

URBAN WEATHERIZATION INITIATIVE BOARD

DISCUSSION NOTES

July 16, 2010

Meeting was called to order at 10:15 a.m. by Karin Norington-Reaves

- Attendees:** Karin Norington-Reaves, Charlene Raickett, Lester McKeever Jr., Percy Harris, Senator Donne Trotter , Claudine Najjar
- Apologies:** Deborah Harrington and Kurt Summers
- Introductions:** Ms. Norington-Reaves greeted the Board and provided an overview of the agenda. She explained that due to the lack of quorum, no official business could be conducted by the board, but she encouraged a brief discussion for feedback on the draft RFP.
- RFP Feedback:** Board members provided feedback/suggestions to the draft RFP that was previously circulated. Ms. Harrington e-mailed her comments/suggestions. General suggestions were as follows:

Monitoring

Questions were raised regarding monitoring/oversight of grantees. Ms. Norington-Reaves explained that grants managers from DCEO would be tasked with ensuring that grantees are compliant with state law and the grant agreement. She also explained that grantees would have regular reporting requirements and benchmarks to meet pursuant to DCEO procedures.

Grant Awards

Mr. McKeever suggested that language is needed to clarify grant award limits. He would like to emphasize that a maximum of \$500,000 can be awarded per contract, not per organization in any one contract (“even with collaborators, maximum is \$500,000”). Ms. Norington-Reaves noted that this was an issue to be further discussed by the Board and voted upon. She also noted the legislative intent is said to be that each collaborator could receive up to \$500,000, but that this is a ceiling, not a floor. She noted that \$500,000 is excessive for purely support services and that the board could consider setting amounts based upon the type of service being provided by a member of a collaborative.

Ms. Norington-Reaves also asked the Board to consider that grant dollars may need to be issued for separate purposes: 1) funds for cost per unit; and 2) funds for stipends, transportation and training costs, etc. Details need to be provided to grantees on how much dollars can be spent in each category.

Mr. Harris noted that the Board must specify the performance standards by which grantees will be evaluated--U.S. Dept of Energy, BPI, HERS. He also suggested that the groups provide proof of weatherization certification and specific details about their training/curriculum.

Mr. McKeever asked about the type of documents the Department requests of grant applicants and suggested that all potential grantees be asked to provide 990s and audited financial reports as part of the application process. (Ms. Raickett explained the list of documents normally requested by the Department--these have not included the suggested documents).

Mr. McKeever

Ms. Norington-Reaves discussed the distinction between stipends (to be given during the training period) and wages. There was a brief discussion about the wage rate, Illinois prevailing wages versus comparable national wages.

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Members also discussed the need to make realistic projections of how many houses can be weatherized in a given time.

Senator Trotter suggested that it may be beneficial to refer to CEDA's intake process rather than reinventing the wheel. He also asked when the program will be funded. Ms. Norington-Reaves indicated that she would follow up with the Director to determine the status. Senator Trotter also raised concerns regarding messaging/communication about the program. Ms. Norington-Reaves explained that she would be forwarding all members a copy of a recently created Frequently Asked Questions fact sheet for use by members and legislators when discussing the program.

Upcoming Meetings: A proposed schedule of meetings will be sent to members.

Adjournment: Meeting adjourned at 11:45am by Karin Norington-Reaves

Respectfully Submitted,

Claudine Najjar

Department of Commerce and Economic Opportunity