

**Uniform Notice for Funding Opportunity (NOFO)  
Summary Information**

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Environmental Protection Agency
2.	Agency Contact:	Agency contact information for the application process: Abby Brokaw <a href="mailto:abby.brokaw@illinois.gov">abby.brokaw@illinois.gov</a> 217-782-0513
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	N/A
6.	Funding Opportunity Title:	Low Income Residential Energy Efficiency Program
7.	CSFA Number:	532-30-2722
8.	CSFA Popular Name:	Low Income Residential Energy Efficiency Program
9.	CFDA Number(s):	Not applicable
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$2,000,000
12.	Award Range	\$25,000 - \$500,000
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" type="checkbox"/> State <input type="checkbox"/> Private / other funding Mark all that apply
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15.	Indirect Costs Allowed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	October 19, 2021
17.	Application Range:	Tuesday, October 19, 2021 to Wednesday, January 12, 2022
18.	Technical Assistance Session:	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Any questions about this NOFO should be directed to: Abby Brokaw at <a href="mailto:abby.brokaw@illinois.gov">abby.brokaw@illinois.gov</a> or 217-782-0513

**NOFO Supplemental**  
**(Agency-specific Content for the NOFO)**

**A. Program Description**

**Program Background Information and Objectives:** This Notice of Funding Opportunity (“NOFO”) announces the availability of funds from the Energy Efficiency Trust Fund (“EE Trust Fund”). The EE Trust Fund was established to benefit residential electric customers through projects determined to reduce energy demand in the State of Illinois and is funded through 20 ILCS 687/6-6. Illinois Environmental Protection Agency (“Illinois EPA” or “Agency”) Office of Energy is responsible for establishing a list of projects eligible for grants from the EE Trust Fund and an application process with determined criteria for this grant program.

Illinois EPA Office of Energy intends to award funding to public housing authorities, units of local government (municipalities, counties or townships), or nonprofit organizations for implementation of energy efficiency improvements in low-income single or multi-family residential properties. Eligible projects include but are not limited to:

- Building envelope insulation
- Window replacement
- Space heating and cooling equipment retrofit
- Heating and cooling distribution system retrofit
- Domestic hot water equipment
- Lighting upgrades (indoor and/or outdoor)
- High-Efficiency appliance replacement
- Programmable thermostats
- Energy metering changes

Illinois EPA Office of Energy will score and select projects based on project cost effectiveness as determined by proposed energy savings (kWh) per dollar invested. Additional points will be added to any application that includes a project located within an Illinois EPA Office of Environmental Justice Area of Concern. Criteria are provided in detail below.

**B. Funding Information**

This award is funded through the State of Illinois Energy Efficiency Trust Fund as established by 20 ILCS 687/6-6.

The projects to be funded are:

Energy efficiency projects (minimum of \$25,000 and maximum of \$500,000) at low income residential properties located in the State of Illinois. Eligible properties must be a customer of a municipally owned electric utility or an electric cooperative.

The number of awards will depend on the number of applications received and the level of funding requested. The Agency may offer partial awards if available funding remains but is less than the limits set forth in Section C. The performance period is anticipated to begin March of 2022 and grantees will be reimbursed for qualifying costs incurred after the execution of the grant agreement through December 31, 2022.

Eligible costs include equipment, labor, service, and contractual items. Administrative and indirect costs are not eligible.

Applicants are required to submit a comprehensive narrative project plan that includes all aspects of the project(s). The plan should identify the following, at minimum:

- 1). A description of the applicant, the project, and eligible project activities for each eligible property including:
  - a) Applicant name;
  - b) Applicant organization governance/type (e.g., public housing authority, municipality, county government, nonprofit, etc.);
  - c) Applicant address;
  - d) Scope of applicant organization's geographical reach;
  - e) Physical address of the property to benefit from the proposed project;
  - f) Property county;
  - g) Property environmental justice status;
  - h) Property description (i.e. facility use, number of units, physical boundaries, etc.);
  - i) Description of how the properties to benefit from the proposed project is classified under local, state, and federal housing programs;
  - j) Electricity service provider;
  - k) Total project costs/total funding request.
  - l) Type of project(s) (e.g., the part of building affected, description of current equipment to be replaced, description of proposed replacement equipment, etc.);
  - m) Narrative energy savings (kWh) rationale for the proposed project;
  - n) Estimated total energy savings (kWh) of proposed project;
  - o) Estimated total cost savings of proposed project;
  - p) Average electricity rate paid (\$/kWh) for the previous 12 months; and
  - q) Communication plan for sharing project information and benefits with current residents.
  
- 2). A project implementation timeline with key milestones for each eligible property. The timeline and milestones should include the following relative to the proposed energy efficiency activities:
  - a). Anticipated date for entering into a contract with a vendor for purchasing all necessary equipment to carry out the project;
  - b) Anticipated date for ordering equipment;
  - c) Anticipated date for receiving equipment;
  - d) Anticipated date for entering into a contract with a contractor for installation of equipment;
  - e) Anticipated date for beginning project work;
  - f) Anticipated project completion date;
  - g) Anticipated first monthly reimbursement request; and
  - h) Anticipated final monthly reimbursement request.
  
- 3). A project budget that itemizes equipment and labor costs and separates eligible from ineligible costs, including any/all equipment, service, labor, and contractual costs. The vendor(s), and subcontractor(s) the applicant anticipates using for the project and itemized associated costs for each should be included.

Successful applicants will enter into a grant agreement with the Agency. Selected applicants will be reimbursed by the Agency no more frequently than once per month for the duration of the agreement. The start date for the performance of the award is as soon as the grant agreement is executed between the awardee and Illinois EPA. Projects should be planned for completion with all reimbursement requests submitted no later than December 31, 2022.

### C. Eligibility Information

The Illinois EPA Office of Energy will accept applications from public housing authorities, units of local government (municipalities, counties, and townships), or nonprofit organizations responsible for management of low-income residential properties in the State of Illinois. Eligible properties must be a customer of a municipally owned electric utility or electric cooperative. Additional points and prioritization will be given to properties located in Illinois EPA Environmental Justice areas of concern (<https://illinois-epa.maps.arcgis.com/apps/webappviewer/index.html?id=f154845da68a4a3f837cd3b880b0233c>).

An entity may not apply for a grant until registered and pre-qualified through the Grant Accountability and Transparency Act (“GATA”) website, [www.grant.illinois.gov](http://www.grant.illinois.gov), Grantee Links tab. Registration and pre-qualification are required annually. During pre-qualification, verifications are performed including a check of federal Debarred and Suspended and Illinois Stop Payment List status. An automated email notification to the entity alerts them of “qualified” status and informs how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). A federal Debarred and Suspended status cannot be remediated.

#### 1. Eligible Applicants.

An applicant eligibility checklist is provided below. **If the answer to any of the following questions is no, the proposed project will not be considered for funding.**

Criteria	Yes	No
Is the project located in Illinois?		
Do property residents benefit from federal and local public housing programs, housing choice vouchers, rental assistance, or subsidized housing?		
Is the property maintained by a public housing authority, municipality, county, township, or nonprofit organization?		
Is the property primarily used for residential purposes?		
Is the property serviced by a municipality owned electric utility or electric cooperative?		
Will the proposed project(s) decrease energy demand or consumption at the property?		
Can the applicant provide up-front costs for the project with the understanding that reimbursement for eligible project costs will occur no more frequently than monthly?		
Can the applicant meet the match requirement as outlined in Section C of this NOFO?		
Additional GATA Criteria	Yes	No
Can the applicant meet <b>all</b> of the following pre-qualification requirements through the GATA grantee portal, <a href="http://www.grants.illinois.gov">www.grants.illinois.gov</a> , at the time of award?		
Does applicant have a valid DUNS number?		
Does applicant have a current SAM.gov account?		
Can the applicant prove it is not on the Federal Excluded Parties List?		
Is the applicant in good standing with the Illinois Secretary of State?		
Can the applicant prove it is not on the Illinois Stop Payment List?		
Can the applicant prove it is not on the Dept. of Healthcare and Family Services Provider Sanctions List?		
Applicant either: (a) has a current Internal Controls Questionnaire (ICQ); OR (b) is willing to complete an ICQ before Illinois EPA issues a Notice of State Award (NOSA) resulting from this NOFO?		

## 2. Cost Sharing

The cost share for selected projects depends on the total award request, and requirements are as follows:

- 2% cost share of the total project cost for awards between \$25,000 to \$99,999.99;
- 5% cost share of the total project cost for awards between \$100,000 to \$249,999.99; and
- 10% cost share of the total project cost for awards between \$250,000 to \$500,000.

Match may include money spent (i.e. personnel, indirect, etc.) or in-kind services utilized to complete the approved scope of work within the effective dates of the grant agreement. If an applicant wants to use a grant from another funding agency as match, the applicant should check with the funding agency issuing the grant to ensure that it may be used as match for the Low Income Residential Energy Efficiency Program.

## 3. Indirect costs

Indirect costs are not eligible for funding.

## D. Application and Submission Information

### 1. Address to Request Application Package.

The entire application package may be downloaded at <https://www2.illinois.gov/sites/GATA/Grants/SitePages/CSFA.aspx>. Potential applicants may address any problems with accessing the application package by contacting Abby Brokaw at [abby.brokaw@illinois.gov](mailto:abby.brokaw@illinois.gov).

### 2. Content and Form of Application Submission.

The application materials, including budget forms, should be on letter-sized paper and type font must be 10 or greater. Complete application must be timely submitted electronically to [epa.energy@illinois.gov](mailto:epa.energy@illinois.gov). Applications submitted after 5:00pm on January 12, 2022, will not be considered for funding. Any and all project descriptions, proposals, charts, tables, and cost estimates must be included with the application. Applicants must use the application forms provided along with the GATA Uniform Application and the GATA Uniform Budget. These forms are designed to allow the Illinois EPA review committee to obtain sufficient information to properly evaluate each proposed project.

A complete application package consists of:

- a. GATA Uniform Application for State Grant Assistance;
- b. Narrative Project Plan(s);
- c. GATA Uniform Budget Template; and
- d. National Environmental Policy Act Compliance Certification.

### 3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM).

Each applicant is required to: 1). Be registered with the System for Award Management (“SAM”) before submitting an application ([www.sam.gov](http://www.sam.gov)); 2). Provide a valid DUNS and Bradstreet Universal Numbering System (“DUNS”) number in its application; and 3). Maintain an active SAM registration with current information at all times during which it has an active State award or an application under

consideration with Illinois EPA. The Illinois EPA may not make a State award to an applicant unless the applicant has complied with all applicable DUNS and SAM requirements, and if an application has not fully complied with these requirements by the application deadline, the Illinois EPA may determine that the applicant is not qualified to receive a State award and use that determination as a basis for making a State award to another applicant.

#### **4. Submission Dates and Times.**

The applicant must provide all information requested in the application package. The application must be received by **5:00pm Central Time on January 12, 2022**. Applications must be submitted electronically to **epa.energy@illinois.gov** with the subject line “[Applicant Name] Residential EE Application Materials”. Applications submitted after 5:00pm on January 12, 2022, will not be considered for funding. The Illinois EPA will use the date and time of the submittal email to determine whether an application has been timely submitted.

All documents that are signed must be signed by a person authorized by their organization to enter into formal contractual agreements.

Following a decision of intent to award, the Illinois EPA is required by GATA to conduct a financial and administrative risk assessment of the applicant. Additional information may be required from all successful applicants. For an applicant to remain eligible for the award, it must provide the requested information within 30 days after notification of intent to award. The Programmatic Risk Assessment Questionnaire evaluates the applicant’s ability to successfully carry out the terms of a specific project and assesses four risk categories: 1) quality of management systems and ability to meet the management standards; 2) history of performance; 3) reports and findings from audits performed on prior awards; and 4) the applicant’s ability to effectively implement statutory, regulatory, or other requirements imposed on awardees.

#### **5. Funding Restrictions.**

The award will not allow for reimbursement of costs incurred prior to the effective date of the grant agreement or after the project period in the grant agreement ends. Applicants will be prohibited from combining funding from this program with other funding such that they receive in excess of 100% funding for any project.

For purposes of this NOFO, the terms “Allowable Costs” and “Unallowable Costs” have the same meaning as provided in 44 Ill. Admin. Code Part 7000.

Subcontractors are subject to all provisions of grant agreements that result from this NOFO. Applicants retain sole responsibility for all subcontractors.

### **E. Application Review Information**

#### **1. Criteria.**

All applications will be reviewed for completeness, technical merit, and adherence to the competitive grant evaluation criteria described in this NOFO. Applications found to be complete will undergo a comprehensive, merit-based review performed in compliance with GATA and 2 CFR 200 Uniform Requirements. The merit-based review is designed to evaluate projects against the following criteria

- **Cost Effectiveness.** All applications that meet the administrative and merit-based criteria will be evaluated for cost effectiveness. Applications will be ranked by the project’s scoring factor generated by calculating energy savings (kWh) per dollar invested. A scoring factor

calculation based on cost effectiveness for proposed projects has been provided as an example below.

25 window replacement + labor = \$26,090 total cost (\$25,578 requested + \$512 cost match)  
Energy savings from project = 7,000 kWh per window or 175,000 kWh for total project

Project Scoring Factor =  $175,000 \text{ kWh} / \$25,578 = 6.8$

The cost effectiveness evaluation will be performed as follows:

- a). The project's overall scoring factor will be calculated by Agency personnel using the information provided in the application per Section B.1 and using the calculation method shown above.
  - b). Applicants will be ranked highest to lowest based on the project scoring factor.
  - c). Projects with the highest scoring factor will be considered for an award.
- **Environmental Justice Component:** An additional 20 points will be added to the project scoring factor for projects located in areas of environmental justice concern as determined by the [Illinois EPA EJ Start mapping tool](#).

If tie-breakers are needed, the following factor will be used to determine funding award:

- Highest energy burden (%) for the location of the property as defined by the U.S. Department of Energy LEAD Tool (<https://www.energy.gov/eere/slsc/maps/lead-tool>). Energy burden is defined as the average annual housing energy costs divided by the average annual household income for a given geographic area.

## 2. Review and Selection Process.

Additional review and selection processes include:

- If the Agency determines that an applicant incorrectly calculated or indicated the project cost and/or total funding request based on the applicable cost estimate or eligible costs, and the Agency can correct the error, the application will still be accepted and reviewed. If the applicant is awarded the grant, the Agency will contact the applicant and request a decision from the applicant as to whether it will accept the award based on the Agency's determination of the project cost and/or total funding requested. If the applicant does not accept the Agency's determination, the application will be rejected.
- Any remaining eligible project applicants/applications not funded may be eligible to re-apply in future funding depending on the eligibility criteria of the subsequent funding.
- If the amount of available grant funding is not sufficient to fund the application in its entirety, the review committee may evaluate the application to determine if a discrete portion or phase of the Project meeting the mission of this NOFO can be funded. If the review committee determines that it cannot fund the application in full or part, the next highest-ranked application may be reviewed for a discrete portion or phase to be funded to meet the mission of the NOFO.
- Illinois EPA staff will be responsible for evaluating applications.
- A merit-based evaluation appeal process is available to applicants who submit a complete application. Evaluation scores may not be protested. Only the evaluation process is subject to appeal. An appeal must be submitted in writing to the following address: Illinois Environmental Protection Agency, Attn: EE Trust Fund Evaluation Process Appeal, Office of Energy, 1021 N. Grand Avenue East, PO Box 19276, Springfield, Illinois, 62794-9276.

Appeals must be received within 14 calendar days after the date that the grant award notice has been published by the Illinois EPA to grants.illinois.gov. The written appeal should include at a minimum the following: the name and address of the appealing party, identification of the grant, and a statement of reasons for the appeal. The Agency will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received. When an appeal is received, the execution of all grant agreements that the Illinois EPA intends to make under this NOFO shall be stayed until the appeal is resolved, unless the Illinois EPA determines the needs of the State require moving forward with execution of the grant agreements. The State need determination and rationale shall be documented in writing. The Agency will respond within 50 days or supply a written explanation to the appealing party as to why additional time is required. The appealing party must supply any additional information requested by the Illinois EPA within the time period set in the request. The Illinois EPA will resolve the appeal by means of written determination, which shall include, but not be limited to, review of the appeal determination, and rationale for the determination.

- Neither the State of Illinois nor Illinois EPA is obligated to make any award as a result of this NOFO. Grant applicants are not authorized to proceed with projects until the Director has signed the Grant Agreement.

### 3. Anticipated Announcement and State Award Dates, if applicable.

Anticipated Date	Illinois EPA Action or Award Deadline
October 19, 2021	Release NOFO
January 12, 2022	Application Period Closes
March 2022 (approximate)	Send a Notice of State Award to selected grantees for signature
May 2022 (approximate)	Provide a fully executed grant agreement to grant recipients
December 31, 2022	Awarded projects must be completed
December 31, 2022	Final Reimbursement Request must be submitted to Illinois EPA

## F. Award Administration Information

### 1. State Award Notices.

After the Illinois EPA has selected the projects that will be granted funds, successful applicants will receive a Notice of State Award (“NOSA”). The NOSA will specify the funding terms and specific conditions resulting from pre-award risk assessments. The NOSA will be distributed through the Grantee Portal, and it must be accepted through the Grantee Portal. The NOSA must be accepted before a Grant Agreement can be sent to the applicant.

After all the requirements have been completed, the Grant Agreement between the Illinois EPA and the applicant will be sent for the applicant to sign and return. Once the Grant Agreement is fully executed by the Illinois EPA, a copy will be returned to the applicant.

Only after the Grant Agreement has been signed by the Director of the Illinois EPA can expenses be incurred for grant reimbursement. Any expenses incurred outside of the project period (before or after) defined in the Grant Agreement are at the applicant’s risk and are not eligible for reimbursement related to the grant.

### 2. Administrative and National Policy Requirements.



The Grant Funds Recovery Act (30 ILCS 705) governs all grants resulting from this NOFO.

### **3. Reporting.**

All grantees will be required to submit quarterly performance and financial reports to the Illinois EPA describing the progress of the projects and costs incurred. Quarterly reports will be due on July 15<sup>th</sup>, October 15<sup>th</sup>, and January 15<sup>th</sup> during the grant period. In performance reports, Grantees must report the status of the project, specific tasks completed during the reporting period, tasks that remain to be completed, and projected date of project completion. In financial reports, the grantee must report specific costs incurred and paid by the grantee during the reporting period. Also, grantees will be required to submit cumulative performance and financial close-out reports. A template of the quarterly report(s) will be supplied to all grantees. Any additional reporting requirements will be outlined in the executed agreement.

### **G. State Awarding Agency Contact(s)**

Any questions about this NOFO should be directed to: Abby Brokaw at [abby.brokaw@illinois.gov](mailto:abby.brokaw@illinois.gov) or 217-782-0513.

### **H. Other Information, if applicable**

Neither the State of Illinois nor Illinois EPA is obligated to make any award as a result of this NOFO. Grant applicants are not authorized to proceed with projects until the Director has signed the Grant Agreement.

### **Mandatory Forms -- Required for All Agencies**

1. Uniform State Grant Application
2. Project Narrative
3. Budget using the Uniform Budget Template
4. Budget Narrative