

Grassroots Education RFP Q&A

Formatting and proposal requirements

1. Do we respond to the questions in word and replicate/recreate the excel charts? Is there a word format available?
 - a. There is not a downloadable document with the questions. Please copy and paste from question 1 (p. 14) through the parts that need to be initialed (p. 23) into a word or similar document (but submit the budget/expense tables in excel).

2. Are we providing the same information on Labor Costs and Expense Costs (p. 20-21) and the Labor Costs and Expense Costs Under Exhibit B, Statement of Work (p. 35)?
 - a. You do not need to fill in any information in Exhibit B- this is an example of the contract that will be executed with selected organizations for context only. If you are applying for more than \$50,000, fill in the conflict-of-interest section (Exhibit D).

3. Are there specific formatting requirements for the proposals?
 - a. No, except to:
 1. Title your proposal so that it is clear who it's coming from, and
 2. Use the excel table templates to submit budget information.

Budgets and contracts

4. What is the biggest misstep on budgets?
 - a. Not including all overhead costs is one of the issues we have seen in the past. Ensure that the expenses associated with office space are included in your hourly rate. For example, suppose you pay a staff member \$35 an hour. In that case, the rate you list in your budget should be higher than \$35 to include operating costs that support the success of your campaign.

5. What is the duration of the contract?
 - a. Up to 10 months.

6. What is the frequency of reporting or drawdowns?
 - a. We do monthly “pod” check-ins, where a smaller group of grassroots educators talk about their progress to date. There are two short reports: one due halfway through the contract period and one due at the end of the campaign. In these reports, we ask organizations to highlight successes and challenges to work toward improving their campaign and the program overall. Invoicing is done monthly.

7. Do collaborative campaigns require MOU documentation?
 - a. No. Documentation for collaborative campaigns and fiscal sponsorships would be agreed upon between organizations and not involve the Program Administrator. The Program Administrator establishes the grassroots education contract with the fiscal sponsor, and the fiscal sponsor is responsible for invoicing and payment to their sub-contractors.

8. Is the contract a grant award, or is it paid out like a voucher or after each completed activity/task?
 - a. The contract is paid based on hours and expenses toward each activity/task, invoiced monthly.

Grassroots education funded activities

9. Can educating seniors and families about community solar be an activity included in a grassroots education campaign?
 - a. Yes.

10. Are television, radio, and other media included in approved activities?
 - a. “Earned media” or interviews, appearances, etc., that do not require payment are included in grassroots education activities. Paying for media ads or campaigns is not included in grassroots education scopes of work.

11. Do you provide branded marketing materials and templates, or do we create our own?
 - a. We provide a set of materials, and grassroots educators can also create their own. Any materials created by the grassroots education organizations require review and approval from the Program Administrator.

Approved Vendors

12. Is there a list of Approved Vendors?
 - a. There is a [list of Approved Vendors](#) on the website.

13. Are grassroots educators the same as Approved Vendors?
 - a. No, these roles are separate. Grassroots educators provide education and outreach to facilitate program participation without favoring vendors. Approved Vendors are solar developers who submit project applications, install the panels, receive Renewable Energy Credits, etc.

14. What percent of Approved Vendors actively install on flat roofs?
 - a. Approved Vendors choose where they work and what projects they take on. There are Approved Vendors listed on the [LIDG 1-4 unit offers document](#) who will install on flat roofs. There are many other Approved Vendors within the [directory](#) who will install on flat roofs.

Misc. Questions

15. What opportunities exist for people who are not income-eligible?
 - a. [Illinois Shines](#) (the “Adjustable Block Program”) provides incentives without income qualification. Households interested in solar and do not income qualify for Illinois Solar for All can also pursue solar independently of State programs/incentives.

16. Are there Grassroots Education providers already funded (prior \$20-50k) recipients? If so, could you please provide their names and addresses?
 - a. You can find the current Grassroots Education organizations on the [grassroots education](#) page. Their main addresses and contact information are available within the mapping tool.

17. How can seniors who are in CHA and HUD-subsidized units’ benefit?
 - a. Income-eligible renters can benefit by becoming subscribers to a community solar project anywhere within their utility service territory. Alternatively, property owners can install solar on-site through Illinois Solar for All. When landlords install solar on-site through ILSFA, renters must see benefits. For example, either through lower electricity bills (if each household pays their electricity bill separately from their rent) or other tangible benefits (e.g., New free amenities, like the internet).

18. Do you have a list of environmental justice areas?
 - a. [This mapping tool shows](#) (by address or hover) environmental justice communities:

19. Are the slides from the webinars available?
 - a. Slides and presentation recordings are available under “Additional resources” on the [grassroots education](#) page of the Illinois Solar for All website.

20. Is there a geographic distribution goal for funded campaigns?
 - a. There is no specific goal, but we want to increase outreach in underrepresented areas, specifically Southern IL (including the Metro east).