

**Application: Program Administrator for
Phase II: Implementation of Climate Resiliency Planning for Communities
Project**

There are eight (8) sections to the application, including a list of required attachments. Please be sure to answer each question completely. Incomplete applications will not be considered. Email environment@cookcountyil.gov to submit the application including all the required application materials. Applications and all supporting documents must be received by 5:00pm CDT on Wednesday May 15, 2024.

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) _____

Has your organization ever received a grant from Cook County before? (Yes/No) _____

Has your organization ever received a grant from another government entity before? (Yes/No)

Section 3: Organization Overview

- a. Please provide an overview of your organization's history, qualifications, experience, current resources, and accomplishments related to contracting and/or implementing (maximum of two pages).

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Section 4: Climate Resiliency Experience

- a. Describe your experience implementing climate resilience projects. At a minimum, this description should address the following: your history, qualifications, experience, current capacity, and performance related to providing engineering, design, and installation services for projects including, but not limited to, stormwater improvements, green infrastructure, resilient energy systems, tree canopy, and community capacity building projects. You shall provide a summary for each project. You should specifically describe your experience implementing and/or managing these projects within Cook County and in frontline, disadvantaged, and/or environmental justice communities. What barriers have you faced serving communities and how have you overcome them? What experience do you have navigating situations with communities with limited funding and staff capacity?

Click or tap here to enter text.

- b. Identify your key staff members (e.g., management, staff responsible for the successful provision of services), their project roles, and their requisite experience in climate resiliency planning and project implementation. Please provide staff resumes to substantiate the narrative as part of the required attachments in Section 8.

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- c. 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

- a. 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 Subcontractors, if applicable.

Click or tap here to enter text.

Section 6: Project Prioritization

- a. Please describe your plan for prioritizing projects to receive funding for implementation. The plan should include details regarding how you will integrate data, analysis, project ranking, and the community vision from the plans currently underway through Phase I of the project; engagement of the project's five municipal partners, Phase I contractor, and other stakeholders; and assessment of feasibility for completion within the project timeline. The Project Prioritization Plan should explain why the proposed approach will be effective and what it hopes to achieve.

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Section 7: Budget and Reporting

- a. 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.

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

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- c. Please attach a completed budget form and budget narrative as part of your application submission. Assume a mix of project types and that each of the five communities will be the location of one or more implementation projects. Please breakout costs by materials, labor, overhead, outreach, program administration, etc. Be sure to specify the level of funding dedicated to subcontractors, if applicable.

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- d.** 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?

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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). This attachment is required only for applicants who have 501(c)(3) or 501(c)(4) status.
5. **List of Board of Directors*** - Please submit a list of your Board of Directors. This attachment is required only for applicants who have 501(c)(3) or 501(c)(4) status.
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. **NICRA letter** – If applicants are proposing to use a NICRA rate in their Budget Form and Narrative, please submit a NICRA letter.
10. **Supporting Document 1** - Additional supporting documentation as needed.
11. **Supporting Document 2** - Additional supporting documentation as needed.
12. **Supporting Document 3** - Additional supporting documentation as needed.
13. **Supporting Document 4** - Additional supporting documentation as needed.