 days following the grant beginning date set forth in the Notice of Grant Award issued by the Department of Commerce.

3.8 **Legal Compliance.** The applicant must certify on the application that the project complies with all applicable state, federal, and local environmental and zoning laws, ordinances, and regulations and that all permits, licenses, etc., required to perform the project have either been obtained or will be obtained no later than 90 days following the incentive beginning date.

3.9 **Dissemination of Information/Technology Transfer.** Grantees will be contractually required to allow the Department of Commerce access to the project site and the ability to obtain, publish, disseminate or distribute any and all information obtained from the project (except any data or information that has been negotiated as being confidential or proprietary), without restriction and without payment or compensation by the Department of Commerce.
3.10 Ownership/Use of Equipment. The grant agreement will specifically prohibit the sale, lease, transfer, assignment, or encumbrance of any equipment or material purchased with grant funds, without the express written approval of the Department of Commerce for the duration of 5 years or end of product life, whichever is less. In the event of a Grantee's failure to comply with this requirement, the grant agreement will provide that the Department of Commerce may, at its discretion, require the Grantee to return all grant funds provided by the Department of Commerce, require the Grantee to transfer to the state ownership of equipment and material purchased with grant funds and bar the Grantee from consideration for future funding. The Department of Commerce reserves the right to require the Grantee to give it a purchase money security interest in equipment purchased with grant funds for the duration of the grant term.

3.11 Prevailing Wage Requirements. Grantees are responsible for determining if their projects will trigger compliance with the Illinois Prevailing Wage Act (820 ILCS 130 et seq.). The Department of Commerce will not render a legal opinion as to the applicability of the Prevailing Wage Act to any project. Questions regarding the applicability of Prevailing Wage requirements may be referred to the Illinois Department of Labor at (312) 793-2800 or (217) 782-6206. Attorney General Opinion No. 00-018, which addresses applicability of Prevailing Wage requirements, may be accessed on the Attorney General's Web site at http://www.ag.state.il.us/opinions/2000/00-018.pdf.

3.12 State Not Liable. Grantee shall hold the State of Illinois harmless from any and all claims, demands, and actions based upon or arising out of any services performed by Grantee or by their agents or employees under a grant agreement. The Department of Commerce, by entering into a grant agreement, does not pledge or promise to pledge the assets of the state nor does it promise to pay any compensation to the Grantee from any moneys of the treasury or the state except such moneys as shall be appropriated and paid to the Grantee by the Department of Commerce.

3.13 Indemnity. The Grantee agrees to assume all risks of loss and to indemnify and hold the Department of Commerce, its officers, agents and employees, harmless from and against any and all liabilities, demands, claims, damages, suits, costs, fees, and expenses, incidents thereto, for injuries or death to persons and for loss of, damage to, or destruction of property because of the Grantee's negligence, intentional acts or omissions. In the event of any demand or claim, the Department of Commerce may elect to defend any such demand or claim against the Department of Commerce and will be entitled to be paid by the Grantee for all damages.

3.14 Insurance. The Grantee shall provide Workers' Compensation Insurance or the same, as required, and shall accept full responsibility for the payment of Unemployment Insurance, premiums for Workers' Compensation, Social Security, and retirement and health insurance benefits, as well as all income tax deductions required by law for its employees who are performing services specified by the grant agreement.
3.15 **Return of Funds.** The Grantee shall return to the Department of Commerce any and all funds that are determined by the Department of Commerce to have been spent in violation of the grant agreement.

**SECTION 4. APPLICATION PROCESS**

4.1 **General.** Each application submitted in response to the RFA must complete all the data requirements of Sections 1 through 9 located within the Application Template. Instructions on properly filling out the sections are included at the end of the RFA.

Applications under this program will be **DUE NO LATER THAN SEPTEMBER 4th, 2015.**

Note: Applicants may contact Byron Lloyd at 217.785.3412 or byron.lloyd@illinois.gov with questions. (TDD 217.785.6055)

The Department of Commerce will accept applications at the following email address: illinois.energy@illinois.gov. Please state “Public Sector Program Support” in the subject line.

4.2 **Evaluation Criteria.** Evaluation criteria have been developed to assist the Department of Commerce in identifying those projects that display the most potential for achieving the goals and objectives of the Public Sector Energy Efficiency Program Support. Applications satisfying the general review will be evaluated competitively on the basis of the following criteria:

- Overall quality of the application including measurable project goals, tasks and activities, a well-developed work plan, and easily identifiable deliverables.
- Potential for the project to maximize cost-effective investment in electric and natural gas energy efficiency measures. This includes an estimate of the total savings (kWh and therms) from the aggregated energy efficiency projects and the proposed method for measuring kWh and therm savings, as well as cost-effectiveness (savings in kWh and/or therms per program dollar spent). Preference will be given to projects that clearly demonstrate the potential to achieve both electric (kWh) and natural gas (therms) savings. Preference will also be given to projects that take a whole building approach to electric and natural gas savings.
- Likelihood of actual project development, potential to accomplish defined objectives and technical feasibility. This includes a clear description of the relationship of the applicant to the identified public sector entities, the access they have to the members of that sector, and why their approach to securing energy efficiency projects within that sector will succeed.
- Potential for the project to support economic development in the state of Illinois through job creation and business development.
- Capability of the applicant including previous experience and additional professional
resources available.

- Other criteria as determined by the Department of Commerce to be in the best interest of the State of Illinois.
- Any applicant that is a previous or current grantee of the Department of Commerce and was/is delinquent in its grant provisions shall have such delinquency included as one of the application evaluation criteria for this current application.

### 4.3 Rejection of Applications

The Department of Commerce reserves the right to reject any application. The submission of an application under these guidelines confers no right upon any applicant. The Department of Commerce is not obligated to award any grants under this program, to pay any costs incurred by the applicant in the preparation and submission of an application, or pay any grant related costs incurred prior to the grant beginning date.
SECTION 5.  APPLICATION TEMPLATE

Program Year 2015-16
Submittal Deadline: September 4th, 2015
Note: Applications under this program will be accepted on a one-time basis only for the program year.

The Illinois Energy & Recycling Office at the Illinois Department of Commerce and Economic Opportunity (“Department of Commerce”) administers the Public Sector Energy Efficiency Programs to implement cost-effective energy efficiency measures that help meet annual energy savings targets and to support economic development in the State of Illinois.

Each applicant must complete sections 1, 2, 3, 4, 5, 6, 7, 8 and 9 within this application template.

Your detailed application must be received by e-mail to illinois.energy@illinois.gov, by September 4th, 2015. Please state “Public Sector Program Support” in the subject line.

If you have questions regarding the Application package, please contact Byron Lloyd at 217.785.3412 or byron.lloyd@illinois.gov.
### SECTION 1: APPLICANT INFORMATION

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<thead>
<tr>
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<tbody>
<tr>
<td>1.1</td>
<td>Legal Name of Applicant: <em>(Attach copy of W-9)</em></td>
</tr>
<tr>
<td>1.2</td>
<td>Address of Applicant: *(Include your extended 9-digit zip code):</td>
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<td>1.4</td>
<td>Chief Officer: <em>(If more than one, attach a list with all Officers)</em></td>
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<td>Name:</td>
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<td>E-Mail:</td>
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<td>1.5</td>
<td>Description of Applicant: <em>(200 Character maximum)</em></td>
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<td>1.5</td>
<td>NAICS Code: <em>(6-digit Industry Classification Code)</em></td>
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<td>1.6</td>
<td>Applicant Website:</td>
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<td>1.7</td>
<td>Applicant FEIN:</td>
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<td>1.8</td>
<td>Applicant SSN: <em>(Enter only if applicant is individual and does not have a FEIN)</em></td>
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<tr>
<td>1.9</td>
<td>Applicant’s DUNS Number:</td>
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<td>1.10</td>
<td>Applicant Fiscal Year: From: To:</td>
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<td>1.11</td>
<td>If applicable, indicate the following.</td>
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<td>☐ Female-Owned ☐ Minority-Owned</td>
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<td>If minority-owned, then check the appropriate race/ethnic group box.</td>
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<td></td>
<td>Black / African Americans ☐</td>
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<td></td>
<td>Hispanic Americans ☐</td>
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<td></td>
<td>Native Americans ☐</td>
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<td></td>
<td>Asian-Pacific Americans ☐</td>
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<td>Asian-Indian Americans ☐</td>
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<td>1.12</td>
<td>Indicate the number of people expected to be served by the grant in the appropriate race/ethnic group box below.</td>
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<tr>
<td>Race/Ethnic Group</td>
<td># People Served by Grant</td>
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<td>Black / African Americans</td>
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<td>Asian-Pacific Americans</td>
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<td>Asian-Indian Americans</td>
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<td>Other:</td>
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## SECTION 2: APPLICANT HISTORY

### 2.1 Have you received a grant from the State of Illinois within the last 4 years?  
☐ Yes  ☐ No  
Provide total number of grants received from the State of Illinois within the last 4 years.  

<table>
<thead>
<tr>
<th>Agency</th>
<th>Grant #</th>
<th>Grant Amount</th>
<th>Grant Term</th>
<th>General Description</th>
<th>Issues</th>
</tr>
</thead>
</table>

If yes, provide the following for each grant received in last 4 years:

### 2.2 If applicable, list all Names and FEINs that are registered to your organization or have been registered during the past 4 years.

<table>
<thead>
<tr>
<th>Name</th>
<th>FEIN</th>
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</table>

### 2.4 In the past twelve months, have there been any changes in the following key staff? Check all that apply. Provide detail for any boxes checked including names of the person who left the position and the name of their replacement. Indicate the number of months the position has been vacant if the position is currently vacant.

- [ ] CEO/Executive Director/Chief Elected Official  
- [ ] CFO/Controller  
- [ ] Grant Administrator  
- [ ] Grant Administrative Support Staff (*i.e. Reporting, correspondence, document control*)  
- [ ] Bookkeeper/Accountant for Grant  
- [ ] No Changes

Provide detail for any checked boxes:

### 2.5 If your proposed budget includes any staff costs for this grant, please indicate the type of documentation that will be maintained and used to allocate staff costs to the Department of Commerce grant.

- [ ] Time sheets  
- [ ] Cost allocation plans  
- [ ] Certifications of time spent  
- [ ] Other, please describe:  
- [ ] None

Has the applicant or any principal formed a business that existed for less than two years?  
☐ Yes  ☐ No  
If yes, provide name(s) of the business and reason(s) that it existed for less than two years.

### 2.6 Has the applicant or any principal experienced foreclosure, repossession, civil judgment or criminal penalty (or been a party to a consent decree) within the past seven years as a result of any violation of federal, state or local law applicable to its business?  
☐ Yes  ☐ No  
If yes, identify the nature (including case number and venue) of the action and the disposition. If the action/proceeding is still pending or unresolved, provide a status identifying the unresolved issues.

### 2.7 Is the applicant or any principal the subject of any proceedings that are pending, or to the best of applicant’s knowledge, threatened against applicant and/or any principal that may result in any adverse change in applicant’s financial condition or materially and adversely affect applicant’s operations?  
☐ Yes  ☐ No  
If yes, provide requested information.

### 2.8 Does the applicant or any principal owe any debt to the State?  
☐ Yes  ☐ No  
If yes, list reason and amount:
SECTION 3: PROPOSAL INFORMATION

4.1 Submittal Date: 

4.2 Project Title: 

4.4 **Brief Project Description:** (Complete attached Scope of Work) 

(550 Character maximum)

4.5 **Project Location:** 
Street 
Address: 
City: 
County: 

4.5 **Areas Served:** 

4.6 **Project Contact:** 
Name: 
Title: 
Address: 
Phone: 
Fax: 
E-Mail: 

4.7 **Project Period:** 
Start Date: 
End Date: 

4.8 **Project Costs:** 
(Complete attached Budget) 
Funding provided by the applicant: 
Secured funding from other sources: 
Funding requested from the Department of Commerce: 

<table>
<thead>
<tr>
<th>DESCRIPTION OF TASKS</th>
<th>ESTIMATED COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1.</td>
<td></td>
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<tr>
<td>Task 2.</td>
<td></td>
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<tr>
<td>Task 4.</td>
<td></td>
</tr>
<tr>
<td>Task 5.</td>
<td></td>
</tr>
<tr>
<td>Task 5.</td>
<td></td>
</tr>
<tr>
<td>Task 6.</td>
<td></td>
</tr>
<tr>
<td>Task 7.</td>
<td></td>
</tr>
<tr>
<td>Task 8.</td>
<td></td>
</tr>
</tbody>
</table>

SECTION 4: SCOPE OF WORK

*Project Title*

*Description of project:*

Grantee will complete the following tasks:
### SECTION 5: PERFORMANCE MEASURES

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric energy savings (kWh)</td>
<td></td>
</tr>
<tr>
<td>Natural gas savings (therms)</td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 6A: CURRENT EMPLOYMENT LEVEL

<table>
<thead>
<tr>
<th>Description</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of permanent full-time individuals currently employed by applicant</td>
<td></td>
</tr>
<tr>
<td>Number of permanent part-time individuals currently employed by applicant</td>
<td></td>
</tr>
</tbody>
</table>
### Section 6B: Projected Employment Impact (FTE Value Table)

<table>
<thead>
<tr>
<th>Created Positions in FTE Categories:</th>
<th>Retained Positions in FTE Categories:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column A</td>
<td>Column B</td>
</tr>
<tr>
<td>Permanent Full Time</td>
<td>Permanent Full Time</td>
</tr>
<tr>
<td>Column C</td>
<td>Column D</td>
</tr>
<tr>
<td>Temporary Full Time</td>
<td>Temporary Full Time</td>
</tr>
<tr>
<td>Column E</td>
<td>Column F</td>
</tr>
<tr>
<td>Permanent Part Time</td>
<td>Permanent Part Time</td>
</tr>
<tr>
<td>Column G</td>
<td>Column H</td>
</tr>
<tr>
<td>Temporary Full Time</td>
<td>Temporary Part Time</td>
</tr>
</tbody>
</table>

Row 1 (To be completed by applicant)

<table>
<thead>
<tr>
<th># of positions in each FTE category (A - H)</th>
<th></th>
</tr>
</thead>
</table>

Row 2 (Auto calculation of FTE subtotals)

<table>
<thead>
<tr>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
</tr>
</thead>
</table>

Row 4 (Auto Calculation: Created FTEs)

<table>
<thead>
<tr>
<th>0.00</th>
</tr>
</thead>
</table>

Row 5 (Auto Calculation: Retained FTEs)

<table>
<thead>
<tr>
<th>0.00</th>
</tr>
</thead>
</table>

Row 5 (Auto Calculation: Permanent Full Time Jobs Created)

<table>
<thead>
<tr>
<th>0.00</th>
</tr>
</thead>
</table>

Row 6 (Auto Calculation: Permanent Full Time Jobs Retained)

<table>
<thead>
<tr>
<th>0.00</th>
</tr>
</thead>
</table>

Row 7 (Manual Calculation: Average of Annualized Salaries for Permanent Full Time Jobs Created)

<table>
<thead>
<tr>
<th>$</th>
</tr>
</thead>
</table>

Row 8 (Manual Calculation: Average of Annualized Salaries for Permanent Full Time Jobs Retained)

<table>
<thead>
<tr>
<th>$</th>
</tr>
</thead>
</table>

Row 9 (Other anticipated employment impacts of Department of Commerce grant)

### Section 6C: Projected Construction Jobs Impact

Projected number of construction labor hours for project

Projected number of construction FTE’s for project (FTE’s = total hours in row above divided by 2,080 hours)
SECTION 8: PROGRAM SPECIFIC INFORMATION

Application Format.

Please fill out the information below

Category:

☐ Project Aggregation
☐ Key Accounts
☐ Self Install Programs
☐ Retro-Commissioning
☐ Boiler System Efficiency

Energy Provider(s):

☐ ComEd ☐ Ameren Illinois (electric)
☐ Ameren Illinois (natural gas) ☐ Nicor Gas ☐ Peoples Gas ☐ North Shore Gas
☐ Other ______________________

All applicants shall include the following narrative information and documentation in a separate file(s). Each of the following sections should be clearly marked (i.e. Project Description, etc.), include the title of the proposal, the applicant’s name, and limited to the number of pages specified. The format will include a font size no smaller than 11 point and margins no less than 1” (top, bottom, and sides).

- Project description. (6 page maximum) Describe the project, including measureable goals and objectives, a detailed statement of work (required tasks and activities), and timelines for start and completion of key tasks. Include payment structures, energy saving goals, measurement plans, and incentive structures as required for the proposed project. Discuss the cost effectiveness of the program (savings in kWh and/or therms per program dollar spent). Clearly identify the public sector market sector(s) to be served, the geographic area covered and the types of electric and natural gas energy efficiency

---

SECTION 7: BUDGET

<table>
<thead>
<tr>
<th>Line Item or Cost Category Description</th>
<th>Requested Grant Budget Amount</th>
<th>Proposed Match Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consulting/Subcontractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Costs (Universities only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment/Materials Costs (Electric Efficiency)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment/Materials Costs (Natural Gas Efficiency)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Cost $0.00 $0.00
SECTION 8: PROGRAM SPECIFIC INFORMATION

measures included. Clearly describe how the proposed project will simplify the overall application process, quickly deliver projects, and/or capture projects that might otherwise not be submitted as standalone projects.

Within this section, Aggregation applicants should be sure to clearly describe how the proposed activities will fulfill each of the following functions:

- Identify energy efficiency projects eligible for public sector incentives;
- Administer energy efficiency project applications, aggregation, and implementation;
- Track energy efficiency project data and progress using Department of Commerce-established forms, procedures and database;
- Process incentive payments for completed energy efficiency projects and distribute to the project owners; and
- Provide data for external measurement, evaluation and verification.

Key Account applicants should be sure to clearly describe how the proposed activities will fulfill each of the following functions:

- Identify energy efficiency projects eligible for Public Sector incentives;
- Administer energy efficiency project applications, aggregation, and implementation;
- Track energy efficiency project data and progress using Department of Commerce established forms, procedures and database; and
- Provide data for external measurement, evaluation and verification.

- **Project benefits.** (3 page maximum) Discuss the merits of the project per the following evaluation criteria:
  - Potential for the project to maximize cost-effective investment in electric and natural gas energy efficiency measures. This includes an estimate of the total savings (kWh and therms) from the aggregated energy efficiency projects and the proposed method for measuring kWh and therm savings, as well as cost-effectiveness (savings in kWh and/or therms per program dollar spent). Preference will be given to projects that clearly demonstrate the potential to achieve both electric (kWh) and natural gas (therms) savings. Preference will also be given to projects that take a whole building approach to electric and natural gas savings.
  - Likelihood of actual project development, potential to accomplish defined objectives and technical feasibility. This includes a clear description of the relationship of the applicant to the identified public sector entities, the access they have to the members of that sector, and why their approach to securing energy efficiency projects within that sector will succeed.
  - Potential for the project to support economic development in the state of Illinois through job creation and business development.

The applicant must forecast the total dollar amount of Public Sector incentives that will be delivered through the aggregation efforts (energy efficiency projects) and the resulting savings (kWh and therms). The applicant must explain in detail how the benefits were
SECTION 8: PROGRAM SPECIFIC INFORMATION

estimated for purposes of the application and how they will be measured for reporting after project completion.

- **Project budget.** Please reference ‘Section 7: Budget’ and include Section 7 in the application. Provide any additional explanation of the budget here.

- **Applicant qualifications/expertise.** (3 page maximum, excluding resumes) Provide background information on the experience of both the applicant and key partners. Specifically identify the relevant experience of the management team with regard to the proposed project. The applicant must describe their relationship to the selected market sector, what access they have to the members of that sector, and why their approach to securing energy efficiency projects within that sector can be successful. Experience with that market sector in organizing energy projects should be described.

In addition, throughout the application, applicants must demonstrate that they have a full understanding of the Illinois Energy Now energy efficiency measures and show how the proposed project will meet all the basic requirements of the Public Sector Energy Efficiency Programs Support guidelines. A good example of this would be the use of the Public Sector Standard, Custom, & Clean Water Incentive Program, when defining measures and calculating potential savings. The Guidelines and Application for that program can be found at [www.ilenergynow.org](http://www.ilenergynow.org).

Please provide (as an addendum) resumes or bios on the key individuals that will perform the work under the proposed program. The resumes or bios do not count in the 3 page limit.

SECTION 9: APPLICANT CERTIFICATION

Under penalty of perjury, I certify that I have examined this application and the document(s), schedule(s), and statement(s) submitted in conjunction herewith, and that, to the best of my information and belief, the information contained herein is true, correct, and complete. I represent that I am the person authorized to submit this application on behalf of the applicant, and that I am authorized to execute a legally binding grant agreement on behalf of the applicant if this application is approved for funding.

I hereby release to the Department of Commerce the rights and use of photographs and/or any written statements or information, regardless of format (whether they are direct quotes or paraphrased by the Department of Commerce), contained in or provided after grant application for the purpose of publicizing issuance and acceptance of grant awards through the Department of Commerce's website. I hereby also release any and all claims against the Department of Commerce, its officers, agents, employees and/or affiliates arising out of, or in connection with, the usage of photographs and/or written statements or information, regardless of format (whether they are direct quotes or paraphrased by the Department of Commerce), for the purpose of publicizing issuance and acceptance of grant awards through the Department of Commerce's website.
INSTRUCTIONS

All questions in the following sections must be completed by the applicant. Additional documentation should be attached as necessary to adequately respond to the question or to provide the detail requested.

SECTION 1: APPLICANT INFORMATION - INSTRUCTIONS

Question #1.1: Provide the applicant's legal name which is reflected on its Federal W-9 form. If the applicant is a Limited Liability Company with a tax classification of "C" - the IRS acceptance letter needs to be submitted along with the W-9 in order for the vendor to be certified.

Question #1.2: Provide the applicant's business address, including the 9-digit zip code.

Question #1.4: Complete this section by indicating the Chief Officer of the applicant. If the applicant organization has more than one chief officer, please attach additional documentation providing all names and appropriate contact information.

Question #1.5: Provide a brief explicit description of the applicant indicating the type of business, business history, typical clientele, etc. The applicant description should not exceed 200 characters.

Question #1.5: Provide the applicant's North American Industry Classification System (NAICS) Code. The NAICS (pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. If you do not know your NAICS Code, you may look it up at: http://www.naics.com/index.html.

Question #1.6: If applicable, provide the applicant’s website address.

Question #1.7: Provide the applicant’s Federal Employer Identification Number (FEIN). The FEIN is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need a FEIN. If your business does not have a FEIN, you may apply for it at http://www.irs.gov. You are required to have a FEIN in order to be eligible for a Department of Commerce award.

Question #1.8: If the applicant is an individual with no FEIN, provide the applicant’s Social Security Number (SSN). Do not provide a Social Security Number if you are also providing a FEIN for Question #7.

Question #1.9: A DUNS Number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 100 million businesses worldwide. Provide the applicant’s DUNS number. If your business does not have a DUNS number, you may request one at: http://www.dnb.com/us/duns_update/.

Question #1.10: Indicate the start date and end date of the applicant’s fiscal year (accounting year) with month and day.

Question #1.11: Check the appropriate box if the applicant's business is a female or minority-owned business. A female or minority-owned business is defined as a business at least 51 percent owned and controlled by persons who are female or minority-owned. Minority is defined as the following race/ethnic groups: Black / African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans and Asian-Indian Americans. If minority-owned, then check the appropriate race/ethnic group box that applies.

Question #1.12: Indicate the number of people that you expect will be served by the grant by each race/ethnic group that is listed.

SECTION 2: APPLICANT HISTORY - INSTRUCTIONS

Question #2.1: Complete this section with information on any grants received from the state of Illinois by the applicant within the last 4 years from the date of this application. Applicant must provide the information detailed below for each grant received. However, if applicant received more than 10 grants within the last 4 years the information below is only required for any grants that have or had programmatic and/or financial issues.
Agency: List the name of the agency from which the grant was received.
Grant #: List the number related to the grant.
Grant Amount: List the total amount of the grant.
Grant Term: List the term to include the beginning and end date of the grant.
General description of grant: Provide a brief description of the grant project.
Issues: Provide a description of any financial or programmatic issues that were identified with this grant by either the grantor agency and/or grantee. State whether the issues are resolved or unresolved. If the issues are unresolved, state the reason why and provide a current status.

**Question #2.2:** If the applicant's organization has operated under any other names or FEIN numbers during the past 4 years from the date of this application, this information must be provided in this section.

**Question #2.4:** Indicate which key staff positions have changed within the past twelve months from the date of this application. Provide additional documentation for the requested information for any vacancies, new hires, layoffs, and terminations. Also provide the same information for any changes relating to key staff positions that may become involved with the administration and/or management of potential grants.

**Question #2.5:** Indicate in the list provided the type of documentation that the applicant's organization will maintain to support and allocate staff costs to the Department of Commerce grant. Any staff costs incurred need to be adequately supported to ensure appropriate allocation to the Department of Commerce grant.

**Question #2.6:** Indicate whether a previous business existed for less than two years. Principal is defined as any officer or member of the governing board of the applicant, as well as any individual in the organization who exerts significant control over the activities of the applicant or who has the authority to make decisions on behalf of the applicant.
- If yes, provide name(s) of each business and reason(s) supporting why the business is no longer in existence. Be as descriptive as possible for reason(s) why the business is no longer in existence. Attach additional supporting documentation to support your response to this question.

**Question #2.7:** Indicate whether a previous business existed for less than two years. Principal is defined as any officer or member of the governing board of the applicant, as well as any individual in the organization who exerts significant control over the activities of the applicant or who has the authority to make decisions on behalf of the applicant.
- If yes, identify the nature (including case number and venue) of the action and the disposition. If the action/proceeding is still pending or unresolved, provide a status identifying the unresolved issues. Be as descriptive as possible and attach additional supporting documentation to support the response to this question.

**Question #2.8:** Indicate any debt owed to the state by listing the specific reason(s) and amount(s). Attach additional documentation to explain the debt owed to the state. Principal is defined as any officer or member of the governing board of the applicant, as well as any individual in the organization who exerts significant control over the activities of the applicant or who has the authority to make decisions on behalf of the applicant.

**SECTION 4: PROPOSAL INFORMATION - INSTRUCTIONS**

**Question #4.1:** Indicate the date on which the applicant is submitting this proposal.

**Question #4.2:** Provide a short title that accurately describes the proposal. The title should be limited to approximately 50 characters.

**Question #4.4:** Provide a brief description of the proposed project that summarizes the use of the grant award. The description should not exceed 550 characters. The brief project description should be consistent with the information provided in the attached Scope of Work. The description provided here may be used on the Department of Commerce’s website.

**Question #4.5:** Complete this section with the address of the proposed project location.
**Question #4.5:** Identify the area(s) served if the project location serves more than one location or if it serves a geographical region. Identify these areas by cities, towns, villages, counties or other defined programmatic or geographical regions.

**Question #4.6:** Complete this section by providing the name, business address and other required business contact information of the individual that will serve as the primary project contact. This person will serve as the Department of Commerce’s primary contact from application intake through closure of the grant, if awarded by the Department of Commerce. Please note that the Department of Commerce may publish copies of applications on its public website so it is preferable that you submit your business contact information. If the applicant does not have a business to use for contact information, then please provide personal information (home address, personal cell phone number, personal email address) as an attachment to the application.

**Question #4.7:** Indicate the projected project time period with a start and end date.

**Question #4.8:** Identify the funding sources for the proposed project. The applicant must identify the amount of funding the applicant is proposing to provide to the project, any secured funding from other sources, and the amount of funding being requested from the Department of Commerce. The total project cost should be the sum of all three sources of funds. The project costs in this section should be consistent with the information provided in the attached Budget.

---

**SECTION 5: SCOPE OF WORK - INSTRUCTIONS**

- Provide the Project Title, it needs to be the same as or consistent with the title provided in the Proposal Information above.
- Provide a detailed description of the proposed project and the intended use of grant funds. Unlike Line 4 of the Proposal Information Section, the applicant is not restricted in their description of the proposed project. The information provided in this description will assist the Department of Commerce in developing the Scope of Work for the grant agreement if the grant is awarded. It will also facilitate the periodic reporting that will be required to update the Department of Commerce on the status of the project’s major milestones if the grant is awarded.
- Briefly describe each task in the Description of Tasks column. These tasks will be used to develop the grant agreement. The applicant should assign an estimated completion date for each task. If a grant is awarded, the applicant will have the opportunity to modify these dates prior to the execution of the grant.

---

**SECTION 5: PERFORMANCE MEASURES - INSTRUCTIONS**

- If the applicant is aware of any performance measures required by the program, the measure(s) should be listed in this section. If known, the applicant should provide the target numbers for each measure.

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**SECTION 6A: CURRENT EMPLOYMENT LEVEL - INSTRUCTIONS**

- Provide the number of full time and part time individuals, respectively, employed by the applicant. Please see definitions of Employee, Permanent, Full-Time, and Part-time in the Key Definitions in Section 6B below.

---

**SECTION 6B: PROJECTED EMPLOYMENT IMPACT - INSTRUCTIONS**

1. **Purpose of the FTE Value Table**

   The Department of Commerce uses Section 6. Projected Employment Impact of the standard grant application form to document the estimated economic benefits of a proposed grant project based on the projected employment impact. The FTE (Full Time Equivalent) Value Table in Section 6 standardizes the Department of Commerce process for collecting and reporting job count data for projected (estimated) jobs at the grant level. This promotes consistency and integrity in the reporting of Department of Commerce job count statistics.
Section 6 of the application form requires applicant organizations to provide projected jobs data that estimates a grant's impact on employment levels, in the following manner:

a) identify the estimated number of projected positions to be created and/or retained,
b) assign each projected position to one of four Full Time Equivalent (FTE) categories, and
c) complete an average annualized wage calculation for permanent full time positions for both jobs created and jobs retained.

For Department of Commerce purposes, an FTE is a measurement unit for assigning a numerical value to an individual employment position (both projected and/or certified jobs; both created and/or retained jobs). For example, while the Department of Commerce assigns an FTE value of 1.0 to a permanent full time position, other categories of positions that are estimated to involve a fewer number of hours to be worked over the course of a year will be assigned a lower FTE value of either .5 or .25. The Department of Commerce uses this approach so that a job count that includes various categories of jobs is more accurate and is not inflated or overstated.

Applicants should be realistic when estimating the number of projected FTEs that may result directly from a grant. For example, when projecting FTEs, the applicant must consider that if approved for funding the grantee will be required at a later date to certify FTE data for all created and retained positions, using the Department of Commerce Job Count FTE Certification Form. Please remember that the FTE count includes only positions that are a direct result of a Department of Commerce grant, meaning the positions would not be created or retained but for the Department of Commerce grant provided.

2. Forms and/or Data Needed to Complete this Table

The applicant must identify the total estimated number of projected positions that will be a direct result of the Department of Commerce grant during the term of the grant. Within this total number, the applicant must identify the estimated number of created positions. Within the number of created positions, the applicant must identify the FTE category (ies) that the positions most closely match. Also, within the total number of projected positions, the applicant must identify the estimated number of retained positions. Within the number of retained positions, the applicant must identify the FTE category (ies) that the positions most closely match. These estimated position numbers for projected positions must be then entered into the FTE Value Table, per the specific instructions, below.

4. Specific Instructions for Entering Data into the FTE Value Table

The FTE Value Table produces job count data for projected positions that includes: created FTEs, retained FTEs, number of permanent full time FTEs for jobs created, number of permanent full time FTEs for jobs retained, an average of the annualized salaries of permanent full time FTEs for jobs created, an average of the annualized salaries of permanent full time FTEs for jobs retained, and other related employment impacts.

The FTE Value Table was designed in Word format. An applicant is required to enter data in the cells in Row 1, Row 7 and Row 8, only (note that Row 8 is optional). However, the Table will perform automatic calculations for Rows 2 through 6. Therefore, do not attempt to enter or edit data in Rows 2 through 6.

To enter data into the form, place the cursor in the blue box within the cell and enter the relevant number key(s) -- do not use the Enter key. To move from one cell to another in the Table, use the keyboard's Tab key or the right or left arrow keys.

Row 1: Number of positions in defined FTE category: The applicant must assign the estimated number of projected positions to each of the optional FTE categories. For example, applicants must assign the estimated number of projected positions to be created into the proper FTE category (Columns A, B, C or D) in the Created Position Box. Likewise, the applicant must assign the estimated number of projected positions to be retained into the proper FTE category (Columns E, F, G, or H) in the Retained Position Box. Note that a count of an individual projected position must be placed into either the Created Position box, or the Retained Position box – an individual FTE position count cannot be placed in both boxes. If no jobs are projected in an FTE category, the applicant should place a zero (0) in that cell.

For each projected position, select the FTE category closest to the expectations for the position:

- **Permanent Full Time Position**: approximately 52 weeks/year X 50 hrs. per week = 2,080 hrs.
- **Permanent Part Time Position**: approximately 52 weeks/year X 20 hrs. per week = 1,050 hrs.
- **Temporary Full Time Position**: approximately 26 weeks/year X 50 hrs. per week = 1,050 hrs.
- **Temporary Part Time Position**: approximately 26 weeks/year X 20 hrs. per week = 520 hrs.
*Only include Temporary Part Time Positions that have a minimum of 200 hours of work expected for the position.

### Key Definitions

**Employee:** An individual that agrees to participate in an employer/employee business relationship and provide services for the employer in return for a defined salary or wage. Contingency workers, or workers on contract status with the grantee, may also be included in a grantee's FTE count, if the grantee can certify the FTE data for these positions, as required on the Job Count FTE Certification Form. The site of employment must be located in the state of Illinois.

**Projected Job:** A planned or forecasted position to be filled at a future point in time, during the term of the grant agreement, as a direct result of a Department of Commerce grant.

**Certified Job:** A position that was proven to be created or retained and was a direct result of a Department of Commerce grant; the position must be confirmed by the employer and certified by the Department of Commerce grantee on the Job Count FTE Certification Form by identifying: the name of the employer, the position title, either the name of the employee or a payroll identification number, the start date of the position, the annualized salary or wage rate, and the FTE category designation.

**Created Job:** A new position, not in existence prior to the Department of Commerce grant, to be developed and filled, or an existing unfilled position to be filled; the position could not be filled **but for** the Department of Commerce grant provided.

**Retained job:** An existing position projected to be maintained that otherwise would be eliminated by the grantee **but for** the Department of Commerce grant provided. **Note:** a job previously reported as retained during the course of a previous Department of Commerce grant cannot be projected again as retained in the current Department of Commerce grant application if the end date of the previous Department of Commerce grant is less than 25 months prior to the current application date. However, a job reported as retained during the course of a previous Department of Commerce grant can be reported as retained in the current Department of Commerce grant application, if the end date of the previous Department of Commerce grant occurred more than 25 months prior to the date of the current Department of Commerce application.

**FTE Category Definitions for Reported Positions:** Applicants must use the definitions below to understand the typical differences in positions, including: a) the level of anticipated permanency -- an estimated *time duration* for the position category, and b) the degree of full time status -- the estimated average amount of *work hours* expected in a standard work week for the position category, in the respective organization or industry.

- **Permanent:** A position that is typically intended to last indefinitely in duration and does not have a finite ending date; for Department of Commerce purposes, a position with an estimated duration of at least 12 months.
- **Temporary:** A position that is typically short-term in duration and will last only for a specified period of time; for Department of Commerce purposes, a position with an estimated average duration of significantly less than 12 months (example: a seasonal job).
- **Full time:** A position typically expected to work the full number of hours in a standard work week, as defined by the employer or industry; for Department of Commerce purposes, a full time position typically involves approximately 50 hours per week.
- **Part time:** A position typically expected to work significantly fewer hours per week than the hours required in a full time position; for example, 20 hours per week could be a typical part time work schedule.

### Row 2: Automatic Calculation of FTE Subtotals:

The Table automatically calculates these values based on the numbers entered above, **so do not attempt to edit the cells in this row.** The Table will automatically convert projected position counts into an FTE count according to the type of position. For example, the Table assigns a value of 1.0 to each permanent full time position that is expected to offer approximately 2,080 hours of work per year. However, for the other three categories that typically do not involve permanent work hours of a standard 2,080 hour work year, the table will assign a value for each projected position that is a lesser pro-rated portion, or fraction, of an FTE (example: the Table assigns a .5 value for each Permanent Part time, and Temporary Full time position; while assigning a value of .25 for each Temporary Part time position).
Rows 4 - 6: Automatic calculations for FTEs created, FTEs retained, permanent full time jobs created, and permanent full time jobs retained: The Table automatically calculates these values based on the numbers entered above, so do not attempt to edit the cells in these rows.

Row 7-8: Average Annualized Salaries for Permanent Full Time Jobs Created and Permanent Full Time Jobs Retained: The applicant must complete a manual calculation for rows 7 and 8, and place the calculated value(s) into the Table. The average annualized wage or salary amount must be calculated by adding the estimated annualized wages for all positions reported to yield a total salary amount, and then dividing the total salary amount by the number of estimated positions (not the number of FTEs). Average wages for created jobs and retained jobs should be calculated separately. Wages for part time or temporary jobs should be disregarded for purposes of this calculation. For this calculation, all hourly wage values for full time jobs must be converted to an annualized value (for example, multiply the hourly wage by the estimated number of hours per week, multiplied by 52 weeks in a year).

Example: The applicant plans to create 10 new positions as a direct result of the Department of Commerce grant. Five positions will be paid salaries of $20,000 annually, while the other five will be paid salaries of $50,000 annually. The total salary amount is $400,000 (5 X $20,000 + 5 X $50,000). The number of positions is 10. Thus, to calculate the average salary, divide $400,000 by 10, yielding the average salary amount of $40,000.

Row 9: Other Employment Impacts: This is an optional text field where you can identify other significant employment impacts that are not reported as an FTE value. These impacts may include a positive impact on non-certified jobs, or other positive economic impacts with the applicant organization or elsewhere in the Illinois economy. This area can also be used to identify the number of Temporary Part time Positions that do not meet the minimum requirement of 200 hours of work per position.

**SECTION 6C: PROJECTED CONSTRUCTION JOBS IMPACT - INSTRUCTIONS**

- Provide the number of projected hours of construction labor that will result if the project is funded by the Department of Commerce grant. Include all construction jobs for the entire project even if the Department of Commerce grant leverages or is combined with other funding needed for the project.
- Provide the number of projected construction FTE’s for the project. This number is calculated by taking the total number of construction labor hours divided by 2,080.

**SECTION 7: BUDGET - INSTRUCTIONS**

- This section will be used to establish the cost categories of the grant agreement. List each budget line item for which the grant funds are proposed to be expended.
- Indicate the requested grant amount for each budget line item.
- Definitions can be found in General Information, Section 1.3.

**SECTION 8: PROGRAM SPECIFIC INFORMATION - INSTRUCTIONS**

Please fill out the information in the boxes and provide the narrative information in a separate file(s), following the formatting instructions provided under Section 8. Each section of this portion must be provided including the project description, project benefits, project budget, and applicant qualifications/expertise.

**SECTION 9: APPLICANT CERTIFICATION - INSTRUCTIONS**

The applicant should read and understand the certification statement provided in this section. The individual that signs this section should be the individual that is authorized to sign the grant agreement if grant funds are awarded. The authorized individual should sign their name, print their name and title and date of certification. Please note the certification authorizes the Department of Commerce to publish a copy of the completed application on the Department of Commerce’s website.
SUBMISSION OF APPLICATION

The Department of Commerce will accept applications at the following e-mail address: illinois.energy@illinois.gov. Please state “Public Sector Program Support” in the subject line.

Applications are due no later than September 4th, 2015.

IDENTITY PROTECTION ACT (5 ILCS/179)  
PERSONAL INFORMATION PROTECTION ACT (815 ILCS 540)

The Department of Commerce and Economic Opportunity (“Department of Commerce”) is committed to protecting the privacy of its vendors, grantees and beneficiaries of programs and services. At times, the Department of Commerce will request social security numbers (SSNs) or other personal identifying information. Federal and state laws, rules and regulations require the collection of this information for certain purposes relating to employment and/or payments for goods and services, including, but not limited to, grants. The Department of Commerce also collects confidential information for oversight and monitoring purposes.

Furnishing personal identity information, such as a social security number, is voluntary; however, failure to provide required personal identity information may prevent an individual or organization from using the services/benefits provided by the Department of Commerce as a result of state or federal laws, rules and regulations.