



# CEJA ILLINOIS

Equitable Energy Future  
Grant Program

## Equitable Energy Future Grant Program Technical Assistance Session



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

JB Pritzker, Governor

# Presenters

- Aaron McEvoy, DCEO, Office of Energy and Business Utility, CEJA Grants Manager
- Linda Larsen, DCEO CEJA Implementation Team Program Manager, University of Illinois
- Amber Broughton, DCEO Office of Accountability





# CEJA ILLINOIS

Equitable Energy Future  
Grant Program

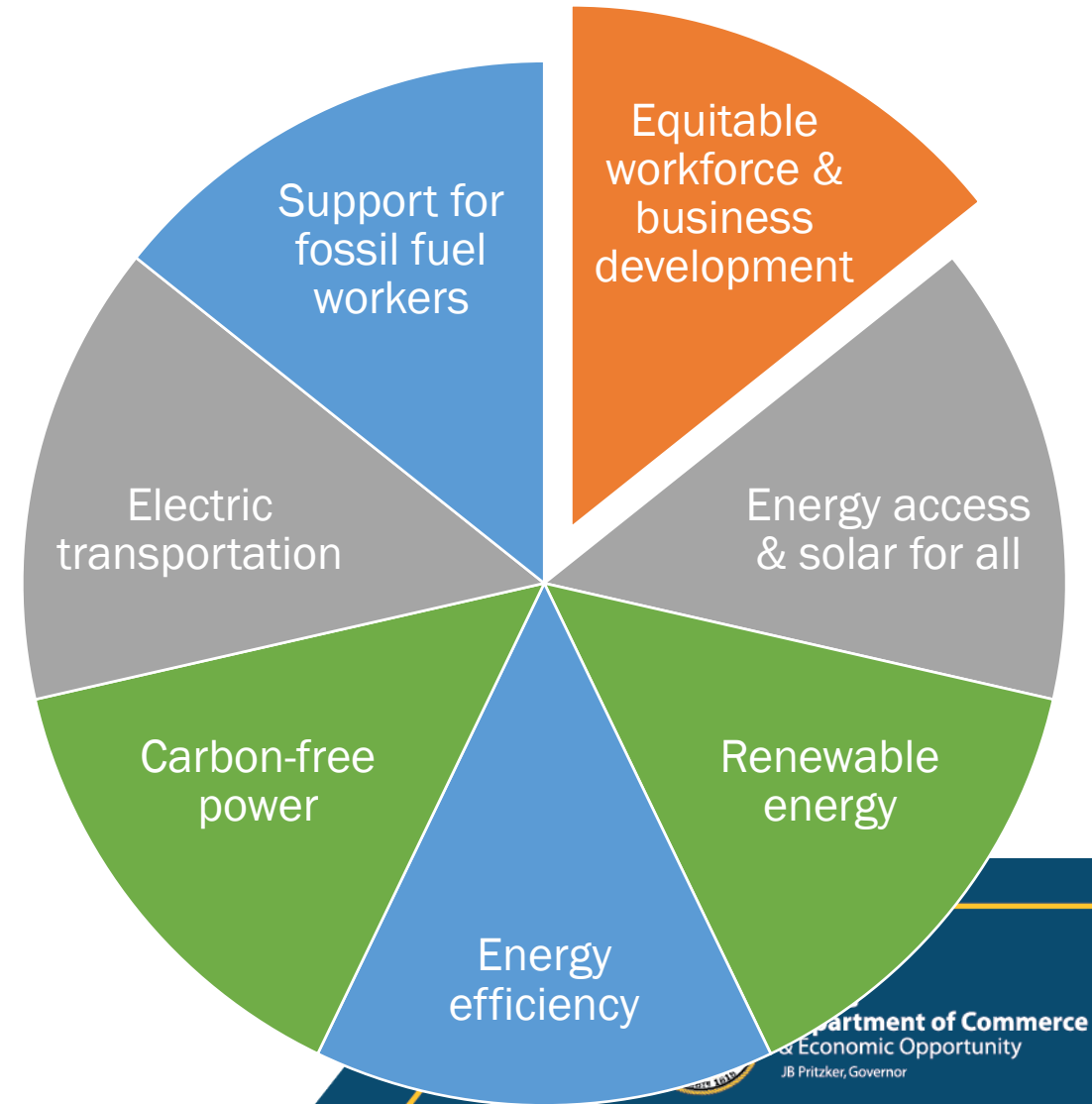
1. CEJA ecosystem overview
2. Program requirements
3. Funding and eligibility
4. GATA, Pre-qualification, and other requirements
5. Application and submission information



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# What is the Climate and Equitable Jobs Act, or CEJA?

Comprehensive energy legislation that centers equity and puts Illinois on track to achieve 100 percent renewable energy by 2050.



# CEJA Workforce Ecosystem

## Workforce training programs



Clean Jobs Workforce Network Program



Climate Works Pre-apprenticeship Program



Energy Transition Navigator Program



Returning Resident Clean Jobs Training Program



FEJA workforce programs

## Contractor support programs



Contractor Incubator Program



Primes Contractor Accelerator

## Economic development jobs & environmental justice



Energy Transition Community Grant



Equitable Energy Future Grant



Coal to solar



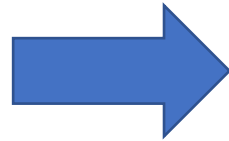
Community Solar Energy Sovereignty



# CEJA equity focus

Some groups of people and communities benefit more from clean energy investments.

Some suffer more from environmental impacts and community disinvestment.



The benefits of clean energy investments and good-paying clean energy jobs should be distributed equitably.

## Equality



The assumption is that **everyone benefits from the same supports**. This is equal treatment.

## Equity



**Everyone gets the supports they need** (this is the concept of "affirmative action"), thus producing equity.

## Justice



All 3 can see the game without supports or accommodations because **the cause(s) of the inequity was addressed**. The systemic barrier has been removed.

# What is Equity?

Overcome barriers to project, community, and business development caused by a lack of capital in low-income communities and historically disadvantaged populations



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Equitable Energy Future  
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1. CEJA ecosystem overview
- 2. Program description**
3. Funding and eligibility information
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# The big idea

## What will the grant provide?

- Seed funding and pre-development funding to support the development of renewable energy and energy efficiency projects.

## Who can get funding?

- Eligible contractor businesses

## Why?

- To remove barriers to project, community & business development caused by lack of capital.

## Who will the grant benefit?

- Contractor businesses in historically disadvantaged communities
- Equity investment eligible communities
- Low-income households



# Projects will be prioritized that provide opportunities for CEJA program participants and graduates

## Workforce training programs



Clean Jobs  
Workforce  
Network  
Program



Climate Works  
Pre-  
apprenticeship  
Program



Energy  
Transition  
Navigator  
Program



Returning  
Resident  
Clean Jobs  
Training Program



FEJA  
workforce  
programs

How will your project help grow the clean energy workforce?

## Contractor support programs



Contractor  
Incubator  
Program



Primes  
Contractor  
Accelerator

# Equitable Energy Future Grant Program Goals



Support the development of renewable energy and energy efficiency projects.



Help equity eligible contractors grow their businesses.



Provide economic, environmental benefits to historically disadvantaged communities.

# What kinds of energy efficiency and renewable energy projects will be funded?

Projects that provide benefits to low-income communities (50% of energy produced or saved goes to low-income households)

Projects that invest in equity investment eligible communities

Projects that provides on-the-job training

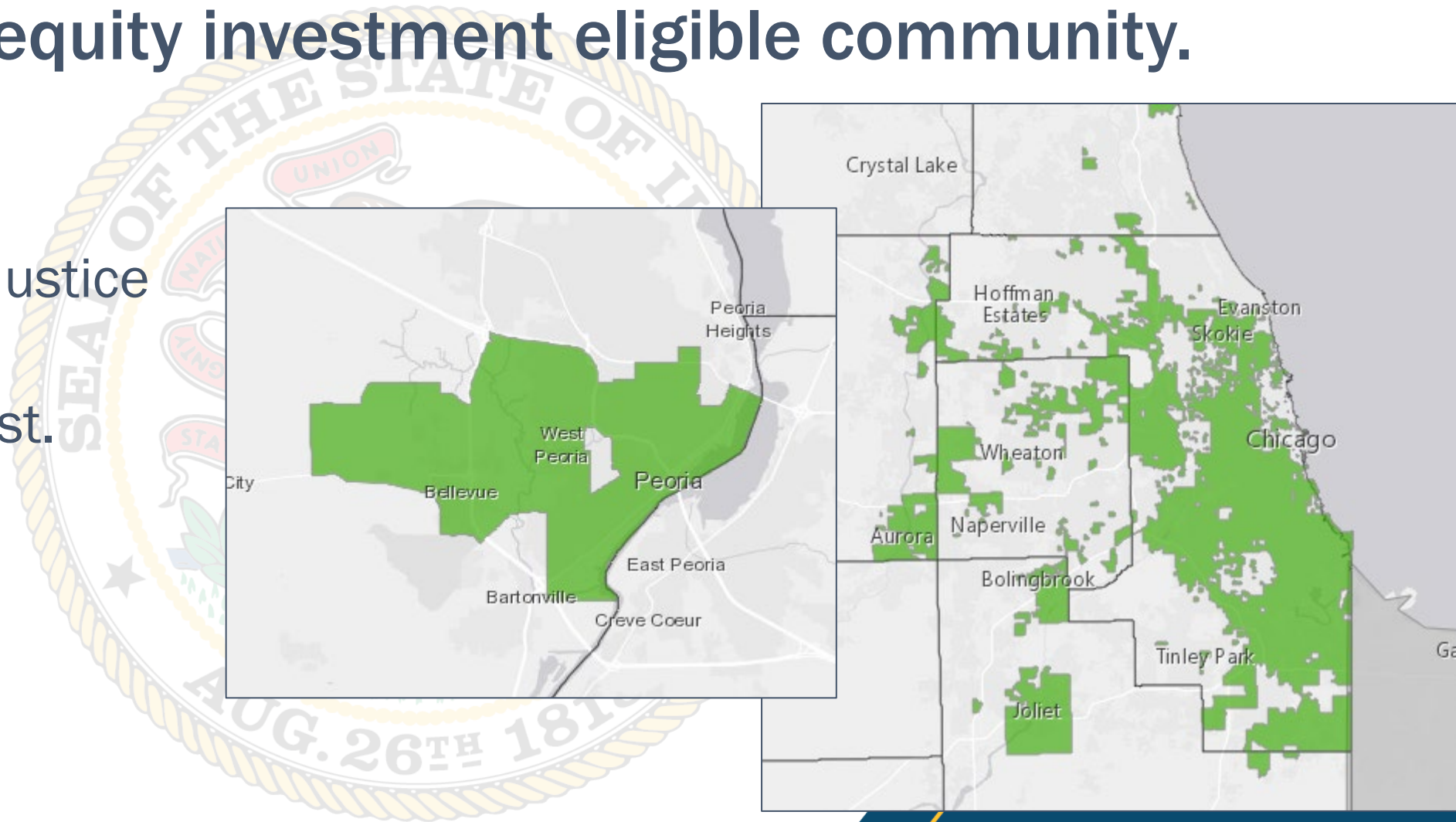
Projects that support contractors who are participating in CEJA contractor programs

Projects that support CEJA or FEJA workforce program participants or graduates



# Priority projects are those that are located in or support an equity investment eligible community.

- Environmental Justice communities
- Restore. Reinvest. Renew (R3) communities



<https://energyequity.illinois.gov/resources/equity-investment-eligible-community-map.html>



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# What kinds of planning & development activities can the funds be used for?

Professional services

Project application, deposits, and approvals

Purchasing and leasing of land

Permitting and zoning

Interconnection application costs, studies

Equipment & supplies

Community engagement

Staff and operations expenses



# How will the funding be provided?

The funding is to be provided **upfront** to support development activities.

Funding will be allocated in two phases

1. Planning and feasibility
2. Pre-development construction

Applicants can request funding for activities in either or both phases.

The Department will review Phase 1 performance metrics to determine whether the grantee may receive funding for phase 2 activities.



# What's the difference between phase 1 and phase 2?

Phase 1: Planning and feasibility	Phase 2: Pre-development construction
Market analysis	Selecting contractors/securing contracts
Property due diligence	Project application costs
Community outreach & engagement	Purchasing/leasing land
Architecture, design, engineering services	Permitting/zoning
Auditing, consulting, developer services	Interconnection application costs, studies
Site acquisition planning	Equipment & supplies
Sourcing project funding	Employee training
Project grant writing	Community outreach, marketing, engagement
	Staff & operations expenses





# What are the reporting requirements?

Grantees will report the following:

Planning/development activities completed

Renewable project(s) successfully completed

Energy efficiency projects successfully completed

Installed capacity of completed renewable energy projects

Projected output of completed renewable energy projects

Projected annual energy savings of completed energy efficiency projects

Permanent full-time equivalent jobs created

Investment leveraged





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# Funding available

Total award: \$25.5 million/yr

Award range: \$250,000 to \$1,000,000

Number of awards: Up to 40

Period of performance is expected to be up to four years

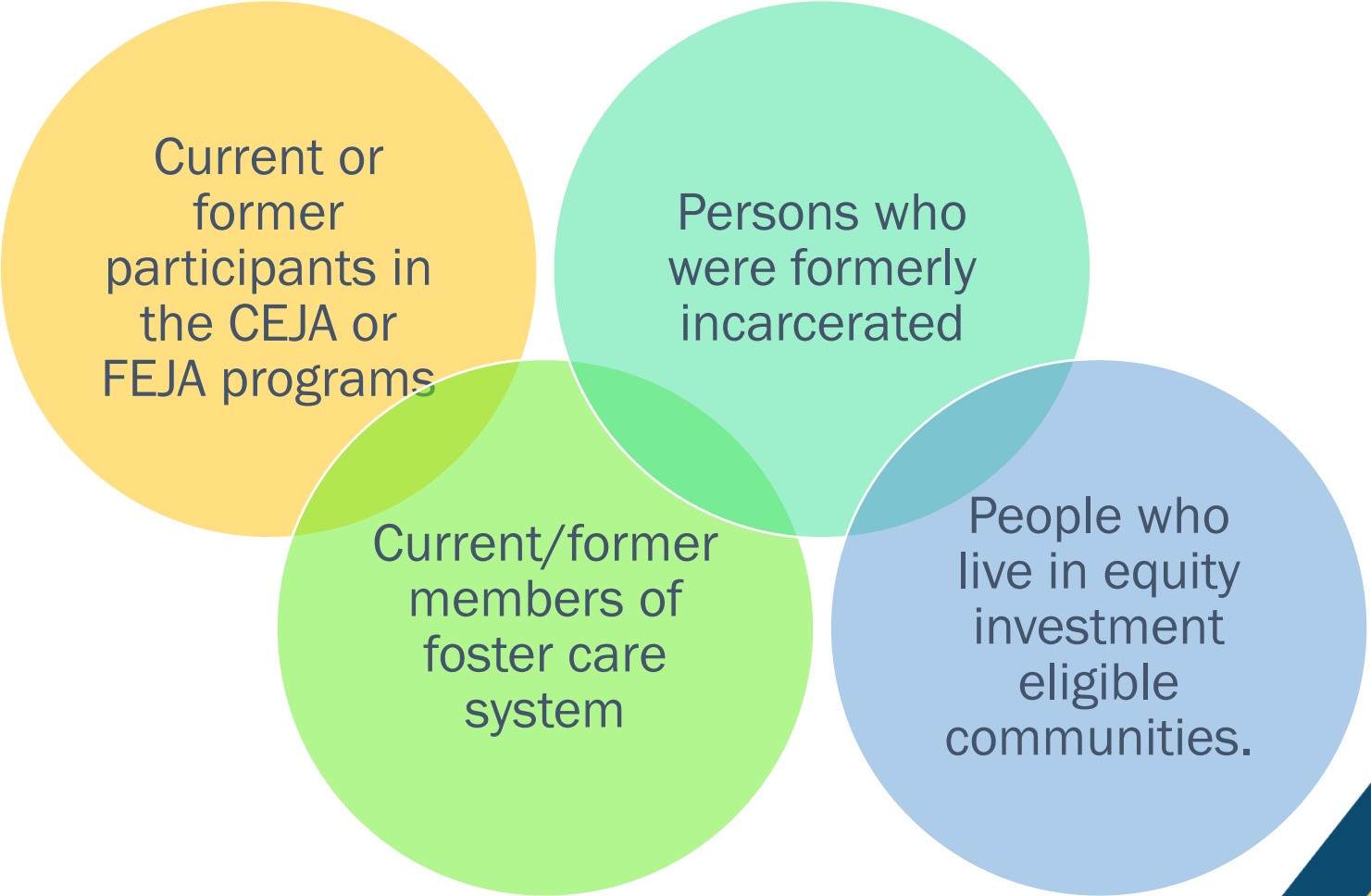
## Who can apply? Equity Eligible Contractors

A business that is majority owned by equity eligible persons

A nonprofit or cooperative that is majority governed by equity eligible persons

A natural person that is an equity eligible person offering personal services as an independent contractor

# Who is an equity eligible person?



# Also eligible: An Illinois business or nonprofit/coop that meets equity building criteria of the Public Utilities Act

- Must provide a diversity, inclusion and access plan with goals and objectives for subcontractors, vendors, and workforce.
- Must describe strategy to meet workforce and contractor objectives described in Section A-Program Description.



# Want to partner with another business?

You can apply as a single contractor business or partner with one or more other businesses.

Project activities	Got this covered	Need help
Planning and project development		
Project application		
Purchasing and leasing		
Permitting and zoning		
Community outreach, marketing & engagement		
Interconnection activities		

# Identify subcontractor services you will need

- Architecture, design, or engineering services
- Energy auditing services
- Consulting services
- Developer services
- Interconnection studies







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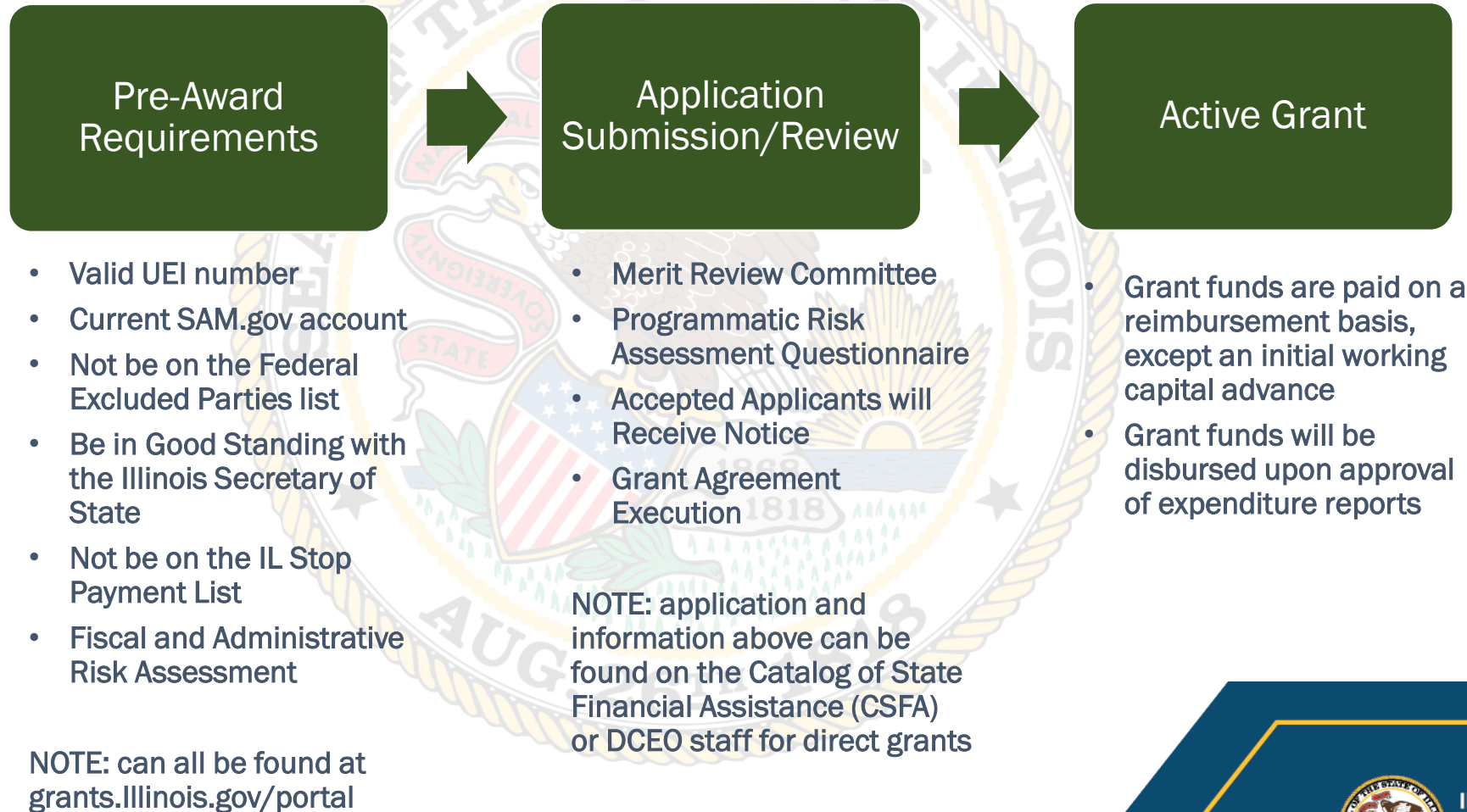
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# Overview

- Review the DCEO Grant Process
- How to register in the IL GATA Grantee Portal
- Pre-Qualification
- Notice of Funding Opportunity
- What to expect after Grant Award



# Competitive Grant Life Cycle



# What is GATA?

- GATA - Grant Accountability and Transparency Act
- GATA Goals:
  - Remove duplicative processes
  - Increase accountability and transparency
  - Follow 2 CFR 200



# Getting Started in the GATA Grantee Portal

- <https://grants.illinois.gov/portal/>
  - Create Account



The screenshot shows the homepage of the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal. At the top, a blue header contains the text "Illinois Grant Accountability and Transparency Act" and "Welcome to the GATA Grantee Portal". Below this, there are five buttons: "Grantee Portal Sign In", "Amplifund Sign In", "Create Account", "Public Account Help", and "Partner Account Help". The "Create Account" button is highlighted with a light blue background. Below the buttons, there is a paragraph of text explaining that users need an Illinois.gov account to access the portal or Amplifund, and providing instructions on how to create an account or access help. A note in red text states that bookmarking the sign-in page will cause an error. At the bottom, there is a link to "Grantee Portal Frequently Asked Questions".

**Illinois Grant Accountability and Transparency Act**  
**Welcome to the GATA Grantee Portal**

Grantee Portal Sign In   Amplifund Sign In   Create Account   Public Account Help   Partner Account Help

To access the Portal or Amplifund you must have an Illinois.gov account.  
To create an account, click the Create Account button.  
For Public domain account help, click the Public Account Help button.  
For Partner domain account help, click the Partner Account Help button.

*Partner account usernames end in "@external.illinois.gov" and are most likely DHS CRV account users.*

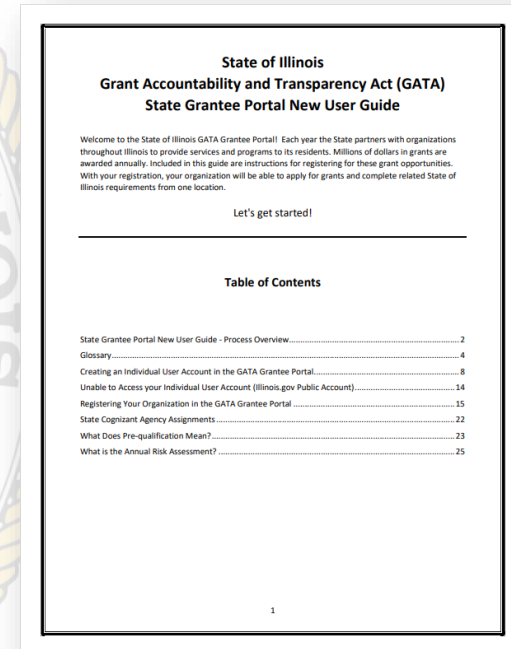
**Note:** To bookmark this Portal, bookmark this page. Bookmarking the sign in page will cause an error.

[Grantee Portal Frequently Asked Questions](#)



# Getting Started in the GATA Grantee Portal

- GATA New User Guide
  - <https://www2.illinois.gov/sites/GATA/Documents/Resource%20Library/GATA%20New%20User%20Guide.pdf>
  - Provides step-by-step GATA Portal instructions
  - For new or current Portal users
- Grant Accountability and Transparency Unit at GOMB
  - <https://gata.illinois.gov/>



# Pre-Qualification

- Required
- Maintain compliance
- Meet expectations
- Responsibly manage funds
- Effective Communication

PRE-QUALIFICATION INFORMATION	
<b>SAM.gov Account:</b>	Good until 8/5/2023
<b>Federal Employer ID (FEIN):</b>	Good
<b>Federal Excluded Parties List:</b>	Good
<b>Federal Delinquent Debt:</b>	Good
<b>Illinois Secretary of State:</b>	Good
<b>Illinois Stop Payment List:</b>	Good
<b>Illinois DHFS Sanction List:</b>	Good

Grantee must be in qualified status by the application review date by the state awarding agency.





### Pre-Qualification Status

**Your organization not in good standing. Items in red require your action.**

**Items in yellow are being evaluated by the State. Their status could take up to one business day.**

Requirement	Status	Remediation
SAM.gov Account	UEI not found	<a href="#">Help</a>
Federal Employer ID (FEIN)	Pending	<a href="#">Help</a>
Federal Excluded Parties List	Good	<a href="#">Help</a>
Illinois Secretary of State	Not Found	<a href="#">Help</a>
Illinois Stop Payment List	Good	<a href="#">Help</a>
Illinois DHFS Sanction List	Good	<a href="#">Help</a>

Your organization must remain in good standing in all pre-qualification requirements. The status of these requirements are validated nightly. Notifications when changes occur to the pre-qualification status can be emailed to Grantee Portal Access users by clicking the "Manage" button below.





# SAM.gov Account

- Active registration required
  - Validated annually
- UEI Number
  - Used in the IL GATA Grantee Portal
- Registration should be set to “Public”
- Receiving UEI vs Complete Registration

Requirement
SAM.gov Account
Federal Employer ID (FEIN)
Federal Excluded Parties List
Illinois Secretary of State
Illinois Stop Payment List
Illinois DHFS Sanction List



# Federal Employer ID (FEIN)

- Business entity identification
- Used by federal government
- Request from IRS
- Verification confirmed automatically from SAM.gov

Requirement
SAM.gov Account
<b>Federal Employer ID (FEIN)</b>
Federal Excluded Parties List
Illinois Secretary of State
Illinois Stop Payment List
Illinois DHFS Sanction List



# Federal Excluded Parties List

- Excluded from receiving Federal contracts
- Suspensions and debarments
- Generated by SAM.gov
- Automatically updated

Requirement
SAM.gov Account
Federal Employer ID (FEIN)
<b>Federal Excluded Parties List</b>
Illinois Secretary of State
Illinois Stop Payment List
Illinois DHFS Sanction List



# Illinois Secretary of State

- Certificate of Good Standing
- Business entity exists
- Allowed to conduct business in Illinois
- In compliance with State regulations
- [www.ilsos.gov](http://www.ilsos.gov)
- Not needed for governmental entities

Requirement
SAM.gov Account
Federal Employer ID (FEIN)
Federal Excluded Parties List
<b>Illinois Secretary of State</b>
Illinois Stop Payment List
Illinois DHFS Sanction List



# Illinois Stop Payment List

- Entity has fallen out of compliance.
- View reason in the portal
- For questions, contact your former Grant Manager or your cognizant agency
- For DCEO, contact [ceo.granthelp@illinois.gov](mailto:ceo.granthelp@illinois.gov)

Requirement
SAM.gov Account
Federal Employer ID (FEIN)
Federal Excluded Parties List
Illinois Secretary of State
<b>Illinois Stop Payment List</b>
Illinois DHFS Sanction List



# Illinois DHFS Sanction List

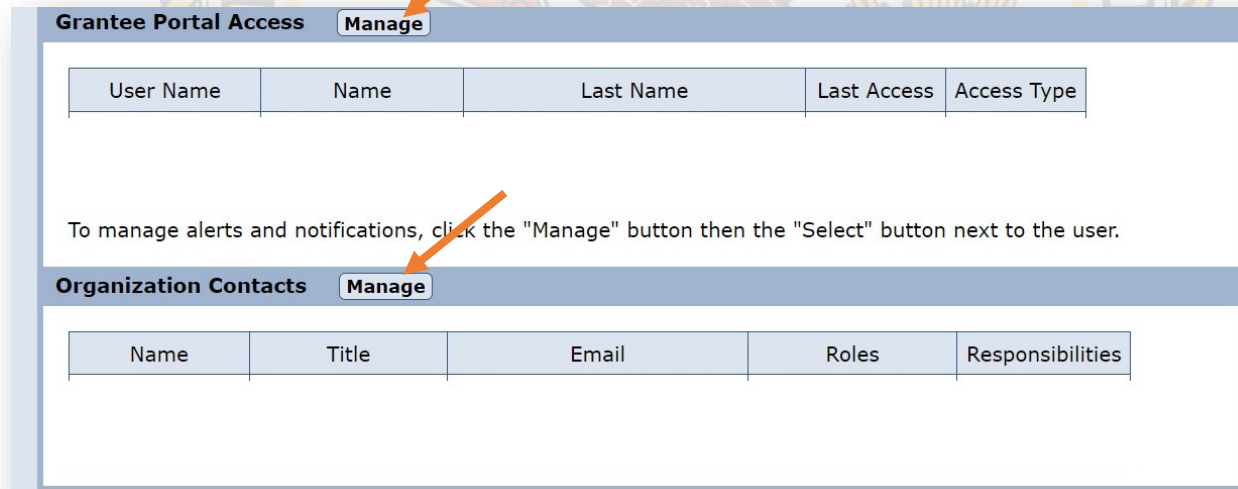
- Not eligible for Medicaid Reimbursement
- Administrative action taken against entity or individual
- Violation of:
  - Administrative Rule
  - Civil Law
  - Criminal Offense

Requirement
SAM.gov Account
Federal Employer ID (FEIN)
Federal Excluded Parties List
Illinois Secretary of State
Illinois Stop Payment List
<b>Illinois DHFS Sanction List</b>



# Other GATA Grantee Portal Tips

- Maintain current and accurate contact list
- Ensure fiscal year end date is accurate



The screenshot displays two main sections of the portal interface. The first section, 'Grantee Portal Access', features a table with columns for 'User Name', 'Name', 'Last Name', 'Last Access', and 'Access Type'. A 'Manage' button is located to the right of the table header, with an orange arrow pointing to it. Below the table is a text instruction: 'To manage alerts and notifications, click the "Manage" button then the "Select" button next to the user.' The second section, 'Organization Contacts', features a table with columns for 'Name', 'Title', 'Email', 'Roles', and 'Responsibilities'. A 'Manage' button is located to the right of the table header, with an orange arrow pointing to it.

User Name	Name	Last Name	Last Access	Access Type
-----------	------	-----------	-------------	-------------

To manage alerts and notifications, click the "Manage" button then the "Select" button next to the user.

Name	Title	Email	Roles	Responsibilities
------	-------	-------	-------	------------------



# Notice of Funding Opportunity (NOFO)

- Outlines all important details of program and how to apply
- **NOFO Sections:**
  - Program Description
  - Funding Information
  - Eligibility Information
  - Application and Submission Information
  - Application Review Information
  - Award Administration Information
  - State Awarding Agency Contracts
  - Other Information, if applicable

Other NOFOs  
can be found in  
the CSFA





# Fiscal and Administrative Internal Controls Questionnaire (ICQ)

- Must be completed every State Fiscal Year in the GATA Grantee Portal
- Mitigates risk and builds grantee capacity (not punitive)

**Fiscal and Administrative Internal Controls Questionnaire (ICQ)**

ICQ	State FY	Date Started	Date Submitted	Date Accepted
<a href="#">View</a>	2024	03-13-2023		
<a href="#">View</a>	2023	04-22-2022		
<a href="#">View</a>	2022	03-30-2021		
<a href="#">View</a>	2021	04-14-2020		
<a href="#">View</a>	2020	03-06-2019	02-25-2020	
<a href="#">View</a>	2019	06-28-2018		
<a href="#">View</a>	2018	12-19-2017		

An ICQ is required for each state fiscal year your organization does business with the State of Illinois. For example, state FY 2018 which begins on 7/1/2017 and runs through 6/30/2018 requires an FY 2018 ICQ. Notifications when changes occur to an ICQ status can be emailed to Grantee Portal Access users by clicking the "Manage" button below.

**Illinois Grant Accountability and Transparency Act  
FY 2023 Internal Controls Questionnaire**

[Return to Main Menu](#)

When all questions are answered the Submit button will be enabled. After the form is submitted no changes will be allowed. Grantee Portal Access users that have selected "Receive ICQ alerts and notifications" will receive an overnight notification that the status of an ICQ has change.

Section	Questions	Answered
<a href="#">02 - Quality of Management System</a>	8	0
<a href="#">03 - Financial and Programmatic Reporting</a>	6	0
<a href="#">04 - Ability to Effectively Implement Requirements</a>	29	0
<a href="#">05 - Audit</a>	5	0
<b>All Sections</b>	<b>48</b>	<b>0</b>

Printing the ICQ requires Adobe Acrobat Reader.  
ICQ Assistance: [Commerce And Econ Opp \(ceo.gata@illinois.gov\)](mailto:ceo.gata@illinois.gov)



# Post-Award Requirements

- With Your Grant Manager
  - Periodic Financial Report
  - Periodic Performance Report
- In the GATA Grantee Portal
  - Consolidated Year End Financial Statement and Audit



# Audit Types and Submission Deadlines

Total Expenditures of Federal Awards (direct or pass through)	Total Expenditures of State Awards	Not-For Profit and Governmental Grantees	For Profit Grantees	Audit Report Submission Deadline
During the grantee's fiscal year				
\$750,000 or more	N/A	Single Audit	Program-Specific Audit	9 months after grantee fiscal year end
Less than \$750,000	\$500,000 or more	Generally Accepted Governmental Auditing Standards Financial Statement Audit		6 months after grantee fiscal year end
	\$300,000 or more	Generally Accepted Auditing Standards Financial Statement Audit		6 months after grantee fiscal year end
	Less than \$300,000	Submit audit report if audit conducted due to other requirements		6 months after fiscal year end



# Resources

Visit: <https://dceo.illinois.gov/dceo-grants.html>

Questions can be sent to  
[CEO.GrantHelp@Illinois.gov](mailto:CEO.GrantHelp@Illinois.gov)

Scan Here



Illinois  
Department of Commerce  
& Economic Opportunity

Uniform Grant Application in fillable PDF format

Uniform Budget utilizing template provided by DCEO

Conflict of Interest Disclosure

Mandatory Disclosure

Energy Future Grant Application utilizing template

# Applicant Submission Documents

Find all NOFO Materials and resources here:  
<https://dceo.illinois.gov/aboutdceo/grantopportunities/3271-2636.html>



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# Uniform Application for State Grant Assistance



**Illinois**  
Department of Commerce  
& Economic Opportunity

**Uniform Application for State Grant Assistance**

**Agency Completed Section**

1. Type of Submission:

Pre-Application

Application

Changed/Corrected Application

2. Type of Application:

New

Continuation (i.e. Multiple Year Grant)

Revision (Modification to Initial Application)

3. Date/Time Received By State (Completed by State Agency Upon Receipt of Application)

4. Name of Awarding Agency Department of Commerce and Economic Opportunity

5. Catalog of State Financial Assistance (CSFA) Number

6. CSFA Title

Federal Assistance Listing  Not Applicable (No Federal Funding)

7. Assistance Listing Number #1

8. Assistance Listing Program Title #1

9. Assistance Listing Number #2

10. Assistance Listing Program Title #2

217.782.7500 Springfield | 312.814.7179 Chicago | [www.illinois.gov/dceo](http://www.illinois.gov/dceo)

# Uniform Budget Template

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. <span>Enable Editing</span>						
C2 : X ✓ fx UEI#						
	A	B	C	D	E	F
1	STATE OF ILLINOIS	UNIFORM GRANT BUDGET TEMPLATE			Commerce & Economic Opportunity	
2	Organization Name:		UEI#		NOFO #	2614-2348
3	CSFA Number:	420-30-2614	CSFA Description:	Grants to community based org. or coalitions in will recruit_nrescreen_and	Fiscal Year:	2023
4	SECTION A -- STATE OF ILLINOIS FUNDS				Grant #	
5	Revenues				TOTAL REVENUE	
6	(a). State of Illinois Grant Amount Requested				\$	-
7	BUDGET SUMMARY STATE OF ILLINOIS FUNDS					
8	Budget Expenditure Categories		OMB Uniform Guidance Federal Awards Reference 2 CFR 200		TOTAL EXPENDITURES	
9	1. Personnel (Salaries & Wages)		200.430		\$ -	
10	2. Fringe Benefits		200.431		\$ -	
11	3. Travel		200.474		\$ -	
12	4. Equipment		200.439		\$ -	
13	5. Supplies		200.94		\$ -	
14	6. Contractual Services & Subawards		200.318 & 200.92		\$ -	
15	7. Consultant (Professional Services)		200.459		\$ -	
17	9. Occupancy (Rent & Utilities)		200.465		\$ -	
19	11. Telecommunications				\$ -	
20	12. Training & Education		200.472		\$ -	
21	13. Direct Administrative costs		200.413 (c)		\$ -	
22	14. Miscellaneous Costs				\$ -	
25	16. Total Direct Costs (lines 1-15)		200.413		\$ -	
26	17. Indirect Costs* (see below)		200.414		\$ -	
27	Rate:					
28	Base:					
29	18. Total Costs State Grant Funds (16 &17)				\$	-

# Conflict of Interest Disclosure

## Conflict of Interest Disclosure

Award applicants and recipients of awards from the State of Illinois (collectively referred to herein as "Grantee") must disclose in writing to the awarding State agency any actual or potential conflict of interest that could affect the State award for which the Grantee has applied or has received. See 30 ILCS 708/35; 44 Ill. Admin Code § 7000.40(b)(3); 2 CFR § 200.112. A conflict of interest exists if an organization's officers, directors, agents, employees and/or their spouses or immediate family members use their position(s) for a purpose that is, or gives the appearance of, being motivated by a desire for a personal gain, financial or nonfinancial, whether direct or indirect, for themselves or others, particularly those with whom they have a family business or other close associations. In addition, the following conflict of interest standards apply to governmental and non-governmental entities.

### Definitions:

**Governmental Entity.** If the Grantee is a governmental entity, no officer or employee of the Grantee, member of its governing body or any other public official of the locality in which the award objectives will be carried out shall participate in any decision relating to a State award which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or which affects the personal interest of a spouse or immediate family member, or has any financial interest, direct or indirect, in the work to be performed under the State award.

**Non-governmental Entity.** If the Grantee is a non-governmental entity, no officer or employee of the Grantee shall participate in any decision relating to a State award which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or which affects the personal interest of a spouse or immediate family member, or has any financial interest, direct or indirect, in the work to be performed under the State award.

The Grantee shall also establish safeguards, evidenced by policies, rules and/or bylaws, to prohibit employees or officers of Grantee from engaging in actions, which create or which appear to create a conflict of interest as described herein.

**The Grantee has a continuing duty to immediately notify the Department of Commerce and Economic Opportunity (the "Department") in writing of any actual or potential conflict of interest, as well as any actions that create or which appear to create a conflict of interest.**

**Are there any current potential conflict(s) of interest, or any actions that create or which appear to create a conflict of interest, related to the State award for which your organization has applied?**

No

Yes

**If there are any current potential conflict(s) of interest, or any actions that create or which appear to create a conflict of interest, related to the State award for which your organization has applied, please describe them all here:**

# Mandatory Disclosure

## Mandatory Disclosure

Award applicants and recipients of awards from the State of Illinois (collectively referred to herein as "Grantee") must disclose, in a timely manner and in writing to the State awarding agency, all violations of State or federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award. See 30 ILCS 708/40; 44 Ill. Admin. Code § 7000.40(b)(4); 2 CFR § 200.113. Failure to make the required disclosures may result in remedial action.

Are there any violations of State or federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the awarding of a grant to your organization?  No  Yes

If there are any violations of State or federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the awarding of a grant to your organization, please describe them all here:

Grantee has a continuing duty to disclose to the Department of Commerce and Economic Opportunity (the "Department") all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting this grant award.

By signing this document, below, as the duly authorized representative of the Grantee, I hereby certify that:

- All of the statements in this Mandatory Disclosure form are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001).
- There is no action, suit or proceeding at law or in equity pending, nor to the best of Grantee's knowledge, threatened, against or affecting the Grantee, before any court or before any governmental or administrative agency, which will have a material adverse effect on the performance required by the grant award.
- Grantee 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 the Grantee's knowledge, it is not currently the subject of any investigation by any state or federal regulatory, law enforcement or legal authority.
- If Grantee becomes 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 an award, or an investigation by any state or federal regulatory, law enforcement or legal authority, Grantee shall promptly notify the Department in writing.

Grantee Organization (Company Name)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (Authorized Signator Name)

\_\_\_\_\_  
Printed Title (Authorized Signator Title)

\_\_\_\_\_  
CSFA Number



# Energy Future Grant Program Application

## Utilize the standard template

Equitable Energy Future Grant Program Application

Applicant Name	Click or tap here to enter text.
EIN #	Click or tap here to enter text.
Applicant Address	Click or tap here to enter text.
GATA #	Click or tap here to enter text.
CAGE/UEI #	Click or tap here to enter text.
Do you have a parent company or subsidiaries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe the structure and provide entity names.	Click or tap here to enter text.
Business legal structure (check all that apply)	<input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership (limited partnership or limited liability partnership) <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Cooperative <input type="checkbox"/> Governmental entity
Annual revenue of applicant business/organization	<input type="checkbox"/> 0-\$100,000 <input type="checkbox"/> \$100,001-\$500,000 <input type="checkbox"/> \$500,001-\$1,000,000 <input type="checkbox"/> \$1,000,001-\$10,000,000
Number of employees	<input type="checkbox"/> 1-10 <input type="checkbox"/> 11-50 <input type="checkbox"/> 50+
Please indicate whether you are an Approved Vendor of either of the following programs.	<input type="checkbox"/> Illinois Shines (Adjustable Block Program) <input type="checkbox"/> Illinois Solar for All Program
For Illinois Shines Approved Vendors: Are you a certified Equity Eligible Contractor? <sup>1</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please attach documentation demonstrating certification)

**First two pages: Basic information about business, partnerships, equity eligible contractor eligibility.**

# Energy Future Grant Program Application: Relationship with community

Describe:

Project location's suitability for proposed use

Community the project will serve and community needs the project will address.

Business's historical or future partnership with community.



# Energy Future Grant Program Application: Project description

- Describe the project(s) you are proposing
- Check the activities for which you are requesting funding:
  - Phase 1: Planning and feasibility
  - Phase 2: Pre-development and construction
- Sale of energy production (if relevant): Describe how you will sell the energy produced or conserved to customer.



# Energy Future Grant Program Application: Phases

## Phase 1:

- Market analysis
- Property due diligence
- Community outreach & engagement
- Architecture, design, engineering services
- Auditing, consulting, developer services
- Project pro-forma/budget
- Site acquisition planning
- Source project funding
- Project grant writing

## Phase 2:

- Selecting contractors, securing contracts
- Project application
- Purchasing/leasing of land
- Permitting & zoning
- Interconnection application costs, fees, studies, expenses
- Equipment & supplies
- Employee training
- Community outreach, marketing & engagement
- Staff & operations expenses

# Project outcomes

- Renewable energy: Describe the estimated amount of energy the project will generate, the project cost, and the beneficiaries of savings
- Energy efficiency projects: Describe the energy savings, non-energy benefits, and who will receive the benefits.



# Leveraging other funding sources

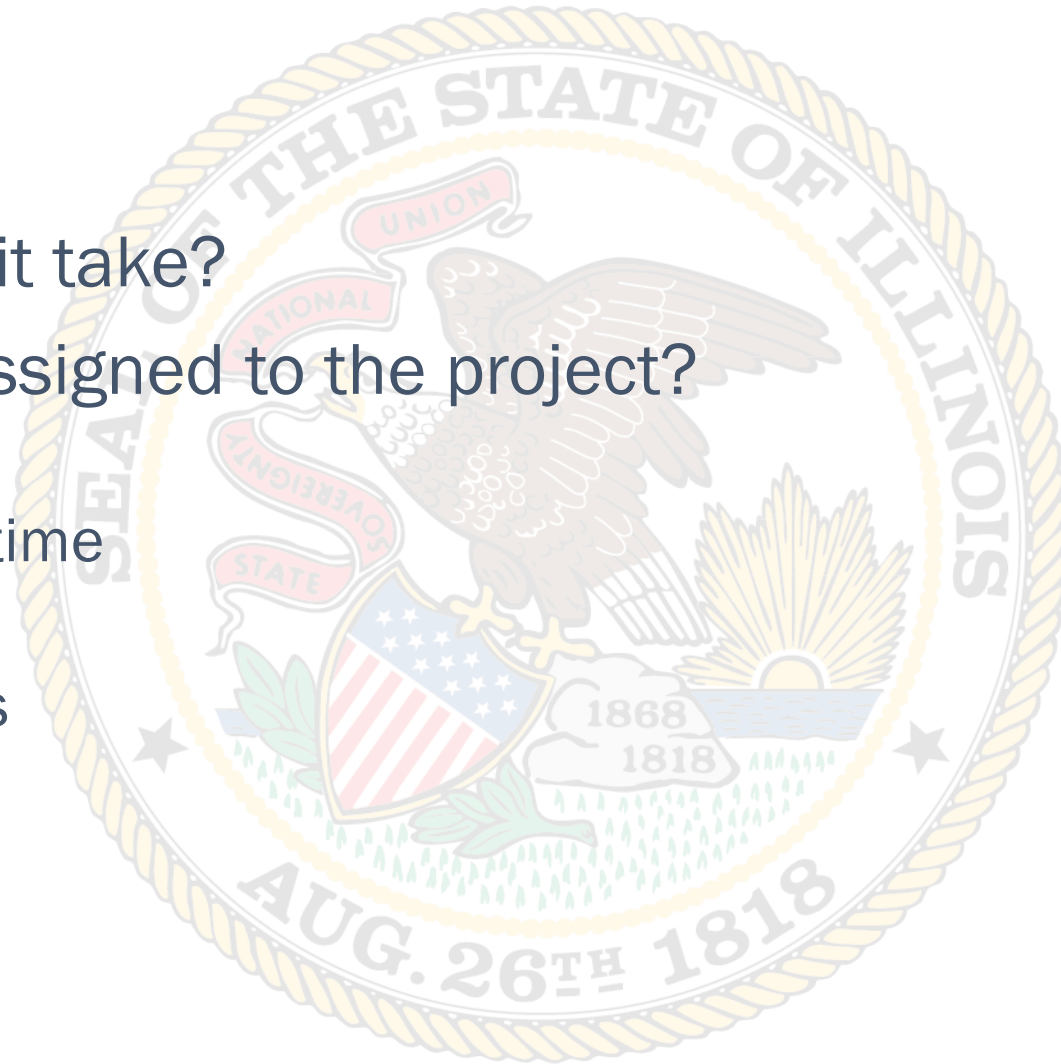
- Equitable Energy Upgrade Program
- Illinois Solar for All
- Illinois Shines
- Illinois Climate Bank
- Community Development Block Grants
- Public Utility Energy Efficiency Programs
- Clean Energy Jobs & Justice Fund
- Other State, Local, Federal programs

**Describe how you will leverage other funding sources.**



# Logistics

- How long will it take?
- Who will be assigned to the project?
  - Roles
  - Percentage time
  - New hires
  - Partnerships



# Workforce development

- Will you hire CEJA/FEJA workforce graduates as contractors?
- What percentage of your workforce will meet equity eligible persons criteria?
- Will you provide on-the-job training opportunities?
- How will you support and help the clean energy workforce grow?
- How many permanent or temporary jobs will be created from the project?





# Supplemental documentation

- Documentation attesting you are an equity eligible contractor
- Property ownership/authority to make improvements
- Letters of support from community leaders/stakeholders
- Letters of support from CEJA/FEJA workforce program grantees
- Design or construction documents (if available)
- Quotes/budget estimates (if available)



# Utilize Budget Template

AutoSave  Off uniform-budget-template-equitable-energy-future-grant-progr... Larsen, Linda

File Home Insert Page Layout Formulas Data Review View Help Acrobat Comments Share

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

A1

**State of Illinois -- Uniform Budget Template -- General Instructions**

This form is used to apply to individual State of Illinois discretionary grant programs. Applicants should submit budgets based upon the total estimated costs for the project including all funding sources. Pay attention to applicable program specific instructions, if attached. The applicant organization should refer to 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" cited within these instructions.

**You must consult with your Business Office prior to submitting this form for any award restrictions, limitations or requirements when filling out the narrative and Uniform Budget Template.**

**Section A – Budget Summary**  
STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. **Please read all instructions before completing form.**

STATE OF ILLINOIS GRANT FUNDS

Provide a total requested State of Illinois Grant amount for each year in the Revenue portion of Section A. The amount entered in Line (a) will equal the total amount budgeted on Line 18 of Section A.

BUDGET SUMMARY – STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17.

Line 18: Show the total budget request for each fiscal year for which funding is requested.

**Please use detail worksheet and narrative section for further descriptions and explanations of budgetary line items**

**Section A (continued) Indirect Cost Information:** (This information should be completed by the applicant's Business Office) . If the applicant is requesting reimbursement for indirect costs on line 17, the applicant's Business Office must select one of the options listed on the Indirect Cost Information page under Section-A Indirect Cost Information (1-4).

**Option (1):** The applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) that was approved by the Federal government. A copy of this agreement must be provided to the State of Illinois' Indirect Cost Unit for review and documentation. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. *If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information"*

NOTE: The applicant must have a Federally Negotiated Indirect Cost Rate Agreement. This form is used for the applicant to be reimbursed for Indirect Costs from the

General Instructions Section A ICI Certification Phase1Personnel Phase2Personnel Phase1FringeBenefits



# A few things to know about the budget template

- It's a standard template, with a few sections that are specific to this program. Some sections may not apply to you.
- The template does a lot of the math for you but can get messed up if you add rows and columns in the wrong place. Be careful where you insert rows.
- If you are selected, DCEO may negotiate the budget—things may change.
- Phase 2 budget may be renegotiated after phase 1 is completed.



# Let's look at the budget categories in the template. Notice they are separated in phases.

Personnel

Fringe benefits

Equipment

Supplies

Contractual Services & Subawards

Consultant (Professional Services)

Feasibility/Market Analysis (Phase 1)

Site Control Costs (Phase 2)

Permitting & interconnection Costs (Phase 2)



# Where should I put this?

- Wages for project manager, outreach staff
  - Personnel
- Benefits for project manager
  - Fringe benefits
- Subrecipient staff wages
  - Contractual Services
- Zoning or building permit costs
  - Phase 2 Permitting & interconnection costs
- Architect/energy auditor costs
  - Consultant (professional services)
- Site testing costs
  - Phase 1 Feasibility/Market Analysis
- Legal fees associated with financing, purchasing, or leasing land
  - Phase 2 Site Control



# Indirect costs

- Frequently referred to as *overhead costs* for things like rent, utilities, and general admin expenses. Not directly tied to the project.
- You'll need to identify an indirect cost rate: The proportion of indirect costs that a project will cover.

You can use:

- **Negotiated Indirect Cost Rate.**
  - Negotiated with the State of Illinois (provide copy of agreement).
  - Negotiated with federal government
- **De Minimis Rate:** Standard indirect cost rate of 10% for applicants that do not have a Negotiated Indirect Cost Rate Agreement.



# Personnel

B	C	D	E	F	G
Position(s)	Salary or Wage	Basis (Yr./Mo./Hr.)	% of Time	Length of time	Personnel Cost
<i>Program manager</i>	<i>\$50,000</i>	<i>Yr</i>	<i>50%</i>	<i>1</i>	<i>\$ 25,000.00</i>
<i>Coach/Instructor</i>	<i>\$30</i>	<i>Hr</i>	<i>100%</i>	<i>1600</i>	<i>\$ 48,000.00</i>
<i>Assistant coach/support staff</i>	<i>\$20</i>	<i>Hr</i>	<i>100%</i>	<i>1600</i>	<i>\$ 32,000.00</i>
					<i>\$ -</i>
				<i>State Total</i>	<i>\$ 105,000.00</i>



Are you partnering with another entity to deliver some of the scope of work? Their personnel costs will go under the “Contractual Services” Tab.



# Fringe Benefits: What are they?

Benefits employees receive on top of their normal wages and salaries. Can include:

- Use of a company car
- Health/life/disability insurance
- Childcare reimbursement
- Pension/retirement

<b>Position(s)</b>	<b>Base</b>	<b>Rate</b>	<b>Fringe Benefit Cost</b>
<i>Mentor</i>	<i>\$ 7,500.00</i>	<i>25.00%</i>	<i>\$ 1,875.00</i>
<i>Coach</i>	<i>\$ 10,000.00</i>	<i>25.00%</i>	<i>\$ 2,500.00</i>
<i>Admin</i>	<i>\$ 10,000.00</i>	<i>25.00%</i>	<i>\$ 2,500.00</i>
<i>Support</i>	<i>\$ 5,000.00</i>	<i>25.00%</i>	<i>\$ 1,250.00</i>
		<i>State Total</i>	<i>\$ 8,125.00</i>



# Fringe Benefit Example

Position(s)	Base	Rate	Fringe Benefit Cost
<i>Mentor</i>	\$ 7,500.00	25.00%	\$ 1,875.00
<i>Coach</i>	\$ 10,000.00	25.00%	\$ 2,500.00
<i>Admin</i>	\$ 10,000.00	25.00%	\$ 2,500.00
<i>Support</i>	\$ 5,000.00	25.00%	\$ 1,250.00
		<b>State Total</b>	<b>\$ 8,125.00</b>



# Contractual Services & Subawards

Item	Contractual Services Cost
<i>Fighting Illini Basketball</i>	\$ 5,000.00
<i>Champaign Boys &amp; Girls Club</i>	\$ 50,000.00
	\$ -
	<i>State Total</i> \$ 55,000.00

Use this tab if you are partnering with another business or organization on this project, and if they will be receiving project funds to do part of the work on the project. These organizations will be “subrecipients” or “subcontractors” on your project.

- In the narrative on the budget template, provide details on any subcontractor or subrecipient budgets.



# Consultant Services

Use this tab for any professional services you will be utilizing for your project

- Architect or design consultant
- Engineering firm consultant
- Energy auditor
- Grant writing consultant

In the narrative on the budget template, provide details on the consultant service budget.



# Equipment vs. Supplies

**Equipment:** Used for projects over the long-term. Subject to depreciation and generally retain some value after use.

## Examples:

- Vehicles
- Computers
- Construction equipment

**Supplies:** Used over the short term, not subject to depreciation. Do not retain value.

## Examples:

- Paper
- Pens
- Printer ink



# Budget Narrative Tips

<b>Personnel Narrative (State):</b>			

- Each budget tab asks for a brief budget narrative.
- Be specific and concise. Offer detail when helpful, but don't provide too much detail for smaller expenses.
- Cite calculations: show your math for both justifications of costs and accuracy.
- Collect quotes and invoices, if available.



# Budget Narrative Examples

- **Personnel:** In describing costs, list personnel and their positions and briefly describe their contribution to the project.
- **Consultants or contractors:** Clearly explain who is being subcontracted, their scope of work, and why you needed a person's expertise or services.
- **Equipment:** Identify pricing or quotes. Explain how the equipment will be used in the project and if it will be shared with other projects.



# A few budget and grant resources

<https://dceo.illinois.gov/aboutdceo/grantopportunities/grant-basics.html>

- Administration vs. Programmatic costs
- Indirect Cost and Indirect Cost Rate
- Requirements for Pass-Through Entities

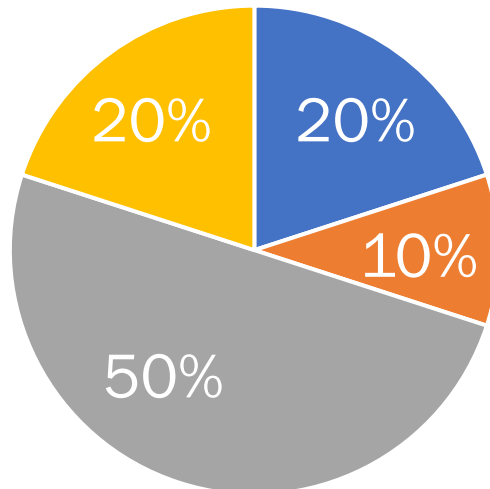
<https://dceo.illinois.gov/aboutdceo/grantopportunities/learning-library.html>



# How will proposals be scored - Merit-based review process

## Applicant Review Criteria

- Applicant Team Qualifications & Capacity
- Documentation of Need
- Project Quality
- Cost Effectiveness



Proposals will be reviewed on a rolling basis by the Merit Review Team.

Applications scoring 75% or higher will be funded, until available funds are allocated.





# Get Technical Assistance from a CEJA Program Coach

CEJA Program Coaches provide technical assistance on developing an effective grant application. Applicants may sign up for multiple TA sessions.

Use the QR code or link to sign up:

<https://forms.office.com/r/4qUkTdgCFY>

CEJA NOFO Applicant Technical Assistance Sign Up



# Learn more, ask questions, get assistance

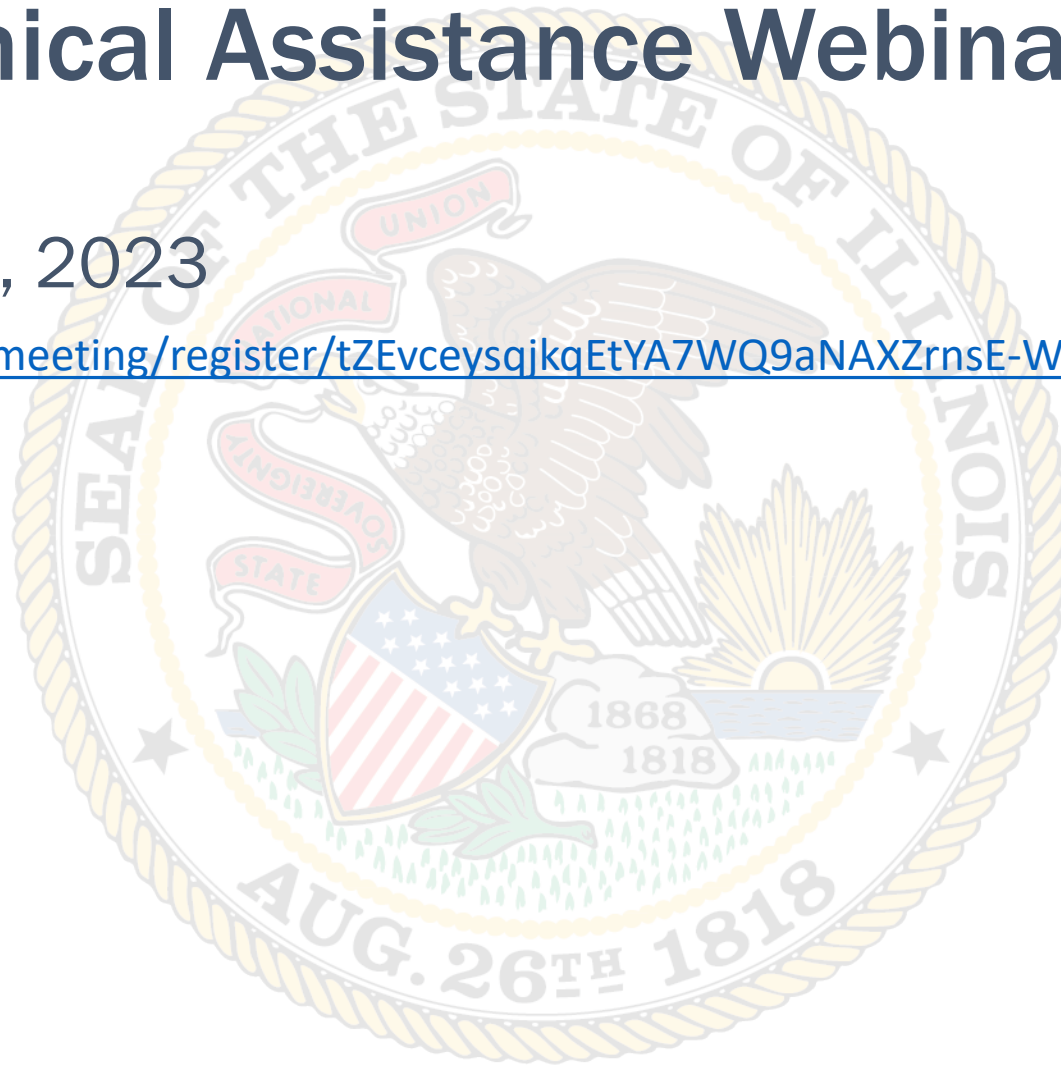
- Program, eligibility requirements and submission information can be found on the NOFO webpage:  
<https://dceo.illinois.gov/aboutdceo/grantopportunities/3054-2638.html>
- Submit questions to [ceo.ceja@illinois.gov](mailto:ceo.ceja@illinois.gov). Responses to questions will be made publicly available on the NOFO webpage
- Contact Aaron McEvoy, grant manager. [Aaron.McEvoy@Illinois.gov](mailto:Aaron.McEvoy@Illinois.gov)



# Next Technical Assistance Webinar

- December 14, 2023

[https://illinois.zoom.us/meeting/register/tZEvcEysqjkqEtYA7WQ9aNAXZrnsE-WNohh-#/registration](https://illinois.zoom.us/join/91234567890)



**Illinois**  
Department of Commerce  
& Economic Opportunity  
JB Pritzker, Governor

# More Resources

- List of EEC via the Illinois Shines program: [Find-an-Equity-Eligible-Contractor-as-of-11-3-2023.pdf](https://illinoisshines.com/Find-an-Equity-Eligible-Contractor-as-of-11-3-2023.pdf) (illinoisshines.com)





# CEJA ILLINOIS

Equitable Energy Future  
Grant Program

Questions? Email [ceo.ceja@illinois.gov](mailto:ceo.ceja@illinois.gov)



**Illinois**  
Department of Commerce  
& Economic Opportunity  
JB Pritzker, Governor