

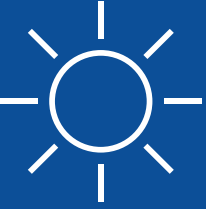
**COOK COUNTY SUN AND SAVE
RESIDENTIAL RENEWABLE ENERGY
SUBSIDY PROGRAM**



**Program Administrator Partner
Information Session**

**September 16, 2022
11:00am to 12:00pm CT**

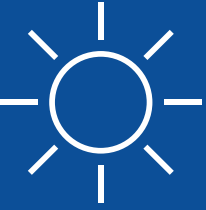
WELCOME



Introductions:

- Sarah Edwards, Sustainability Program Manager, Cook County Department of Environment and Sustainability

AGENDA



Background

- About Cook County

Program Overview

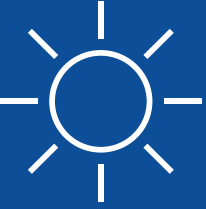
- Goals
- Administrator (Partner) Role
- Services Required

Partner Selection and Next Steps

- Selection Criteria
- How to Apply
- Budget Template
- Requirements
- Subcontracting
- Timeline

Q&A

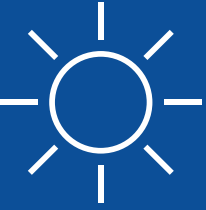
ABOUT COOK COUNTY



With a population of approximately 5.3 million people, **Cook County, Illinois** is the second most populous county in the nation. The Cook County region contains 134 municipalities, the largest being the City of Chicago – where the County seat and its central offices are located. The City of Chicago and the surrounding suburban municipalities account for approximately 85% of the County's 946 total square miles.

The County's **Department of Environment and Sustainability (DES)** fosters healthy, resilient and thriving communities by improving the quality of life, protecting the natural environment, and promoting sustainability and environmental justice for all Cook County residents and stakeholders and will oversee the Cook County Sun and Save Residential Renewable Energy Subsidy program.

COOK COUNTY SUN AND SAVE



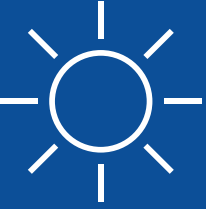
The County is seeking grant applications (proposals) from agencies who can fulfill the required Scope of Services for supporting the Cook County Sun and Save program.

The Cook County Sun and Save program will offer financial support for residential renewable energy installations. This program will cover the cost of the installation for residents who are at or below 120% Area Median Income (AMI)—reaching income-qualified households throughout both the suburbs and the city of Chicago. The County is aiming to open the program for participants in late Spring 2023.

The **Program Administrator Partner** will be responsible for program design, outreach, participant recruitment, eligibility verification, solar assessments, solar installations, and the required data collection elements therein.

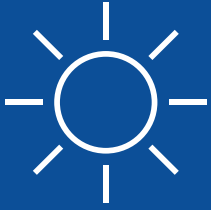
The Cook County Sun and Save Program budget is **\$3,085,155**

PROGRAM GOALS



- ✓ Provide residential solar installations for income-qualified Cook County residents to reduce utility costs burden and increase clean energy within Cook County
- ✓ Provide minor structural improvements for income-qualified Cook County residents where necessary for the solar installation to have the greatest impact on utility bills and cost burden
- ✓ Create a replicable model that would allow the County to easily support residential solar installations for its residents, should future funding become available

PROGRAM ADMINISTRATOR PARTNER ROLE



Cook County seeks a **Program Administrator** to administer the Cook County Sun and Save program, including program design, outreach, participant recruitment, eligibility verification, solar assessments, solar installations, and the required data collection elements therein. The primary objectives of the Program Administrator Partner are to:

Recruit Cook County residents through targeted outreach, working in conjunction with local community groups to effectively communicate about the program through trusted messengers

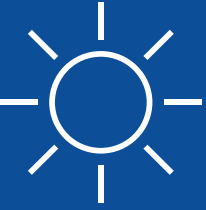
Conduct free solar assessments to industry standards for each residence

Identify appropriate energy efficiency programs households should be participating in

Identify appropriate procurement of equipment and services and execute necessary contracts to install solar panels at each participating residence

Work with the County to capture all necessary data for reporting and evaluation.

SERVICES REQUIRED



Program Development

- › Refine the general program design so that Cook County Sun and Save can be as successfully interwoven into any existing state, federal or utility renewable energy programs and incentives.



Outreach and Recruitment

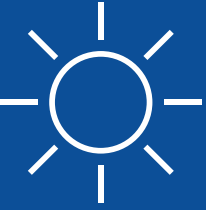
- › Perform outreach for the program, working with trusted community messengers to spread the word, conduct presentations, etc. in order to raise awareness of the program and recruit potential participants.
- › Outreach will be focused within disinvested communities and communities of color within Chicago and suburban Cook County.



Solar Assessments

- › Provide site assessments and system design cost estimates for each participant free of charge
- › Individual system designs should be aesthetically pleasing, taking into consideration the preferences of the owner while minimizing project costs and maximizing solar energy production

SERVICES REQUIRED



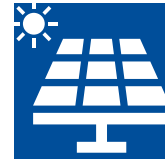
Program Enrollment

- › Verify established income eligibility and program eligibility
- › Obtain homeowner confirmation of participation in program



Collaboration with Existing Energy Efficiency Programs

- › Ensure collaboration for homeowners with applicable existing energy efficiency programs, including but not limited to ComEd's Home Energy Assessment.
- › A home that is energy-efficient will use less energy and there will be a greater reduction in utility bills for the program participants



Solar System Installation

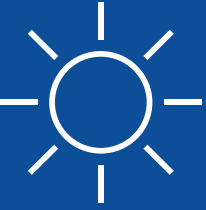
- › Identify the appropriate procurement of equipment and services and execute necessary contracts to install the solar system.



Reporting and Evaluation

- › Collect data necessary for federal reporting guidelines and Cook County for Program metrics

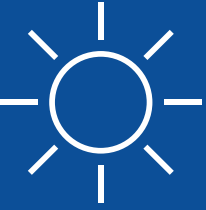
SELECTION CRITERIA



Below are some of the criteria that will be used to score and evaluate applications:

Criteria	Points
<p>Relevant Experience and Program Design</p> <ul style="list-style-type: none">• Experience implementing and managing large-scale, residential renewable energy programs• Experience with energy outreach to disinvested communities and communities of color• Experience working with renters and landlords• Ability to conduct eligibility verification, enroll, and onboard participants, and track program data• Clarity, accessibility, and thoughtfulness of program design	60
<p>Organizational Capacity</p> <ul style="list-style-type: none">• Clear staffing plan with qualified staff responsible for managing program components• Ability to manage subcontractors (if relevant)• Strength of existing infrastructure, systems, and processes for monitoring program expenditures• Ability to meet federal reporting requirements	25
<p>Performance Management</p> <ul style="list-style-type: none">• Clear evidence of strong past performance• Experience with data-driven performance management	15

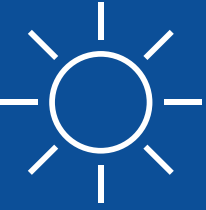
SELECTION CRITERIA



Below are some of the criteria that will be used to score and evaluate applications:

Criteria	Points
Equity and Cultural Competency <ul style="list-style-type: none">• Demonstrated commitment to equity and inclusion• Experience working with priority communities• Accessibility of program systems to diverse audiences	15
Budget Justification <ul style="list-style-type: none">• Demonstrated financial capacity for all program components• Clear and reasonable costs	5
Total Possible Points	120

HOW TO APPLY



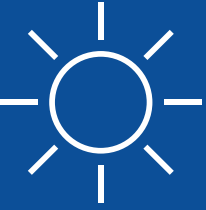
1. Download and review the [Cook County Sun and Save Program Administrator Overview PDF](#)
2. Download the [Program Administrator Partner Grant Application Word Document](#) and prepare your application, as well as any required or supplemental documents (including the corresponding [Cook County Sun and Save Program Administrator Budget Template](#)). Completed applications may be submitted as Word Documents or PDFs.
3. Email the completed application (including the Budget template and any required or supplemental documents to environment@cookcountyil.gov

**APPLICATIONS DUE:
Friday, September 30,
2022 5:00pm CT**

The following documents are available at www.cookcountyil.gov/service/solar-energy:

- Cook County Sun and Save Program Administrator Overview (PDF)
- Cook County Sun and Save Program Administrator Grant Application (fillable Word)
- Cook County Sun and Save Program Administrator Budget Template (Excel)

BUDGET TEMPLATE



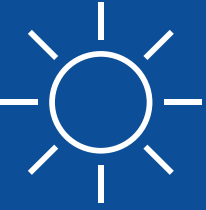
Requirements

- ✓ Build a budget for the entire duration of the project
- ✓ Complete expense breakdown and narrative for each year
- ✓ Provide justification for each proposed cost in the budget
- ✓ Submit budget in Excel

Budget Template (Excel) (includes both Summary Form and Narrative Form)

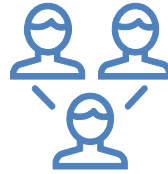
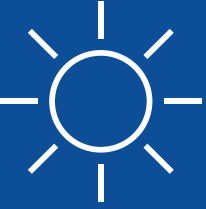
Cook County Sun and Save Residential Renewable Energy Subsidy Program Administrator Application - Budget Summary Form	
1	
Applicants are required to complete and submit this Budget Form (B1) and corresponding Budget Narrative Form (B2) in addition to the required grant application narrative.	
Line item detail for each category is required in the Budget Narrative. For each cost item entered the your Budget Form, please provide a corresponding explanation in the Budget Narrative. Be sure to provide sufficient detail to enable reviewers to understand all proposed expenditures.	
2	
3	
4	Applicant Organization:
5	Contact Name:
6	Contact Email:
7	Contact Phone:
8	
9	Per Unit Project Details
10	Estimated total cost of 6.5 kw solar installation
11	Breakdown of per unit cost-- Materials cost
12	Breakdown of per unit cost-- Labor cost
13	Breakdown of per unit cost-- Administrative cost
14	Breakdown of per unit cost-- Other
15	How many households will be served with given program budget?
16	
17	Total Program Cost
18	Administrative Costs
19	Implementation Costs
20	Subcontractors
21	Total Direct Costs \$0.00
22	Indirect Costs
23	Total Project Budget \$0.00

REQUIREMENTS



*Recommended

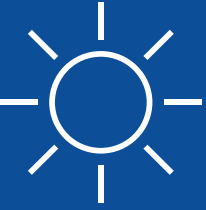
SUBCONTRACTING



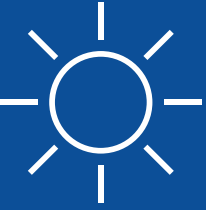
Subcontracting

- ✓ The Program Administrator Partner may apply as a single organization, or as a lead organization in partnership with subcontracting organizations.
- ✓ Subcontracted agencies must demonstrate an ability to implement designated program elements.
- ✓ The lead organization must demonstrate financial capacity and ability to comply with all administrative requirements outlined in this scope of work.
- ✓ The applicant's response must include a description of which portion(s) of the services will be subcontracted out, the names and addresses of potential subcontractors, and the expected amount of money each will receive under the Contract.
- ✓ The County reserves the right to accept or reject any subcontractor if in the County's sole opinion, it is in the best interest of the County.

TIMELINE



Thursday, September 8, 2022	Applications available at https://www.cookcountyil.gov/service/solar-energy
Friday, September 16, 2022, 11:00am- 12:00pm CT	Cook County Sun and Save Program Administrator Partner Information Session
Tuesday, September 20, 2022 by 5:00pm CT	Questions Due Date <ul style="list-style-type: none">• Questions can be emailed to environment@cookcountyil.gov
Friday, September 23, 2022 by 5:00pm CT	Q&A posted online at https://www.cookcountyil.gov/service/solar-energy
Friday, September 30, 2022, 5:00pm CT	Submission Due Date <ul style="list-style-type: none">• All applications must be submitted electronically• Late submissions will not be considered



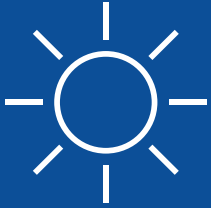
Questions?

Visit <https://www.cookcountyil.gov/service/solar-energy> for more information and to apply to become a partner organization.

Contact: environment@cookcountyil.gov



Appendix A: Application Checklist



Category	Requirements
Completed Application*	<input type="checkbox"/> Attach your completed grant application.
Budget Form & Budget Narrative*	<input type="checkbox"/> Applicants shall provide a detailed budget that includes a cost breakdown & narrative. Please use the provided budget template.
Key Personnel*	<input type="checkbox"/> Applicants must identify key personnel committed to this project.
501(c)(3) IRS Determination Letter*	<input type="checkbox"/> Applicants shall submit a copy of their IRS Determination Letter or Affirmation Letter exhibiting that the Corporation is tax exempt under 501(c)(3) or 501(c)(4) <input type="checkbox"/> If you are a for-profit agency, upload documentation of your for-profit status and corporate structure.
List of Board of Directors*	<input type="checkbox"/> Applicants must include a list of their Board of Directors
Copy of Articles of Incorporation <i>(recommended)</i>	<input type="checkbox"/> Copy of Articles of Incorporation or Amended Articles of Incorporation.
Certificate of Good Standing <i>(recommended)</i>	<input type="checkbox"/> 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.
Most Recent Financial Statement or Audit*	<input type="checkbox"/> 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.
Supporting Documentation	<input type="checkbox"/> Additional supporting documentation as needed