



BIOGAS AND BIOMASS TO ENERGY GRANT PROGRAM

APPLICATION GUIDELINES

SUBMITTAL DEADLINE 5:00 P.M. APRIL 30, 2012

Attached is the application package for the Biogas and Biomass to Energy Grant Program. The Energy Resources Center at the University of Illinois Chicago assists DCEO in administering the Biogas and Biomass to Energy Grant Program to encourage utilization of renewable energy and support economic development in the State of Illinois.

The Biogas and Biomass to Energy Grant Program funds projects that demonstrate the use of biogas and biomass for on-site energy generation at facilities in Illinois. Proposed projects are eligible for grants up to 50 percent of eligible project cost. The maximum award for biogas or biomass to energy feasibility studies is \$2,500. The maximum grant amount for biogas to energy systems is \$225,000. The maximum grant amount for biomass to energy systems is \$500,000. Eligibility is limited to project costs associated with biogas and biomass to energy feasibility studies or for the purchase and installation of renewable energy generation equipment for any new project that is designed to produce and use biogas or biomass as a source of fuel to produce electricity or heat.

Each applicant must complete sections 1, 2, 3, 4, 5, 6, 8 and 9 within this application template. The required budget details must be completed within Section 8. The documentation required in Appendix A and C of Section 8 can be provided in separate document.

Your detailed application must be submitted by mail to:

THE UNIVERSITY OF ILLINOIS AT CHICAGO
ENERGY RESOURCES CENTER (MC 156)
ATTENTION: STEFFEN MUELLER
1309 SOUTH HALSTED STREET, 2ND FLOOR
CHICAGO, IL 60607
312/355-3982

by 5:00 PM (CDT), April 30, 2012.

If you have questions regarding the application package, please contact Steffen Mueller at 312/355-3982 or muellers@uic.edu.



GRANT APPLICATION COVER PAGE

Biogas and Biomass to Energy Grant Program



DCEO Use Only:
 Application #: _____
 Grant #: _____

SECTION 1: APPLICANT INFORMATION

1.1	Legal Name of Applicant: <i>(Attach copy of W-9)</i>	
1.2	Address of Applicant: <i>(Include your extended 9-digit zip code):</i>	
1.3	Chief Officer: <i>(If more than one, attach a list with all Officers)</i>	Name: Title: Address: Phone: Fax: E-Mail:
1.4	Description of Applicant: <i>(200 Character maximum)</i>	

1.4.1	Verification of Renewable Energy Resources & Coal Technology Development Assistance Charge: Please check if served by one of the listed electric or natural gas utilities (also attach copy of a recent utility bill to application).	
	For Electric Distribution	
	Adams Electric Cooperative	Southeastern Illinois Electric Cooperative
	Ameren CIPS	Southern Illinois Electric Cooperative
	Ameren IP	Spoon River Electric Cooperative
	Ameren UE	Tri County Electric Cooperative
	Ameren CILCO	Village of Metropolis
	City of Carmi	Village of Rantoul
	City of Flora	Western Illinois Electrical Cooperative
	Clinton County Electric Cooperative	For Gas Distribution
	Commonwealth Edison Company	Ameren CIPS
	Corn Belt Cooperative	Ameren UE
	Egyptian Electric Cooperative	Ameren CIPS
	Illinois Rural Electric Cooperative	Ameren IP
	Jo-Carroll Energy	Consumers Gas Company
	Menard Electric Cooperative	Illinois Gas Company
	Mid American Energy Company	Mid American Energy Company
	Monroe County Electric Cooperative	Nicor Gas Company
	Mt. Carmel Public Utility Cooperative	North Shore Gas Company
	Norris Electric Cooperative	The Peoples Gas, Light & Coke Company
	Rock Energy Cooperative	United Cities Gas Company
	Rural Electric Convenience Cooperative	Other utility that imposes charge: _____
	Shelby Electric Cooperative	

2.2	If applicable, list all Names and FEINs that are registered to your organization or have been registered during the past 3 years.	
1.5	NAICS Code:	<i>(6-digit Industry Classification Code)</i>
1.6	Applicant Website:	
1.7	Applicant FEIN:	
1.8	Applicant SSN:	
1.9	Applicant's DUNS Number:	
1.10	Applicant Fiscal Year:	From: <input type="text"/> To: <input type="text"/>
1.11	If applicable, indicate the following. <input type="checkbox"/> Women-Owned <input type="checkbox"/> Minority-Owned	
	If minority-owned, then check the appropriate race/ethnic group box.	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.	
	Race/Ethnic Group	# People Served by Grant
	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="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;"></td> <td style="border: none;">Agency:</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">Grant #:</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">Grant Amount:</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">Grant Term:</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">General Description:</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">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.												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Name</th> <th style="width: 50%; text-align: center;">FEIN</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name	FEIN										
Name	FEIN												
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 names of the person who left the position and the name of their replacement. Indicate the number of months the position has been vacant if the position is currently vacant.												
	<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	Submittal Date:		
3.2	Project Title:		
3.3	Brief Project Description: <i>(Complete attached Scope of Work) (550 Character maximum)</i>		
3.4	Project Location:	Street Address: City:	County:
3.5	Areas Served:		
3.6	Project Contact:	Name: Title: Address: Phone: Fax: E-Mail:	
3.7	Project Period:	Start Date:	End Date:
3.8	Project Costs: <i>(Complete attached Budget)</i>	Funding provided by the applicant: Secured funding from other sources: Funding requested from DCEO:	
		Total Project Cost	\$0.00

SECTION 4: SCOPE OF WORK

Project Title

Description of project:

Grantee will complete the following tasks:

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

SECTION 5: PERFORMANCE MEASURES

Performance Measure	Target
Renewable Energy Installed Capacity	
Renewable Energy Produced	
Labor Hours for Installation of System	

SECTION 6: PROJECTED EMPLOYMENT IMPACT

6.1	Number of permanent full-time individuals currently employed by applicant:	
6.2	Number of permanent part-time individuals currently employed by applicant:	
6.3	Number of permanent full-time jobs that would be created by applicant as a direct result of receiving the grant award:	
6.4	Number of permanent part-time jobs that would be created by applicant as a direct result of receiving the grant award:	
6.5	Number of permanent full-time jobs that would be retained by applicant as a direct result of receiving the grant award:	
6.6	Number of permanent part-time jobs that would be retained by applicant as a direct result of receiving the grant award:	
6.7	Describe any other projected employment impact as a result of receiving the grant award:	

SECTION 7: BUDGET

Line Item or Cost Category Description	Requested Grant Budget Amount	Proposed Match Budget Amount
See budget sheet in Appendix B.		
Total Cost	\$0.00	\$0.00

SECTION 8: PROGRAM SPECIFIC INFORMATION

SECTION 8.1:

GENERAL INFORMATION

8.1.1 PURPOSE. The Illinois Department of Commerce and Economic Opportunity (the “Department” or “DCEO”) administers the Renewable Energy Resources Program (“RERP”) to encourage utilization of renewable energy and support economic development in the State of Illinois. The RERP will, to the extent funds are available, fund projects focused on increasing the utilization of alternative energy technologies in Illinois.

The focus of the Biogas and Biomass to Energy Grant Program, through the RERP, is to demonstrate the use of biogas and biomass for on-site energy generation at facilities in Illinois. Projects designed to use biogas or biomass as a source of fuel to produce electricity with combined heat and power (CHP) through gasification, co-firing or anaerobic digestion technologies are being targeted.

The RERP will not fund projects outside the State of Illinois. In addition, if the applicant’s electric or gas utility does not impose a Renewable Energy Resources and Coal Technology Development Assistance Charge as defined in 20 ILCS 687/6-5, the applicant will not be eligible for RERP funding under this program.

8.1.2 AUTHORITY AND FUNDING. The Department is authorized by the Renewable Energy, Energy Efficiency, and Coal Resources Development Law of 1997 (20 ILCS 687/6-1 *et seq.*) to administer the State’s Renewable Energy Resources Program. The funding source for this program is the Renewable Energy Resources Trust Fund. The Department has elected to contract with the Energy Resources Center, University of Illinois at Chicago, (hereinafter referred to as “the University”) to assist in implementing and monitoring this grant program. The Department retains overall authority over the Biogas and Biomass to Energy Grant Program.

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

“Act” means the Public Utilities Act.

“Applicant” means (i) an Illinois unit of state or local government, association, public or private school, college or university, (ii) a not-for-profit organization or private company licensed to transact business in Illinois, or (iii) individual(s) proposing a biogas or biomass to energy project in Illinois.

“Applicant Investment” means the amount of funds that the grantee will be obligated to contribute to the project, including, but not limited to, all personal contributions, other private financial partners or contributors, and any public funds received, excluding grant funds received under the RERP Program, or anticipated to be received by the applicant. The applicant investment must be a sum no less than 50 percent of total project cost.

SECTION 8: PROGRAM SPECIFIC INFORMATION

“Application” means a request for RERP funds by submitting the required information, on the Department’s approved forms and attachments as prescribed in these guidelines.

“Biogas” means methane produced by livestock manures and wastes, municipal waste water sludge, and segregated organic wastes (not mixed with inorganic wastes).

“Biomass” means all plant and plant-derived material that can be used either as a source of energy or for its chemical components and includes dedicated crops grown for energy production as well as agricultural residues.

“Grant Beginning Date” means the date grantee may begin to incur costs against the agreement.

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

“Installer” means a licensed, bonded, and insured contractor authorized to conduct business in the State of Illinois.

"Organic Waste Biomass System" means any device designed to use biogas as a source of fuel to produce electricity or process heat.

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

“Project” means an eligible renewable energy resources project that the Department agrees to fund through the RERP.

“Project Commencement Date” means the date that all necessary procurement is complete, equipment is installed and operational and all project tasks have been started. The project commencement date may not exceed nine months after the grant beginning date.

“Proprietary, Privileged or Confidential Commercial Information” means any process or design exclusively owned under trademark, patent or in the process of becoming patented, or other information that falls within an applicable exemption under the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*).

“Renewable Energy” means energy from wind, solar thermal energy, photovoltaic cells and panels, dedicated crops grown for energy production and organic waste biomass, hydropower that does not involve new construction or significant expansion of hydropower dams, and other alternative sources of environmentally preferable energy. Renewable energy does not include, however, energy from the incineration, burning or heating of waste wood, tires, garbage, general household, institutional and commercial waste, industrial lunchroom or office waste, landscape waste, or construction or demolition debris.

SECTION 8: PROGRAM SPECIFIC INFORMATION

SECTION 8.2: GRANT ELIGIBILITY CRITERIA

8.2.1 PROJECT LOCATION. Eligibility is limited to projects physically located in the State of Illinois.

8.2.2 CUSTOMER OF PARTICIPATING UTILITY REQUIREMENT. An applicant must be a customer within the service area of an investor-owned electric or gas utility or a municipal gas or electric utility or electric cooperative that imposes the Renewable Energy Resources and Coal Technology Development Assistance Charge as defined in 20 ILCS 687/6-5 and listed in Appendix A.

8.2.3 ELIGIBLE PROJECTS/EQUIPMENT. Eligibility is limited to project costs associated with biogas and biomass to energy feasibility studies or for the purchase and installation of renewable energy generation equipment for any new project that is designed to produce and use biogas or biomass as a source of fuel to produce electricity or heat.

8.2.4 INELIGIBLE PROJECTS AND COSTS. The following projects are not eligible for funding under these guidelines: projects located outside the State of Illinois, or projects or portions of projects that are not direct components of biogas or biomass to energy systems per Section 2.3 above. Photovoltaic, wind, solar thermal, hydroelectric, and geothermal energy systems, or energy projects involving the incineration, burning or heating of waste wood, tires, garbage, general household, institutional and commercial, industrial lunchroom or office waste, landscape waste, or construction or demolition debris are explicitly ineligible under these guidelines.

8.2.4.1 Grant funds may not be requested or expended for project expenses incurred prior to the beginning date of the grant agreement. In addition, expenses incurred prior to the beginning date of the grant agreement may not be used to meet the applicant investment requirement.

8.2.5 MAXIMUM GRANT AWARD AND REQUIRED APPLICANT INVESTMENT. The maximum award for biogas or biomass to energy feasibility studies is \$2,500. The maximum grant amount for biogas to energy systems is \$225,000. The maximum grant amount for biomass to energy systems is \$500,000. Funding decisions are made as funding is available and neither the Department nor the University is obligated to provide the maximum grant amount. The Department and the University reserve the right to review applications and provide lower grant amounts.

8.2.5.1 The minimum Applicant Investment required is 50 percent of eligible project costs.

8.2.5.2 The Director reserves the right and may elect to waive the maximum grant limitation and other Program parameters upon a finding that such waiver is appropriate to accomplish the purpose of the Renewable Energy Resources Program.

SECTION 8: PROGRAM SPECIFIC INFORMATION

8.2.6 LEGAL COMPLIANCE. The applicant must certify in Section 9 that the project complies with all applicable state, federal, and local environmental and zoning laws, ordinances, and regulations and that all permits, licenses, etc., required to perform the project have either been obtained or will be obtained no later than 180 days following the grant beginning date.

8.2.7 ENVIRONMENTAL APPROVALS. Funded projects will be subject to review by the following Illinois agencies: Departments of Natural Resources, Historic Preservation, Agriculture, and the Illinois Environmental Protection Agency. Grantee will be required to comply with requirements established by said agencies relative to their respective reviews. Grantees will be responsible for coordinating directly with the applicable agencies. Any requirements must be communicated to the Department and the University and will be incorporated into the incentive agreement awarded as of its execution date, or if received from the applicable agency subsequent to execution, as an addendum to the incentive agreement. Grantees will be contractually obligated to comply with such requirements. Prior to notification of compliance by the applicable agency, grantees may request disbursement of funds only for the following purposes: administrative, contractual, legal, engineering or architectural/engineering costs incurred that are necessary to allow for compliance by the grantee with requirements established by the external agency. Funds will not be disbursed for any activity that physically impacts the project site until the Department receives the appropriate approvals from the applicable agencies.

8.2.8 INSTALLER REQUIREMENTS. An installer of the renewable energy system must be licensed to transact business in the State of Illinois and maintain appropriate types and levels of insurance coverage.

SECTION 8.3:

PROGRAM INFORMATION

8.3.1 PAYMENT SCHEDULE. The grant agreement will specify the conditions of payment and the payment schedule. The Department and the University reserve the right to determine the appropriate payment structure, including an advance payment for energy production, on a project specific basis.

8.3.2 REPORTING REQUIREMENTS/PROJECT MONITORING. Grantees will be required to submit quarterly progress and expenditure reports in accordance with the requirements of the grant agreement. The Department and the University reserve the right to structure reporting requirements on a project specific basis. The Department or the University project manager will monitor the grantee's compliance with the terms of the grant agreement.

8.3.3 JOB CREATION/RETENTION REPORTING. Grantees will be required to submit reports documenting the number of jobs created, retained or lost during the course of the agreement term as a result of the project.

8.3.4 GRANT DURATION/PERFORMANCE PERIOD. The grant term/performance period will be determined on a project specific basis. Grantees will be required to certify the project commencement date through a site visit or other means deemed acceptable by the Department. The agreement may require performance data for 12 months or longer following the project commencement date.

SECTION 8: PROGRAM SPECIFIC INFORMATION

8.3.5 OWNERSHIP/USE OF EQUIPMENT. The grant agreement will specifically prohibit the sale, lease, transfer, assignment, or encumbrance of any equipment or material purchased with grant funds, without the express written approval of the Department or the University for the duration of the grant term. In the event of a grantee's failure to comply with this requirement, the grant agreement will provide that the Department or the University may, at either entities discretion, require the grantee to return all grant funds provided by the Department or the University, require the grantee to transfer to the State ownership of equipment and material purchased with grant funds and bar the grantee from consideration for future funding. The Department and the University reserve the right to require the grantee to give it a purchase money security interest in equipment purchased with grant funds for the duration of the grant term.

8.3.6 DISSEMINATION OF INFORMATION/TECHNOLOGY TRANSFER. The grantee will be contractually required to allow the Department and the University access to the project site and to obtain, publish, disseminate or distribute any and all information obtained from the project (except any data or information that has been negotiated as being confidential or proprietary), without restriction and without payment or compensation by the Department or the University. Grantee must permit any agent authorized by the Department or the University, upon presentation of credentials during normal business hours, access to the renewable energy project site subject to the grant agreement.

8.3.7 FREEDOM OF INFORMATION ACT/CONFIDENTIAL INFORMATION. Funded applications are subject to disclosure, in response to requests received under provisions of the Freedom of Information Act (5 ILCS 140/1 et seq.). Information that could reasonably be considered to be proprietary, privileged or confidential commercial or financial information should be identified as such in the application. The Department and the University will maintain the confidentiality of that information only to the extent permitted by law. If the applicant has a special need to maintain the confidentiality of proprietary or privileged information, please attach a supplemental letter of explanation.

8.3.8 PREVAILING WAGE REQUIREMENTS. Prevailing Wage Act (820 ILCS 130/0.01 et seq.). All projects for the construction of fixed works which are financed in whole or in part with funds provided by this agreement are subject to the Prevailing Wage Act (820 ILCS 130/0.01) unless the provisions of that Act exempt its application. In the construction of the project, the grantee must comply with the requirements of the Prevailing Wage Act, including, but not limited to, inserting into all contracts for such construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the project must be paid to all laborers, workers and mechanics performing work under the contract and requiring all bonds of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract.

8.3.9 STATE NOT LIABLE. Grantee holds the State of Illinois and the University harmless from any and all claims, demands, and actions based upon or arising out of any services performed by grantee or by their agents or employees under a grant agreement. The Department or the University, by entering into a grant agreement, does not pledge or promise to pledge the assets of the State nor does it promise to pay any compensation to the grantee from any moneys of the treasury or the State except such moneys as are appropriated and paid to the grantee by the

SECTION 8: PROGRAM SPECIFIC INFORMATION

Department or the University.

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

8.3.11 INSURANCE. The grantee must provide Workers' Compensation Insurance or the same, as required, and accepts full responsibility for the payment of Unemployment Insurance, premiums for Workers' Compensation, Social Security, and retirement and health insurance benefits, as well as all income tax deductions required by law for its employees who are performing services specified by the grant agreement.

8.3.12 RETURN OF FUNDS. The grantee must return to the Department or the University any and all funds that are determined by the Department or the University to have been spent in violation of the grant agreement.

SECTION 8.4: APPLICATION PROCESS

8.4.1 GRANT APPLICATION SUBMITTAL. Applications must be printed or typed. The Department and the University will not accept faxed or electronically submitted applications.

8.4.1.1 Each application submitted under these guidelines must include all of the information required in the grant application including documentation set forth in the Appendices.

8.4.1.2 Applications under this program will be accepted on an ongoing basis through April 30, 2012, subject to funding availability.

8.4.1.3 The Department and University will accept applications at the following address:

The University of Illinois at Chicago
Energy Resources Center (MC 156)
Attention: Steffen Mueller
1309 South Halsted Street, 2nd Floor
Chicago, IL 60607
312/355-3982

SECTION 8: PROGRAM SPECIFIC INFORMATION

8.4.2 GENERAL REVIEW AND EVALUATION. The Department and the University will review and evaluate applications in the order in which they are received and grants will be awarded as funding is available. Applications will first be reviewed to determine eligibility and completeness as specified under Section 8.2 and Section 8.4.1. Ineligible or otherwise incomplete applications will be immediately rejected and returned to the applicant. When the available funding is limited, project applications under simultaneous review will be evaluated competitively. Satisfying the General Review and Evaluation requirements confers no rights upon the Applicant.

8.4.3 EVALUATION CRITERIA. Evaluation criteria have been developed to assist the Department in identifying those projects that display the most potential for achieving the goals and objectives of the Renewable Energy Resources Program. Applications satisfying the requirements of Section 8.2 and Section 8.4.1 will be evaluated on the basis of the following criteria:

- A.) Overall quality of the application including measurable project goals, tasks and activities, a well developed work plan, and easily identifiable deliverables.
- B.) Likelihood of actual project development, potential to accomplish defined objectives, technical feasibility, and replicability within the State of Illinois.
- C.) Potential for the project to further encourage the utilization of renewable energy and support economic development in the State of Illinois through job creation, business development, and economic development.
- D.) Cost-effectiveness through energy saved per grant dollar spent.
- E.) Capability of the applicant including previous experience and additional professional resources available.
- F.) Other criteria as determined by the Department to be in the best interest of the State of Illinois.

8.4.4 REJECTION OF APPLICATIONS. The Department and the University reserves the right to reject any application. The submission of an application under these guidelines confers no right upon any applicant. The Department and the University are not obligated to award any grants under this program, to pay any costs incurred by the applicant in the preparation and submission of an application, or pay any grant related costs incurred prior to the grant beginning date.

SECTION 9: APPLICANT CERTIFICATION

Applicant hereby certifies that:

- All authorizations required to perform the project, described in its application, have either been obtained or will be obtained no later than 180 days following the grant start date set forth in the Notice of Grant Award issued by the Department.
- The project complies with all applicable state, federal, and local environmental and zoning laws, ordinances, and regulations and that all required licenses, permits, etc., have either been obtained or will be obtained no later than 180 days following a grant award by DCEO.
- It is not in violation of the prohibitions against bribery of any officer or employee of the State of Illinois as set forth in 30 ILCS 505/10.1.
- It has not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-3 and 5/33 E-4).
- It is not in violation of the Educational Loan Default Act (5 ILCS 385/3).
- There is no action, suit or proceeding at law or in equity pending, nor to the best of Applicant's knowledge, threatened against or affecting the Applicant before any court or before any governmental or administrative agency which will have a material adverse effect on the performance required by this Program.
- Should it become the subject of an action suit or proceeding at law or in equity that would have a material adverse effect on the performance required by this Program, or an investigation by any state or federal regulatory law enforcement or legal authority; Applicant shall promptly notify the Department.
- It is not currently operating under or subject to any cease and desist order or subject to any informal or formal regulatory action, and, to the best of Applicant's knowledge that it is not currently the subject of any investigation by any state or federal regulatory law enforcement or legal authority.
- As of the submittal date, the information provided in its application is accurate, and the individuals signing below are authorized to submit this application.

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

APPENDIX A
Illinois Department of Commerce and Economic Opportunity
Biogas and Biomass to Energy Grant Program
Documentation Outline

All applicants shall include the following information and documentation:

- A description of the proposed renewable energy system including the system size, components and materials, estimated annual production, and any applicable calculations. (2 pages maximum)
- A brief description of the merits of the project per the evaluation criteria provided in Section 8.4.3 of the application guidelines. (2 pages maximum)
- A description of the project budget identifying all costs eligible for grant reimbursement. (1 page maximum)
- A detailed timetable for project development including activities, deliverables and applicable milestones if applicable. (1 page maximum)
- A description of the pertinent experiences of the applicant and project participants and additional professional resources and support available to the applicant. (1 page maximum)
- The name, address, license number, and proof of insurance of the renewable energy system installer. (1 page maximum)

APPENDIX B
Illinois Department of Commerce and Economic Opportunity
Biogas and Biomass to Energy Grant Program
Proposed Project Costs

Summary:

	Total Costs	Applicant Investment	Contributions From Other Sources	State Funding Requested
A. Purchase of Services:				
B. Equipment/Materials:				
Total:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Percent of Total:	100%			

Purchase of Services: For the installation of renewable energy generation equipment list all applicable costs for design, construction, repair, or maintenance, and fees for legal, financial, or artistic services. All subcontracts must be explained in detail, include the license number and address of the subcontractor, and be attached to the end of this section.

	Total Costs		State Funding Requested
1. _____	\$ _____	\$ _____	_____
2. _____	\$ _____	\$ _____	_____
3. _____	\$ _____	\$ _____	_____
4. _____	\$ _____	\$ _____	_____
5. _____	\$ _____	\$ _____	_____
6. _____	\$ _____	\$ _____	_____
Subtotal	\$ _____	\$ _____	_____

Equipment/Materials: List all items of equipment to be purchased valued greater than \$100.

	Total Costs		State Funding Requested
1. _____	\$ _____	\$ _____	_____
2. _____	\$ _____	\$ _____	_____
3. _____	\$ _____	\$ _____	_____
4. _____	\$ _____	\$ _____	_____
5. _____	\$ _____	\$ _____	_____
6. _____	\$ _____	\$ _____	_____
Subtotal	\$ _____	\$ _____	_____

Financial Partners and All Other Sources of Investment: Specify in reasonable detail including phone number, contact person and address.

	Total Investment
1. _____ _____	\$ _____
2. _____ _____	\$ _____
3. _____ _____	\$ _____
	Subtotal \$ _____
	Project Total \$ _____
	State Funds Requested \$ _____

Attach additional pages if necessary.

Financial Partnerships and Other Investment Sources, Letter or Guidelines:

Provide letters from each financial partner or funding entity indicating the amount of their support and the project commencement date expected for their partnership.

In the event of funding by private foundations or public sources, if such a letter is not yet available, indicate the anticipated source (USDA program name, etc.) and supporting documentation or guidelines for the anticipated source.

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 your 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 #1.4.1:** If the applicant's electric or gas utility is listed in Section 1.4.1 and if the applicant is a current customer of one of those utilities at the address indicated, please provide a copy of a recent bill. If your utility is not listed below, or if you are a customer at a different address, please attach a letter from your utility stating that the applicant is serviced by an investor-owned/municipal gas or electric utility of electric cooperative that imposes the Renewable Energy Resources and Coal Technology Development Assistance Charge as defined in ILCS 687/6-1 et seq. The Department will verify this information before issuing a grant to the applicant.
- 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/
- Question #1.10:** Indicate the start date and end date of the applicant's fiscal year (accounting year) with month, day and year.
- Question #1.11:** Check the appropriate box if the applicant's business is a women or minority-owned business. A women or minority-owned business is defined as a business at least 51 percent owned and controlled by persons who are women or minority-owned. Minority-owned 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 with outstanding programmatic and 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 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 the Department'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 the Department's primary contact from application intake through closure of the grant, if awarded by the Department. Please note that the Department 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 the Department. 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 and it needs to be the same as or consistent with the title provided in the Proposal Information above.
- Provide a detailed description of the proposed project and the intended use of grant funds. Unlike Line 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 the Department in development of the Scope of Work for the grant agreement if the project is awarded. It will also facilitate the periodic reporting that will be required to update the Department on the status of the projects major milestones if the project 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 6: PROJECTED EMPLOYMENT IMPACT - INSTRUCTIONS

Definitions for Question #1 - #7:

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; the employer files forms and withholds taxes per the IRS requirements for an employee.

Created job: A new position to be developed and filled, or an existing unfilled position to be filled; either of which could not be filled **but for** the DCEO grant/loan provided.

Retained job: An existing position to be maintained that otherwise would be eliminated **but for** the DCEO grant/loan 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 grant is less than 18 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 current DCEO grant application, if the end date of the previous DCEO grant occurred more than 18 months prior to the date of the current DCEO application.

Permanent job: A job intended to last indefinitely; does not have a finite ending date.

Temporary job: A job that is typically short term, and will last only for a specified period of time (example: a seasonal job).

Full time job: Employee will be expected to work the full number of hours in a standard work week in the organization, as defined by the employer; full time positions often approximate 40 hours per week and typically include benefits such as a pension plan, insurance, and vacation benefits.

Part time job: Employee will be expected to work fewer hours per week than the hours required in a full time position; this type of job often does not include benefits or receives reduced benefits.

Other projected employment impact: 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.

SECTION 7: BUDGET - INSTRUCTIONS

- Complete the budget sheets in Appendix B instead of the budget sheet in Section 7.

SECTION 8: PROGRAM SPECIFIC INFORMATION - INSTRUCTIONS

Guidelines for this Program are listed in Section 8.

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 one that is authorized to sign the grant agreement if grant funds are awarded. The authorized individual should sign their name, print their name and title and date of certification. Please note the certification authorizes the Department to publish a copy of the completed application on the Department's website.

SUBMISSION OF APPLICATION

Your detailed application must be submitted by mail to:

THE UNIVERSITY OF ILLINOIS AT CHICAGO
ENERGY RESOURCES CENTER (MC 156)
ATTENTION: STEFFEN MUELLER
1309 SOUTH HALSTED STREET, 2ND FLOOR
CHICAGO, IL 60607
312/355-3982

by **5:00 PM (CDT), April 30, 2012.**

If you have questions regarding the Application package, please contact Steffen Mueller at 312/355-3982 or muellers@uic.edu.