Facilitators

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CEJA Implementation Program Support, University of Illinois

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DCEO, Office of Accountability

Presentation Overview

1. Climate & Equitable Jobs Act (CEJA) overview
2. Clean Energy Primes Contractor Accelerator Program overview
3. Funding information and eligibility information
4. Application and submission information
5. Grant Accountability & Transparency Act (GATA)

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Session recording will be posted to the NOFO website

Zoom Basics

- Mute/unmute
- Stop/start video
- Raise hand
- Chat
- Recording

Clean Energy Primes Contractor Accelerator Program

1. CEJA overview

2. Program requirements

3. Funding information and Eligibility information

4. Application and submission information

5. GATA

CEJA ILLINOIS
Climate & Equitable
Jobs Act

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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.
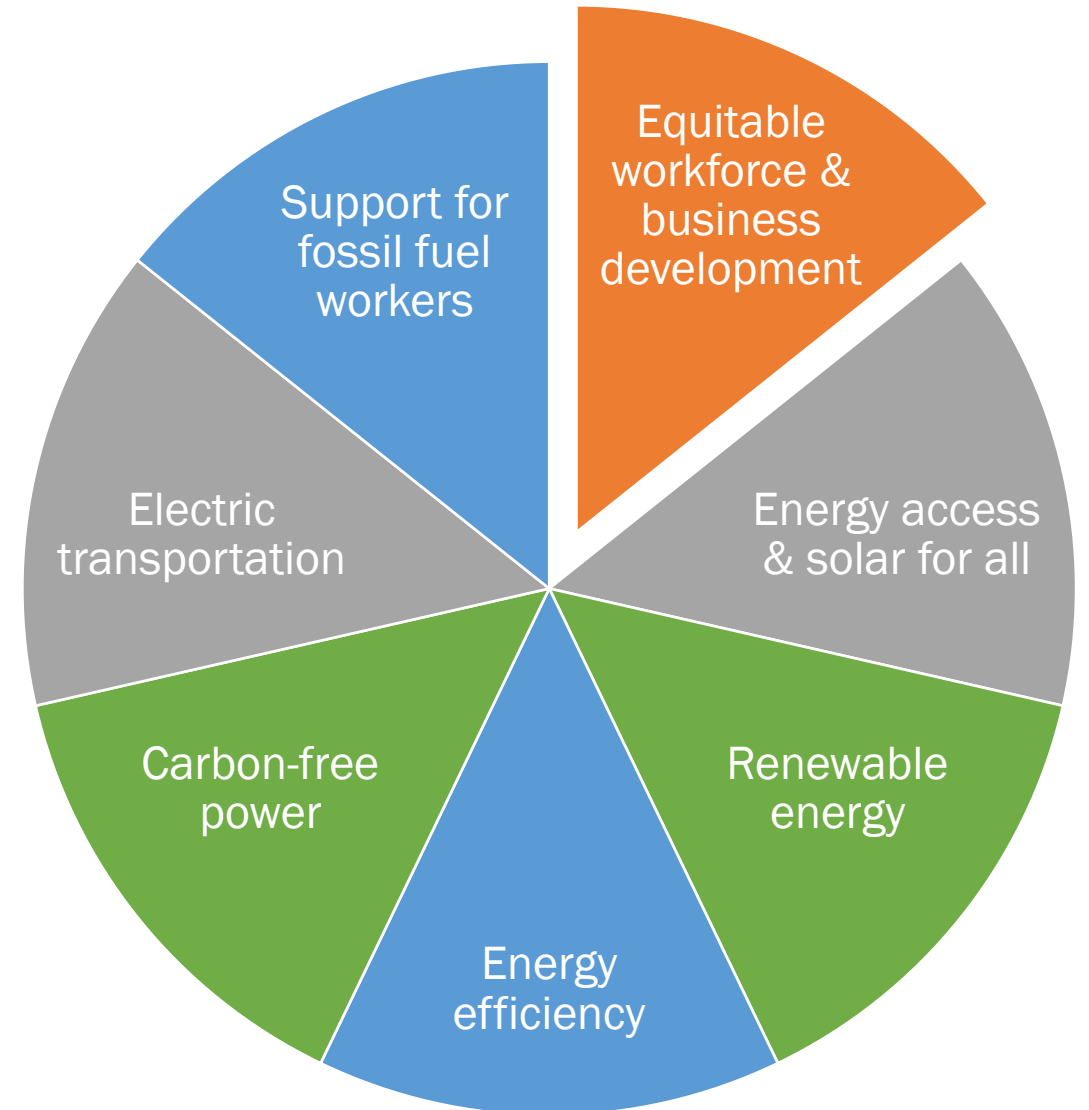
CEJA Equity Focus

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

Some groups of people and communities suffer more from environmental impacts and/or community disinvestment.
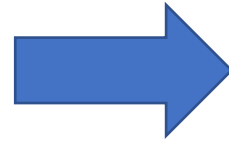
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The benefits of clean energy investments and good-paying clean energy jobs should be distributed equitably.
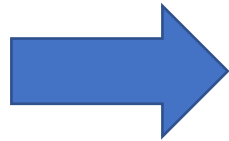
CEJA equitable workforce development

Illinois is investing in clean energy sources, electric vehicles, and energy efficiency.

→ We need to expand the clean energy workforce to do the work.

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?

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

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

- Environmental Justice communities

- Restore. Reinvest. Renew (R3) communities
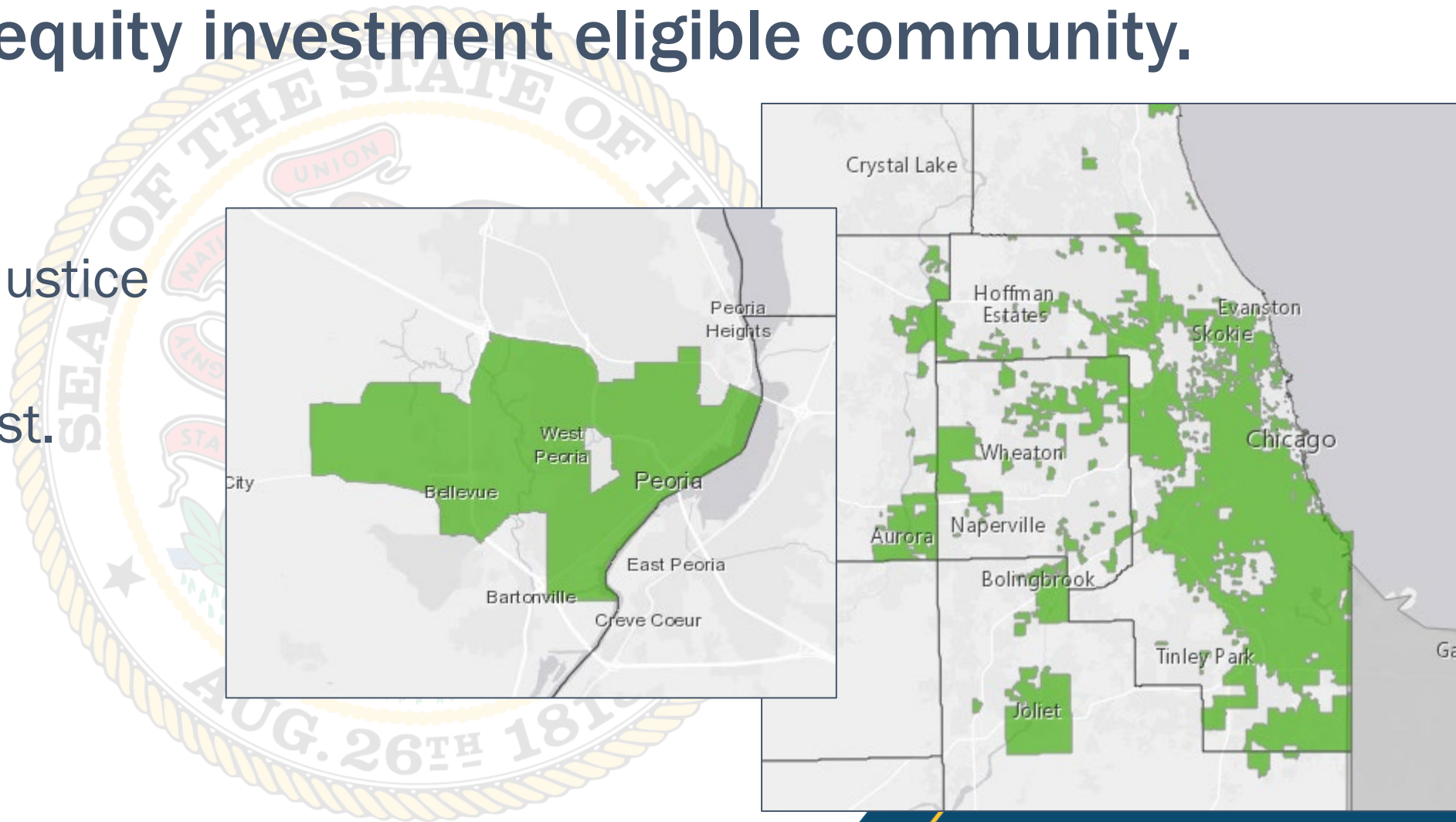
https://energyequity.illinois.gov/resources/equity-investment-eligible-community-map.html

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

Contractor support programs

- Contractor Incubator Program
- Primes Contractor Accelerator

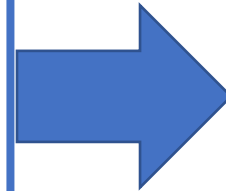# CEJA Contractor Support Programs

Equity-focused contractor support programs
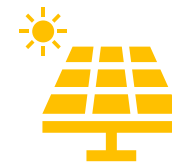
Contractor Incubator Program

Primes Contractor Accelerator

Clean energy contractors receive resources and support to grow their businesses.

They have increased capacity to bid on clean energy projects funded by CEJA and more

What is a clean energy business or nonprofit?
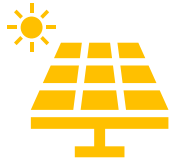
Solar energy

Solar thermal

Wind energy

Electric vehicle

Green hydrogen

Energy efficiency

Healthy building materials

Energy storage

Industries achieving emission reductions

Clean energy businesses or nonprofits **manufacture, develop, build, install, maintain, or provide ancillary services** in these industries. They may provide administrative, sales, and other support functions in these industries as well.

Clean Energy Primes Contractor Accelerator Program

1. CEJA ecosystem overview

2. **Clean Energy Primes Contractor   Accelerator Program Overview**

3. Funding information

4. Eligibility information

5. Application and submission information

Primes Contractor Accelerator Program Goal

Increase business opportunities for clean energy contractors that serve areas impacted by economic, social, and environmental challenges.

Increase the economic vitality of participant contractors to develeop and implement clean energy projects.

Primes Program Leads will provide services to a small cohort of participant businesses to help them grow.

Different from Clean Energy Contractor Incubator Program

- Focus on next-stage business growth

- Intensive, long-term business coaching and technical assistance for clean energy contractors

- Will serve a smaller cohort of participant contractors

- Will be delivered in 3 large geographic regions, rather than 13 incubator hubs

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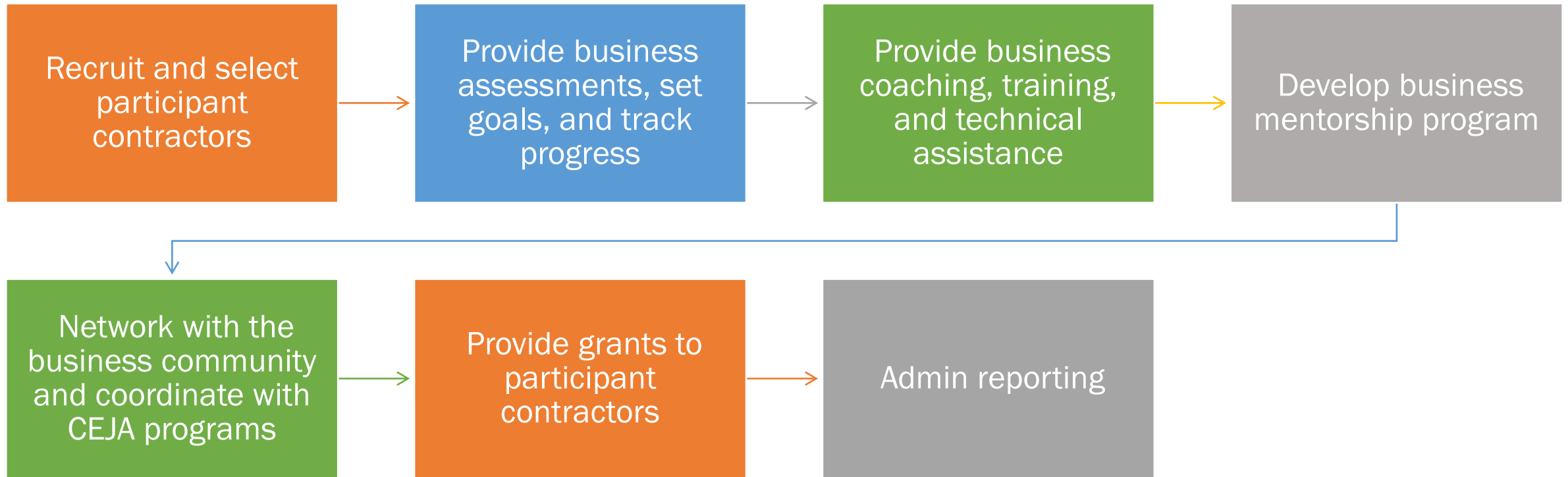JB Pritzker, Governor

Primes Contractor Accelerator Program delivery areas:

- Northern Illinois
- Central Illinois
- Southern Illinois

The Primes Contractor Accelerator programs will select 1 grantee to serve contractor businesses per each region.

Specific service area boundaries were not set forth by program legislation.

Primes Contractor Accelerator Program Elements

```
┌────────────────────┐     ┌────────────────────┐     ┌────────────────────┐     ┌────────────────────┐
│ Recruit and select │ ──▶ │ Provide business   │ ──▶ │ Provide business   │ ──▶ │ Develop business   │
│ participant        │     │ assessments, set   │     │ coaching, training,│     │ mentorship program │
│ contractors        │     │ goals, and track   │     │ and technical      │     │                    │
│                    │     │ progress           │     │ assistance         │     │                    │
└────────────────────┘     └────────────────────┘     └────────────────────┘     └────────────────────┘

┌────────────────────┐     ┌────────────────────┐     ┌────────────────────┐
│ Network with the   │ ──▶ │ Provide grants to  │ ──▶ │ Admin reporting    │
│ business community │     │ participant        │     │                    │
│ and coordinate with│     │ contractors        │     │                    │
│ CEJA programs      │     │                    │     │                    │
└────────────────────┘     └────────────────────┘     └────────────────────┘
```

1 & 2. Leads recruit and help select participant contractors

Publicize the program and partner with community-based organizations to assist in recruitment

Assist contractors with the Primes Contractor Accelerator Program application

Assist the Department (OEIT) in selecting the participating contractors for each cohort

Qualified Participant Contractors

The Program Leads will recruit businesses with:

- Two or more years of experience in a clean energy or related contracting field
- At least $5000 in annual business revenue
- A substantial and demonstrated commitment of investing in and partnering with individuals and institutions in equity eligible communities.

Selection criteria for participation in the Primes Accelerator Program will include:

- Job creation and wage benefits
- Maturity of contractor's strategic growth plans
- Quality of past projects
- Contractor capacity and future revenue potential
- Business model that builds wealth in the larger underserved community
- History of commitment to advancing equity

3. Primes Contractor Accelerator Leads provide assessments and set goals with participating contractors

Conduct business assessments upon entry and annually of cohort members to identify training, coaching, and other program service needs for accelerating clean energy contractor businesses.

Assist participants in developing workplans and goals, track progress, and meet monthly with participants to track metrics and review progress.

Review metrics annually and make a recommendation to the Department about whether the participant should continue in the Program.

4. & 5. Leads provide business coaching and provide referral services

Provide one-on-one business coaching and advising.

Assist with business plan development

Match participants with expert business coaches

6. Participant Progress Tracking

Track progress and goal attainment monthly

Review metrics annually

7. Technical assistance

Apply for appropriate government and private business opportunities	Apply for Minority Business Enterprise certification and others	Prepare bids and responses to RFPs	Become listed in any relevant directories and databases organized by the Dept. Of Central Management Services

Connect with & participate in Illinois Shines and IL Solar for All	Apply for approved vendor status for programs offered by utilities and other entities	Apply for financial development assistance such as loans from the IL Climate Bank

8. Primes Contractor Accelerator Leads will develop a business mentorship program

Recruit business mentors in participant contractors' fields to provide mentoring services

Mentoring service contracts are for two-years paid by the Program Lead budgeted into the Primes Contractor Accelerator Program lead funds.

Mentoring activities may include on-the-job training, site walkthroughs, business process and structure walkthroughs, quality assurance and quality control reviews, or other relevant activities.

Perform quality assessments on mentor/mentee relationships to determine effectiveness and continuation of services

9. Networking and Connections:

Host networking events

Facilitate connections between participants and potential partners, subcontractors, and employees

Utilize the Energy Workforce Equity Portal to connect contractors with IPA resources

Connect with APEX Accelerators and SBDCs

AMERICA'S SBDC ILLINOIS

ILLINOIS APEX ACCELERATOR
Providing Guidance for Government Contracting Success

10. Primes Contractor Accelerator Leads coordinate with...

| Other CEJA Workforce Programs | Contractor Incubator Program Grantees | Match participant contractors with Contractor Incubator Program offerings. |

To...
- Share information
- Coordinate activities
- Serve participating contractors

11. Operational Support Grant distribution

- Operational support grants are provided for Leads to dispense to participating contractors for project-based assistance based on anticipated project size and scope.

- Operational support grants must be included in the Lead's program budget.

- Up to 11.1% of applicant's budget can be used for operational support grants. ($1 million of total $9 funding)

12. Metrics and Reporting: Information to be tracked by Leads about program Participants:

Number of participating contractors and associated demographic data.

Number of projects completed by participant contractors

Number of partnerships with participant contractors

Changes in participant contractors' business revenue

Number of new hires/retention

Certifications held by participant contractors

Number of program sessions/training attend by participant contractors

Other indicators to assess general financial health of participant contractors

Performance Measures and Reporting: Quarterly Reporting.

Demographics of cohort including race, gender, geographic distributions	Retention of participants	Certifications issued	Participant satisfaction
Grants and loans distributed	Consultation and coaching hours Compensation	Projects bid, started, and completed, including revenue, hiring, and subcontractor relationships*	Contractor engagement in programs like Illinois Shines & ILSFA*

Employment data: demographics, salary, length of service, geographic data*

* Starred Metrics are collected from program graduates.

Primes Contractor Accelerators must incorporate core equity values (Diversity, inclusion, equity, accessibility) in all program elements

Outreach and Recruitment

Enrollment

Service delivery

Training and mentorship

Coordination activities

Relationships with stakeholders
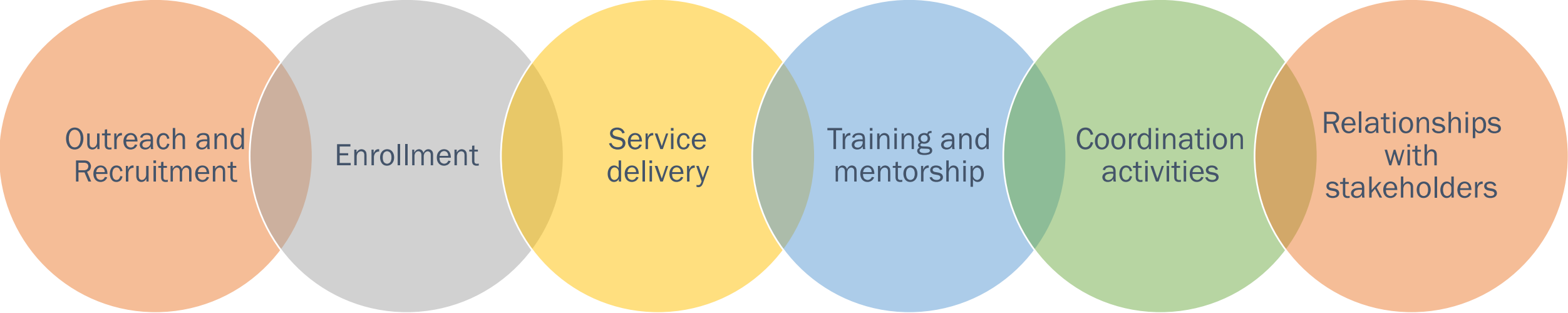
Equity focused program culture: More than numeric participant targets

Eliminate or reduce barriers

Build a community of collaboration

Empower for resilience and success

Set goals, measure outcomes, and adjust

Create a culture of belonging that celebrates differences

How might a Primes Contractor Accelerator help a clean energy contractor business?

Challenge	Example Service Provided
Lack of up-front capital for clean energy projects	Technical assistance, training to apply for Equitable Energy Future Grant or other low-cost capital grants
Difficulty managing business operations (maintaining records, managing inventory, processing orders, etc.)	Business coaching, operational support grants, connection to Contractor Incubator services.
No long-term plan for growth	Assistance with developing 5-year business plan, mentorship
Lack of knowledge about insurance and permitting requirements	Training events and individualized technical assistance, connection to Contractor Incubator services.
Difficulty competing on clean energy-related project installations due to size	Partnering and networking events to facilitate subcontracts on projects.
Lack of awareness of clean energy project opportunities, requirements	Assistance registering as approved vendors, applying for funding opportunities, etc.

Clean Energy Primes Contractor Accelerator Program

1. CEJA ecosystem overview
2. Program requirements
3. **Funding information and eligibility**
4. Application and submission information
5. GATA

CEJA ILLINOIS
Climate & Equitable Jobs Act
Workforce Programs

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Funding available

Total award: $9 million / year

Award range: $1 million to $3 million

The number of awards: Up to 3 (one for each region)

Renewals: Up to two twelve-month renewals based on grantee performance

Who can apply? Organizations located within Program Delivery area that meet the following criteria:

People with experience leading a large contractor-based business in Illinois

Experience with providing business coaching and mentoring

Experience developing relationships with companies in the program delivery area

Experience working with equity investment eligible community members, organizations and businesses

Knowledge of the Illinois clean energy industry

Building your team

One organization can deliver all services OR you can partner with other organizations to provide different program elements.

Program area	Got this covered	Need help
Recruit participant contractors		
Provide access to low-cost capital		
Provide support for obtaining business & financial services		
Provide training, mentorship and support to contractors		
Assist with obtaining certifications, matchmaking and collaborative activities		
Collaborations with CEJA programs, other business and economic development programs		
Data management and reporting		

Less experienced partner

More experienced partner (such as APEX Accelerator, SBDC)
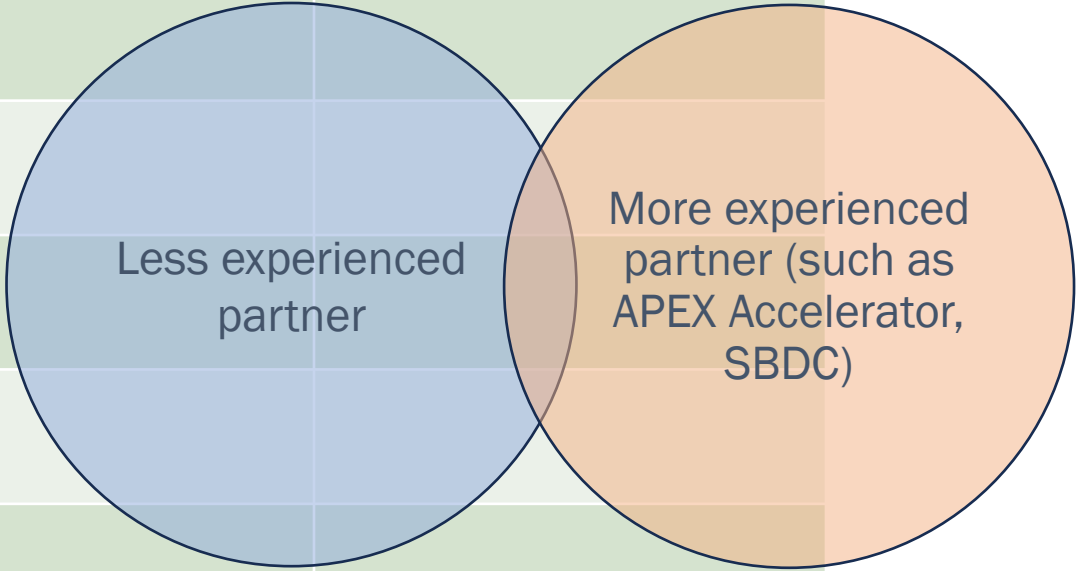
Staffing requirements

- One full-time program lead (100% of time on project)
  - Responsible for program compliance, metrics reporting, program operation oversight, onboarding staff, and monitoring performance of other program roles.
- Key staff to deliver program elements:
  - Program admin
  - Outreach, recruitment, participant intake
  - Business coaching
  - Business technical assistance and training
  - Mentorship coordination
  - Business development advising
  - Business professional networking support

Need to hire for key positions? Create a job description.

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1. CEJA ecosystem overview
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Main grantee must register in the Grant Accountability and Transparency Act (GATA) Grantee Portal

Learn about GATA requirements and how to register here:

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

The Grantee Portal will be unavailable Sunday, April 16th, beginning at 7:00 AM and ending at 2:00 PM.

| 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" are are most likely DHS CRV account users.

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

Frequently Asked Questions

- How to manage AmpliFund Access. (Webcast) (Transcript)
- How to access the Illinois GATA Grantee Portal.
- How to create an Illinois.gov public account.
- How to reset your password.
- All Grantee Portal FAQs

Applicant Submission Documents

- Uniform Grant Application in fillable PDF format
- Uniform Budget utilizing template provided by DCEO
- Conflict of Interest Disclosure
- Mandatory Disclosure
- Executive summary (1 page)
- Technical Proposal (20 pages)
- Attachment 1: Staffing Plan
- Attachment 2: Workplan

Find all NOFO Materials and resources here:

https://dceo.illinois.gov/aboutdceo/grantopportunities/3345-2740.html

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Executive Summary + Technical Proposal

Executive Summary (1 page)

Technical Proposal (20 pages)

- Applicant Team Organization Capacity and Qualifications (4 pages)
- Documentation of Need (2 pages)
- Project Plan (12 pages)
- Budget Narrative (2 pages)

Allowable Costs

- Personnel (salaries, wages, and fringe benefits)

- Travel and supplies

- Contractual services, subawards, and consultants

- Miscellaneous costs (including reasonable food costs for events)

- Include operational support grants for participant contractors not to exceed 11.1% of total budget per award annually.

- Include stipends for businesses providing mentorship for participant contractors

Staffing Plan

Proposed Workplan

ATTACHMENT 1: STAFFING PLAN

As part of the Illinois Clean Energy Contractor Incubator Program, the D... with roles defined and fulfilled.

Applicants are required to identify a **program lead** who will devote 100%... project. If the position will be filled by a new hire, applicants should atta... The program lead will be responsible for program compliance and ensu... met and required reporting is done, overseeing program operations, on... performance of other program roles.

Next applicants will need to identify **key staff** to deliver various progra... 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 th... sub-contractor partner organizations**.

Fill out the table below with the names of key staff, organizational affilia... will spend on the project, and the program elements they will be respon... indicate if the position will be filled by a new hire.

Resumes, partnership agreements, and Memorandums of Understandi... for all staff members, contractors, and sub-contractor partner organizatio...

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

Resumes of key staff or job descriptions for new hires

Memorandums of understanding (MOUs) from team partners

ATTACHMENT 2: PROPOSED WORK PLAN

Provide a detailed workplan attachment as described below. The workplan attachment does not count toward the page limit of the Technical Proposal.

Complete the table below to summarize anticipated annual participation and outcomes.

Table B: Total Participation, Service, and Outcome Metrics

	Year 1	Year 2	Year 3
Total Participants			
Total Number of Participant Contractors Accepted into Program			
Total Number of Participant Contractors who secure at least one contract or subcontract through technical assistance			
Total Services Provided			
Number of training sessions provided			
Number of networking events provided			
Number of participant contractors who attend a training session			
Number of consultation hours			
Number of participants receiving technical assistance to apply for low-cost capital or low-interest loan programs (including Equitable Energy Future Grant Program funds)			
Number of participant contractors receiving services to acquire financial assurance (e.g. bonding)			
Number of participant contractors receiving back-office services			
Number of participant contractors receiving permit or insurance planning or business planning assistance			
Outcomes			
Number of contracts secured by participant contractors, alone or in partnership			
Anticipated total dollar value of contracts secured			

How will proposals be scored - Merit-based review process

Applicant Review Criteria

- ■ Applicant Team Qualifications & Capacity
- ■ Documentation of Need
- ■ Project Quality & Integration
- ■ Cost Effectiveness
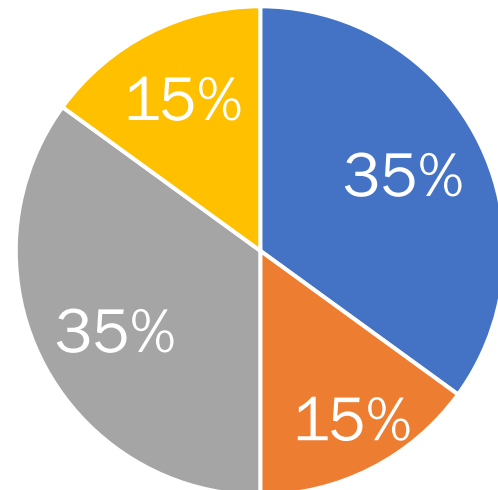
Proposals will be sorted by regions then scored by the Merit Review Team.

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Learn more, ask questions

- Program, eligibility requirements and submission information can be found on the NOFO webpage https://dceo.illinois.gov/aboutdceo/grantopportunities/3345-2740.html

- Submit questions to ceo.eit.ceja@illinois.gov. Responses to questions will be made publicly available on the NOFO webpage

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Clean Energy Primes Contractor Accelerator Program

Questions? Email ceo.eit.ceja@illinois.gov

GATA, Pre-Qualification, and Other Requirements

Office of Accountability

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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

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Grants Process

Pre-Qualification, Application Submission & Review

- All Pre-Qualification items must be in good standing
- Fiscal and Administrative Assessment (ICQ)
- Application documents submitted
- Application reviewed by Merit Review Committee
- Applicants will receive notice from DCEO

Grant Agreement

- NOSA and Development of Grant Agreement
- Document will lay out all expectations and grant requirements
- Signatures from Grantee and DCEO

Periodic Reporting

- Implementation of project objectives
- Financial and Performance Reports
- Reimbursement of expenditures
- Annual Audit Reports

Closeout of Grant

- Grant closed once grant period ends

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What is GATA?

- GATA - Grant Accountability and Transparency Act

- GATA Goals:
  - Remove duplicative processes
  - Increase accountability and transparency
  - Follow 2 CFR 200

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Getting Started in the GATA Grantee Portal

- **https://grants.illinois.gov/portal/**
  - Create Account

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/

State of Illinois
Grant Accountability and Transparency Act (GATA)
State Grantee Portal New User Guide

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Pre-Qualification

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

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

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

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Pre-Qualification in the GATA Grantee Portal

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	Help
Federal Employer ID (FEIN)	Pending	Help
Federal Excluded Parties List	Good	Help
Illinois Secretary of State	Not Found	Help
Illinois Stop Payment List	Good	Help
Illinois DHFS Sanction List	Good	Help

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.

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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

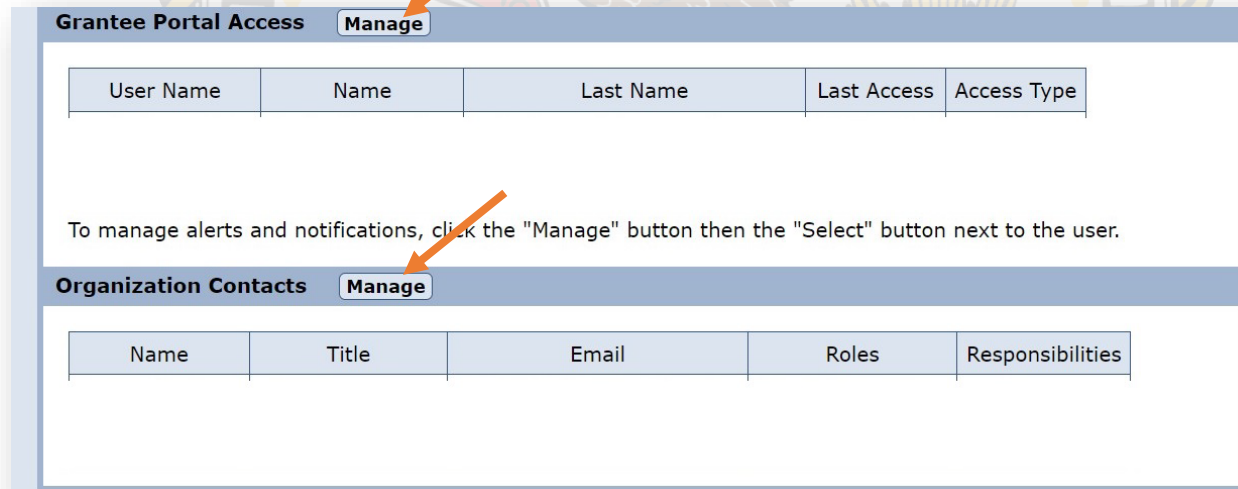| Requirement |
| --- |
| SAM.gov Account |
| Federal Employer ID (FEIN) |
| Federal Excluded Parties List |
| Illinois Secretary of State |
| Illinois Stop Payment List |
| Illinois DHFS Sanction List |

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Federal Employer ID (FEIN)

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

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

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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)
Federal Excluded Parties List
Illinois Secretary of State
Illinois Stop Payment List
Illinois DHFS Sanction List

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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
- Not needed for governmental entities

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

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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

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

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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
Illinois DHFS Sanction List

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Other GATA Grantee Portal Tips

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

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

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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)

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

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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

Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

DCEO Grantee Resource Site

https://dceo.illinois.gov/dceo-grants.html

- Current Grant Opportunities
- Video & Resource Library
- Upcoming Grant Trainings
  - Sign up for training emails
  - Office Hours (Tuesdays 2-3pm)
- Grant Help Desk
  - ceo.granthelp@illinois.gov