



# ILLINOIS ENERGY NOW

## Public Sector Energy Efficiency Program

**Illinois Energy Now (IEN)** is a suite of energy efficiency programs administered by the State of Illinois. It provides millions of dollars in rebates to public agencies to make large-scale equipment improvements to the electric and natural gas systems in their facilities. This funding supports several IEN programs such as the Smart Energy Design Assistance Center (SEDAC) and the Public Sector Energy Efficiency Aggregation Program. This **Public Sector Energy Efficiency Program** is administered by the Metropolitan Mayors Caucus under the Illinois Energy Now. Visit [Illinois Energy Now](http://www.illinoisenergynow.com) to learn more.

### Request for Proposals

Funding and technical assistance to improve energy efficiency in public buildings is available through a simple proposal process. Project Proposal Forms for the Public Sector Energy Efficiency Program are accepted on a rolling basis throughout the year until funds are exhausted. Deadlines:

- **September 30, 2016** --Early Bird Deadline for All Energy Efficiency Projects.
- **November 1, 2016** -- Standard Deadline for All Energy Efficiency Projects.

**Work for all projects must be completed by May 8, 2017.**

*Project planning can start anytime by submitting a Project Proposal Form. Funding for grant reimbursements is expected to be available as early as September 2016, pending approval from the Illinois Department of Commerce and Economic Opportunity.*

### WHO IS ELIGIBLE TO PARTICIPATE

All public sector entities in northeastern Illinois which receive service from Illinois investor-owned utilities (ComEd, Peoples Gas, North Shore Gas and Nicor Gas) are eligible to apply for this program, including municipalities, townships, counties, park districts, libraries, schools, community colleges, and more.

For public sector entities outside these service regions in northeastern Illinois, additional programs are available from other organizations throughout the state. Contact us for more information or for a referral. Public sector entities that receive service from municipal or cooperative utilities are not eligible to participate in this program.

### PROGRAM PARTNERS – WHO’S WHO

The **Metropolitan Mayors Caucus (Caucus)** is a non-profit organization of mayors in the Northeastern Illinois region. It supports municipalities with programs and aligns resources to achieve common local and regional objectives. Through the Caucus Public Sector Energy Efficiency Program, it supports local energy efficiency projects in public sector buildings throughout the region projects as a partner to the Illinois Department of Commerce and Economic Opportunity under the umbrella Illinois Energy Now program.

<http://www.mayorscaucus.org>

**360 Energy Group (360EG)** is a full service energy efficiency consulting firm retained by the Caucus for its technical expertise and experience administering energy efficiency programs.  
<http://360eg.com>

The **Illinois Department of Commerce and Economic Opportunity (DCEO)** is the source of funds for projects participating in the Caucus Public Sector Energy Efficiency Program. These funds are collected from all rate payers in Illinois investor-owned utilities as part of the Illinois Energy Now (IEN) Program.  
[www.illinoisenergynow.org](http://www.illinoisenergynow.org)

The **Illinois Clean Energy Community Foundation** is an independent foundation endowed by Commonwealth Edison that provides funding and support energy and environmental programs in Illinois.  
<http://www.illinoiscleanenergy.org/>

The **Smart Energy Design Assistance Center (SEDAC)** is an applied research program at the University of Illinois at Urbana-Champaign that works in partnership with the DCEO through IEN to achieve energy efficiency savings by conducting energy assessments in buildings throughout the State of Illinois.  
[www.sedac.org](http://www.sedac.org)

## RESOURCES AVAILABLE

**Technical Assistance** to assess building energy use; design effective solutions; and draft specifications for work and materials that will save natural gas and electrical energy is available to public agencies. Applicants to IEN This **Public Sector Energy Efficiency Program** can access these three types of assistance at no cost:

- **Immediate project design assistance**  
360EG are experts in building energy efficiency and can assess public buildings for lighting, HVAC and other energy efficiency opportunities that are ready for immediate implementation.
- **Project management and grant program assistance**  
360EG has expert knowledge of resources to guide public agencies in applications, bidding and timely completion of work. Selected projects will also benefit from bid specifications, evaluation and project oversight, as needed. 360EG staff are knowledgeable about multiple funding sources and can assure all allowable resources are aligned for the most cost-effective projects possible. Once they are approved for assistance, 360EG will assist public agencies with managing deadlines, compliance and reporting.
- **Long-term energy efficiency design assistance**  
Public agencies wishing to comprehensively plan for long-term energy efficiency may also be eligible for a no-cost energy audit and design assistance through the Smart Energy Design Assistance Center (SEDAC).

**Funding** is available to pay for labor and materials to upgrade lighting, HVAC and other systems to save energy.

Grant reimbursements cover up to 75% of costs for lighting, HVAC and mechanical projects that save electricity or natural gas. 360EG will manage the technical and procedural aspects of this program component and the Caucus will administer the funds. The overhead administrative costs of the Caucus and 360EG are paid for directly by the DCEO, resulting in public entities receiving the greatest possible incentive amount.

Grant reimbursement amounts vary with the scope of the projects and are dependent upon the amount of energy saved, as prescribed in the IL DCEO Technical Guidelines for the Illinois Energy Now Program. 360EG will calculate individual grant reimbursement amounts for each project based on energy savings, following DCEO standards. For some projects, prescriptive reimbursement rates will apply; others may be eligible for custom rates of \$0.12 per kilowatt hour saved and/or \$2.50 per therm saved.

Some public sector projects, especially those aiming for 'net-zero' energy may also be eligible for independently administered but complementary grant funds from the [Illinois Clean Energy Community Foundation](#).

## PROGRAM PROCESS

### A. To Propose a Project

1. **Identify public buildings needing energy efficiency improvements.** Eligible buildings include office, garage, water and waste water treatment plants, community centers, libraries, schools and more.
2. **Align potential projects with sustainability goals.** Progress towards energy conservation and greenhouse gas reduction goals can be documented for reporting.
3. **Complete a Project Proposal Form** easily [online](#) or [download](#) and submit a hard copy to the Caucus, along with a recent gas and electric bill for each building being considered for assistance. Public agencies may submit multiple buildings on one form.

Project Proposal Form deadlines:

**September 30, 2016** – Early Deadline for All Energy Efficiency Projects

**November 1, 2016** – Standard Deadline for All Energy Efficiency Projects

4. **Assess buildings and design projects.** 360EG reviews your proposal, arranges a site visit to assess existing conditions, and assists in the planning of the potential project(s). 360EG will analyze the selected project(s), demonstrate energy and monetary savings, and estimate costs and payback period.
5. Your public agency decides whether to proceed with project implementation.

### B. To Implement a Project

1. **Secure approval.** Each public agency applicant secures approval of the project and informs the Caucus and 360EG that they want to proceed. The Caucus issues an Award Letter to the public agency, which includes Grant Terms, an Award Acceptance Form, and a preliminary Scope of Work, on which the budget is based. The Award Acceptance Form must be accepted and returned promptly.
2. **Perform Scope of Work.** The public agency completes the energy efficiency work described in the Scope of Work by performing the work in-house or awarding a contract and/or purchase order to their chosen supplier and contractor and paying them directly. The public agency issues contracts and/or purchase orders directly with their own vendors for the work to be performed.

3. **Complete all work by May 8, 2017.** Necessary changes in the Scope of Work are allowable with documentation and approval. 360EG and the Caucus are available to help agencies to assure successful project completion, as needed.
4. **Complete necessary paperwork.** Throughout the process, 360EG completes and submits any required paperwork to the DCEO, acting for the public agency and the Caucus, including calculating final energy savings and corresponding final grant/incentive amount. The public agency provides all necessary documents to close out the project including certification forms, copies of contractor invoices and any other documents required by DCEO.
5. **Request reimbursement.** The public agency receives a Final Scope of Work from the Caucus, along with reimbursement instructions. The public agency invoices the Caucus for the amount of the DCEO incentive listed in the Final Scope of Work. As this amount is based on actual energy savings from the project, it may be greater or less than estimated in the preliminary Award Letter.
6. **Receive project inspection.** 360EG inspects all approved projects before and after completion and verifies the final scope of work in cooperation with the public agency. The public agency may also receive an audit from a 3<sup>rd</sup> party verifier.
7. **Receive reimbursement from the Caucus.**

#### GET STARTED

Funds are available until exhausted. Act quickly to secure technical assistance and grant funding to complete your public sector energy efficiency projects. Begin your project proposal [here](#).

#### CONTACT INFORMATION:

**Submit Project Proposal Forms to:**

Edith Makra  
Director of Environmental Initiatives  
Metropolitan Mayors Caucus  
312-201-4506  
emakra@mayorscaucus.org

**For Questions or Project Planning Assistance:**

Ashley Harrington  
Program Director  
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