RENEWABLE ENERGY BUSINESS DEVELOPMENT GRANT PROGRAM

APPLICATION GUIDELINES

SUBMITTAL DEADLINE 4:30 P.M. OCTOBER 28, 2012

Enclosed you will find Application Guidelines and Application for the Renewable Energy Business Development Program. The Illinois Energy Office at the Illinois Department of Commerce and Economic Opportunity (DCEO) administers the Renewable Energy Business Development Program to encourage utilization of renewable energy and support economic development in the State of Illinois.

During Program Year 2012, the Renewable Energy Business Development Program will fund projects that support development or expansion of renewable energy production through the development of renewable energy businesses and component manufacturers. The Department will solicit and receive applications through a competitive Request-for-Application process. Proposed projects are eligible for grants up to 50 percent of eligible project cost. The minimum grant award allowed is $100,000, and the maximum grant award is $500,000. Eligible expenditures include the purchase and installation of machinery, equipment and new industrial systems, project necessary site improvements, technical or engineering services for process improvements in key functions, and/or the conversion of existing processes.

Each applicant must complete sections 1, 2, 3, 4, 5, 6, and 9 within this application template. The required budget details must be completed within Appendix B. The documentation required in Appendix A may be provided as an attachment to the grant application form.

Your detailed application must be submitted by mail to:

Illinois Department of Commerce and Economic Opportunity
Illinois Energy Office
Attention: Wayne Hartel
500 East Monroe Street
Springfield, IL 62701-1643

or sent as an e-mail attachment to wayne.hartel@illinois.gov by **4:30 PM (CDT), October 28, 2012**.

ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

GRANT APPLICATION COVER PAGE

Renewable Energy Business Development Grant Program

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

SECTION 1: APPLICANT INFORMATION

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

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 Illinois	Southern Illinois Electric Cooperative
City of Carmi	Spoon River Electric Cooperative
City of Flora	Tri County Electric Cooperative
Clinton County Electric Cooperative	Village of Metropolis
Commonwealth Edison Company	Village of Rantoul
Corn Belt Cooperative	Western Illinois Electrical Cooperative
Egyptian Electric Cooperative	**For Gas Distribution**
Illinois Rural Electric Cooperative	Ameren Illinois
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 Coop	Other utility that imposes charge: _____
Shelby Electric Cooperative	

1.5	**NAICS Code:**	*(6-digit Industry Classification Code)*	
1.6	**Applicant Website:**		
1.7	**Applicant FEIN:**		
1.8	**Applicant SSN:**		
1.9	**Applicant's DUNS Number:**		
1.10	**Applicant Fiscal Year:**	From:	To:

1.11	If applicable, indicate the following.		☐ Women-Owned ☐ Minority-Owned
	If minority-owned, then check the appropriate race/ethnic group box.	Black / African Americans Hispanic Americans Native Americans Asian-Pacific Americans Asian-Indian Americans	☐ ☐ ☐ ☐ ☐

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?		☐ Yes ☐ 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:	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.	
	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.
	☐ CEO/Executive Director/Chief Elected Official ☐ CFO/Controller ☐ Grant Administrator ☐ Grant Administrative Support Staff *(i.e. Reporting, correspondence, document control)* ☐ Bookkeeper/Accountant for Grant ☐ 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.	
	☐ Time sheets ☐ Cost allocation plans ☐ Certifications of time spent ☐ Other, please describe: ☐ None	
2.5	Has the applicant or any principal formed a business that existed for less than two years?	☐ Yes ☐ 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	☐ Yes ☐ No

	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?	
	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?	☐ Yes ☐ No
	If yes, provide requested information.	
2.8	Does the applicant or any principal owe any debt to the State?	☐ Yes ☐ No
	If yes, list reason and amount:	

SECTION 3: PROPOSAL INFORMATION

3.1	**Submittal Date:**		
3.2	**Project Title:**		
3.3	**Brief Project Description:** *(Complete attached Scope of Work)* *(550 Character maximum)*		
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:** *(Complete attached Budget)*	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
Jobs Created	
Jobs Retained	
Funds Leveraged ($)	
Potential for CO_2 reduction (metric tons)	
Potential for Export of Products Manufactured ($)	

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
Please complete the detailed 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 ("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 Renewable Energy Business Development Grant Program, through the RERP, is to support development or expansion of renewable energy production through the development of renewable energy businesses and component manufacturers. The Program targets projects that develop and expand these manufacturing sectors and corresponding supply chains while improving the economy of the State through new business development. Manufacturers or producers funded through this Program will expand Illinois' capabilities to support further development of markets for renewable energy

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 20 ILCS 1105/3 to administer for the State any energy programs and activities under federal law, regulation or guidelines. The Department is also 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 includes the Renewable Energy Resources Trust Fund and may include the Energy Efficiency Trust Fund.. Petroleum Violation Funds are also a funding source for this program, the expenditure of which is governed by M.D.L. #378 RE: "The Department of Energy Stripperwell Litigation Settlement Order" and related federal rules and regulations.

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 an organization that submits an application document with the required information on the Department's approved forms and attachments as prescribed in these Program guidelines.

"Applicant Investment" means the amount of funds that the applicant will contribute to the project, including its own contributions and funds from other financial partners or contributors. All proposed matching expenditures (in-kind and cash) must only be directly related project expenditures and must not include the costs or in-kind values of items that are not being used as part of the proposed project.

"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.

"Entity" means any applicant submitting an application to the Department.

"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.

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

"Project Completion Date" means the date that all grant tasks are complete, aside from reporting and monitoring, and equipment is installed and operational.

"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 lnformation 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.

"Renewable Energy Business" means the manufacturing of renewable energy products or components.

SECTION 8: PROGRAM SPECIFIC INFORMATION

Section 8.2: Grant Eligibility Criteria

8.2.1 Eligible Applicants. Eligible applicants include for-profit businesses, governmental entities, colleges and universities, and not-for-profit organizations. To be eligible for funding the proposed project must occur in 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 Section 1.4.1.

8.2.3 Eligible Project Activities and Costs. The following types of project activities and costs are eligible for this Program.

8.2.3.1 Proven practices: Projects should involve machinery and equipment, and industrial systems that are advanced to the commercialization stage. Each proposed project activity must be a recognized and proven practice and/or process.

8.2.3.2 Eligible Costs: Program funds may be expended only for costs directly related to the approved project. Expenditures are allowed for the purchase and installation of machinery, equipment and new industrial systems, project necessary site improvements, technical or engineering services for process improvements in key functions, and/or the conversion of existing processes.

8.2.3.3 Eligible Activities: Projects will focus on the development or expansion of a manufacturing facility for renewable energy products or components. Project activities will typically involve the purchase of equipment needed for manufacturing products, commissioning of facility, and operation of facility.

8.2.3.4 The applicant must have selected a site, completed a preliminary feasibility assessment, identified and secured funds for project development and is in the process of securing financial commitments.

8.2.4 Ineligible Projects and Costs. <u>The following projects are not eligible for funding under these guidelines:</u> projects located outside the State of Illinois, projects that have applied for funding through other guidelines under the Department's Renewable Energy Resources Program, 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.

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

8.2.5 Grant Award.

8.2.5.1 Proposed projects are eligible for grants up to 50 percent of eligible project cost. The minimum grant award allowed is $100,000, and the maximum grant award is $500,000.

8.2.5.2 Applicant Investment. The applicant must contribute a minimum of 25 percent of the total project cost, through its own contributions or funds from other financial partners. Applicant investment cannot include funds from public incentive programs such as the State Energy Program, Energy Efficiency and Conservation Block Grant, Illinois Clean Energy Community Foundation, and Federal Business Energy Investment Tax Credits or other ARRA grants.

8.2.5.3 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 Program. The Director has the authority to implement pilot projects under this RFA.

8.2.6 Project Completion. Projects must be completed within two years of the start date of the grant agreement.

Section 8.3: Program Information

8.3.1 Grant Payments. The grant agreement shall provide specific conditions and instructions of grant payments. Grant funds shall be dispersed on a cash needs basis and upon submittal and approval of appropriate costs documentation. Grantees are required to have internet access to request grant funds.

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. Peformance metrics will include, but may not be limited to, those metrics identified in Section 5 of this application. The Department reserves the right to structure reporting requirements on a project-specific basis. The grant agreement may require the reporting of performance data for 12 months or longer following the project completion date. For example, grantees will be required to submit reports documenting the number of jobs created and retained as a result of the project. The Department project manager will monitor the grantee's compliance with the terms of the grant agreement to include verification of both sales transactions and equipment installation. Grantees will be required to certify the project completion date through a site visit or other means deemed acceptable by the Department.

8.3.3 Freedom of Information Act/Confidential Information. Applications that are funded 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 will maintain the confidentiality of that information only to the extent permitted by law.

8.3.4 Dissemination of Information/Technology Transfer. Grantees will be contractually required to allow the Department access to the project site and the ability 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.

8.3.5 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 completion date to the Department. The grant agreement may require up to 24 months of project impact data following the project completion date.

8.3.6 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 for the duration of 5 years or end of product life, whichever is less. In the event of a grantee's failure to comply with this requirement, the grant agreement will provide that the Department may, at its discretion, require the grantee to return all grant funds provided by the Department, 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 reserves 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.

Section 8.4: Application Process

8.4.1 Renewable Energy Grant Application. Renewable energy grant applications must be printed or typed on the Department's current approved forms included with these guidelines.

8.4.1.1 Each application submitted under these guidelines must include all of the information required in Section 1, 2, 3, 4, 5, 6, 8, 9, and Appendices A and B.

8.4.1.2 The applicant must sbmit 1 original paper copy of the application document with original information and a complete PDF electronic copy of the entire application and attachments (email or provide CD).

8.4.1.3 Applications under this program must be received no later than 4:30 p.m.,October 28, 2011, in the DCEO office identified below. The Department will not accept faxed applications.

8.4.1.4 The Department will accept applications at the following address:

Illinois Department of Commerce and Economic Opportunity
Illinois Energy Office
Attention: Wayne Hartel
500 East Monroe Street
Springfield, IL 62701-1643
217/785-3420

Send electronic submissions to: wayne.hartel@illinois.gov

8.4.1.5 To conserve resources, applications should be printed duplex (two-sided) on post consumer content recycled paper and should not exceed 25 pages in length, including attachments. The use of 3-ring binders or other elaborate covers is strongly discouraged.

8.4.2 General Review and Evaluation. The Department will solicit and receive applications through a competitive Request-for-Application process. The Department will evaluate every timely submitted proposal in the following manner: Proposals will first be reviewed to determine eligibility and completeness as specified under Section 8.2 and Section 8.4.1 of the RFA, as appropriate, and (ii) to determine whether, based on the information supplied in the application documentation, the proposal demonstrates sufficient likelihood of actual project development. Proposals satisfying requirements (i) and (ii) will be evaluated on the basis of the evaluation criteria specified in Section 8.4.3 below.

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 general review under 8.4.2 will be evaluated on the basis of the following criteria:

8.4.3.1 **Application Quality:** Overall quality of the application with regard to the written project description, including organizational profile, measurable project goals, tasks and activities, a well developed work plan, and easily identifiable deliverables.

8.4.3.2 **Applicant Capacity**: Capability of the applicant organization, including previous organizational experience and the credentials of the project management team that are relevant to the project goals, and the availability of additional professional resources.

8.4.3.3 **Feasibility of Project Plan**: Likelihood of actual project development, potential to accomplish defined objectives, technical feasibility, and replicability within the State of Illinois.

8.4.3.4 **Project Benefits:** Potential for the project to further encourage the utilization of renewable energy and support economic development in the State of Illinois though job creation, business development, and economic development. Other potential benefits of project include the potential for renewable energy production the potential for greenhouse gas emission reductions, and cost effectiveness of all of these benefits (for example, jobs created per grant dollar).

8.4.3.5 **Leveraged Funds:** The portion of project cost that will be funded by the applicant or other funding sources. Preference will be given to projects that make effective use of available private and public funding sources to ensure project viability.

8.4.3.6 Other criteria as determined by the Department to be in the best interest of the State of Illinois. Additional consideration may be given to projects that include women or minority owned businesses and/or projects that identify direct support of the renewable energy supply chain within Illinois.

8.4.4 Grants. Successful grant applicants will work with the Department to submit a statement of work and corresponding budget. The Department will incorporate a statement of work, budget, and grant requirements into a grant agreement between the Department and the grantee. The grant agreement will require the grantee's signature before the final Department approval. The grantee must submit final completion certification to the Department within 60 days of the project completion. This certification must include the project completion and system operation dates.

8.4.5 Rejection of Applications. The Department reserves the right to reject any application. The submission of an application under these guidelines confers no right upon any applicant. The Department is 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
Renewable Energy Business Development Grant Program
Documentation Outline

All applicants shall include the following information and documentation:

1. Profile of the applicant organization and key partners. (2 page narrative maximum). Provide information on the applicant organization, including the type of organization, organizational mission, primary products or services, age and history of organization, size of organization (number of employees and level of annual sales), legal organization, management team members, and, if applicable, a list of the board of directors. A business plan document must be submitted if the applicant organization has less than three years of successful operating experience. In addition, identify primary partner organizations that were selected and have agreed to participate in the proposed project. Identify the primary role of each partner, with regard to assigned project tasks and activities. Identify if the applicant organization or any key partners are a woman or minority owned business.

2. Expertise/qualifications of applicant organization and key partners. (2 page maximum). Provide background information on the experience of both the applicant and key partners. Specifically identify the relevant experience of the management team with regard to the proposed project. Identify other additional professional resources and support available to the applicant.

3. Project description. (4 page maximum) Describe the project, including goals and objectives, a detailed statement of work (required tasks and activities), and timelines for start and completion of key tasks. The description should also include information on the proposed project location, licenses and permits required, and the current status of the project. If applicable, describe how the project will directly support the supply chain of renewable energy development in Illinois. Also, describe the financial viability of the company (provide financial statements) and describe how the project is being financed (provide letters from financial partners).

4. Project benefits. (2 page maximum) Discuss the merits of the project per the evaluation criteria provided in the application guidelines. The applicant should identify expected project outcomes (i.e. job creation, energy savings or generation, GHG emission reductions, etc.). Please explain how the benefits were estimated for purposes of the application and how they will be measured for reporting after project completion.

5. Project budget. (1 page maximum) Discuss the project budget with an explanation of all project activities and related costs that are eligible for grant funds.

The total proposal, including attachments, should not exceed 50 pages in length and should be printed duplex (two-sided).

APPENDIX B
Illinois Department of Commerce and Economic Opportunity
Renewable Energy Business Development 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:	$	$	$	$
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 budget 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. Also, provide alternative funding options should the anticipated sources not be awarded.

Applicant Investment:

Please describe the sources of the minimum 25% applicant investment, in addition to funds from any financial partners described above. Specifically identify whether funds are cash, in-kind, or other collateral.

Financial Statements:

Businesses should provide annual financial statements for the last three years, or if in business less than three years, provide all available annual financial statements.

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. Information required in Appendix A and B also needs to be provided.

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:

Illinois Department of Commerce and Economic Opportunity
Illinois Energy Office
Attention: Wayne Hartel
500 East Monroe Street
Springfield, IL 62701-1643

Send electronic submissions to: wayne.hartel@illinois.gov

by **4:30PM (CDT), October 28, 2012**.

If you have questions regarding the Application package, please contact Wayne Hartel at 217/785-3420 or wayne.hartel@illinois.gov