ATTACHMENT 1: STAFFING PLAN

As part of the Illinois Clean Energy Contractor Incubator Program, the Department requires a staffing plan with roles defined and fulfilled.

Applicants are required to identify a **program lead** who will devote 100% of their time to managing the project. If the position will be filled by a new hire, applicants should attach a job description for the role. The program lead will be responsible for program compliance and ensuring that performance metrics are met and required reporting is done, overseeing program operations, onboarding staff, and monitoring the performance of other program roles.

Next applicants will need to identify **key staff** to deliver various program elements including but not limited to:

- program administration,
- outreach, recruitment, and participant intake,
- business and financial support services,
- business and entrepreneurship training,
- business development advising and mentorship,
- business professional networking support.

These areas can be staffed by **full-time or part-time employees of the organization, contractors, or sub-contractor partner organizations**.

Fill out the table below with the names of key staff, organizational affiliation, the percentage of FTE they will spend on the project, and the program elements they will be responsible for. Where appropriate, indicate if the position will be filled by a new hire.

Resumes, partnership agreements, and Memorandums of Understanding should be attached to this plan for all staff members, contractors, and sub-contractor partner organizations listed in Table A below.

Table A: Staff Role Assignments

Name of personnel (or indicate if the position is to be filled by a new-hire)	Role in program	Organizational affiliation	% FTE for project