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Request for Proposals: Grassroots Education

RFP 25-01: 2025 -2026 Program Year

**PROPOSALS ARE DUE BY APRIL 4, 2025
SUBMIT PROPOSALS TO GRASSROOTS@ILLINOISSFA.COM**

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Illinois Solar for All Grassroots Education Funding

Introduction

The Illinois Power Agency (Agency or IPA) and the Illinois Solar for All (ILSFA) Program Administrator, Elevate, requests proposals from interested non-profit community-based organizations for Grassroots Education campaigns promoting the benefits of ILSFA to grow the solar energy marketplace for income-eligible households and communities. Selected proposals will receive funding from the state's Renewable Energy Resources Fund. This will result in the execution of a contract between the applicant organization (or the lead organization, in the case of a proposal featuring multiple organizations) and the Program Administrator to provide Grassroots Education services. For this Request for Proposals (RFP) period, individual awards will typically be no more than \$150,000 for an 18-month period. Historically, awards range from \$12,000 to \$100,000 annually (for a 12-month period).

Illinois Solar for All Program Overview

Illinois Solar for All is an income-eligible solar incentive program made possible by Public Act 99-0906 (also known as the Future Energy Jobs Act) and revised by Public Act 102-0662 (also known as the Climate and Equitable Jobs Act). The ILSFA Program is designed to help strengthen the state's economy and move Illinois towards a clean energy future. Elevate administers the program on behalf of the Illinois Power Agency.

ILSFA provides greater access to the clean energy economy for income-eligible and environmental justice communities through incentives that guarantee affordable solar installations and significant electric bill savings. The incentives come in the form of payments for renewable energy credits (RECs) produced over 15 years by new solar photovoltaic systems (solar panels), paid on the energization of the system.

Payments go to approved solar companies, known as Approved Vendors, under a contract to deliver the project's RECs to a state utility or to the state itself; those Approved Vendors then pass the incentives on to qualified participants, guided by a comprehensive set of program requirements and consumer protections. Some

participants may also benefit from other solar incentives, such as federal tax credits now available for certain solar systems.

ILSFA incentives are available for residential solar projects serving households with incomes at or below 80% of Area Median Income (AMI), for qualifying non-profit and public facilities, and for community solar projects serving income-eligible households.¹ ILSFA ensures that each qualified residential participant has no upfront costs and sees measurable savings. Qualifying systems include distributed generation solar (i.e., on-site) installations for eligible residential properties, non-profit and public facilities, and community solar projects serving income-eligible communities, including property owners, renters, and non-profit and public facilities subscribers.

ILSFA also provides comprehensive consumer protections, accelerates workforce development through job training requirements, aims to award at least 25% of its incentives to projects in environmental justice communities, and provides funding for Grassroots Education. A portion of ILSFA funding is also reserved for projects that promote energy sovereignty through ownership of projects by income-eligible households, non-profit organizations providing services for income-eligible households, affordable housing owners, community cooperatives, and community-based limited liability companies providing services to income-eligible households.

As referenced above, Approved Vendors sign a REC delivery contract and are the direct recipients of the financial incentives in the form of payment under those contracts. Approved Vendors are entities qualified to submit projects into the program and can be solar project developers, system installers, aggregators, or other entities in a contractual relationship for RECs. Approved Vendors are responsible for all program requirements of ILSFA projects, including income verification, job training requirements, minimum customer savings, community engagement, and consumer protections.²

¹ Community Solar allows income-eligible participants to benefit from solar energy without installing panels on their properties. For example, this option is available for renters who have an electricity account. Through Community Solar, participants can subscribe to a portion of a solar system that is located offsite and receive credits on their electricity bill. Credits are based on the electricity generated by the solar project.

² For more information, view the [Approved Vendor](#) page.

Incentive payments are made to Approved Vendors, who are then responsible for ensuring that the value and benefits of those incentives flow to program participants (including no upfront payments for Illinois Solar for All: Residential Solar (Small) sub-program projects or for subscriptions to Illinois Solar for All: Community Solar projects) and that any annual charges to participants will not exceed 50% of the value of projected first-year electric bill credits received by the participant.

ILSFA consists of four sub-programs: (A) Residential Solar (Small), for on-site residential solar projects (such as a rooftop installation) at 1-4 unit properties; (B) Residential Solar (Large), for on-site residential solar projects (such as a rooftop installation) at 5+ unit properties; (C) Community Solar, for off-site solar projects operating under a subscription model; and (D) Non-Profit and Public Facilities, for on-site non-profit and public facilities projects.

The [Residential Solar Pilot](#) (publicly branded as Bright Neighborhoods), as outlined in the Agency's 2024 Long-Term Plan, aims to increase participation and reduce barriers in the Residential Solar (Small) sub-program by having the Program Administrator conduct marketing, public outreach, public interactions, and income verification, for small residential solar projects in three designated community areas. Some barriers in the Residential (Small) sub-program reported by Approved Vendors and prospective participants include participant unfamiliarity with solar power, distrust in marketers, language barriers, and a complex administrative process. The three selected Bright Neighborhoods community areas are the Austin, Humboldt Park, East and West Garfield Park, and North and South Lawndale neighborhoods within the City of Chicago; the City of Waukegan; and the Carbondale-Marion Micropolitan Area, including Jackson, Williamson, and Johnson counties. Bright Neighborhoods is currently active, and customers can enroll until April 30, 2025.

For more information, please visit the [Bright Neighborhoods](#) page on the website.

In addition, the Illinois Finance Authority (IFA) and Climate Bank [has also been awarded \\$156 million](#) from the U.S. Environmental Protection Agency to expand existing solar incentive programs and bring the benefits of solar energy to low-income and disadvantaged communities across Illinois in partnership with the IPA. This award is part of the \$7 billion Solar for All program grant competition developed under the Federal Inflation Reduction Act. A portion of the funds is intended to improve and extend direct community engagement efforts to expand residential solar adoption by expanding or updating the Bright Neighborhoods Initiative. At the writing of this RFP, the IFA has

convened Working Groups to further develop details on how funds will be used, including the structure and format of the future Bright Neighborhoods initiative.³ More details on the future of Bright Neighborhoods should be available by mid to late 2025.

For more information about ILSFA, please see Section 1-56 of the Illinois Power Agency Act (20 ILCS 3855), Chapter 8 of the Agency's 2024 Long-Term Renewable Resources Procurement Plan (the 2024 Long-Term Plan), or the [ILSFA website](#).

The IPA published the final [2024 Long-Term Renewable Resources Procurement Plan](#) on April 19, 2024. The 2024 Long-Term Plan details the goals and requirements for the IPA's renewable energy programs and procurements, including program capacity and renewable energy credit pricing for the Illinois Solar for All program over the 2024-2025 and 2025-2026 program years.

Projects submitted to ILSFA, with limited exceptions, must meet prevailing wage requirements under the Illinois Prevailing Wage Act (820 ILCS 130). Prevailing wage is a minimum compensation level set by the Illinois Department of Labor (IDOL) by county for construction activities on public works. Section 1-56(b-15) of the Illinois Power Agency Act (20 ILCS 3855/) requires that individuals engaged in the construction, maintenance, and repair of applicable projects submitted to ILSFA are paid at least the applicable prevailing wage rate. All projects that are submitted to the ILSFA Program after July 3, 2023, that receive a REC contract are considered public works and are subject to the requirements of the Prevailing Wage Act, except:

- Residential Solar projects
- Distributed Generation projects that serve houses of worship and do not exceed 100 kW AC

Grassroots Educators will not be expected to work on prevailing wage requirements as part of their campaigns, but stakeholders may ask them questions about this requirement. Any such questions should be referred to the Program Administrator.

Another key initiative within the ILSFA program is the [Home Repairs and Upgrades initiative](#). Section 8.5.3.3 of the IPA's 2024 Long-Term Plan highlights that the need for home repairs and electrical upgrades as a precondition for the installation of solar panels has proven to be a barrier for several customers otherwise eligible for the ILSFA

³ For more details, please visit the [Illinois Climate Bank website](#).

Residential Solar (Small) sub-program. Income-eligible residents are more likely to face this impediment to participation.

The Home Repair and Upgrades initiative's primary goal is to improve participation in the Residential Solar (Small) sub-program by offering incentives that help address home repair costs. While the initiative addresses the costs of necessary upgrades for owner-occupied homes to host solar panels, various state, federal, and non-profit programs provide home repairs and upgrades for eligible households. Thus, seeking support from these programs is a prerequisite for receiving additional incentives through the Home Repairs and Upgrades initiative. The IPA and the Program Administrator coordinate with the entities providing these home repair and upgrade programs to determine how these programs complement the initiative and the program more broadly and how income-eligible homes may participate in the programs. The Home Repair and Upgrade initiative is expected to be available until May 30, 2025.

Grassroots Education Funding

Section 1-56(b)(3) of the Illinois Power Agency Act provides that up to 5% of ILSFA funding be available to community-based organizations and agencies to conduct Grassroots Education. In this Request for Proposals, the budget for all Grassroots Educators is \$1,500,000 for an 18-month period. However, the total allocation of funds may vary from this amount depending on the number of organizations with proposals that are selected and the work proposed. Any Grassroots Educators who received two-year contracts in 2024 and received notice from the Program Administrator that they would be retained for their second year will receive an extension contract to continue their campaign until December 31, 2026. This extension allows all Grassroots Educators, new in the 2025-2026 program year and existing from the 2024-2025 program year, to finish their campaign terms simultaneously. The goal of the Grassroots Education campaigns funded through this RFP is to help ensure that income-eligible households and communities across the state know of opportunities to participate in ILSFA and the benefits of the ILSFA program. Campaigns should target geographies, individuals, and households commonly underserved, and they should adopt messaging or methods to provide education that drives participation in ILSFA.

Education Campaigns

Grassroots Education campaigns should identify specific audiences. Campaigns should engage and educate prospective participants on critical program-related information, including but not limited to:

- Building awareness of and trust in solar energy and the ILSFA program, including by educating communities regarding official branding, misleading offers, and methods for identifying legitimate services
- Educating income-eligible households on opportunities to participate in ILSFA (e.g., the additional value of ILSFA, such as guaranteed savings and consumer protections, compared to Illinois Shines or other opportunities like federal tax credits for solar installations for eligible participants)
- Demonstrating how communities can access the benefits of solar, such as economic development, workforce development training programs, and reduced environmental impacts (campaigns focused on solar installations at single-family and small multi-family (2-4 unit apartments) are particularly encouraged)
- Conducting focused outreach in close coordination with the Program Administrator to build awareness, assist prospective participants by guiding them through the process, and connecting them with the Program Administrator to begin income verification
- Involving community members in stakeholder engagement processes that will help inform ILSFA approaches, policies, and processes in ways that benefit income-eligible and environmental justice communities
- Educating consumers on mechanisms to protect against unsafe and unfair business practices, minimizing risk to participants

Engaging community members should create accessible opportunities for stakeholder engagement and allow Grassroots Educators to collect community input to improve the program while also providing long-term metrics of program success. Organizations can rely on their experiences in leading person-to-person, community-based approaches to stakeholder engagement. For example, an organization might propose a half-day working session with parent leaders (including childcare, meals, and a stipend) to discuss and address barriers to participation in the Residential Solar (Small) sub-program.

GOALS AND OBJECTIVES

One objective of the grassroots education strategy is to ensure that campaigns collectively reach various households and communities, topics, and geographies over time while covering various topics. As such, proposed campaigns should target one or

more identified audiences and may address any defined areas of interest or state geographies. Section 8.12.4 of the 2024 Long-Term Plan sets a target of allocating up to 60% of the available grassroots education funding (or up to 3% of the total funding for Grassroots Education) toward environmental justice communities.⁴ As such, selection will prioritize campaigns focusing on environmental justice communities.

In addition, a program goal this year is to have at least two Grassroots Educators focus on geographies that other Grassroots Education campaigns have not previously served. Some of the geographies that have not been served or have only been served in a limited capacity include West (Aurora, Austin, West Town); South Suburbs (Blue Island, Riverdale, Harvey); Will County; Kane County; Lake County; and rural areas of Central, Western and Southern portions of the State.

Another goal is that 25% of selected Grassroots Educators shall be new to the program and have not previously been a contracted Grassroots Educator. In furtherance of this goal, existing Grassroots Educators are encouraged to support new Grassroots Educators by serving as fiscal sponsors for a new organization that has not previously served as a Grassroots Educator. The fiscal sponsor and the new organization will be considered new for this RFP.

Organizations that have previously received Grassroots Education funds are encouraged to consider submitting proposals for collaborative campaigns with smaller groups (including those without 501(c)(3) status) who reflect their communities and groups prioritized in CEJA (e.g., returning citizens). Campaigns should propose communication strategies and tactics with which the applicant organization has demonstrated prior success (e.g., effectively facilitating community meetings or events, training sessions, workshops, or focus groups). Because extensive materials are available from the Program Administrator, Grassroots Educators are not expected to develop significant campaign materials. However, Grassroots Educators may include the development of deliverables beyond materials provided by the Program Administrator, such as translated or adapted brochures, marketing flyers for events (requires approval from

⁴ For more information on the process for determining which communities qualify for (or may apply to be considered as) “environmental justice communities,” please see the [ILSFA website](#). Maps and address lookup tools are available for every address in the state to determine if they are in an environmental justice community as so defined. Click to view the [address lookup tool](#).

Program Administrator Marketing), or program materials, but should not include mass marketing campaigns (e.g., TV or radio commercials). Note that any additional materials created by the Grassroots Educators beyond what has been provided by the Program Administrator must be approved by the Program Administrator before purchase. Documentation of that approval should be included with that month's invoice for reimbursement. Proposals should identify materials to be developed and used in the proposed campaign. Campaign goals should be measurable, specific, and tracked, and proposals should explain how they intend to monitor the achievement of those goals. The campaign proposal should outline metrics for measuring success, such as setting goals for the number of events stakeholders reached or exit interviews captured. It should include metrics that aim to capture the resulting decision of community members on whether to participate in ILSFA and the associated reasoning. Organizations will also be expected to periodically report on these metrics if awarded a contract under this RFP.

Grassroots Education and ILSFA Approved Vendors

Grassroots Education funding shall not support the marketing of solar project development firms and organizations unless such education provides equal opportunities for all applicable firms and organizations to participate. Those efforts constitute commercial marketing and are not allowed in the scope of Grassroots Education. Grassroots Educators must be neutral to individual Approved Vendors in their activities.

However, directly and indirectly, Grassroots Education efforts should result in greater participation in ILSFA. Communities across the state that are isolated or not engaged by the solar industry may have a high degree of interest in ILSFA but may not be able to participate simply because Approved Vendors are not currently offering services in their communities. As such, grassroots education may play a role in highlighting gaps in service to accelerate ILSFA participation in those communities. Approved Vendors may participate in events organized by grassroots education organizations, provided that the Grassroots Educator hosting the event provides notice to all ILSFA Approved Vendors that serve their geographical area so that the Approved Vendors have the same opportunity to participate and do so in a transparent manner. If the Program Administrator provides review and approval of the invitation and the list of Approved Vendors to receive the invitation, Grassroots Educators may send notices to a more limited subset of Approved Vendors. The review and approval must occur before the

Grassroots Educator sends the invitation. Grassroots Educators will be provided with instructions surrounding relationships with Approved Vendors.

Additionally, organizations funded through this RFP, and officers, directors, employees, and volunteers of organizations funded through this RFP, **cannot**, at any time during the contract period or for six months after the conclusion of the contract period, receive payments from any Approved Vendor, engage in any other activity with an Approved Vendor that may constitute a Conflict of Interest (as defined in the Subcontractor Agreement included in this RFP as Appendix 1), or conduct outreach that prioritizes any particular Approved Vendor, designee, installer, or other related entity. All current and prior relationships between the Subcontractor and Approved Vendors or Designees must be disclosed in the Subcontractor's Proposal, including, but not limited to, any relationships in which the Subcontractor was a customer of an Approved Vendor or Designee.

Eligibility and Request for Proposals

Eligibility, Collaborative Partnerships, and Fiscal Sponsorship

All ILSFA grassroots education funding applicants must be community-based and registered non-profit organizations with the Illinois Secretary of State. A community-based organization is an organization that works locally to improve community residents' lives.

Public entities, trade, and political organizations are excluded from participation. Qualified applicants must also demonstrate that they:

1. Regularly provide services to income-eligible or environmental justice communities;
2. Have a demonstrated ability to provide outreach, education, training, or program delivery for energy-related programs or services; or
3. Have a demonstrated ability to provide outreach, education, training, or program delivery to income-eligible property owners and renters, workforce development stakeholders, or other community organizations and ILSFA participants and stakeholders.

Applicants are encouraged to collaborate to leverage resources and strengths in various areas of interest or geographies. All subcontractor organizations working for the applicants that provide primary service delivery—specifically, conducting outreach,

community engagement, or campaign strategy—must be non-profit or community-based organizations and collectively meet the qualifications of this proposal. Other organizations, including for-profit firms, can be used to provide discrete products and services in support of the campaign, for instance, the physical production of campaign materials—but may not make up more than 10% of the campaign budget. Organizations may contract individuals to implement outreach efforts when there is a compelling reason. This should be explained within the proposal (e.g., the contracted organization does not have any paid staff or is seeking to employ members of traditionally underserved communities and partners with a workforce development program facilitating employment of people who were formerly in the justice system).

Community-based organizations may be highly qualified to conduct these campaigns but may not be registered non-profits or otherwise perform the financial and contractual obligations required by this funding. In these instances, a registered non-profit organization may act as a fiscal sponsor for other organizations that develop and implement these campaigns but do not have non-profit status. Fiscal sponsors cannot act on behalf of for-profit firms, trade groups, or political organizations.

It is essential that collaborative proposals or proposals using fiscal sponsorship specify the roles and responsibilities of collaborative partners and demonstrate an equitable approach to decision-making processes. In the case of fiscal sponsorship, the fiscal sponsor will be the lead applicant and must submit the proposal on behalf of the partnership. Should funding be awarded, the sponsor organization will execute the contract and, as such, will be responsible for the execution of the campaign and finances for the project, for submitting interim and final reports, and for all other contract obligations.

Alternative payment terms and conditions will be negotiated on a case-by-case basis, including a one-time advance of up to 10% of the not-to-exceed amount. Organizations seeking alternative payment terms and conditions must show a need for advance payment as evidenced by the following documentation, which must be included with the proposal:

- Audited financial statements for the most recently ended fiscal year, including SAS No. 114 and SAS No. 115.
 - If the organization has not completed an audit for the most recently ended fiscal year, then an unaudited financial statement for the most recently ended fiscal year certified by the Board Chair of the organization should be submitted.

- Self-certification of the need for advance payment stating hardship to the organization or limitations to the proposed campaign created by the standard payment terms. The responder will provide additional documentation supporting its self-certification as reasonably requested by the Program Administrator.

Responding organizations should explain in the proposal any specific terms, conditions, or provisions of the Subcontractor Agreement that they cannot adhere to; if so warranted, the Program Administrator and the Agency reserve the right to deny applicants who are unable to meet the terms of the Subcontractor Agreement on that basis.

Areas of Interest and Submission Requirements

Areas of Interest

The ILSFA grassroots education strategy is to leverage the skills and experiences of a diverse cohort of organizations across the state. Organizations are not required to be solar experts but should have experience connecting with various stakeholders, community segments, and geographies with demonstrated success in the proposed engagement strategies. These organizations will provide expertise in designing education and outreach specifically targeted to income-eligible communities, identifying gaps in the geographic coverage of past campaigns, creating events and materials accessible to income-eligible residents, and other needs common in public outreach and grassroots education campaigns targeting income-eligible communities. Applicants can propose campaigns built around one or more of the following areas of interest. However, these areas are not intended to be exhaustive, and innovative campaigns based on the specific needs of communities are encouraged.

- Building awareness of and trust in solar energy and the ILSFA program
- Educating income-eligible households on opportunities to participate in ILSFA (e.g., the additional value of ILSFA compared to the Illinois Shines Program for eligible participants)
- Demonstrating how communities can access the benefits of solar, such as economic development, workforce development training programs, and reduced environmental

impacts (campaigns focused on solar installations at single-family and small multi-family (2-4 unit apartments) are particularly encouraged)

- Involving community members in stakeholder engagement processes that will help inform ILSFA approaches, policies, and processes in ways that benefit income-eligible and environmental justice communities

To address these goals, campaigns should include strategies to educate and engage prospective participants on solar basics, ILSFA program benefits, program requirements, consumer protections, solar-ready properties, finding Approved Vendors, or other benefits, opportunities, and requirements related to prospective ILSFA participants.

Campaigns should help income-eligible homeowners of single-family and small multi-family residences to enjoy savings on their electric bills with solar. In addition, campaigns that assist income-eligible residents in pursuing community solar are also desired. All campaigns should include a strategic plan for how Grassroots Educators plan to meet their campaign goals.

This could include general, broad-based education on these topics and strategies that address the following challenges through person-to-person education and connections:

- Building trust in communities impacted by marketing efforts of alternative retail electric suppliers that are experiencing “energy information fatigue.”
- Explaining the added benefits to income-eligible households of the ILSFA program compared to the non-income qualified Illinois Shines Program and other solar energy programs. While participants may benefit from other programs, such as a federal tax credit for solar systems, ILSFA provides added benefits such as guaranteed savings and consumer protections.
- Distilling program information into digestible and relevant formats for the specific communities served

Additionally, as is the case in the efforts of income-eligible energy efficiency programs across the state in recent years, there are challenges unique to income-eligible housing stock (the total number of houses and apartments in an area) and households that present potential barriers to participation, including deferred property maintenance and a general lack of “solar-readiness.” Educating residents about these issues may help accelerate the market for ILSFA participation in the near term and future years. Campaigns should incorporate these topics by providing information on related programs that can be combined with ILSFA, such as weatherization programs.

To address some issues of deferred maintenance, the 2024 Long-Term Plan outlines the Home Repairs and Upgrades Pilot. This Pilot addresses the need for home repairs and electrical upgrades among many participants eligible for Residential Solar (Small) sub-program installations through ILSFA. The Home Repairs and Upgrades Pilot provides incentives to complete the necessary upgrades to install solar projects on otherwise eligible homes.

Campaigns may also provide information about how communities benefit from solar energy, including how ILSFA's job training program requirements can help economic development in a community. Examples of campaigns include educating communities about job training opportunities and solar career pathways, connecting qualified trainees to Approved Vendors, disseminating ILSFA solar jobs resources and tools, and informing communities about other benefits and opportunities related to ILSFA job training requirements.

Finally, campaigns may involve residents and other community members in stakeholder engagement processes that inform ILSFA approaches, policies, and processes in ways that benefit income-eligible and environmental justice communities. The Agency and the Program Administrator have facilitated ILSFA stakeholder engagement through a formal webinar and written comment process but are interested in creative strategies to ensure key program decisions reflect community feedback.

While Grassroots Educators may propose campaigns in which stakeholder feedback from the community is solicited and received, Grassroots Educators may not be compensated for their time providing feedback, including attending or providing comments to the ILSFA Advisory Committee.

Proposed campaigns can touch on more than one area of interest or focus on a single area. All campaigns funded by this initiative are intended to educate audiences on the benefits and opportunities of the ILSFA program.

Expectations for Funded Campaigns

Funded grassroots education organizations are expected to:

- Review ILSFA information to gain familiarity with the program before the educational onboarding session.
- Attend a two-day educational onboarding session in Chicago or an equivalent online onboarding event.

- Note that up to three persons per organization may attend this training if all three staff are expected to be involved in leading, managing, or implementing the grassroots education campaign.
- Expected labor costs for this onboarding should be included in proposals and should include travel time for each onboarding attendee to and from Chicago, plus 16 hours of work time (two workdays of eight hours per day) for onboarding activities.
- Non-labor costs for this onboarding should also be included in proposals and should include travel costs to and from Chicago, travel costs while attending the event within Chicago, and one night of lodging for each attendee (for organizations with staff traveling to Chicago). The lodging rate range should be between [the state-approved rate](#) and the declared Federal rate up to [\\$234](#) (as of 2025). Additional non-labor costs include per-diems for meals.
 - Note: Additional information about the maximum allowable reimbursement for mileage, food, and lodging can be found within the [Travel Guide for State Employees](#), and further information about travel regulations can be found in the [Illinois Administrative Code Part 3000](#).
- Attend a one-and-one-half day Mid-Year Meeting in-person in Chicago or an equivalent online meeting.
 - Similar to the onboarding session, up to three participants per organization may attend the mid-cycle meeting.
 - Costs for the Mid Year Meeting should also be included in proposals and should include travel time for each meeting attendee to and from the event, plus 13 hours of work time (one workday of eight hours per day and one partial workday of five hours) for this meeting.
 - Non-labor costs for this Mid-Year Meeting should also be included in proposals and should include travel costs to and from the event, travel while attending the event within Chicago, and one night of lodging for each attendee (for organizations with staff traveling to Chicago). The lodging rate range should be between [the state-approved rate](#) and the declared Federal rate up to \$234 (as of 2025). Additional non-labor costs include per-diems for meals.
 - Note: Additional information about the maximum allowable reimbursement for mileage, food, and lodging can be found within the [Travel Guide for State Employees](#), and further information about travel regulations can be found in the [Illinois Administrative Code Part 3000](#).
- Attend periodic webinars on program or outreach-related topics (roughly two to four hours monthly).
- Attend quarterly pod meetings. These meetings are generally held virtually. Pods are groups of three to four Grassroots Educators from common regions of the state that meet regularly to share best practices and discuss any barriers or common challenges.

- Obtain approval of all adapted or newly developed outreach materials (e.g., slides, event flyers, brochures).
- Hold monthly one-hour check-ins with the Program Administrator's designated staff supporting the Grassroots Educators.
- Track outreach efforts in the ILSFA Salesforce database, including events, meetings, and attendance information. Training in the participant database will be provided during onboarding.
- Track and evaluate the participation rate in ILSFA by persons who have received targeted education.
- Collect information from interested participants, such as impressions of presentation, questions, and likelihood of participation.
- Provide information, including but not limited to participation in educational events, as requested by the program's third-party evaluator, to ensure a comprehensive evaluation that can inform future program implementation strategies and improvements.
- Follow up with individuals who express interest in participating in ILSFA.
- Promptly respond to inquiries from community residents, directing them to appropriate resources as applicable.
- Support communications efforts to spotlight each campaign by providing photos and content for the ILSFA newsletter once per campaign year.
- Prepare a mid-year and an end-of-campaign report (one to two pages) on successes, challenges, and suggestions for improvement for future campaigns.
- Review lists of Approved Vendors to ensure their accuracy and currency when used for invitations to certain events hosted by Grassroots Educators.
 - Note that if a Grassroots Educator does not wish to invite any Approved Vendors to an event or a campaign activity, they are not required to do so. It is optional to invite Approved Vendors to events.
 - However, if a Grassroots Educator wishes to invite Approved Vendors, then all Approved Vendors must be invited unless the Grassroots Educator submits the proposed notice and list of Approved Vendors to be invited to the Program Administrator for advance approval.

The Program Administrator will keep organizations informed of program changes. It is essential to provide communities with accurate and up-to-date program messaging. Program changes may require updating campaigns, such as updates of key events (e.g., availability of new funds for solar projects) and programmatic changes (e.g., changes from new legislation).

Grassroots Education RFP Evaluation Process

All RFP responses will be subject to evaluation by the Illinois Power Agency and Program Administrator. Proposals will be evaluated based on the strengths of the proposed campaigns in accordance with the Campaign Scoring table below. Specifically, proposed campaigns will be scored based on the strength of the proposed campaign, the experience of the responding organization, the cost relative to value delivered, whether the responding organization features staff and board members from the community served, and whether the responding organization is applying as or sponsoring a new organization and/or serving an area that other campaigns have not previously served.

Campaign Scoring	
Strength of the campaign	40
Experience of organization	20
Cost and value of delivery	15
Staff and board reflect the demographics of the community served	10
Applying as a new organization (including a fiscal sponsor working with a new organization) and/or serving a new or under-served geographic area	15
Total Possible Score	100

Proposals meeting all RFP requirements will be ranked by score. However, the Agency and the Program Administrator reserve the right to select proposals outside of scoring rank to accomplish any or all of the following:

- Meet the 2024 Long-Term Plan’s goal of prioritizing up to 60% of program funding for grassroots education benefiting environmental justice communities.
- Ensure sufficient diversity of focus across selected proposals—especially geographic diversity, but also diversity in education topics and delivery mediums.
- Working with new organizations that have not served as Grassroots Educators in the past and/or serving geographies that are new or under-served in the past.

Applicants with qualifying responses based on the eligibility criteria above may be asked to provide additional project details and more in-depth responses and/or meet with the Agency and Program Administrator to negotiate the potential scope and cost of services proposed in their responses. Following the evaluation process (including the preparation and delivery of any additional materials requested), the Agency, Program Administrator, and each selected applicant will negotiate the final scope of work, campaign goals and metrics, and an award amount corresponding to the services in the scope of work and agreed-upon compensation rates.

The Agency and Program Administrator reserve the right to modify the terms and conditions of, or terminate, this RFP in whole or in part at any time, including changing the total amount of funding awarded in this round. The Agency and Program Administrator's receipt of proposals or other data, information, or documents at any stage of either this RFP or the negotiation process shall in no way obligate the Agency or Program Administrator to enter into any legally binding or enforceable agreement of any kind with the applicant.

Award Information and Term

Individual awards will typically be no more than \$150,000 per proposal for this RFP period. The total amount of funds awarded under this RFP will depend on the quality and number of proposals received, the geographic and demographic mix of proposed campaigns, the number of Grassroots Educators retained for an additional year, and other programmatic considerations.

The Agency and Program Administrator anticipate that the term of performance will be 18 months, from July 1, 2025, to December 31, 2026.

The Agency and Program Administrator reserve the right to make awards for longer or shorter periods depending on proposals and program needs. All awards will be subject to regular performance measurements and reviews.

All awards will result in a binding contract for Grassroots Education services between the lead organization and the Program Administrator as the contractual counterparty. Payments for services rendered will be issued based on the time and materials used to accomplish the scope of work tasks and sub-tasks up to a not-to-exceed amount based on the final negotiated award value and term. However, some tasks may be required to be invoiced on a per-unit basis, including certain events and attendance at orientation and the mid-year review. While actual payment cycles will be determined in each contract, contracts will be structured to allow lead organizations to invoice monthly for work performed. Reimbursable expenses are subject to approval by the Program Administrator on behalf of the Agency. A sample agreement of the Grassroots Education services contract is included in Appendix 1 (the "Subcontractor Agreement") and will be used as a framework for all campaign contracts executed pursuant to this RFP. Any organizations working as part of the campaign, in addition to the primary applicant, will be considered subcontractors or vendors to the lead organization, with all subcontractor and vendor amounts submitted with no markup or fees.

Submission Requirements and Instructions

All applicants must complete and submit all information specified in this RFP. Follow the instructions below for each section, providing the necessary details within the specified word limits provided. All sections must be complete for proposals to be evaluated and considered for an award.

Do not include services or work not specifically related to Grassroots Education, ILSFA, and this RFP. Clearly indicate in your response any designation of proposal content as proprietary or confidential information, as well as in any accompanying cover letter or document, and please submit both an original and redacted version of your proposal where appropriate.

Submit all questions or clarification requests regarding this RFP in writing to Grassroots@illinoisSFA.com. All responses to questions and clarifications will be posted on the [ILSFA website](#). To ensure that an answer can be provided in a timely manner, submit any questions no later than **March 12, 2025**.

GRASSROOTS EDUCATION RFP REVIEW AND Q&A WEBINARS

The Program Administrator will host two webinars to review this RFP and answer questions. The webinars will be recorded and posted to the ILSFA website.

Registration is required to attend either webinar. To register, use the links below:

- [March 3, 2025, at 2 p.m. CT](#)
- [March 12, 2025, at 1 p.m. CT](#)

Neither the Agency nor the Program Administrator is responsible for costs or damages incurred by any applicant or other interested parties in connection with this RFP process, including but not limited to costs associated with preparing responses, qualifications, and proposals, and/or those arising from participating in any conferences, oral presentations, or negotiations.

All required information must be submitted electronically to Grassroots@illinoisSFA.com no later than **April 4, 2025 (11:59 p.m. CT)**. Applicants must respond to questions, prompts, and attestations in a Microsoft Word document, PDF, or similar file type and must submit this with required and optional attachments. The Agency and Program Administrator may determine at their discretion whether to accept any responses not received by the date and time outlined in this paragraph. The Program Administrator

will confirm receipt of proposals via email reply within one business day of proposal submission. If an applicant does not receive confirmation of receipt within one business day of submission, they should immediately notify the Program Administrator by calling 1-888-970-4732. Proposals that do not include all required information may be disqualified if reasonable efforts are not made to satisfy inadequacies or omissions following notification of the deficiency by the Program Administrator.

An evaluation committee composed of ILSFA team members will review and score every application, ensuring that campaigns reach diverse areas and audiences with a variety of ILSFA-related information. In the case of a conflict of interest involving an applicant and the Program Administrator, the Agency will be responsible for scoring the proposal.

Applicants can expect to be notified in May 2025 via email to their main point of contact as to whether their campaign has been selected.

Applicants should respond to every question and prompt, fill in each table, and initial each attestation. Note that some questions have multiple parts, and each part should be addressed. Each applicant should submit a current IRS designation letter for 501(c)(3) status (if any), a list of the applicant's board of directors, an Illinois Secretary of State Certificate of Good Standing for Not-for-Profit Corporation purchased within the 30-day period before submission of applicant's response, and most recent IRS Form 990 (if any). Each attestation in items 21 and 22 should be initiated by an authorized representative of the lead organization or fiscal sponsor. If applying for more than \$50,000 per year in funding, applicants are also required to complete the State of Illinois Standard Certifications and Financial Disclosures and Conflicts of Interest documents included as Exhibit D to the Subcontractor Agreement.

The following information is required to be submitted in each proposal:

1. Name, title, and email address of the proposal contact person.
2. Please describe your proposed campaign.
3. What geography (neighborhoods, towns, or areas) will be included in your campaign? Do you have local staff in these areas who will lead outreach efforts? If your organization is a previous Grassroots Educator, will your organization expand to serve new geographic areas or new populations not served in the past?

4. Will your campaign take place in an environmental justice community?⁵ If yes, name or describe which community or communities and estimate the percentage of the campaign that will take place therein.
5. Is this proposal for a collaborative campaign and/or fiscal sponsorship (in which a non-profit organization acts as a fiscal sponsor on behalf of a local group or represents a group of non-profits)? If so, please specify all groups and/or the fiscal sponsor that are a part of the campaign and which group will act as the “lead organization” or, if applicable, fiscal sponsor. Also, please specify whether groups have collaborated in the past or are currently working collaboratively on a project or program and in what capacity.
6. Would you be willing to act as a fiscal sponsor if matched by the Program Administrator?
7. Do the organization’s board of directors and campaign staff/contractors reflect the demographics of the communities being served? Please provide a description of the demographics of the communities being served and the demographics of the organization’s board members and proposed staff/contractors.
8. Will your campaign employ or subcontract with formerly incarcerated person(s) or foster care alumni?
9. What topic(s) will your campaign focus on (e.g., single-family distributed generation, ILSFA program basics, job training)?
10. Is your campaign intended to: A) lay a broad foundation on solar education, B) provide in-depth assistance and follow-up to interested individuals as they participate in the program (i.e., 1:1 assistance), C) educate and engage community members around program requests for feedback, or D) a mix? Please describe the campaign goals in detail.
 - For example, some communities are less familiar with solar opportunities and have been especially impacted by the marketing of predatory electric and gas offers. Those communities may be best suited for a focus on building trust in solar education before moving focus to 1:1 program assistance. If your campaign is intended to be a mix of approaches, please estimate the percentage of time to be spent on general education, 1:1 follow-up, and engagement regarding stakeholder feedback.
11. Explain how you will focus your campaign on existing opportunities and/or work to open new opportunities for participation.
12. How does ILSFA relate to the mission or vision of your organization?

⁵ Utilize this tool for a map of [Environmental Justice Communities](#).

13. If applicable: What person-to-person education strategies will this campaign use to drive participation in ILSFA (indirectly and directly)? What experience does your organization have implementing these strategies in your target community?
14. Is your audience primarily English-speaking? If not, what language and translation skills are necessary to ensure your campaign’s effectiveness and who on your team possesses those skills, or how do you otherwise plan to secure those services?
15. How has your organization built trust in the community or communities your campaign intends to serve? Why do members of the community or communities trust you? If your organization is expanding to serve a new geographic area, how have you built trust, or how will you build trust in that new geographic area?
16. If applicable: Please fill in the table below with event types, the number of events you will hold, and the estimated total number of attendees/participants for events of each type (e.g., people engaged during canvassing and attendees at community meetings). Below the table are examples of a few types of events grassroots education organizations might hold, but this is not an exhaustive list. Use blank spaces to fill in other event types as necessary. Please indicate whether events are planned as virtual or in-person in the ‘Event Type’ column.

Event type	Estimated Number to be Held from July to December 2025	Estimated Number to be Held from January to June 2026	Estimated Number to be Held from July to December 2026	Estimated Total Attendees/ Participants

EXAMPLE

Event type	Estimated Number to be Held from July to December 2025	Estimated Number to be Held from January to June 2026	Estimated Number to be Held from July to December 2026	Estimated Total Attendees/Conversations Held
Community meetings	4	4	2	250 (25 attendees at each of 10 meetings)
Stakeholder feedback sessions	1	1	4	50 (10 attendees at each of 5 meetings)
Workshops with the Citizens Utility Board	3	2	0	200 (20 attendees at each of 5 events)
“House parties”	1	2	2	28 (7 attendees at each of 4 house parties)

Definitions of example event types are listed below. This list is not exhaustive; you may fill in additional event types in the table. Indicate in the table whether each event will be virtual or in-person.

- **Community meeting:** Presentation at a gathering convened by another organization for purposes outside of solely discussing ILSFA
- **Workshop:**
 - Presentation scheduled by the Grassroots Educator or co-presenter to convene community residents to talk about ILSFA and related or overlapping needs/programs
 - Typically, longer and more in-depth than a community meeting
 - Tenant/multifamily workshop: Same as above, but specific to a convening of a building’s tenants
- **Training:** Event held to prepare leaders, providers, and others to support their community in participating in ILSFA
- **Canvassing:** Door-to-door outreach with the purpose of leaving informational materials or having informal conversations one-on-one
- **1:1 leadership meeting:** A sit down with a community leader to educate and ask for their help in convening a meeting, distributing solar information, or otherwise assisting in ILSFA outreach
- **House party**

- Small gathering (typically five to 15 people) of friends, neighbors, and/or colleagues for a hands-on session on solar energy
- These gatherings might be hosted by a homeowner who has had a site suitability assessment or had solar panels installed and is willing to share their experience and information related to what makes their home a good fit for solar panels, how the panels will be installed, and more. This event type could also involve a gathering of renters in an apartment building to learn about community solar.
- **Networking:** Attendance at events to build working relationships with community members or leaders
- **Community Gatherings:** Large events to educate and motivate communities
 - Example: Celebration of the siting of a community solar project at a local school to build awareness and drive new subscriptions
- **Tabling:** Providing materials and availability to discuss ILSFA with passersby on a casual basis
 - Example: Attending an energy fair with information on Illinois Solar for All
 - Note: Your attendance number in Salesforce should reflect the number of people you have spoken to about Illinois Solar for All, not the number of people in the room.
- **Workplace “lunch and learn”:** Brown-bag style workshop or presentation at a workplace that provides services to income-eligible households or with a high concentration of income-eligible employees (such as during a staff member shift meeting)
- **Open house:** Event connecting AVs with interested residents
 - Example: Invite AVs to set up information booths at a local library and provide refreshments for residents who come to get more information on ILSFA and what community solar projects exist in their communities or whether their home is a good fit for panels.
- **Focus Group*:** Gathering to educate on ILSFA and collect resident feedback on requests for stakeholder comments

*Grassroots Educators are encouraged to gather feedback from residents by holding focus groups and using other strategies to document community preferences, goals, and needs in response to ILSFA requests for public comment. Residents who attend can receive a stipend to acknowledge the value of their time, energy, and expertise.

1. Will you present at meetings with built-in audiences (e.g., ward night, block club meeting), or will you need to recruit attendees? How do you plan to recruit attendees if you are responsible for recruiting attendees? Please describe your success recruiting

participants to similar events in the past and explain recruitment for both virtual and in-person events.

2. Where will your campaign's in-person events be held? For virtual events, what platforms will you use?
3. How did you initially learn about grassroots education funding opportunities?

ILSFA BUDGET

Since Grassroots Education funding is made available through state funding, selected organizations will be subject to State of Illinois reimbursement guidelines, including travel rules encompassing maximum hotel rates and policies governing per diems and meal reimbursements. Click to view the [Travel Reimbursement Guidelines](#).

Note: Additional information about the maximum allowable reimbursement for mileage, food, and lodging can be found in the [Travel Guide for State Employees](#). Further information about travel regulations can be found in the [Illinois Administrative Code Part 3000](#).

Funded Grassroots Education organizations will be provided with informational resources to deepen their own understanding of the ILSFA program, along with outreach materials to utilize when conducting educational outreach and participant follow-up. Applicants should consider these materials when developing their budgets and scopes of work:

Outreach materials in English and Spanish include:

- PowerPoint slides
- Fact sheets on solar readiness, solar power fundamentals, ILSFA program basics, job training, consumer protections, multi-family opportunities, moving and maintenance issues
- One-pagers for renters and homeowners, including lists of relevant solar projects and/or vendors
- Written and video case studies of ILSFA participants

Translation of materials into a language other than English or Spanish (or the translation of materials developed by organizations into Spanish) can be a part of an applicant's scope and allowable expenses.

Grassroots Educators have two options for how the budget in their contract is structured, which will also dictate how their invoices will be structured and the type of documentation needed for invoices.

The first option is per-unit pricing. Per-unit pricing is intended to simplify the invoicing process, saving time and resources needed to complete invoicing and payment approval. To facilitate simpler and more streamlined invoicing, the Program Administrator recommends using the per-unit pricing option, especially for organizations that have previously served as Grassroots Educators.

Per-unit pricing means that a certain activity is charged based on a pre-determined cost, inclusive of the various labor and expenses that are required for that activity, that is negotiated and approved in advance of contract execution. The activities that may be charged on a per-unit basis include:

1. Ongoing campaign administration, to be charged monthly, assuming certain key activities have been completed (the monthly one-on-one meeting with the Program Administrator and any needed reports or data entry).
2. Quarterly pod meetings with two to three other grassroots educator organizations, charged after the pod meeting is completed. These meetings are virtual and scheduled for one hour once a quarter. Six meetings total are expected in the course of the 18-month contract.
3. The initial orientation training is charged once after onboarding is completed. This meeting requires travel to Chicago.
4. There is one mid-year review meeting, and it is charged once after the mid-year review. These meetings require travel to Chicago.
5. Execution of campaign events, charged after the events or campaign activities are completed.

Each of these activities is described in more detail below.

The per-unit price of these activities will be based on expected labor and expenses shared in the organization's proposal. Hourly rates, on a time and materials basis, are not permitted to be invoiced for any budget that is based on per-unit pricing since that would result in overpayment to the Grassroots Educator. Please see the Excel template posted along with this RFP for examples of per-unit pricing tables.

Invoices with per-unit pricing shall show the number of activities completed and then the per-unit price, as reflected in the contract, for each activity. Additional documentation, such as timesheets and travel logs, are not required to be submitted with invoices using per-unit pricing. However, the Program Administrator may require the submittal of supporting documentation upon request.

Ongoing campaign administration: Per-unit pricing for the administration of the campaign should include: One virtual monthly one-on-one meeting with the Program Administrator (one hour in duration) and any preparation or follow-up needed for the one-on-one meetings; internal meetings to discuss, prepare for, and plan the execution of Grassroots Education activities; attendance at weekly virtual Grassroots Education Office Hours (one hour per week); data entry and reporting of Grassroots Education activities (typically one hour per event plus two reports per year at about two hours each); time to support participants looking to enroll in the program; and time needed for monthly invoicing and associated documentation.

Pod Meetings: Virtual meetings are held with two to three other grassroots educator organizations every three months (every quarter) for one hour to provide peer support and to share best practices, challenges, and ways to overcome those challenges.

Onboarding: Per-unit pricing for onboarding should include labor hours for travel to and from the onboarding in Chicago, plus 16 hours of time for each staff person attending the onboarding. Per-unit pricing for onboarding should also include travel expenses.

Mid-Year Review Event: Per unit pricing for the mid-year review meeting should include labor hours for travel to and from the mid-year review meeting in Chicago plus 13 hours of time for each staff person attending the mid-year review. Per unit pricing for the mid-year review should also include travel expenses.

Events: Events with similar anticipated costs are grouped together and would be charged at a per-unit price that would apply to all of the events in the group. The per-unit cost must be all-inclusive of labor and expenses and, therefore, detail in the proposal: labor for event preparation, event implementation, and any needed event follow-up; event travel (staff traveling to and from the event); venue costs (if applicable); cost of refreshments (if applicable); and cost of materials, such as printed items (if applicable), as well as any other applicable costs.

If an organization has more than one type of event and each event type has different pricing, the organization may show multiple event types for the per-unit pricing. For example, an organization may propose holding three house parties and five 1:1 leadership meetings. There would be one per-unit price for the house parties and a separate per-unit price for the 1:1 leadership meetings.

The use of per-unit pricing is optional but intended to simplify invoicing processes. However, proposals that include per-unit event costs must not also include labor and

expense costs for events in the labor costs worksheet or the expense costs worksheet—the proposal must include one or the other. If approved, per-unit event costs will be used to streamline the invoicing process following the completion of the event in lieu of more detailed invoicing requirements. For example, instead of listing the labor hours and submitting receipts reflecting the actual expenses incurred at each event, the invoice would simply list the name and date of the event and proof that the event occurred. The preferred documentation of proof of the event is an event sign-in sheet, but other options include a flyer, social media post, or photo of the event. The invoice would also show the per-unit event cost authorized in the Grassroots Educator’s contract.

The second option is a contract that is paid on a time and materials basis. In this option, labor hours and other expenses for all allowable activities will be documented each month and invoiced accordingly. For proposals using this option, campaign roles, hourly rates, and estimated hours to be worked must be submitted in the proposal for each employee or subcontractor who will work on the campaign. Invoices must include timesheet data for labor expenses, and receipts and other documentation will be submitted to the Program Administrator to process reimbursements for travel or other expenses.

Regardless of the option chosen, organizations must provide labor rates and estimated hours for different activities. Note that hourly rates should include labor costs and overhead, meaning hourly rates must cover both the direct cost of the staff (salary or wages and benefits) and indirect organizational costs that may support the Grassroots Education campaign but are not exclusively to be used for Grassroots Education purposes. Indirect organizational costs could include the rental of office space for employees of the Grassroots Educator (however, facility rentals specifically for campaign events would not be considered overhead), purchasing of office furniture (such as tables, chairs, or file cabinets), purchase of equipment (such as computers and copy machines); purchase of office supplies; the cost of telephone and internet services; and other business expenses that are not specifically identified in the table below as reimbursable Expense Costs.

Also, the maximum allowable stipend amount for resident and community feedback sessions is \$50/hour. Anticipated participant stipends for providing feedback should be included in a campaign’s budget. Stipends cannot compensate employees of the Grassroots Educator.

1. Determine whether you are proposing a per-unit pricing budget or a time and materials budget.
2. Then, choosing the appropriate Excel template posted with this Request for Proposals, fill in either the per-unit pricing workbook or the time and materials workbook with your staff members' hourly rates and estimated total hours of work using the tables below. Hourly rates should be fully loaded (e.g., inclusive of overhead costs) and should be whole dollar amounts.
3. Using the appropriate Excel template posted with this Request for Proposals, specify expense amounts for expenses anticipated to be incurred specifically and exclusively for Grassroots Education campaign activities (e.g., overnight hotel in Chicago during onboarding for non-local staff, providing food for attendees at workshops, printing materials to be distributed at workshops) in the six listed categories. View [allowable reimbursement rates](#) through the State of Illinois for hotels and per diems for staff travel.

OPTION 1: PER-UNIT PRICING

PER-UNIT PRICING LABOR COSTS – ADMINISTRATION

Role in GE Contract Administration	Hourly Rate	Estimated Hours Per Month	Total Amount (Hourly Rate x Estimated Hours)
Total labor costs			

EXAMPLE

Role in GE Contract Administration	Hourly Rate	Estimated Hours Per Month	Total Amount (Hourly Rate x Estimated Hours)
Project Manager	\$75	8	\$600
Finance Manager	\$60	4	\$240
Lead Organizer	\$50	12	\$600
Organizer	\$45	8	\$360
Total labor costs		\$1,800	

Note that this total monthly cost of \$1,800 per month is multiplied by 18 months in the Excel template for a total campaign administration cost of \$32,400.

Also, additional required tables are in the Excel template for Pod Meetings, Onboarding, and the Mid-Year Meeting.

PER-UNIT PRICING EVENT COSTS

EVENT TYPE 1: _____

LABOR COSTS

Role in Event	Hourly Rate	Estimated Hours	Total Amount (Hourly Rate x Estimated Hours)
Total labor costs			

EXPENSES

Task	Expense
Travel to/from the Event	
Venue Rental	
Materials (printing, renting equipment, etc.)	
Refreshments	
Other costs (Please Describe):	
Total Expenses	

Event Type 1 Per-Unit Event Cost: \$ _____

Number of Per-Unit Events: _____

Event Type 1 Total Per-Unit Event Costs: \$ _____

EXAMPLE
 EVENT TYPE 1: TABLING
 LABOR COSTS

Role in Event	Hourly Rate	Estimated Hours	Total Amount (Hourly Rate x Estimated Hours)
Project Manager	\$75	0.5	\$38
Lead Organizer	\$50	2	\$100
Organizer	\$45	10	\$450
Total labor costs		\$587.50	

EXPENSES

Task	Expense
Travel to/from the Event	\$150
Venue Rental	
Materials (printing, renting equipment, etc.)	\$50
Refreshments	
Other costs (Please Describe):	
Total Expenses	\$200

Event Type 1 Per-Unit Event Cost: \$787.50

Number of Per-Unit Events: 10

Event Type 1 Total Per-Unit Event Costs: \$7,875.00

Note that there is an option to provide per-unit pricing for multiple types of events.

OPTION 2: TIME AND MATERIALS PRICING
 TIME AND MATERIALS LABOR COSTS

Role on Campaign	Hourly Rate	Estimated Hours	Total Amount (Hourly Rate x Estimated Hours)
Total labor costs			

EXAMPLE

Role on Campaign	Hourly Rate	Estimated Hours	Total Amount (Hourly Rate x Estimated Hours)
Director of Organizing and Outreach	\$75	40	\$3,000
Finance Manager	\$60	24	\$1,440
Lead Organizer	\$50	200	\$10,000
Organizer	\$40	400	\$16,000
Total labor costs		\$30,440	

TIME AND MATERIALS EXPENSE COSTS

Task	Expense
Program Management (e.g., lodging, mileage reimbursement)	
Development and Planning (e.g., material adaptation or development, printing costs, partner collaboration, and planning)	
Outreach	
Program Implementation (e.g., presentations, food for events)	
Data Tracking and Reporting	
Mid-year and Final Reports and Close-out	
Participant Stipends of up to \$50/hr.	
Travel to and from Onboarding and the Mid Year Review Meetings	
Total Expenses	

EXAMPLE

Task	Expense
Program Management (e.g., lodging, mileage reimbursement)	\$1,000 (mileage)
Development and Planning (e.g., material adaptation or development, printing costs, partner collaboration, and planning)	\$200 (printing costs)
Outreach	\$0
Program Implementation (e.g., presentations, food for events),	\$1,500 (dinner and childcare at events, feedback participant stipends)
Data Tracking and Reporting	\$0
Participant Stipends of up to \$50/hr.	
Mid-year and Final Reports and Close-out	\$0
Travel to and from Onboarding and the Mid Year Review Meetings	\$1500
Total Expenses	

- Using Excel templates posted with this Request for Proposals, specify your campaign total (either the total of all per-unit pricing or the sum of the labor and expense total).

CONTRACT

Please review the statements below and initial next to your response to indicate agreement:

- If your proposal is selected, do you agree to contract with the ILSFA Program Administrator, Elevate, in accordance with the terms and conditions set forth in the Subcontractor Agreement, included as Appendix 1 to this RFP, or any other terms and conditions proposed by the Illinois Power Agency and/or the Program Administrator in their reasonable discretion?
- Yes, applicant agrees to the terms of the Subcontractor Agreement without modification.
 - Initial: _____
- Applicant cannot agree to the terms of the Subcontractor Agreement and request the modification(s) below. Modifications are at the discretion of the Agency and the Program Administrator; if agreement on a proposed modification cannot be reached, proposals may be disqualified.
 - Initial: _____

If you object to any term or condition of the Subcontractor Agreement or wish to propose modifications, detail those objections, modifications, and proposed alternative(s) for consideration here:

- Initial below if the applicant anticipates a hardship that supports the need for a one-time advance payment of up to ten percent (10%) of the proposed not-to-exceed amount and provides the following documentation with your proposal.
- Audited financial statements for the most recently ended fiscal year, including SAS No. 114 and SAS No. 115. Additional financial statements for prior years may be requested.
 - If the organization has not completed an audit for the most recently ended fiscal year, then an unaudited financial statement for the most recently ended fiscal year certified by the Board Chair of the organization should be submitted.
- Self-certification of the need for advance payment stating hardship to the organization or limitations to the proposed campaign created by the standard payment terms. The responder will provide additional documentation supporting its self-certification as reasonably requested by the Program Administrator.
- Determination on whether to make an advance payment will be solely at the Program Administrator's discretion. If the advance payment is approved, the Subcontractor Agreement will include alternative payment terms concerning the advance.
 - Initial: _____
- You acknowledge that any contract for a proposed campaign over \$50,000 of annual value will be subject to the State of Illinois' Standard Certifications and Financial

Disclosures and Conflicts of Interest Disclosure included in Appendix 1, and you have completed Exhibit D as part of this proposal if your proposed campaign is over \$50,000 of annual value.

- Initial: _____
- **Any applicant who submits a response that does not contain any objection or requested modification to the form contract will be deemed to agree to the terms and conditions of the Subcontractor Agreement.** Subject to applicable law requested modifications will be made at the discretion of the Program Administrator and the Agency. If any applicant, the Program Administrator, and the Agency are unable to agree on any requested modification to the terms, the Program Administrator and/or the Agency will have the right to disqualify such applicant from consideration.

CERTIFICATIONS

Certify the accuracy of the following statements by initialing next to each statement:

- Applicant is in good standing with the Illinois Secretary of State and the Illinois General Not for Profit Act of 1986 (805 ILCS 105/).
 - Initial: _____
- Applicant is tax exempt pursuant to section 501(c)(3) of the Internal Revenue Code.
 - Initial: _____
- Though the applicant is a not-for-profit corporation organized under the Illinois General Not for Profit Act of 1986 (805 ILCS 105/), the applicant is not tax-exempt under Section 501(c)(3) of the Internal Revenue Code.
 - Initial: _____
- Applicant is in compliance with all applicable laws, including, but not limited to, its requirement to submit IRS form 990 and any other applicable tax filings.
 - Initial: _____

REQUIRED ATTACHMENTS

- Current IRS designation letter for 501(c)(3) status, if any
- Board of Directors list
- Illinois Secretary of State Certificate of Good Standing for Not-for-Profit Corporation
- Most recent IRS Form 990, if any
- If applying for >\$50,000, complete and provide Exhibit D to the Subcontractor Agreement, the STATE OF ILLINOIS STANDARD CERTIFICATIONS AND FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST DOCUMENT
- If seeking an advance payment, provide financial statements and self-certification of need, including the following:

- Audited financial statements for the recently ended fiscal year, including SAS No. 114 and SAS No. 115.
 - If the organization has not completed an audit for the most recently ended fiscal year, then an unaudited financial statement for the most recently ended fiscal year certified by the Board Chair of the organization should be submitted.
 - Self-certification of the need for advance payment stating hardship to the organization or limitations to the proposed campaign created by the standard payment terms. The responder will provide additional documentation supporting its self-certification as reasonably requested by the Program Administrator.

OPTIONAL ATTACHMENTS

- Letters of recommendation
 - Letters should be from community leaders or community organizations who can attest to the work that the applicant has done or who will partner with or support the applicant's campaign
- References
- Bios of key personnel

Appendix 1

SUBCONTRACTOR AGREEMENT

THIS SUBCONTRACTOR AGREEMENT (this “**Agreement**”) is made and entered into as of [July 1, 2025] (the “**Effective Date**”), by and between [LEGAL NAME OF SUBCONTRACTOR], an Illinois not-for-profit corporation (“**Subcontractor**”) and Elevate Energy, an Illinois not-for-profit corporation (“**Elevate**” or “**Program Administrator**”).

PURPOSE

- A.** Subcontractor is in the business of providing certain professional services including developing and implementing grassroots education campaigns.
- B.** Elevate is a party to that certain Memorandum of Understanding attached hereto as **Exhibit A (“MOU”)**, dated June 22, 2023, by and between Elevate and the Illinois Power Agency (“**Agency**”), pursuant to which Elevate shall serve as program administrator of the Illinois Solar for All Program (the “**Program**” or “**ILSFA**”) and in such capacity provide certain services for Agency.
- C.** To implement the requirement in Section 1-56(b)(3) of the Illinois Power Agency Act, 20 ILCS 3855/1-56(b)(3), as amended, that the Agency “allocate up to 5% of the funds available under the Illinois Solar for All Program to community-based groups and other qualifying organizations to assist in community-driven education efforts related to the Illinois Solar for All Program,” Program Administrator issued its Grassroots Education Request for Provider Proposals #25-01 (“**RFP**”) on February 19, 2025.
- D.** Following the receipt of responses to the RFP, Program Administrator and the Agency jointly chose Subcontractor, among other entities, to carry-out grassroots education services for the Program. Program Administrator and the Agency now wish to obtain the professional services of Subcontractor in connection with the Program.
- E.** Subcontractor has the knowledge, skills, and capability to perform such services for Program Administrator and desires to provide such services all on the terms and conditions set forth in this Agreement.

NOW THEREFORE, in consideration of the foregoing, the parties, intending to be legally bound, hereby agree to the following:

1. Services. Subcontractor is hereby retained by Program Administrator, and Subcontractor agrees to provide the services set forth on the “**Statement of Work**” attached hereto as **Exhibit B** (the “**Services**”). Services shall be performed in accordance with the schedule set forth in **Exhibit B**, or, if no schedule is included, any schedule prepared by Program Administrator and agreed to in writing by Subcontractor.

2. Payment; Invoicing.

A.Payment. Program Administrator agrees to pay Subcontractor for each deliverable completed in accordance with the terms of this Agreement, including as detailed in **Exhibit B**. A “deliverable” shall mean a completed task or sub-task as specified in **Exhibit B**. Subcontractor will be paid on a time and materials basis, or another basis as explicitly provided in **Exhibit B**, up to the not-to-exceed amount specified in **Exhibit B**. Subject to the not-to-exceed amount, Subcontractor shall be paid at the hourly rate(s) specified in **Exhibit B**. Reimbursable expenses, if any, must be set forth in the Subcontractor’s budget tables provided in response to the RFP or be approved in writing by Program Administrator prior to being incurred. Subcontractor agrees that expenses will be charged on a cost recovery basis with no mark-up. Subcontractor agrees that the not-to-exceed amount is a fair and reasonable price for completion of the deliverables and Services, and that performance beyond the limitations set forth in this Agreement (either financial or time period) shall be at the sole risk and responsibility of Subcontractor. Program Administrator’s payment obligation shall not exceed the not-to-exceed amount specified in **Exhibit B** unless otherwise agreed to in writing by Program Administrator and the Agency in advance. In no event will Program Administrator be obligated to pay for any deliverable or Services exceeding the funding available to the Agency or the Term (as hereinafter defined) of this Agreement. In the event the Budget exceeds fifty thousand dollars (\$50,000.00), or Program Administrator or Agency otherwise request, Subcontractor will complete the State of Illinois Standard Certifications and the Financial Disclosures and Conflicts of Interest document collectively included as **Exhibit D** hereto.

B.Invoicing. Subcontractor shall submit invoices for one or more tasks or sub-tasks on a monthly basis. Subcontractor shall submit to Program Administrator detailed invoices, which shall be in a form provided by Program Administrator, that include, for each grassroots education deliverable

completed by Subcontractor pursuant to this Agreement:

- i. Invoice number
- ii. Invoice date
- iii. Name of Subcontractor
- iv. Description of deliverable
- v. Date of deliverable
- vi. Total cost, broken down by labor and materials, with the exception of any per-unit costs agreed upon between Subcontractor and Program Administrator. Per unit costs for events do not require the detailed labor and materials cost but only need to show the total number of events held during the period covered by the invoice multiplied by the per-unit cost per event, and the total of per-unit costs.
- vii. Copy of all written materials used
- viii. Invoice of any sub-subcontractor provided to Subcontractor for the deliverable

Subcontractor may invoice Program Administrator for only those deliverables actually completed. Upon receipt of each invoice, Program Administrator will include all undisputed amounts in its next invoice to the Agency. Amounts hereunder shall be payable to Subcontractor within thirty (30) days after Program Administrator's receipt of payment from Agency in connection with such invoice.

C. **Set-off.** In addition to any other remedies available, in the event of any fraud, waste, or abuse by Subcontractor when invoicing pursuant to this Agreement, Program Administrator shall have the right, and Subcontractor expressly authorizes Program Administrator, to withhold such amounts and payments to Subcontractor as Program Administrator in good faith deems necessary to protect Program Administrator against or compensate Program Administrator for any damage, cost, expense and/or loss attributable to the foregoing. Program Administrator shall have the right to hold and/or apply such sums in such manner as Program Administrator may in good faith deem necessary or proper to secure protection from or to satisfy such claims, and Program Administrator shall not be deemed in default by reason of withholding payment under this Agreement in good faith.

3. Service Requirements. Subcontractor shall perform the Services: (i) in accordance with the specifications set forth in this Agreement including any exhibits, schedules or attachments referenced herein and attached hereto including, but not limited to, the MOU; (ii) in accordance with the specifications set

forth in the RFP and Subcontractor's response to the RFP (the "**Proposal**") except as the Proposal is explicitly modified in this Agreement; (iii) in accordance with industry standard best practices; (iv) with the degree of care typically exercised by professionals performing such services on a nationwide basis; and (v) in accordance with all applicable federal, state, and local laws. Further, Subcontractor agrees that time is of the essence in the performance of its obligations under this Agreement. In the event of a conflict between any term or condition of pages 1–10 and **Exhibit C** (collectively the "**Program Terms**") of this Agreement, the Statement of Work, the MOU, the RFP, and/or the Proposal, the order of precedence shall be the Statement of Work, then the RFP, then the Proposal, then the MOU, and finally the Program Terms. Subcontractor shall furnish competent personnel for fulfillment of its obligations. If Program Administrator, in its reasonable discretion, deems Subcontractor personnel unsatisfactory to perform Services, such personnel shall be removed immediately.

4. Conflict of Interest. Subcontractor represents that neither it, nor any of its subcontractors under this Agreement, whether presently known or identified after the execution of this Agreement, have any current Conflict of Interest (as defined below) and will not cause any Conflict of Interest to exist during the term of this Agreement. If Program Administrator or Agency, in its sole discretion, determines Subcontractor or its sub-subcontractors hereto has a Conflict of Interest, Program Administrator reserves the right to immediately terminate this Agreement in its entirety. For purposes of this Agreement, a "**Conflict of Interest**" arises in situations where (i) the outside interests or activities of Subcontractor interfere or compete with Agency's interests, (ii) the stake of Subcontractor (including any director, officer, member, employee or volunteer of a Subcontractor [each a "**Subcontractor Party**"]) in a transaction, entity, or arrangement is such that it violates any conflict of interest policy of Agency or the State of Illinois associated with ILSFA or the Services, or (iii) the actions or operations of Subcontractor or any Subcontractor Party breach or would reasonably be expected to breach any conflict of interest provision or requirement as specified in the MOU. By way of example, and not as a limitation, in no event may Subcontractor or any Subcontractor Party serve on the board of directors, or be a member or partner of, any Approved Vendor or Designee (as defined in the Agency's Long-Term Renewable Resources Procurement Plan then in effect) or have any financial, ownership, or other interest in an Approved Vendor or Designee.

5. Use of Sub-subcontractors. Subcontractor agrees that, in the event it further subcontracts any Services, Subcontractor will: (i) obtain Program Administrator's prior written approval of any sub-subcontractor, sub-tier agent, or supplier of Subcontractor (each a "sub-subcontractor"); (ii) enter into a written agreement with each sub-subcontractor by which the sub-subcontractor agrees to comply with all

obligations hereof applicable to Subcontractor including, but not limited to, the terms of the RFP, the MOU and Subcontractor's insurance requirements; and (iii) provide to Program Administrator and/or Agency a copy of any such sub-subcontractor agreement and/or evidence of insurance for any sub-subcontractor upon request. Subcontractor agrees that neither Program Administrator, nor Agency, shall be liable in any manner to any sub-subcontractor. Further, Subcontractor agrees that in no event will Program Administrator's approval of any sub-subcontractor relieve Subcontractor of the responsibility for ensuring that the Services are performed in compliance with this Agreement.

6. Ownership of Work.

A. Work Product. Any and all reports, documentation, files, media, and other materials created or produced by Subcontractor in connection with the Services rendered hereunder shall be deemed "**Work Product.**"

B. Work Made for Hire. The Work Product shall constitute works-made-for-hire belonging exclusively to Program Administrator (then conveyed to the Agency under the MOU). To the extent that any Work Product does not constitute a work-made-for-hire owned by Program Administrator, Subcontractor agrees to assign and transfer its right, title, and interest in such Work Product to Program Administrator.

C. Modifications to Work Product. Program Administrator retains the right to modify the Work Product or to merge the Work Product into other documents or other materials owned or utilized by Program Administrator with the permission of the Agency.

D. Subcontractor Proprietary Material. Program Administrator does not under this Agreement acquire any ownership rights in or to any software, documentation, tools, techniques, methodologies, or other material which has not or is not created as part of the Services to be rendered hereunder which is proprietary to Subcontractor ("**Subcontractor Proprietary Material**"). However, if Subcontractor incorporates any Subcontractor Proprietary Material into any Work Product, or any of the Work Product requires Subcontractor Proprietary Material in order to operate or otherwise be useable by Program Administrator, Subcontractor hereby grants Program Administrator and Agency a nonexclusive, royalty free, fully paid, perpetual, and irrevocable license to use Subcontractor Proprietary Material as part of the Work Product.

E. Third-Party Proprietary Material. Program Administrator does not under this Agreement acquire any ownership rights in, or to, any software, documentation, tools, techniques, methodologies, or other material which is proprietary to any third party (“**Third Party Proprietary Material**”). Subcontractor may not incorporate any Third Party Proprietary Material into the Work Product without the prior written consent of Program Administrator. Subcontractor agrees to procure for the benefit of Program Administrator and the IPA a written, worldwide, nonexclusive, irrevocable, royalty-free, fully paid, and perpetual license for any approved Third-Party Proprietary Material incorporated into the Work Product from the owner of such material.

7. Confidential Information.

A. “**Confidential Information**” means any information disclosed under this Agreement by either party (in such capacity, each a “**Disclosing Party**” as the case may be) to the other party (in such capacity, each a “**Receiving Party**” as the case may be) that the Disclosing Party marks as confidential. Confidential Information can be in any form, format, or media whatsoever including, without limitation, any observation, data, written material, record, document, drawing, photograph, layout, computer program, software, multimedia, firmware, invention, discovery, improvement, development, tool, machine, apparatus, appliance, design, work of authorship, logo, system, promotional idea, customer list, customer need, practice, pricing information, process, test, concept, formula, method, market information, technique, trade secret, product, program, research, marketing, advertising, business or finances, supply sources, maps, methods, product or program design information, technical information, benchmarks, performance standards, business plans, inventions, patents and copyrighted materials, and other confidential and/or proprietary information or material of, or licensed to, the Disclosing Party, its affiliates or related entities. Confidential Information may also include information of a third party that is in the possession of the Disclosing Party that is disclosed to the Receiving Party. Confidential Information will not include any information that: (1) was publicly known and made generally available in the public domain prior to the time of disclosure by the Disclosing Party; (2) becomes publicly known and made generally available after disclosure by the Disclosing Party to the Receiving Party through no action or inaction of the Receiving Party; (3) was already in the possession of the Receiving Party free of any obligation of confidentiality at the time of disclosure as shown by the Receiving Party’s files and records immediately prior to the time of disclosure; (4) is obtained free of any obligation of confidentiality by the Receiving Party from a third party without a breach of such third party’s obligations of confidentiality; or (5) is

independently developed by the Receiving Party without use of or reference to the Disclosing Party's Confidential Information.

B. Maintenance of Confidentiality. Subject to applicable law including, but not limited to, the Illinois Freedom of Information Act (5 ILCS 140), each party will use commercially reasonable efforts to prevent unauthorized use or disclosure of the other party's Confidential Information, and will use the Confidential Information solely for the purposes of performing its obligations and exercising its rights under this Agreement. Neither party will disclose any Confidential Information to third parties or to the Receiving Party's employees, contractors, or agents except as explicitly provided in this Agreement. The Receiving Party may disclose the Disclosing Party's Confidential Information to those of its employees, contractors, or agents who are required to have the information in order to perform such party's obligations and exercise its rights under this Agreement, provided however that such employees, contractors, or agents are subject to a confidentiality agreement with terms no less restrictive than those contained herein. If the Receiving Party is required by law to make any disclosure that is prohibited or otherwise constrained by this Agreement, such party will provide the Disclosing Party with immediate written notice of such requirement prior to such disclosure so that the Disclosing Party may seek a protective order or other appropriate relief. Subject to the foregoing sentence, the Receiving Party may furnish that portion (and only that portion) of the Confidential Information that it is legally compelled or is otherwise legally required to be disclosed; provided, however, that the Receiving Party provides such assistance as the Disclosing Party may reasonably request in obtaining such order or other relief at the Disclosing Party's option and expense.

C. Return of Materials. Upon expiration or termination of this Agreement, each party will return promptly or, at the other party's request, destroy all documents and other tangible objects containing or representing Confidential Information of the other party, if any, except to the extent that such documents must be retained to satisfy auditing or regulatory requirements. If requested by the Disclosing Party, the Receiving Party will provide the Disclosing Party with written certification of compliance with the foregoing obligations.

D. Personally Identifiable Information (PII). Each party acknowledges that it will receive, collect, observe, and/or otherwise obtain PII (as defined below) of individuals as a result of its obligations under this Agreement. The parties further acknowledge that each will comply with its obligations under all applicable data protection laws relating to PII provided

or made available to such party by another in connection with this Agreement and shall hold all PII in confidence, comply with the providing party's reasonable instructions regarding the handling of PII, and take security measures to safeguard PII against unauthorized, unlawful or accidental access, loss, destruction, damage, disclosure, transfer, or other improper use. For purposes of this agreement, "**PII**" means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

8. Books and Records; Audit; Independent Evaluation.

A. Books and Records. Subcontractor agrees to keep and maintain under U.S. generally accepted accounting principles full, true, and complete records, contracts, books, and documents as are necessary to fully disclose to Program Administrator, the Agency, and/or any authorized representative of either Elevate or the Agency, upon audits, reviews, or evaluations, sufficient information to determine compliance with this Agreement, the MOU, and the Program.

B. Inspection & Audit. Subcontractor agrees that the relevant books, records (written, electronic, computer-related or otherwise), including, without limitation, relevant accounting procedures and practices of Subcontractor, financial statements and supporting documentation, and documentation related to the Services shall be subject at all reasonable times, to inspection, examination, review, audit, and copying by Program Administrator, the Agency, and their respective agents at the office of Subcontractor.

C. Period of Retention. All books, records, reports, and statements relevant to this Agreement must be retained for a minimum of six (6) years from expiration or termination of this Agreement.

D. Independent Evaluation. Subcontractor will cooperate with Program Administrator, Agency, and any authorized representative of either Program Administrator or Agency to conduct independent evaluations of ILSFA, including the Services, as determined by the Agency. Subcontractor's cooperation will include the timely provision of requested information including, but not limited to, the following attendee level and event-level information for each event Subcontractor holds under this Agreement.

Attendee-Level Information	Event-Level Information
Attendee Name	Grassroots Education Organization Name
Attendee Address	Date and Time of Event
Telephone Number	Event Location
Email Address	Location Type (e.g., School, House of Worship, Fair)
Event Attended, including Date, Type, and Location	Event Description
	Event Type (e.g., Community Meeting, Networking Event, Workshop, One-on-One, Neighborhood Tour, Canvassing)
	Topics Covered (e.g., 1-4 unit distributed generation (DG), 5+unit DG, Community Solar, Non- profit/Public Facility, Approved Vendors, Job Training)

Although Subcontractor may collect Attendee-Level Information at various types of events as a way for people to indicate their interest in ILSFA, for evaluation purposes Subcontractor must distinguish between information collected from individuals at an event where a presentation was made, and information collected from individuals that had not yet had the opportunity to learn about the program. Information collected at a tabling event, for example, would fall into this latter category.

The parties acknowledge and agree that all Attendee-Level Information is the PII of the respective attendee and that each party will ensure it collects, stores, and maintains all PII in accordance with all applicable laws.

9. Indemnity. Subcontractor shall indemnify, defend, and hold harmless Program

Administrator and the Agency, and their respective officers, directors, employees and agents (each an “**Indemnified Party**”) from and against any claims, damages, liabilities, losses, costs, and expenses, including reasonable attorneys’ fees and costs of investigation, that any Indemnified Party may incur, directly or indirectly, arising out of or resulting from: (A) the breach by Subcontractor, its officers, directors, employees, and/or agents of Subcontractor’s obligations under this Agreement or any other agreement or undertaking related to the Program or the Services; or (B) Subcontractor’s willful misconduct or negligence in connection with this Agreement, the Program, or the Services. If any claim is made that may result in a right to indemnification hereunder, Program Administrator shall promptly give written notice thereof to Subcontractor upon becoming aware of any such claim. Subcontractor shall have the right to defend or settle such claim at its expense, with counsel reasonably acceptable to Program Administrator, provided that it does so diligently and in good faith. Program Administrator shall cooperate with Subcontractor in the defense or settlement of such claim.

10. Insurance. Subcontractor agrees that all insurance requirements are its responsibility. Specific requirements for Subcontractor’s insurance coverage, if any, are set forth in **Exhibit C** hereto. Program Administrator will not be responsible for any insurance coverage or claim in connection with this Agreement. Subcontractor’s obligation to indemnify any Indemnified Party shall not be limited to the amount of Subcontractor’s insurance coverage.

11. Term. The “**Term**” of this Agreement shall commence on the Effective Date and shall continue until the termination date set forth on **Exhibit B**, unless this Agreement is terminated in accordance with the terms specified herein. Subject to approval by the IPA and availability of funding, the parties may extend the term of this Agreement by entering into an amendment signed by both parties.

12. Termination. Either party may terminate this Agreement upon written notice if the other party has materially breached any provision hereof and has not cured such breach within five (5) days after receiving written notice from the non-breaching party describing such breach in reasonable detail and stating the non-breaching party’s intent to terminate this Agreement. Additionally, Program Administrator may terminate this Agreement without cause upon ten (10) days’ prior written notice to Subcontractor. Upon any such termination, Subcontractor shall be paid for Services performed through the date of termination.

13. General Provisions.

A. Entire Agreement. This Agreement, including the exhibits, schedules, and

attachments referenced herein and attached hereto, represents the entire agreement between the parties hereto and supersedes all prior and contemporaneous written or oral agreements and all other communications between the parties relating to the Services. Any additions, deletions, or modifications shall not be binding on either party unless accepted and approved in writing by duly authorized representatives of both parties. In the event of any contradictory provisions between this Agreement and the terms of any exhibits, attachments, or schedules hereto or any purchase order or other documents issued by Subcontractor in connection herewith, the terms set forth in the body of this Agreement shall prevail, consistent with the order of precedence set forth in Section 3 (Service Requirements).

B.Survival. Notwithstanding any expiration or termination of this Agreement, all payment obligations incurred prior to expiration or termination and any provision of this Agreement which, by its nature should survive such expiration or termination, shall survive.

C. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original, and such counterparts will together constitute the same instrument.

D. Severability. The provisions of this Agreement shall be deemed severable, and if any portion shall be held invalid, illegal, or unenforceable for any reason by a court of competent jurisdiction, the parties shall negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in an acceptable manner, and the remainder of this Agreement shall be effective and binding upon the parties.

E.Waiver. The waiver by either party of any of its rights under this Agreement or of any breach by the other party in a particular instance shall be in writing and shall not be construed as a waiver of the same or different rights or breaches in subsequent instances. All remedies, rights, undertakings, and obligations hereunder shall be cumulative, and none shall operate as a limitation of any other remedy, right, understanding, or obligation.

F.Remedies. Pursuit by either party of any remedies described herein, or otherwise available at law or in equity, shall not preclude pursuit by that party of any other remedy or remedies provided herein or otherwise available at law or in equity. All remedies, rights, undertakings, obligations, and agreements shall be cumulative and none of them shall be in limitation of any other remedy, right, undertaking, obligation, or agreement of either party.

G. **Assignment.** Subcontractor may not assign this Agreement or any rights or obligations hereunder without the prior written consent of Program Administrator and the Agency. Any such assignment shall be null, void, and of no effect. Upon written notice to Subcontractor, Program Administrator may assign this Agreement to the Agency or a third-party designated by the Agency to serve as ILSFA program administrator.

H. **Governing Law.** This Agreement will be interpreted and construed in accordance with the laws of the State of Illinois without regard to conflict of laws principles.

I. **Independent Contractor Status.** It is the express intention of the parties that Subcontractor is an independent contractor and not an employee, agent, joint venturer, or partner of Program Administrator or the Agency. Nothing in this Agreement shall in any way be interpreted or construed as creating or establishing the relationship of employer and employee between Program Administrator and Subcontractor. Subcontractor agrees that it is not entitled to any employee benefits of Program Administrator, and it shall be solely responsible for any and all taxes, Social Security contributions or payments, disability insurance, unemployment taxes, and other payroll type taxes applicable to fees paid to Subcontractor pursuant to this Agreement. Subcontractor shall retain the right to perform services for others during the term of this Agreement so long as such services do not interfere with Subcontractor's ability to perform its obligations under this Agreement. Subcontractor has no authority to act, enter into any contract, or incur any liability on behalf of Program Administrator.

J. **Notices.** Any notice must be in writing and must be delivered to the address of the addressee below: (i) in person; (ii) by first-class registered USPS mail posted and fully prepaid; (iii) by courier capable of being tracked; or (iv) via email. Notices will be considered to have been given at the time of actual delivery in person, three (3) business days after deposit in the mail as set forth above, or upon receipt of courier or email confirmation, as applicable. Either party may change its address for notice by notice to the other party given in accordance with this Section.

To Elevate:
Elevate Energy
322 S. Green Street, Suite 300
Chicago, IL 60607
Attention: Mari Johnson

Email Address: Mari.Johnson@elevatenp.org

With a copy of any notice that has or may give rise to a legal claim:

Elevate Energy
322 S. Green Street, Suite 300
Chicago, IL 60607
Attention: Michelle Thoma-Culver
Email Address: michelle.thoma@elevateenergy.org

To Subcontractor:

[Subcontractor Name]
[Subcontractor Address]
Attention:
Email Address:

K.Authority. Each party represents that it has: (a) the full power and authority to enter into this Agreement and to carry out its obligations hereunder; and (b) taken all action necessary to authorize the execution, delivery and performance of this Agreement. Further, each person signing below warrants that he or she has full power and authority to bind the entity on the behalf of which he or she is signing.

[SIGNATURE PAGE FOLLOWS; REMOVED FOR PURPOSE OF RFP.]

EXHIBIT A
MOU

[EXHIBIT A REMOVED FROM DOCUMENT FOR PURPOSE OF RFP]

EXHIBIT B
STATEMENT OF WORK

1. Services. The Services will consist of the following tasks, including all resulting deliverables:

A. Task 1: [Include task description, resulting deliverables, sub-tasks (if warranted), schedule including delivery date (or number of days within which task will be completed), any other key information relevant to the task.]

B. Task 2: [List all tasks Subcontractor will complete under the Agreement.]

2. Budget. [Include either per-unit price tables or hourly time & materials labor cost tables and expected expense cost tables derived from the Excel budget sheets submitted with the proposal]

The not-to-exceed amount (Total Labor Costs + Total Expenses OR total of all per-unit priced items) is: _____

3. Termination Date.

Unless terminated in accordance with the terms of this Agreement, this Agreement shall expire as of 11:59:59 p.m. on [12/31/2026].

EXHIBIT C

SUBCONTRACTOR'S INSURANCE REQUIREMENTS

1. Subcontractor agrees to furnish and keep in force the insurance specified below for the term of this Agreement and for a period of three (3) years after termination hereof if the policy is on a claims-made basis.
 - A. **Worker's Compensation.** Statutory Worker's Compensation Insurance including the Employer's Liability Coverage as required by the State of Illinois. Such policy shall include an alternate employer's endorsement naming the Additional Insureds (as defined below) as required below.
 - B. **Commercial General Liability Insurance.** Commercial General Liability Insurance on an occurrence basis with minimum limits of One Million Dollars (\$1,000,000) per occurrence and in the aggregate, which insurance shall contain coverage for bodily injury, property damage, premises operations, completed operations, contractual liability and contingent liability which shall name the Additional Insureds as required below.
 - C. **Automobile Insurance.** Automobile Liability Insurance with a minimum combined single limit per accident of One Million Dollars (\$1,000,000) which shall name the Additional Insureds as required below. Such policy shall include coverage for hired, owned, and non-owned vehicles.
2. **Additional Insureds.** The policies described above shall be endorsed to include as "Additional Insureds": Elevate Energy and the Illinois Power Agency and their direct and indirect parents and subsidiaries, any of their affiliated entities, successors and assigns and any current or future director, officer, employee, partner, member or agent of any of them.
3. **Insurance Policy Requirements.**
 - A. All policies of insurance shall be issued by insurance companies with a general policy holder's rating of not less than A- and a financial rating of not less than Class VII as rated in the most current "Best's Insurance Reports," and licensed to do business in the State of Illinois and authorized to issue such policy or policies. All policies of insurance must be written as primary policies not contributing with and not in excess of coverage that Elevate may carry. Subcontractor shall furnish copies of endorsements evidencing this prior to commencing any Work.
 - B. Subcontractor shall have the right to insure and maintain the insurance policies required by this Agreement under blanket insurance coverages so long as such blanket insurance policies comply with the amounts of insurance and other requirements hereof.

- C. All policies of insurance procured by Subcontractor shall contain endorsements providing that: (i) such insurance may not be materially changed, amended or canceled with respect to Elevate or the additional insureds except after thirty (30) days' prior written notice sent by registered or certified mail; (ii) Subcontractor shall be solely responsible for the payment of all premiums under such policies and that Elevate shall have no obligation for the payment thereof; (iii) all liability insurance and excess coverage (umbrella) is primary coverage as required above; and (iv) that the Subcontractor's carrier has endorsed a full and complete waiver of subrogation on each policy waiving all rights of subrogation against Elevate, which waiver applies regardless of any self-insured retention or deductible.
- ▶
- D. The original policy or policies, or duly executed certificates for the same, shall be delivered to Elevate upon execution of this Agreement by Subcontractor, and upon renewals of such policies not less than thirty (30) days prior to the expiration of any such coverage. This Agreement shall not be effective, and Subcontractor shall not perform any Work until the required certificates of insurance are submitted and approved by Elevate.
- E. The minimum limits of any insurance coverage required to be carried by Subcontractor shall not limit Subcontractor's liability under the indemnity provision of this Agreement for any uninsured losses or costs incurred by Elevate.

EXHIBIT D

**STATE OF ILLINOIS STANDARD CERTIFICATIONS
AND FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST DOCUMENT**

[EXHIBIT D REMOVED FROM DOCUMENT FOR PURPOSE OF RFP]