**Grant Application: Program Administrator for**

**Cook County Sun and Save Residential Renewable Energy Program**

There are 7 sections to the application, as well as a list of required attachments. Please be sure to answer each question completely. Incomplete applications will not be considered. Email [environment@cookcountyil.gov](mailto:environment@cookcountyil.gov) to submit the application including all the required application materials.

**Applicant Agency Name**

**Section 1: Primary Contact Information**

Primary Contact Name: \_\_\_\_\_\_

Primary Contact Email: \_\_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_\_

**Section 2: Organization Information**

Organization Name: \_\_\_\_\_\_

Organization Address: \_\_\_\_\_\_

Organization Phone: \_\_\_\_\_\_\_

Organization Website: \_\_\_\_\_\_

Organization DUNS Number: \_\_\_\_\_\_

Years of Operation: \_\_\_\_\_\_\_

Head of Organization Name: \_\_\_\_\_\_\_

Head of Organization Title: \_\_\_\_\_\_\_\_

Head of Organization Email: \_\_\_\_\_\_\_

Head of Organization Phone: \_\_\_\_\_\_

Has your organization ever contracted with Cook County before? (Yes/No) \_\_\_\_\_

Has your organization ever contracted with another government entity before? (Yes/No) \_\_\_\_\_

**Section 3: Organization Overview**

1. Please provide an overview of your organization’s history, qualifications, experience, current resources, and accomplishments related to administering and providing solar services to income-qualified households.

Click or tap here to enter text.

**Section 4: Solar Experience**

1. Describe your experience in providing solar services. At a minimum, this description should address the following: your history, qualifications, experience (specifically within ComEd’s territory), interconnection experience, current capacity, and performance related to providing renewable energy services. You shall provide a summary for each program, including the allocated funding, term and assessment of its performance and outcomes under the program (e.g., “successfully completed all program activities during the contract term”; “did not fully expend program dollars within contract term”, etc.). You should specifically describe your experience providing solar services to income-qualified households and within Cook County. What barriers have you faced serving income-qualified households and how have you overcome them? What experience do you have navigating situations with renters and landlords in seeking program participation?

Click or tap here to enter text.

1. Describe your experience with utility energy-efficiency programs, either administering programs or familiarity with utility energy-efficiency programs.

Click or tap here to enter text.

1. Identify your key staff members (e.g., management, staff responsible for the successful provision of services), their project roles, and their requisite experience in providing solar PV services. Please provide staff resumes to substantiate the narrative as part of the required attachments in Section 8.

Click or tap here to enter text.

1. Are you applying as a single agency or lead agency? Please include a description of which portion(s) of the services will be subcontracted out and the names and addresses of potential subcontractors.

Click or tap here to enter text.

**Section 5: Management Capacity**

1. Describe your organization’s experience managing teams and projects similar in scope and nature to that which is being proposed. This description should include your approach and organizational capacity to quickly design and implement a program infrastructure with multiple Subcontractor, if applicable.

Click or tap here to enter text.

**Section 6: Outreach and Recruitment**

1. Please describe your plan for outreach and recruitment within Cook County. The plan should include details regarding any general marketing to all potentially eligible program participants and targeted marketing strategies to specific communities in the region, including door-to-door canvassing, telemarketing, newspapers, radio and television, fairs and community gatherings, social media, etc. The Outreach and Recruitment Plan should explain why the proposed approach will be effective and what it hopes to achieve.

Click or tap here to enter text.

**Section 7: Budget and Reporting**

1. Please discuss how your organization will monitor program expenditures. Include a description of your organization’s fiscal monitoring procedures and any experience your organization has with federal and/or local government fiscal compliance requirements.

Click or tap here to enter text.

1. Please discuss any experience your organization has with federal and/or local government grant reporting requirements.

Click or tap here to enter text.

1. Please attach a completed budget form and budget narrative as part of your application submission. Using the assumption that the average solar installation in Chicagoland is 6.5 kW, please provide the estimated cost of a solar installation as well as how many households you will be able to serve based on this estimation. Please breakout costs by materials, labor, overhead, outreach, program administration, etc. Be sure to specify the level of funding dedicated to subcontractors, if applicable.

Click or tap here to enter text.

1. Please describe how your team tracks and provides data and metrics – especially sensitive data with personal information – for monitoring, and reporting. How will this data be accessed by the County?

Click or tap here to enter text.

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**Section 8: Attachments (\*Required)**

1. **Completed Application**\* - Submit your completed grant application via email. Incomplete applications will not be considered.
2. **Budget Form and Narrative**\* - Submit a copy of your completed budget form and narrative.
3. **Key Personnel**\* - Identify key personnel committed to this project and provide resumes of those key personnel.
4. **501(c)(3) IRS Determination Letter\*** - Applicants should submit a copy of the IRS Determination Letter or Affirmation Letter exhibiting that the Corporation is tax exempt under 501(c)(3) and 501(c)(4).
5. **List of Board of Directors\*** - Please submit a list of your Board of Directors.
6. **Copy of Articles of Incorporation (recommended)** - Please submit a Copy of Amended Articles of Incorporation.
7. **Certificate of Good Standing (recommended)** - For applicants in the State of Illinois, please submit a Certificate of Good Standing. For applicants outside of Illinois, please submit a certificate of similar state documentation.
8. **Most Recent Financial Statement or Audit\* -** Submit your A133 Single Audit, if applicable. Otherwise, submit your latest audited financials. If you do not have audited financials, you may submit other financial documents for consideration.
9. **Supporting Document 1** **-** Additional supporting documentation as needed.
10. **Supporting Document 2** - Additional supporting documentation as needed.
11. **Supporting Document 3** - Additional supporting documentation as needed.
12. **Supporting Document 4** - Additional supporting documentation as needed.