



**Illinois  
Department of Commerce  
& Economic Opportunity**

Pat Quinn, Governor



## **RESIDENTIAL WEATHERIZATION PROGRAM**

**FISCAL YEAR 2014**

### **QUALIFYING APPLICATION REQUIREMENTS & REQUEST FOR PROPOSAL**

**DUE: THURSDAY, JUNE 26, 2014**

**12:00 P.M. C.S.T.**

**JAMES R. THOMPSON CENTER  
100 W RANDOLPH  
SUITE 3-400  
CHICAGO, IL 60601**

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[www.ildceo.net](http://www.ildceo.net)

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Chicago, Illinois 60601-3219  
312/814-7179 • TDD: 800/785-6055

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Springfield, Illinois 62701-1643  
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2309 West Main, Suite 118  
Marion, Illinois 62959-1180  
618/997-4394 • TDD: 800/785-6055

**A Bidders Conference will be held on 05/15/14 from 3:30pm to 4:30 pm at the Illinois Department of Commerce and Economic Opportunity, located at the James R. Thompson Center - 100 W. Randolph, 3<sup>rd</sup> floor (Illinois Room), Chicago, Illinois 60601. The Bidders conference will allow participants an opportunity to pose questions regarding the Qualifying Application Requirements (QAR) and Request for Proposal (RFP). The Bidder's conference is not mandatory, but is recommended.**

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ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY  
**URBAN WEATHERIZATION INITIATIVE**  
**RESIDENTIAL WEATHERIZATION PROGRAM**

**I. GENERAL**

A. Background

The Illinois Department of Commerce and Economic Opportunity (Department or DCEO) is pleased to announce the release of a Request for Proposal (RFP) for the Residential Weatherization Program (RWP) for geographic areas in Illinois which have been deemed as eligible. Eligible geographic areas are “census tracts in urban metropolitan areas where 20% or more of the population is living in poverty and that suffer from disproportionately high rates of unemployment, underemployment and poverty as defined by the 2000 Census... [and areas] with high concentrations of families with income equal to or less than 60% of the Area Median Income” in Rockford, Peoria, Kankakee, Chicago, and East St Louis. 30ILCS 738/40-25. The purpose of the RWP is to provide opportunities for eligible applicants to deliver weatherization services to eligible households. The **Urban Weatherization Initiative’s** weatherization services are designed to increase energy savings (reduce cost of energy) in eligible households, increase employment opportunities in targeted communities, and support local businesses by performing weatherization services including but not limited to, the installation of weatherization materials such as insulation, air sealing material, weather-stripping, furnace repair, cooling units and doors, minor repairs to walls, roofs, ceilings, floors, and windows (hereinafter referred to as “Weatherization Services”).

The Residential Weatherization Program is administered by the Department’s Office of Urban Assistance as authorized under the provisions of the Urban Weatherization Initiative Act (30 ILCS 738) (Act). The Act authorizes DCEO to plan, establish, administer, and expand the delivery of weatherization services to eligible households within the identified areas.

B. Roles and Responsibilities of Grantees

Grantees are responsible for administering the UWI RWP in their specified target area in accordance with the UWI RWP Procedure Manual. The Procedure Manual, available at <INSERT URL>, describes in detail the requirements for grantees and outlines what is required for determining program eligibility, conducting assessments, performing efficiency upgrades, and monitoring performance. DCEO will monitor grantees adherence to the requirements of the Procedure Manual. **Applicants are strongly advised to review the Procedure Manual before responding to this RFP.** A summary of key roles and responsibilities for grantees follows:

1. **Outreach and participant engagement:** Grantees are responsible for marketing the program in their target area, working with community based organizations and other intermediaries, to inform eligible participants about the availability of the UWI RWP and to accept applications to the program.
2. **Participant enrollment and eligibility verification:** Grantees, following the requirements of the Procedure Manual, must determine and inform applicants of their eligibility to participate in the program, including ensuring income, location, and housing characteristic requirements are met. Specifically, grantees must ensure that all participant households are at or below 60% of the Annual Median Income as defined by the U.S. Department of Housing and Urban Development (Refer to Appendix 3). Grantee must provide support to applicants in identifying and providing information required to determine eligibility.

3. **Conduct pre assessment:** The grantee is responsible for conducting a thorough investigation of each enrolled participant's home to identify energy saving opportunities and ensure it meets minimum program standards for safety and condition in order to receive weatherization services. The pre assessment must be conducted by an auditor credentialed as a Building Energy Analyst by the Building Performance Institute (BPI). In addition, at least 50% of auditors must have completed the UWI Home Energy Auditor Training and have received certification as a Home Energy Auditor under the Department's Weatherization Training Program (Refer to Appendix 5 and 6 to for a listing of training centers.) The 50% requirement will be measured on the basis of hours worked. The auditors may either be employed by the grantee or a third party, so long as the grantee retains oversight and responsibility for compliance with the RWP Procedure Manual. The pre assessment must:
- a. identify potential health and safety or structural deficiencies that can be corrected within the program's health and safety budget as well as those that require deferral from the program (based on program experience 10% or more of homes will require deferral);
  - b. visually assess the insulation, air sealing, HVAC, and appliance condition and identify opportunities for energy savings;
  - c. include comprehensive pressure diagnostics utilizing a blower door to identify air leakage reduction opportunities;
  - d. include combustion appliance zone (CAZ) testing, gas leak testing, and carbon monoxide detection to identify potentially unsafe conditions;
  - e. include an analysis of exhaust ventilation and make-up air sources in accordance with ASHRAE 62.2 – 2010 standards;
  - f. accurately and completely document the assessment on program forms provided by the UWI RWP;
  - g. estimate, within a reasonable degree of accuracy, the costs associated with performing, to the specifications required by the procedures manual, a range of energy efficiency upgrades in the home;
  - h. determine, utilizing spreadsheet-based tools provided by the UWI RWP, the Savings-to-Investment Ratio (SIR) for eligible efficiency measures allowed under the program and rank measures based on those necessary for health and safety followed by those with the highest SIR, including the highest ranking measures required for health and safety and having an SIR greater than or equal to 1 to the extent allowed by the program budget;
  - i. result in a written report provided to the homeowner and the submission of the spreadsheet tool to DCEO.

Pre assessments typically require 2-4 hours onsite in a home and 1-2 hours finalizing the documentation in the office.

4. **Prepare scope of work, identify qualified contractors, and bid jobs:** Based upon the ranked measures by SIR from the pre assessment, the grantee must prepare a detailed scope of work that outlines the specifications required by the RWP Procedure Manual to be submitted to eligible contractors to bid on. The grantee must then arrange for a minimum of three qualified contractors to bid on each job and award jobs to the lowest qualified bidder. Grantees are encouraged to pre-qualify contractors who are eligible to bid on jobs and to develop systems to efficiently bid multiple homes. Contractors participating in the UWI RWP program performing air sealing or insulating work must employ crews holding the BPI Residential Building Envelope Whole House Air Leakage Controller Installer credential with an experienced on-site supervisor who holds the BPI Building Analyst and Envelope Professional credentials. Per the Procedure Manual, it is also recommended that all architectural and mechanical contractors familiarize themselves with the ASHRAE 62.2-2010 standard, which is required for all projects. Additionally 50% of contractor's staff hours spent on UWI RWP projects must be by staff hired from UWI training programs.

***Contractors working under the UWI RWP are required to comply with the Illinois Prevailing Wage Act***

**(IPWA).** Grantees must ensure contractors are aware of the IPWA requirements and provide them with the appropriate wage determinations for the work they are conducting as determined by the Illinois Department of Labor (IDOL). Contractors must submit to grantees copies of weekly payrolls documenting compliance with the IPWA. While contractors are ultimately responsible for IPWA compliance, grantees are expected to review submitted payrolls for errors and help ensure compliance with IPWA requirements. Please note that IPWA requirements and IDOL wage determinations are different than federal Davis-Bacon Act requirements and, in particular, IDOL does not currently recognize the “weatherization worker” classification used by federally supported projects. Most workers on UWI RWP projects will be paid as carpenters or laborers under the IPWA.

5. **Provide construction oversight:** Grantees must ensure their contractors are performing the energy efficiency work in accordance with the scopes of work and the RWP Procedure Manual. This will require periodic visits during construction as many elements of the work may not be visible after work is completed, such as an inspection of air sealing work is required per the Procedure Manual before the contractor may move forward with installing insulation.
6. **Conduct post assessment (test-out):** Grantees must conduct a post assessment of the home once construction is complete. The post assessment will include a repeat of the pressure diagnostics and safety tests and will be conducted by a different individual than the pre assessment of the building. The qualifications for the auditor are the same as the pre assessment, and the post assessment must also be documented on forms provided by the program and result in an updated spreadsheet documenting the estimated energy savings of the work conducted.
7. **Payment, Record keeping, and Reporting:** Grantees must provide payment to contractors upon successful completion of work and retain all records required by the Procedures Manual. DCEO may audit grantees records to ensure compliance with program requirements. Grantees must submit quarterly programmatic and financial reports to DCEO.

### C. Eligible Applicants

Eligible applicants include non-profit organizations, for-profit businesses, or units of local government able to fulfill the grantee roles and responsibilities as described in section B above. In addition to be eligible for a grant, an applicant must meet the following six (6) criteria:

1. Complete the Applicant information which appears on the cover page of the Document, see preceding page: i. Applicant name indicated in the Illinois Secretary of State Registration and Internal Revenue Service; ii. Official address and phone number of the Applicant applying; iii. Individual preparing QAR /RFP – phone number and e-mail address; and, iv. Residential Weatherization Program Coordinator or if not yet chosen an authorized contact for the program.
2. A Not-for-Profit Applicant must submit documentation from the Internal Revenue Service (IRS) verifying its not-for-profit status. In addition, the Applicant must submit a certificate of good standing from the Illinois Secretary of State (ISOS) that verifies the not-for-profit status filing is current. The Applicant must be registered with the Charitable Trust Bureau at the Attorney General’s Office or it must receive a letter from the Attorney General stating registration is not required. The Applicant must provide a Copy of the Annual Report form submitted to the ISOS.
3. In the case of a government public body or Non-Profit Applicant, the Applicant/For-Profit business must provide an official notice of approval from the Presiding Officer of the constituted Board of

Directors of the Corporation or in the case of a local unit of county, or municipal government, official notice from the Chief Executive Officer of that entity in the form of a letter of approval from the governing body. In the case of a For-Profit business, a letter from the business owner(s) stating that owner(s) agree to apply for the program in the name of their business. **The letter must be notarized.**

4. The Applicant must have been in business for at least the past three (3) years in the geographical area proposed to be served and have desire to and have the ability to provide the Weatherization Services. The Applicant must provide a letter from the Chief Executive Officer or owner(s) stipulating the above. **The letter must be notarized.**
5. The Applicant must be in good financial standing, with no outstanding financial claims against them. The Applicant must provide a letter from the Chief Executive Officer and the Chief Financial Officer or business owner(s) in the case of a For-Profit Applicant that certifies there are no outstanding financial claims against the Applicant. **The letter must be notarized.**
6. The Applicant must be in good financial standing with the State of Illinois and have no outstanding tax debt. The Applicant must provide a letter from the Chief Executive Officer and the Chief Financial Officer or business owner(s) in the case of a For-Profit Applicant, that certifies Applicant's finances are in good standing and that there are no outstanding (overdue) taxes due to state, federal, municipal or local entity (taxing districts) or government(s). **The letter must be notarized.**

In addition to the requirements listed above, the Applicant must submit the following two checklists:

- 1). A Checklist for the Qualifying Application Requirements. This Checklist must be the cover to the package submission (refer to Appendix 1);
- 2). A checklist for the Request for Proposal (refer to Appendix 2).

Both checklists will ensure the Applicant includes all of the submission requirements. When the submissions for these documents are completed the Applicant staff or Applicant designee must review the materials and check off on the forms provided that the information is included. The checklists are to be included in the Applicant's submission packet.

#### D. Target Populations

Grantees must serve on a first come, first served basis income-qualified residents in their targeted community. See Appendix 7 for list of target communities. Grantees may focus on selected qualifying census tracts within those communities. Income-qualified means household income less than or equal 60% of the Annual Median Income as defined by the U.S. Department of Housing and Urban Development (Refer to Appendix 3.) Both single family homes and owner-occupied multi-family buildings with six or fewer units are eligible for services.

#### E. Grant Amount

Funding availability can not exceed \$500,000 annually for a maximum of 2 years (total of 1 million dollars); no more than \$500,000 will be allocated per year. Proposals are to be prepared for up to two years of funding with separate budgets for each year; budget templates are in the RFP submission document that follows. If the Applicant submits an application for two years, two separate budgets must be included; one for each year. It is imperative to note that

the Department reserves the right to adjust a grant award based on the costs and parameters of the application submitted. Unjustified budget requests will be reduced without notice. DCEO specifically reserves the right to negotiate with any applicant. All eligible applications will be competitively reviewed in accordance with the procedures described herein. The selection process is objective and competitive, and only the highest scoring applications will be awarded a grant.

#### E. Project Costs

The Act allows up to \$6,500 per dwelling unit for direct services related to weatherization. This includes the combined costs of “Program Support” AND “Materials and Labor” categories as described below. The Procedure Manual also outlines eligible measures and maximum costs for certain weatherization measures. Additionally, the Act allows administrative costs, which cannot exceed 15% of the total grant. The following budget categories for the proposal are defined as follows:

**Administration** – Grant funds used to administer the RWP to pay for such items as: program administrator; office supplies; office equipment; telephone; rent for office space; secretarial support; office/outreach staff; lease of equipment; employer portion of FICA insurance; and cost for financial audit. No more than 15% of the grant can be spent/budgeted for administration. Please note that the Applicant will have to present a cost allocation plan if the above administration costs are not solely and completely dedicated to the RWP.

**Program Support** – Pre Auditor/ Post Auditor, diagnostic equipment (for example blower door, ladders, small tools (i.e. hammer, drill, etc.); mileage for field work; vehicle rental/lease; insurance of vehicles used to transport staff for the purpose of completing a home pre audit, post audit, or other required field work; and liability insurance.

**Materials and labor** – subcontracted costs for materials and labor applied to weatherize homes.

#### F. Submittal of Proposals

**Applicants must submit an original plus five HARD COPIES of their application to the DCEO. Applicants must also submit an electronic version of the application via email to [CEO.UrbanWeath@illinois.gov](mailto:CEO.UrbanWeath@illinois.gov), or on a standard CD-ROM, or flash drive in Microsoft Word or Rich Text Format (RTF).** Facsimile versions of applications will not be accepted. Please note that you must submit the hard copies AND the electronic version of the application on the application due date. Use the following address for the submission of all applications:

Department of Commerce and Economic Opportunity  
Attention: Carmen Colvin, Deputy Director  
JRTC, 100 West Randolph, Suite 3-400  
Chicago, IL 60601

Inquiries may be directed to [CEO.UrbanWeath@illinois.gov](mailto:CEO.UrbanWeath@illinois.gov).

**Applications must be received by the DCEO by 12:00 pm, June 26, 2014.** Please note that the conditions for submittal of applications, including the deadline, may not be waived or extended regardless of weather conditions or other circumstances that may delay delivery of your proposal. Allow sufficient time for the delivery. Any application received after the deadline will not be considered for review.

## II. APPLICATION EVALUATION AND SELECTION PROCEDURES

Grant applications will be reviewed on a competitive basis. Based on the review, applicants may be selected to enter into negotiations with the DCEO for a grant. The purpose of negotiations will be to arrive at acceptable grant terms, including budgetary and scope-of-work provisions. The final decision to make a grant award will be made and overseen by the Weatherization Initiative Board of Directors and executed by the DCEO.

### A. RFP Review

The solicitation for this RFP is a two (2) step process:

1. Qualifying Application Requirements (QAR) - The first step is for the Applicant to provide qualifying information on the legal status of the agency demonstrating that the Applicant has the required authorizations, knowledge, experience and financial ability to receive and administer grant funds. The documents submitted must include notice/letters of certifications as per the instruction in the attachment (**See Appendix 1**). If the proper information is provided, then the Applicant will proceed to the second step; the review and evaluation of the Request for Proposal.
2. Request for Proposal (RFP) – The second step is the review and evaluation of the Request for Proposal, which the Applicant will complete and submit together with the required documents in the QAR and DCEO Grant Application. The RFP format must be filled out as per the instructions provided. All of the items in the RFP must be filled out in its entirety to be considered for funding.

If all the required documents of the QAR and DCEO Grant Application are included and acceptable the RFP portion of the submission will be reviewed, evaluated, and scored. Note the **QAR, DCEO Grant Application and the RFP must be submitted together**. If any of the required documentation is omitted, the RFP will **not be evaluated or scored**.

The following are the minimum application requirements:

- The request must be submitted by an eligible applicant;
- The applicant must serve one of the eligible communities identified;
- The total grant funds requested must be no more than \$500,000 per fiscal year up to two years;
- The applicant ensure that at least 50% of the hours spent conducting the home energy pre audits, construction monitoring and post work audits were completed by individuals hired from the training programs identified in Appendix 4 and 5;
- The applicant must commit to utilizing qualifying air sealing and insulation contractors who will utilize for at least 50% of the labor hours billed to the program staff from the training programs identified in Appendix 4 and 5. The applicant must also ensure all contractors will comply with the provisions of the Illinois Prevailing Wage Act for program work;
- The applicant must have substantially followed the guidelines for the preparation of the proposal and uses the application template provided in this RFP, as well as complete the DCEO Grant Application.

### B. Qualitative Proposal Evaluation

Your responses to the items will be used to score and evaluate the proposal. Proposals will be evaluated on the basis of:

50%

**Administration/Organizational** –This category captures applicants’ experience and ability to effectively oversee and operate a complex weatherization program as well as the reasonableness and completeness of its stated plans to fulfill the grantee roles and responsibilities as outlined above and as further detailed in the Procedures Manual.

1. Purpose
2. Experience
3. Staffing
4. Detailed Job descriptions
5. Outreach
6. Intake
7. Targeting
8. Priority of Service is on a first come first serve basis
9. Income Eligibility
10. Equipment
11. Budget

**And**

50%

**Technical/Field Operation** - Work that is related to weatherizing the client’s home, auditing the clients’ home for weatherization and preparing the weatherization work order. Technical/Field Operation also includes procurement of contractor services for weatherizing the home. This section also includes collaborating with other organizations to serve the client.

1. Procurement
2. Work Orders
3. Assessment
4. Collaboration
5. Training
6. ProductivePlan

**Performance on Previous Grants**

DCEO will examine the Applicant’s performance under previous Urban Weatherization Grants. The performance outcomes for Applicants that received a grant(s) in fiscal 2010 from DCEO will be assessed.

**Geographic Distribution of Awards**

**Along with the other criteria listed in this section, DCEO will consider the geographic distribution of all grant awards throughout the State when making final funding decisions.**

**C. Applicant History, Interviews and Site Visits**

The Department will consider the Applicant’s previous performance in administering any state grants. The site visit summary information may be used in developing the final funding recommendation. DCEO will consider the Applicant’s previous performance, qualitative evaluation, and site visit report when making the final funding decision.

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ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

**GRANT APPLICATION COVER PAGE**

*UWI – Residential Weatherization Program*

DCEO Use Only:  
 Application #: \_\_\_\_\_  
 Grant #: \_\_\_\_\_

**SECTION 1: APPLICANT INFORMATION**

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

## SECTION 2: APPLICANT HISTORY

2.1	Have you received a grant from the State of Illinois within the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
	Provide total number of grants received from the State of Illinois within the last 3 years.							
	If yes, provide the following for each grant received in last 3 years: <table style="margin-left: 20px; border: none;"> <tr><td>Agency:</td></tr> <tr><td>Grant #:</td></tr> <tr><td>Grant Amount:</td></tr> <tr><td>Grant Term:</td></tr> <tr><td>General Description:</td></tr> <tr><td>Issues:</td></tr> </table>	Agency:	Grant #:	Grant Amount:	Grant Term:	General Description:	Issues:	
Agency:								
Grant #:								
Grant Amount:								
Grant Term:								
General Description:								
Issues:								
2.2	If applicable, list all Names and FEINs that are registered to your organization or have been registered during the past 3 years.							
	<b>Name</b>	<b>FEIN</b>						
2.3	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 name 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.							
	<input type="checkbox"/> CEO/Executive Director/Chief Elected Official <input type="checkbox"/> CFO/Controller <input type="checkbox"/> Grant Administrator <input type="checkbox"/> Grant Administrative Support Staff ( <i>i.e. Reporting, correspondence, document control</i> ) <input type="checkbox"/> Bookkeeper/Accountant for Grant <input type="checkbox"/> No Changes							
	Provide detail for any checked boxes:							
2.4	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 DCEO grant.							
	<input type="checkbox"/> Time sheets <input type="checkbox"/> Cost allocation plans <input type="checkbox"/> Certifications of time spent <input type="checkbox"/> Other, please describe: <input type="checkbox"/> None							
2.5	Has the applicant or any principal formed a business that existed for less than two years?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
	If yes, provide requested information.							
2.8	Does the applicant or any principal owe any debt to the State?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
	If yes, list reason and amount:							

## SECTION 3: PROPOSAL INFORMATION

3.1	<b>Submittal Date:</b>		
3.2	<b>Project Title:</b>		
3.3	<b>Brief Project Description:</b> <i>(Complete attached Scope of Work)</i> <i>(550 Character maximum)</i>		
3.4	<b>Project Location:</b>	Street Address: City:	County:
3.5	<b>Areas Served:</b>		
3.6	<b>Project Contact:</b>	Name: Title: Address: Phone: Fax: E-Mail:	
3.7	<b>Project Period:</b>	Start Date:	End Date:
3.8	<b>Project Costs:</b> <i>(Complete attached Budget)</i>	Funding provided by the applicant: Secured funding from other sources: Funding requested from DCEO:	
		<b>Total Project Cost</b>	\$0.00

## SECTION 4: SCOPE OF WORK

*Project Title*

*Description of project:*

Grantee will complete the following tasks:

DESCRIPTION OF TASKS	ESTIMATED COMPLETION DATE
<b>Task 1.</b>	
<b>Task 2.</b>	
<b>Task 3.</b>	
<b>Task 4.</b>	
<b>Task 5.</b>	
<b>Task 6.</b>	
<b>Task 7.</b>	
<b>Task 8.</b>	

## SECTION 5: PERFORMANCE MEASURES

Performance Measures	Target
1. # of applications received	
2. # of applications approved	
3. # of applications pending and the reason why	
4. # of applications denied and the reason why	
5. # of homes assessed	
6. # of homes started weatherization process	
7. # of homes weatherized	
8. # of contractors secured	
9. # of Weatherization Specialists hired from UWI training program	
10. # of Home Energy Auditors hired from UWI training program	

## SECTION 6A: CURRENT EMPLOYMENT LEVEL

<b>Number of permanent full-time individuals currently employed by applicant</b>	
<b>Number of permanent part-time individuals currently employed by applicant</b>	

## Section 6B: Projected Employment Impact (FTE Value Table)

		Created Positions in FTE Categories:				Retained Positions in FTE Categories:			
		Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
		Permanent Full Time	Permanent Part Time	Temporary Full Time	Temporary Part Time	Permanent Full Time	Permanent Part Time	Temporary Full Time	Temporary Part Time
Row 1 (To be completed by applicant)	# of positions in each FTE category (A - H)								
Row 2	Auto calculation of FTE subtotals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Row 3	Auto Calculation: <b>Created FTEs:</b>			0.00					
Row 4	Auto Calculation: <b>Retained FTEs:</b>			0.00					
Row 5	Auto Calculation: <b>Permanent Full Time Jobs Created:</b>			0.00					
Row 6	Auto Calculation: <b>Permanent Full Time Jobs Retained:</b>			0.00					
Row 7 (cell to be completed by applicant)	Manual Calculation: <b>Average of Annualized Salaries for Permanent Full Time Jobs Created:</b>			\$					
Row 8 (cell to be completed by applicant)	Manual Calculation: <b>Average of Annualized Salaries for Permanent Full Time Jobs Retained:</b>			\$					
Row 9 (cell to be completed by applicant)	Other anticipated employment impacts of DCEO grant:	<b>Occupation</b>	<b>Minorities</b>	<b>Women</b>	<b>Hard to Serve(*)</b>	<b>Avg Wage At Placement (Hourly)</b>	<b># Placed in Job</b>		

## SECTION 6C: PROJECTED CONSTRUCTION JOBS IMPACT

<b>Projected number of construction labor hours for project</b>	
<b>Projected number of construction FTE's for project (FTE's = total hours in row above divided by 2,080 hours)</b>	

## SECTION 7: BUDGET

Line Item or Cost Category Description	Requested Grant Budget Amount	Proposed Match Budget Amount
PERSONNEL		
CONTRACTUAL SERVICES		
RECRUITMENT		
EQUIPMENT		
SUPPLIES/MATERIALS		
MILEAGE		
INSURANCE		
VEHICLE ELASE		
ADMINISTRATION/AUDIT		
<b>Total Cost</b>	\$0.00	\$0.00

\*Budget Narrative required. See Instructions Section 7 (page 23).

### Budget Line Item Definitions

1. **Personnel**: Includes salaries and fringe benefits for staff directly providing services.
2. **Contractual Services**: Includes the costs for contractual services related to the primary purpose(s) of the project.
3. **Recruitment/Outreach**: Includes costs related to recruitment and outreach services.
4. **Equipment**: Includes costs for non-expendable property defined as all tangible property of a non-consumable nature having a useful life of more than one year and an acquisition cost of \$500 or more per unit.
5. **Supplies/Materials**: Includes expendable materials and items with a value of less than \$500, necessary to the successful performance and completion of weatherization related services.
6. **Mileage**: Includes costs for fuel to and from job sites, not to exceed the reimbursable rate established by the State of Illinois.
7. **Insurance**: Includes costs for insurance to provide proper coverage of leased vehicles and programmatic insurance.
8. **Vehicle Lease**: Includes costs to lease vehicles to be used for the purpose of traveling to and from job sites where weatherization services are being performed.
9. **Administration/Audit**: Includes costs associated with the administration and management of the grant, such as supervision, reporting, accounting, close out, audits, and related indirect charges. This line item may not exceed 15 percent of the sum of the grant.

## SECTION 8: PROGRAM SPECIFIC INFORMATION

### Request for Proposal (RFP) Requirements

Please complete each of the items numbered below. See page 23 for instructions:

1. Explain the Applicant's main business or purpose and describe its experience (skills, knowledge and abilities) in the weatherization or construction fields that will demonstrate its ability to successfully weatherize homes under the RWP. Applicant must also describe other programs that it operates:

2. Organizational staffing plan - the overall staffing scheme for the RWP that the Applicant will implement:

a. List all staff by job title, including those working for any subcontractor supporting the grantee. Also for each job title, provide an approximate number of hours per week that will be dedicated to the RWP. Include who the staff will report to in the chain of command. Specify how the grantee will provide adequate oversight of staff to ensure compliance with the RWP procedures manual. If utilizing a subcontractor to perform grantee functions, explain how the grantee will oversee operations of the subcontractor and what mechanisms the grantee will have to ensure the subcontractor's compliance and success (including both operational checks and legal mechanisms such as performance based contracts, holdbacks, etc.). State which jobs are full time or part time that will be hired to accomplish the goals and objectives of the RWP. Scan or attach to the electronic and mail-in submission an organizational chart of the weatherization program.

b. List each job title and provide a description of the job duties/activities for each position working on the program and the relevant experience and relevant credentials or certifications of the person holding the position or the minimum experiential and credential or certification requirements for positions to be hired. At a minimum this should include a project coordinator and pre/post auditors. In addition to the list of staff and job descriptions, **label and provide** a detailed job description of the job activities and responsibilities as the last page of the RFP (see space at end of the RFP to add the attachment language).

c. The RWP requires the Applicant to utilize auditors, who have completed the UWI Home Energy Auditor Training and who have received their BPI Certification via the Urban Weatherization Training Programs for at least 50% of hours worked. ( Refer to Appendix 5 and 6 for list of training programs)

Indicate all the steps that the Applicant will take to employ individuals who have completed the training at those sites. Additionally, specify how Applicant will provide supervision, mentoring, and support to these individuals so they can further develop their skills while providing quality work under the program.

## SECTION 8: PROGRAM SPECIFIC INFORMATION

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**3. Outreach – The Applicant must provide its outreach plan and describe how it will contact and notify households within its proposed geographical service area about the RWP.**

a. Who will perform the outreach?

b. What local groups will the Applicant collaborate with to perform outreach?

c. Where will the Applicant perform the outreach (state agencies, churches, schools, community centers, public service announcements on TV, radio, newspapers)? Indicate the collaborating agencies names, purpose, and your relationships with them. Also indicate how frequently the outreach efforts will be made.

**4. Application Process – The Applicant must describe its application and award procedures accepting, reviewing, approving, processing, awarding, and verifying) for the RWP. Intake section of the proposal is to identify the local agency’s plan for accepting and processing applications for the RWP. Please provide answers to the questions below:**

a. Who will distribute and accept applications?

b. Where will applications be accepted (intake sites)? Identify and list sites. Applicants are strongly encouraged to offer multiple intake sites.

c. When will the application intake process begin?

## SECTION 8: PROGRAM SPECIFIC INFORMATION

d. Will collaborating entities assist in the intake process, and if so, what entities will collaborate?

e. Explain your intake process and how you plan to accept applications?

5. **Targeting of neighborhoods or sections of an Urban Area – The RWP legislation states that the program “is intended to weatherize owner-occupied, single family homes and multi-family (6 units or fewer) housing in census tracts with high rates of unemployment, underemployment, and poverty and to ensure that residents of those communities are able to access the work as a local employment engine.” 30 ILCS 738/40-10(b). Indicate on what basis the Applicant will target the area for which the program is intended by responding to the questions below? Please note eligibility for Weatherization Services under the RWP is limited to households with income that is 60% of Annual Median Income (AMI) as defined by the U.S. Department of Housing and Urban Development table. See Appendix 3 for income limitations.**

a. Describe the neighborhood and the housing stock in the target area. Are the housing structures masonry (block, brick, or stucco), or frame (vinyl or board siding)? Are the housing structures single family, duplex, triplex, or apartment building (6 units or less)? In addition, are the houses rental or owner-occupied? Identify the boundaries of the area chosen for this proposal.

6. **Maintaining eligible household list - Explain how the Applicant will track households that apply for the RWP on a *first come first serve basis*. The Applicant must track all households that apply, are approved, and rejected. In addition, all applications must be date and time stamped. It is required that all applicants be issued a receipt to document the application submittal date and time. Identify the staff member that will be responsible for accepting applications, issuing receipts, and maintaining application records.**

## **SECTION 8: PROGRAM SPECIFIC INFORMATION**

**7. Household Income Eligibility.** RWP eligibility is based on 60% of the AMI. See Appendix 3 for income limitations. Explain how and who will certify that the households applying meet the requirement of AMI eligibility. Explain how the household income will be verified. Explain how the income documentation will be kept confidential.

**8. Assessments –** Explain how the applicant will collect the documentation required by the procedurals manual, complete the SIR calculations using the UWI provided tools, verify that all information is correctly and completely recorded, and submitted to UWI for review if requested. Explain how the applicant will provide adequate oversight of the audit staff to ensure the audits are conducted in accordance with the requirements of the procedures manual and how deferrals will be determined and communicated. Address how auditors will have access to support to address technical questions or concerns identified in a home.

**9. Work Orders & Construction Management –** The Applicant must describe how it will determine the scope of work (or work order) for a particular project and how it will ensure that this scope of work is correctly implemented by its contractors.

a. Explain who will develop work orders for the weatherization services, how it will be based off the SIR, and how will the Work Order be reviewed, approved, rejected, amended and communicated to contractors and households?

b. Explain how the applicant will ensure that contractors are following the work order and how contractor's performance will be monitored during and after construction to ensure work is correctly performed. Indicate the method of selecting projects for in-process inspection and the frequency of such inspection. Explain how the applicant will ensure the contractor is in compliance with the material and installation requirements of the Procedures Manual. Explain how the applicant will resolve disputes or concerns about the quality of work uncovered or reported by a homeowner.

c. Explain how the applicant will ensure that contractors are in compliance with the Illinois Prevailing Wage Act.

## SECTION 8: PROGRAM SPECIFIC INFORMATION

10. **Production plan** – Fill in the table below with the number of units the Applicant will weatherize. In the chart below place the number for each category for each month of the program year. The total final inspected housing structures must equal the number of total housing structures that the Applicant will weatherize in the period by year. If applying for one year, then the total will be for the first year only. If applying for two years, the chart for the second year must be completed. The production plan is the Applicant’s operational roadmap for monthly activities and will allow for scheduling all of the work and completing the program successfully. It should reflect anticipated timeframes and anticipated loss of potential projects as they move through the phases to completion.

### First Year

Task by Month	1	2	3	4	5	6	7	8	9	10	11	12	total
Applications Accepted													
Applications Approved													
Housing Structure Assessments													
Work Orders													
Work Started													
Work Complete													
Final Inspections													

### Second Year

Task by Month	1	2	3	4	5	6	7	8	9	10	11	12	total
Applications Accepted													
Applications Approved													

## SECTION 8: PROGRAM SPECIFIC INFORMATION

Housing Structure Assessments														
Work Orders														
Work Started														
Work Complete														
Final Inspections														

## SECTION 8: PROGRAM SPECIFIC INFORMATION

**11. Contract Procurement - Explain the Applicant's procurement policy, methods and strategy for soliciting weatherization contractors to perform the weatherization services:**

a. In the space provided below explain the Applicant's procurement policy, methods and strategy:

b. How and where will the Applicant advertise its solicitation and make contractors aware of the RWP, so that contractors who have work experience in the area specified will apply?

c. The weatherization work is to be bid out in groups of 5-10 houses. The Applicant must describe how they will solicit the Weatherization Services and in what manner will they bid (the method will impact production time and rate)?

d. How will the Applicant ensure that local contractors performing weatherization services will utilize workers who have been trained and certified by the Department's Weatherization Specialist Training Program for at least 50% of their labor hours? (See Appendix 4 for the list of Training Grantees.) Additionally, how will the applicant work with the contractors to ensure that these staff receive adequate supervision, mentoring, and support so these staff can further develop their skills while providing quality work under the program?

e. What type of experience will the Applicant require of the contractor? How will the applicant verify the qualifications, skill levels, and past performance of contractors?

f. How many contractors does the Applicant plan to use in the first year and how many in the second year (if applicable)?

**12. Efforts – List which groups or entities the Applicant plans to collaborate with, formally or informally, in operating the RWP and what type of collaborations are planned. Also, for each collaborating entity, provide the name(s) of the individual(s) and their corresponding entity capacity that will be responsible for working with the Applicant.**

a. Please indicate which Community Action Agency the Applicant plans to collaborate with and who the principle contact will be?

## SECTION 8: PROGRAM SPECIFIC INFORMATION

b. Please indicate the other collaborating agencies and the individuals the Applicant plans to work with at those agencies and what areas will you coordinate?

- 13. Budget – The Applicant must set forth a proposed itemized budget for the RWP program. If submitting for two program years, prepare two separate budgets; year one and year two. Applicants are encouraged to budget in such a way as to maximize the dollars delivered in construction and other direct services for homeowners. No more than \$6,500 can be spent per eligible household/housing unit, which includes costs for Program Support and Materials and Labor. Please note that Administrative costs cannot exceed 15% of the total grant award and this amount will not be increased after the grant is awarded. Definitions for the budget categories are as follows:**

**Administration** – Grant funds used to administer the RWP to pay for such items as: program administrator; office supplies; office equipment ; telephone; rent for office space; secretarial support; office/outreach staff; lease of equipment; employer portion of FICA insurance; and cost for financial audit. No more than 15% of the grant can be spent/budgeted for administration. Please note that the Applicant will have to present a cost allocation plan if the above administration costs are not solely and completely dedicated to the RWP.

**Program Support** – Pre Auditor/Post Auditor, diagnostic equipment (for example blower door, ladders, small tools (i.e. hammer, drill, etc.)); mileage for field work; vehicle rental/lease; insurance of vehicles used to transport staff for the purpose of completing a home audit, post work audit, or other required field work; and liability insurance.

**Materials and labor** – subcontracted costs for materials and labor applied to weatherize homes.

**Administrative Budget - Year 1 Cannot exceed 15% of total budget**

Administrative Budget Item	Number	% Staff – Full Time or Part Time	Total
Coordinator			
Office Support			
Outreach			
Advertisements costs	X	X	
Office supplies	X	X	
Rent	X	X	
Audit	X	X	

## SECTION 8: PROGRAM SPECIFIC INFORMATION

<b>Sub Total</b>	<b>X</b>	<b>X</b>	
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### Program Support Budget - Year 1

Program Support Budget Item	Number	% of Staff-Full Time or Part Time	Total
Auditor/Final Insp.			
Equipment/Tools	X	X	
Vehicle(lease/rent)	X	X	
Mileage	X	X	
Insurance	X	X	
<b>Sub Total</b>	<b>X</b>	<b>X</b>	

### Grand Total plus Materials and Labor - Year 1

Administrative	Program Support	*Materials/Labor	Grand Total

*Administrative Budget (15%) plus Program Support Costs plus Materials & Labor may not exceed \$500,000.00 annually.*

### Administrative Budget - Year 2 Cannot exceed 15% of total budget

Administrative Budget Item	Number	% Staff – Full Time or Part Time	Total
Coordinator			
Office Support			
Outreach			
Advertisement costs	X	X	
Office supplies	X	X	
Rent	X	X	
Audit	X	X	

## SECTION 8: PROGRAM SPECIFIC INFORMATION

<b>Sub Total</b>	<b>X</b>		
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### Program Support Budget - Year 2

Program Support Budget Item	Number	% of Staff- Full Time or Part Time	Total
Auditor/Final Insp.			
Equipment/Tools	X	X	
Vehicle(lease/rent)	X	X	
Mieage	X	X	
Insurance	X	X	
Supplies	X	X	
<b>Sub Total</b>	<b>X</b>	<b>X</b>	

### Grand Total plus Materials and Labor -Year 2

Administrative Cannot exceed 15%	Program Support	*Materials/Labor	Grand Total

*Administrative Budget (15%) plus Program Support Costs plus Materials & Labor may not exceed \$500,000.00 annually.*

**14. Equipment - List the equipment the Applicant plans to utilize for the program and include with the costs if it is to be purchased with the grant funds. Itemize the equipment to be purchased that exceeds \$500 such as a blower door, IR Camera, flue gas analyzer, and any other type of diagnostic equipment. List the type of assorted tools that you are going to purchase. The purpose of this question is to give the Applicant the opportunity to explain the hand/construction tools/equipment it already has access to or plans to purchase in order to get an idea if these items have been considered in planning the proposal. Proposals that maximize use of existing equipment such that more RWP resources are available to support construction in homes will be scored higher.**

Office Equipment

Cost

## SECTION 8: PROGRAM SPECIFIC INFORMATION

Diagnostic Tools	Cost
Hand Tools	Cost

**15. Job descriptions of the job activities and responsibilities – Provide detailed job descriptions that will be part of the project in this section below.**

## 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 DCEO the rights and use of photographs and/or any written statements or information, regardless of format (whether they are direct quotes or paraphrased by DCEO), contained in or provided after grant application for the purpose of publication on DCEO's website. I hereby also release any and all claims against DCEO 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 DCEO), for the purpose of publication on DCEO's website.

Signature

Name & Title

Date

# 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 #1.3:** 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 #1.4:** 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 DCEO 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/](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 3 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 3 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 3 years from the date of this application, this information must be provided in this section.

**Question #2.3:** 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 #2.4:** Indicate in the list provided the type of documentation that the applicant's organization will maintain to support and allocate staff costs to the DCEO grant. Any staff costs incurred need to be adequately supported to ensure appropriate allocation to the DCEO grant.

**Question #2.5:** 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 #2.6:** Indicate yes or no and provide additional information in subsequent question. 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 #2.7:** Indicate yes or no and provide additional information in subsequent question. 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, describe the proceedings and provide the current status. 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 3: PROPOSAL INFORMATION - INSTRUCTIONS**

**Question #3.1:** Indicate the date on which the applicant is submitting this proposal.

**Question #3.2:** Provide a short title that accurately describes the proposal. The title should be limited to approximately 40 characters.

**Question #3.3:** 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 DCEO's website.

**Question #3.4:** Complete this section with the address of the proposed project location.

**Question #3.5:** 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 #3.6:** 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 DCEO's primary contact from application intake through closure of the grant, if awarded by DCEO. Please note that DCEO 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 #3.7:** Indicate the projected project time period with a start and end date.

**Question #3.8:** 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 DCEO. 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 4: SCOPE OF WORK - INSTRUCTIONS**

- Provide the Project Title; it must 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 3 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 DCEO 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 DCEO 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.

## **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**

DCEO 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 DCEO 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 DCEO 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 DCEO 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 DCEO 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. DCEO 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 DCEO Job Count FTE Certification Form. Please remember that the FTE count includes only positions that are a direct result of a DCEO grant, meaning the positions would not be created or retained **but for the** DCEO 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 DCEO 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.

## 3. 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 40 hrs. per week = 2,080 hrs.
- **Permanent Part Time Position:** approximately 52 weeks/year X 20 hrs. per week = 1,040 hrs.
- **Temporary Full Time Position:** approximately 26 weeks/year X 40 hrs. per week = 1,040 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 DCEO grant.

**Certified Job:** A position that was proven to be created or retained and was a direct result of a DCEO grant; the position must be

confirmed by the employer and certified by the DCEO 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 DCEO grant, to be developed and filled, or an existing unfilled position to be filled; the position could not be filled **but for** the DCEO grant provided.

**Retained job:** An existing position projected to be maintained that otherwise would be eliminated by the grantee **but for** the DCEO grant provided. **Note: a job previously reported as retained during the course of a previous DCEO grant cannot be projected again as retained in the current DCEO grant application if the end date of the previous DCEO grant is less than 24 months prior to the current application date. However, a job reported as retained during the course of a previous DCEO grant can be reported as retained in the current DCEO grant application, if the end date of the previous DCEO grant occurred more than 24 months prior to the date of the current DCEO 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 DCEO 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 DCEO 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 DCEO purposes, a full time position typically involves approximately 40 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 3 - 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 DCEO grant. Five positions will be paid salaries of \$20,000 annually, while the other five will be paid salaries of \$40,000 annually. The total salary amount is \$300,000 (5 X \$20,000 + 5 X \$40,000). The number of positions is 10. Thus, to calculate the average salary, divide \$300,000 by 10, yielding the average salary amount of \$30,000.

**Row 9: Other Employment Impacts.** The count may include other impacts with the applicant organization, such as temporary jobs or independent contractors needed by the applicant; and/or other employment impacts elsewhere in the economy.

**NOTE:** A job previously reported as retained during the course of a previous DCEO grant cannot be projected again as retained in the current DCEO grant application if the end date of the previous grant is less than 24 months prior to the current application date. However, a job reported as retained during the course of a previous DCEO grant can be projected again as retained in the DCEO application, if the end date of the previous DCEO grant occurred more than 24 months prior to the date of the current DCEO application.

## **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 DCEO grant. Include all construction jobs for the entire project even if the DCEO 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 is used to establish the cost categories of the grant agreement and includes each budget line item for which the grant funds are proposed to be expended.
- Indicate the requested grant amount for each budget line item.
- Provide the proposed match amount for each budget line item.
- Provide the total of each column.

### **Detailed Budget Narrative**

Attach a detailed budget narrative for all project costs. The narrative should provide a detailed explanation by line item of how each cost figure was calculated and provide detailed information regarding the nature and reasonableness of proposed expenditures.

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

### **Instructions for Completing the Qualifying Application and Request for Proposal (RFP) for the Residential Weatherization Program (RWP)**

Please complete each of the items on pages 7 - 16. The instructions for the submission precede each item. Use the grey space on the form to answer each item. Point your cursor and click into the grey space and type in your response. The space will expand to accommodate your text, but you must be inside the space to continue typing. You may edit your type but only in the grey space areas. If you chose to provide more information than the page allotted make sure that you clearly label the item as a continuation by adding the phrase at the top of the submission **“Continuation of ‘insert section heading name and item’ page number \_\_\_\_\_”**. However, you can only add text into grey areas in the Application Package.

**When you have completed the RFP you may then print the 5 copies of entire document for the mail-in submission, along with any of the scanned items that you are submitting for the electronic copy being submitted.**

Your responses to the items will be used to score and evaluate the proposal. Proposals will be evaluated on the basis of:

50% - Administration/Organizational -

1. Purpose
2. Experience
3. Staffing
4. Detailed Job descriptions
5. Outreach
6. Intake
7. Targeting
8. Priority of Service is on a first come first serve basis
9. Income Eligibility
10. Equipment
11. Budget

**And**

50% -Technical/Field Operation

1. Equipment
2. Work Orders
3. Assessments
4. Collaboration
5. Training
6. Production Plan

## **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 DCEO to publish a copy of the completed application on DCEO's website.

## **SUBMISSION OF APPLICATION**

Request for Proposal submissions must be received on or before:

**Thursday, June 26, 2014 at 12:00 p.m**

James R. Thompson Center

**DCEO –Office of Urban Assistance**

100 W. Randolph St, Ste 3-400

Chicago, IL 60601

Attention: **Carmen Colvin, Deputy Director**

Applicant must submit an original, three (5) hard copies AND an electronic version of the application. Electronic copies should be e-mailed to [ceo.urbanweath@illinois.gov](mailto:ceo.urbanweath@illinois.gov) or submitted with the application (CD or flash-drive).

**APPLICATIONS SUBMITTED AFTER THE ABOVE DUE DATE AND TIME WILL BE DISQUALIFIED.**

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**ALL SUBMISSIONS MUST BE ASSEMBLED IN THE FOLLOWING ORDER:**

**GRANT APPLICATION COVER PAGE, INCLUDING**

**SECTION 1 – SECTION 7**  
**BUDGET NARRATIVE**  
**SECTION 8 PROGRAM SPECIFIC INFORMATION:**  
**ATTACHMENTS**  
**SECTION 9 APPLICANT CERTIFICATION**  
**APPENDIX C - CERTIFICATIONS**

- Applicants must use the updated application and forms contained in this document; proposals that do not utilize the updated application will be disqualified.
- The application must be typewritten-**NO EXCEPTIONS.**
- Do not "spiral bind" the application or put it in a ringed binder. Do not use tabbed cardboard, heavy paper stock, or plastic separators. Applicants may use binder clips to fasten the application together.
- The maximum application length **FORTY (40)** pages, including attachments. **NO ADDITIONAL DOCUMENTATION WILL BE ACCEPTED.**

<b>IDENTITY PROTECTION ACT (5 ILCS/179)</b> <b>PERSONAL INFORMATION PROTECTION ACT (815 ILCS 530)</b>
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The Department of Commerce and Economic Opportunity (DCEO) is committed to protecting the privacy of its vendors, grantees and beneficiaries of programs and services. At times, DCEO 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. DCEO 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 DCEO as a result of state or federal laws, rules and regulations.

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**APPENDIX 1**  
**Residential Weatherization Program (RWP)**  
**Qualifying Application Requirements (QAR)**

- 1. Completed Cover Page with Applicant information;
- 2. Letter from the Internal Revenue Service verifying the not-for-profit status of the Applicant;
- 3. Copy of the good standing certification from the Illinois Secretary of State and a copy of the most recently filed annual report with the Illinois Secretary of State;
- 4. Letter from the Charitable Trust Bureau of the Office of Illinois Attorney General confirming either that the Applicant is in good standing or that the Applicant is not required to register with the Attorney General;
- 5. Notice/Letter of Approval from Governing Entity (Check the one that is applicable):
  - a.  Not for Profit's Board of Directors OR
  - b.  Local unit of county, or municipal Government, Official Notice from the Chief Executive Officer of that entity in the form of a letter of approval from the governing body; OR
  - c.  For Profit Business a letter from the business owner(s) stating that owner(s) agree to apply for the program in the name of the business.
- 6. Certification from the Applicant's Chief Executive Officer or business owner(s) that the Applicant has been in business for at least the past three (3) years in the geographic area specified by the Applicant;
- 7. Letter from the Applicant's Chief Executive Officer and the Chief Financial Officer or business owner(s) that certifies that there are no outstanding financial claims against the Applicant;
- 8. Letter from the Chief Executive Officer and the Chief Financial Officer or business owner(s) that certifies Applicant finances are in good standing and that there are no outstanding (overdue) taxes due to state, federal, municipal or local entity (taxing districts) or government(s).

Signature, Title, and Date of the person completing the form:

Print name and titled of the authorized person completing this form:

Email address of person completing this form:

## Appendix 2

### Checklist for the Request for Proposal (RFP)

There are 14 items that must be submitted with your response to the RFA. The following checklist must be included and the individual completing this portion of the RFA must confirm the accuracy of all responses and documents submitted. The individual must also sign and date the form.

- 1. Applicant's main business or purpose of the agency
- 2. Organizational staffing plan
- 3. Outreach
- 4. Application process
- 5. Targeting neighborhoods
- 6. Eligible household lists
- 7. Household income Eligibility
- 8. Work Orders
- 9. Production Plan
- 10. Contract Procurement
- 11. Collaboration Efforts
- 12. Budget
- 13. Equipment
- 14. Detailed Job Descriptions

Signature, Title and Date of Person completing the form:

Print Name of person completing this form:

Email Address:

## **APPENDIX 3**

### **\*Initial list of Local Grantee Responsibilities**

- Determine eligibility and maintain all documentation for a period of five years;
- Hire trained/certified Building Analyst and Weatherization Specialist, from the UWI training programs, to complete the work;
- Develop binders for homeowners that discusses the items installed, maintenance, warranties and other pertinent information;
- Conduct exit interview and review of binder with homeowners;
- Prepare reports that include prior utility bills and estimated savings after work is completed;

\*The list will be augmented when administrated and program rules for the program have been officially published

## Appendix 4

**ILLINOIS HOUSING DEVELOPMENT AUTHORITY'S  
SCHEDULE OF 60% ANNUAL Median INCOME LIMITS  
EFFECTIVE DECEMBER 1, 2011**

METRO/NON-METRO AREA (County)	1 PERSON <u>LIMIT</u>	2 PERSON <u>LIMIT</u>	3 PERSON <u>LIMIT</u>	4 PERSON <u>LIMIT</u>	5 PERSON <u>LIMIT</u>	6 PERSON <u>LIMIT</u>	7 PERSON <u>LIMIT</u>	8 PERSON <u>LIMIT</u>
CHICAGO (Cook, Du Page, Lake, Kane, McHenry & Will) 60%	\$31,860	\$36,420	\$40,980	\$45,480	\$49,140	\$52,800	\$56,400	\$60,060
EAST ST. LOUIS (Calhoun, Clinton, Jersey, Madison, Monroe & St. Clair) 60%	\$29,580	\$33,840	\$38,040	\$42,240	\$45,660	\$49,020	\$52,380	\$55,800
KANKAKEE 60%	\$27,480	\$31,380	\$35,280	\$39,180	\$42,360	\$45,480	\$48,600	\$51,720
PEORIA 60%	\$29,040	\$33,180	\$37,320	\$41,460	\$44,820	\$48,120	\$51,420	\$54,780
ROCKFORD (Boone & Winnebago) 60%	\$27,060	\$30,900	\$34,740	\$38,580	\$41,700	\$44,760	\$47,880	\$50,940

**Appendix 5**  
**FY 13 Home Energy Auditors Training Grantees**

Grantee	Region	Contact Person	Address	Email
<b>Albany Park Community Center, Inc.</b>	Northeast	Michael A. Martinez ph: (773) 433-3204 Fax: (773)583-5062	3403 W. Lawrence Ave Ste. 300 Chicago, Il 60625	<a href="mailto:mmartinez@apcc-chgo.org">mmartinez@apcc-chgo.org</a>
<b>Black United Fund of Illinois</b>	Northeast	Hau Chau (o) 773-433-3246 (f) 773-583-5716 (c) 610-462-8965	3403 W. Lawrence Chicago, Ill 60625	<a href="mailto:hchau@apcc-chgo.org">hchau@apcc-chgo.org</a>
<b>North Branch Works</b>	Northeast	Tom Opper	1866 N. Marcy St.	<a href="mailto:tom@northbranchworks.org">tom@northbranchworks.org</a>
<b>North Lawndale Network</b>	Northeast	Felicia Griffin (o)773-265-7945 (f)773-638-0728	3726 W. Flourney Chicago, Ill 60624	<a href="mailto:Felicia@nlen.org">Felicia@nlen.org</a>
<b>Proviso-Leyden Council for Comm. Action</b>	Northeast	Andrew (o)708-450-3506 x.258 (f)708-236-5189	411 W. Madison St. P.O. Box 950 Maywood, Ill 60153	<a href="mailto:amartin@plcca.org">amartin@plcca.org</a>
<b>Quad County Urban League</b>	Northeast	Susan Taylor Demming (o)630-851-2203 ext.231	1658 N Farnsworth Ave. Aurora, Ill 60505	<a href="mailto:susantaylordemming@qcul.org">susantaylordemming@qcul.org</a>
<b>REM Services</b>	Central	Tina Wilkins (o)800-451-9736 (f)217-717-9909m (c) 217-220-1056	249 S. Webster Decatur, Ill 62521	<a href="mailto:twilkins@rsi-us.com">twilkins@rsi-us.com</a>
<b>Reassemble Education &amp; Training, Inc</b>		Carmen A. Meekins (o) 312-296-1069 (f) 773-488-9780	7335 S. Cottage Grove Ave Chicago, Ill 60619	<a href="mailto:Retincgroup1@gmail.com">Retincgroup1@gmail.com</a>

<b>Southwestern Illinois College</b>	Southwest	Lea Maue Ph: (618) 235-2700 Fax: (618) 641-5722	2500 Carlyle Ave Belleville, IL 62221	<a href="mailto:Lea.Maue@swic.edu">Lea.Maue@swic.edu</a>
<b>Tri-County-Urban League</b>		Laraine E. Bryson (o) 309-672-4355 (f) 309-672-4366	317 S. MacArthur Highway Peoria, IL 61605	<a href="mailto:lebryson@tcpul.com">lebryson@tcpul.com</a>
<b>Urban League of Metropolitan St. Louis Inc</b>		Linda Harris (o) 314-615-3647(f) 314-531-4849	10220 Lincoln trails Fairview Heights, IL 62208	<a href="mailto:lharris@urbanleague-stl.org">lharris@urbanleague-stl.org</a>
<b>XL Academics</b>		Excell Lewis (o) 815-708-6089 (m)847-529-7078	5301 E. State Street- ste218 Rockford, IL 61108	<a href="mailto:excel@xlacademics.com">excel@xlacademics.com</a>

**Appendix 6**  
**FY 13 Weatherization Specialists Training Grantees**

<b>Grantee</b>	<b>Region</b>	<b>Contact Person</b>	<b>Phone</b>	<b>Fax</b>	<b>Address</b>	<b>Email</b>
<b>Albany Park</b>	Northeast	Hau Chau	773-433-3246	(f)773-583-5716	3403 W Lawrence Ave. Chicago, Ill 60625	<a href="mailto:hchau@apcc-chgo.org">hchau@apcc-chgo.org</a>
<b>Aurora Quad County Urban League</b>	Northeast	Susan Demming	630-851-2203 ext.231	630-851-2703	1658 N Farnsworth Ave. Aurora, Ill 60505	<a href="mailto:susantaylor@demming@qcul.com">susantaylor@demming@qcul.com</a>
<b>The Black Star Project</b>	Northeast	Kirsten Rokke	(773) 285- 9600	(773) 285- 9602	3509 S. King Drive Chicago, Il 60653	<a href="mailto:Kirsten@blackstarproject.org">Kirsten@blackstarproject.org</a>
<b>Coalition for United Community Action</b>	Northeast	Carl Latimer	(o)312-225-2085	312-225-6742	2925 S. Wabash Avenue Suite 102 Chicago, Ill 60616	<a href="mailto:culcuca@aol.com">culcuca@aol.com</a>
<b>Delta</b>	Northeast	Vanessa Roanhorse	312-554-0900	312-554-0193	35 East Wacker Dr. Ste1200 Chicago, Ill 60601	<a href="mailto:vroanhorse@delta-institute.org">vroanhorse@delta-institute.org</a>
<b>Emerson Park Development Corporation</b>	Southwestern	Vickie Forby	(618) 874-1671 x 103	(618) 874-8451	1405 State Street East St. Louis, Il 62202	<a href="mailto:vforby@emersonpark.org">vforby@emersonpark.org</a>
<b>Genesis Housing Development Corporation</b>	Northeast	Donnie Brown	(773)994-6670	(773)994-6673	7735 S Vernon Ave. Chicago, Il 60619	<a href="mailto:mccoy@genesishdc.org">mccoy@genesishdc.org</a>
<b>Illinois Youth Build Coalition, Inc</b>	Northeast	Pam Schallhorn	(815) 963-6236	(815) 963-1002	917 South Main St. Rockford, Il 61101	<a href="mailto:pschallhorn@youthbuildillinois.org">pschallhorn@youthbuildillinois.org</a>
<b>Lincoln Land Community College</b>	Central	Julie Rourke	217-786-4616	217-786-2463	5250 Shepherd Road Springfield, Ill 62794	<a href="mailto:Julie.rourke@llcc.edu">Julie.rourke@llcc.edu</a>
<b>North Lawndale Employment Network</b>	Northeast	Ron Tonn	(773) 265-7948	(773) 638-0728	3726 W. Flournoy Chicago, Il 60624	<a href="mailto:ron@nlen.org">ron@nlen.org</a>

<b>Peoria Citizens Committee for Economic Opportunity Inc.</b>	North Central	McFarland Bragg	(309) 671-3900	(309)671-3913	711 W. McBean St Peoria, IL 61605	<a href="mailto:mabragg@pcceo.org">mabragg@pcceo.org</a>
<b>Urban League of Metropolitan St. Louis Inc</b>	Southwest	Linda Harris	314-615-3647	314-615-3683	10220 Lincoln Trails Fairview Heights, Ill 62208	<a href="mailto:lharris@urbanleague-stl.org">lharris@urbanleague-stl.org</a>
<b>Vison of Restoration</b>	Northeasat	Delrice Adams	312-215-0156		1309 Madison St. Maywood, Ill 60153	<a href="mailto:Djadams1970@yahoo.com">Djadams1970@yahoo.com</a>

## APPENDIX 7

### LIST OF TARGETED COUNTIES

Eligible geographic areas are “census tracts in urban metropolitan areas where 20% or more of the population is living in poverty and that suffer from disproportionately high rates of unemployment, underemployment, and poverty as defined by the 2010 Census...and areas with high concentrations of families with income equal to or less than 60% of the Area Median Income.

- Alexander County
- \*Cook County (including southland suburban area)
- Kane County
- \*Kankakee County
- Lake County
- LaSalle County
- Macon County
- Madison County
- \*Peoria County
- Rock Island County
- \*St. Clair County
- Stephenson County
- Will County
- \*Winnebago County

**\*Original County served**