

Resolution # 11-1

WHEREAS, County policies and procedures require both the assigned oversight committee and the Finance Committee to approve all requests to apply for grants from Federal and State agencies, as well as grants from all other entities; and,

WHEREAS, County policies and procedures require that the acceptance of grants of \$30,000 or more must be approved by the full County Board;

WHEREAS, the Department of Community Resources wishes to apply for and accept an a grant from Ameren Illinois for the Diversity Staffing Grant and Energy Education Outreach program in the amount of approximately \$99,637; and

WHEREAS, this grant will allow Community Resources to provide opportunity to educate, guide and facilitate certification of a diverse energy auditor; and

WHEREAS, as documented by the approval of this resolution, the Community Resources Committee and the Finance Committee have approved the Community Resources Department's request to apply for the Diversity Staffing Grant and Energy Education Outreach grant and the committees recommend that the County Board approve the acceptance of this grant, if awarded by Ameren Illinois.

NOW, THEREFORE, BE IT RESOLVED that the Sangamon County Board, in session this 13th day of August, 2019, approves the acceptance of the Diversity Staffing Grant and Energy Education Outreach grant, which is detailed above, if the grant is awarded to the County by Ameren Illinois.

The County Administrator is authorized to sign required grant documents to execute the agreement for this grant.

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2660 Approved by the the Community Resources Committee JUL 24 2019
JUL 12 2019 July 23, 2019

Andy Goleman
SANGAMON COUNTY AUDITOR

Quisa R. Pulgenzi, Chairman Don King, Chairman
Sangamon County Clerk

Jason Lott, Member

Louis Williams, Member

Ryan B. Melchi, Member

T. Smith, Member

Theresa Adams, Member

Rosi Pugic, Member

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SANGAMON COUNTY - GRANT APPROVAL FORM

Requesting Department: Community Resources

Grant Program Title: Ameren Intern Year II

This request is for: a new grant renewal or extension of an existing grant

Grantor: Ameren Illinois

Brief description of the grant program and its benefits to Sangamon County:

Community Resources will again host the same participant as last year who will continue his education toward a certified Energy Auditor and will participate in job shadowing and assisting our certified WX Energy Auditor. In addition, the agency is also funded to perform energy education outreach to residents in need. This funding allows the agency to increase capacity in the WX program as the individual will work toward WX certifications to be able to work in Community Resources or at a local energy-related organization.

Anticipated Grant Revenue Amount: \$99,637.00

Are matching funds required? Yes No

If yes, please state the amount and the source of matching funds:

If this grant is approved, will any new personnel be hired: Yes No

If Yes, please indicate the number and cost of personnel:

Are there any *indirect* costs or *legal* requirements associated with this grant (i.e., increased workload on existing staff, requirements to continue specific programs after grant periods, etc.): Yes No

If Yes, please provide details. Include attachment if needed:

	Current FY	Current FY + 1	Current FY + 2
Number of Employees	1		
Personnel Costs (in dollars)	\$41,185.00		
Fringe Benefit Cost	\$11,535.00		
Other Costs (Equipment, etc)	\$46,917.00		
Total Cost	\$99,637.00		

Requested by: *Sharon Loer*
(Department Head Signature)

Date: 7-8-19

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JUL 12 2019

Andy Goleman
SANGAMON COUNTY AUDITOR

Ameren Staffing Grant Budget Year 2

September 2019-December 2020 (16 months total)

Energy Efficiency Diversity Staffing Grant Admin

	Monthly Base	Annual Cost
Salary -Full Time(16.15/hr)(37.5 hours/week) Fringe		\$41,185 \$11,535
Rent-Occupancy (1.60/sq ft)(150 sq ft being used)	240 16	\$3,840
Utilities/Security-6.18% allocation based on sq ft being used rental,etc- 6.18% allocation based on sq ft being used	300 16 45.55 16	\$4,800 \$547

Program Support

As available and to include but not limited to, Lead Safety Course, Electrical Safety Workshop, Mobile Home & Manufactured Home Retrofits, Confined Space Course and Quality Control Inspector & BPI training certification.

Training/Certifications

\$5,000

Admin

Salary - Lenny Supervisor time Fringe included

\$6,650

Admin Total

Salary - David Fiscal time - Fringe included

\$1,230
\$74,787

Energy Efficiency Education for Homeowners in Distress Admin

Salary - Ed/Erica - (16.15/hr)(12.5 hours/week)
Fringe

Monthly Base	Annual Cost
	13,725 3,845

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Rent-Occupancy (1.60/sq ft)(150 sq ft being used)	50	16	\$800
Utilities/Security-6.18% allocation based on sq ft being used	60	16	\$960
Supplies, Printer/Copier program, Phone service, postage/meter rental, etc- 6.18% allocation based on sq ft being used	20	16	\$320
Food/Gift Cards - 8 events @ 650/event	650	8	\$5,200
Total			\$24,850

Program Support
Program Support
Total

Overall Total Requested/Budgeted

\$99,637

MEMORANDUM OF AGREEMENT

WHEREAS, Ameren Illinois Company, d/b/a Ameren Illinois (“Ameren Illinois” or “AIC”) has undertaken efforts in furtherance of providing energy efficiency programs and services to its customers while making a meaningful local impact with the energy efficiency investments (“MDI”) and seeks local community partners to assist it in achieving its goals; and

WHEREAS, Sangamon County Department of Community Resources (“Community Partner”) is a Community organization offering services and referrals that promote stability and / or self-determination to improve quality of life for people with low incomes in Sangamon County located in Springfield, Illinois; and

WHEREAS, Community Partner has the expertise and resources to assist AIC and has the capabilities to support one energy efficiency related staff position tasked with assisting Community Partner’s weatherization technical inspector and completing relevant training and conducting energy efficiency outreach (“Project”), pursuant to the Project Implementation Plan (“Plan”); and

WHEREAS, Community Partner agrees to assist AIC with supporting a diverse candidate in an energy efficiency related staff position through technical field training and relevant training courses and conducting outreach efforts to educate Community Partner’s clients about energy efficiency and the different AIC programs; and

NOW, THEREFORE, in consideration of the mutual agreements contained herein, it is agreed between Community Partner and AIC (collectively “Parties”) as follows:

1. Effective date. This Memorandum of Agreement (“MOA” or “Agreement”) shall be effective on this 1 day of September, 2019.
2. Responsibilities of the Community Partner.
 - A. Project #1: Energy Efficiency Diversity Staffing Grant
 - i. Community Partner will regularly track and communicate with AIC on project progress, including number of AIC customers served by the staffing grant recipient and training progress. Community Partner will provide quarterly reports containing both programmatic and fiscal updates and a final report providing a complete project overview.
 - ii. Community Partner will continue to employ the diversity staffing grant recipient in an energy efficiency position within their organization. Diversity staffing grant recipient will assist Community Partner’s weatherization inspector and complete relevant trainings and certifications that will enable him to work in Community Resources as an assessor / final inspector or at a local energy-related organization.
 - iii. Community Partner will develop a Career Training and Mentorship Plan including metrics and a sustainability plan.
 - iv. Community Partner will mentor, evaluate and train the diversity staffing grant recipient to ensure that he receives training and guidance that will lead to employable skills in the energy efficiency industry.

v. Community Partner will assist the diversity staffing grant recipient with receiving field hours, trainings and certifications as set out in the project implementation plan.

vi. Deliverables and Due Dates

Deliverable	Description	Due Date (Draft)	Due Date (Final)
Develop Career Training and Mentorship Plan	Plan will include relevant training opportunities and goals for the diversity staffing grant recipient, including but not limited to skills, trainings and certifications. Plan will include metrics and a sustainability plan for the long-term employment of the diversity staffing grant recipient in an energy efficiency related position.		12/31/2020
Maintain the energy efficiency related staff position for the diversity staffing grant recipient	Continue to provide the energy efficiency related staff position for the diversity staffing grant for the duration of the project		12/31/2020
Support the diversity staffing grant recipient in completing field hours, trainings and certifications	Identify the requisite amount of field hours and specific training courses and certification opportunities necessary to complete the Career Training and Mentorship Plan		12/31/2020
Develop a Position Sustainability Plan	Plan will identify actions that Community Partner may be able to take to assist the new staff person with sustained employment in the energy efficiency industry.		12/31/2020
Quarterly Progress Reports	4 quarterly reports containing both		October 15, 2019

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	programmatic and fiscal information		January 15, 2020 April 15, 2020 July 15, 2020 October 15, 2020 January 15, 2020
Final Report	Provides a complete overview of the project		February 15, 2020

B. Project #2: Energy Efficiency Education and Outreach.

- i. Community Partner will regularly track and communicate with AIC on project progress, including number of AIC customers served by the staffing grant recipient, event details and measures distributed. Community Partner will provide details of events in advance to AIC. Community Partner will provide quarterly reports containing both programmatic and fiscal updates and a final report providing a complete project overview.
- ii. Community Partner staff will participate in AIC program trainings as applicable in order to provide energy efficiency education and energy saving measures to diverse and income qualified community members through Community Partner's network, including local churches.
- iii. Community Partner will host energy efficiency educational and outreach events in its community. Community Partner will be responsible for identifying, promoting, organizing and staffing events that reach diverse, underserved communities.
- iv. Deliverables and Due Dates

Deliverable	Description	Due Date (Draft)	Due Date (Final)
Complete training on energy efficiency and relevant Ameren programs	Select weatherization staff will complete relevant training on energy efficiency and Ameren program offerings and any updates in order to educate their customers.		12/31/2020
Educational energy efficiency outreach events	Host 8 educational energy efficiency outreach events focusing on reaching diverse and underserved customers. Community Partner will be responsible for identifying relevant event opportunities, organizing, promoting and staffing events.		12/31/2020
Customers engaged through energy efficiency education and outreach	Identify and provide energy efficiency education and outreach to 200 diverse and income qualified customers through Community Partner's network,		12/31/2020

	including local churches.		
Energy efficient measure distribution	Community Partner will distribute 160 energy efficiency measures (i.e. EE kits) to diverse and income qualified customers through their education and outreach efforts.		12/31/2020
Customer homes receiving direct install measures installed by Diversity Staffing Grant recipient	Community partner will install low-cost direct install measures in the homes of 20 qualifying diverse and income qualified customers		12/31/2020
Quarterly Progress Reports	4 quarterly reports containing both programmatic and fiscal information		October 15, 2019 January 15, 2020 April 15, 2020 July 15, 2020 October 15, 2020 January 15, 2020
Final Reports	Provides a complete overview of the project		February 15, 2020

3. Responsibilities of AIC. Delivery of supporting information, documentation and other resources as requested, including:
 - A. Delivery of supporting information, documentation and other resources as requested, including training as applicable.
 - B. Supplying relevant marketing and educational materials, resources and additional energy efficiency measures as applicable.
 - C. Provide review, feedback and/or approval of Community Partner’s deliverables.

4. Project Budget. The Parties hereby agree that the budget for this Project shall not exceed \$99,827. The Project Budget shall consist of Milestone Payments and As Incurred Costs, each as described in Section 5 below. The Parties expect Community Partner’s total costs for each Task/Program to align with the following Table:

Task/Program	Total Cost
Energy Efficiency Diversity Staffing Grant	\$74,977
Energy Efficiency Education and Outreach	\$24,850
Total	\$99,827

5. Payment Terms. AIC agrees to make payment to Community Partner upon the following terms:

A. Payment Structure Type:

- i. Fixed Fee: A portion of the Project Budget may be paid by AIC to Community Partner as partial or full grant awards, in AIC's sole discretion, as deliverables are satisfactorily completed, per the schedule below ("Milestone Payments"). The Milestone Payments are intended to cover Community Partner's administrative costs associated with the Project.

Milestone	Due Date	Fee
Milestone Payment 1	Upon execution of the MOA	23,706.75
Milestone Payment 2	Jan 1, 2020	23,706.75
Milestone Payment 3	May 1, 2020	23,706.75
Milestone Payment 4	Sept 1, 2020	23,706.75

- ii. As Incurred: Upon execution of this MOU and in addition to the Milestone Payments, Community Partner may bill AIC for as incurred training course costs associated with Tasks/Programs under this MOU up to \$5,000.00 ("As Incurred Costs"). The As Incurred Costs shall be subject to the terms of the Implementation Plan. The budgets for the Milestone Payments and As Incurred Costs may be reallocated as needed under the Implementation Plan by AIC, but in no case shall total payments to Community Partner under this MOU exceed the Project Budget of \$99,827.

B. All invoicing and payment pursuant to this MOA shall be consistent with and pursuant to AIC's standard terms and conditions applicable to vendor invoicing. AIC shall furnish upon request payment instructions to Community Partner.

C. Community Partner will invoice AIC by the fifth business day of the following month after labor and expenses are incurred or when deliverables are completed (as applicable), using an agreed-upon invoicing document and provide supporting documentation or information, as requested.

D. Payment terms of "Net 30" shall be used during the course of implementation. This means that AIC will issue payment of any net amount due within 30 days of receipt of a properly issued invoice by Community Partner.

6. Program Participation. As a Community Partner in the MDI, in addition to completing the Plan deliverables, each Community Partner is expected to meet the minimum requirements outlined below:

- A. Meet and communicate regularly with the Project Manager assigned by AIC "Project Manager," including providing progress updates and other requested information, as mutually agreed upon between Community Partner and Project Manager.
- B. Proactively identify any challenges or barriers that may prohibit Community Partner from completing Project deliverables and provide Project Manager with recommendations on how to address any shortfalls.
- C. Participate in relevant AIC events as requested
- D. Cooperate and coordinate with other community partners, as identified by AIC.
- E. If necessary, support AIC with supplemental reporting needs and/or participation in Illinois Commerce Commission ("ICC") proceedings, evaluation activities and other regulations and requirements.
- F. Treat all customers fairly and attempt in good faith to deliver promised services in a timely, respectful, and responsible manner. Failure to adhere to generally accepted

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principals of professional conduct may result in Community Partner's exclusion from the program and termination of this Agreement.

- G. Conduct themselves in a professional, respectful and reasonable manner when interacting with any AIC or affiliated program staff. Community Partner shall not engage in behavior that adversely affects AIC, tarnishes its services marks, and/or diminishes the profession or service in the eyes of the public. Failure to adhere to generally accepted principals of professional courtesy may result in Community Partner's exclusion from the program and termination of this Agreement.
 - H. Shall properly represent themselves as a *Community Partner in the Ameren Illinois Market Development Initiative*. Community Partner participation DOES NOT imply that partner has been endorsed by AIC or that Community Partner is an employee of the program, or AIC. Community Partner SHALL NOT represent themselves as approved by or certified by AIC. This Agreement does not create an employment or independent partner relationship with AIC, nor does it create a joint venture, partnership, or any other legal relationship between the Parties.
7. Entire Agreement. This Agreement represents the entire agreement between the Parties with respect to the subject matter identified herein and may not be modified except in writing by either party.
 8. Compliance with Law. Community Partner and AIC shall comply with all applicable provisions of local, state, and federal law relating to the performance of the terms of this Agreement. Community Partner acknowledges that AIC is subject to the regulation of the Federal Energy Regulatory Commission and the ICC and agrees to cooperate with any information request concerning pending regulatory inquiries. This Agreement shall be governed in accordance with the laws of the State of Illinois, and the Parties further agree that Illinois State or Federal court, as applicable, shall be the forum for the resolution of any civil suits brought in conjunction with this Agreement. Parties further agree that each shall undertake all reasonable means to amicably resolve any disputes or disagreements concerning this Agreement and shall make reasonable efforts to confer in good faith prior to the initiation of any legal action.
 9. Safety of Employees and Public. Community Partner hereby agrees to undertake reasonable efforts to ensure the safety and security of AIC employees, customers, Community Partner employees, and members of the public by ensuring the safety of facilities, conducting proper training of employees, undertaking background checks as necessary for agents and employees, and taking other additional and reasonable steps as appropriate. In the event Community Partner has agents or employees that enter upon customer property or provide technical or installation services to customer facilities and fixtures, AIC may require that the Community Partner register or participate in additional training; and AIC may require that Community Partner execute an additional agreement or addendum that establishes additional safeguards necessary to protect employees and the public. Community Partner agrees to notify AIC of any injury or other safety incident related to the Project as soon as possible, but in any event notification shall occur within 24 hours of the time such injury or safety incident becomes known to the Community Partner.
 10. Marketing. AIC may provide marketing material, customer education and promotional material, and website content to support Community Partner marketing and Project implementation efforts. Community Partner may only use marketing materials provided by AIC for the express purpose of promoting the Project, or distributed as-is to customers. Community Partner may propose to create supplemental marketing tactics for use of promoting the Project or during Project implementation, subject to review and pre-approval in writing by AIC before public release or use. AIC will respond to requests for pre-approval of marketing tactics within ten business days of receipt. AIC

reserves the right to exclude Community Partner from participation in the Program for failure to secure written pre-approval of marketing tactics from AIC.

11. Use of Name and Logo, Promotional Materials, and Press Releases.

- A. Use of Name and Logo. Community Partner agrees to allow its organization's name and logo to appear on the AIC's partner list which may be used in reporting and discussing the program and on MDI promotional materials. The use of the program and/or AIC's name and/or any logo by Community Partner must be approved and authorized in writing, prior to use, by AIC. Furthermore, all print and web-based marketing and advertising of the program containing AIC's trademarked program name(s), slogan(s) and logo(s), whether in print or electronic form, must be approved by AIC prior to any use, distribution or dissemination by Community Partner. With respect to use of party names and logos, each party shall adhere to any and all limitations imposed by the other party.
- B. Promotional Materials. Community Partner agrees that AIC may promote the partnership and activities memorialized in this MOU by releasing certain promotional materials to the public, including but not limited to newsletters and flyers, as well as web, radio, and television content (collectively "Promotional Materials"). Community Partner agrees that AIC may distribute Promotional Materials through traditional media channels, social media, AIC newsletters, and any AIC-controlled website.
- C. Press Releases. Community Partner agrees to participate in joint press releases with AIC, and to assist in releasing such joint press releases through the local media markets within the Community Partner's operating territory. For the avoidance of doubt, all media and communications materials released by Community Partner pursuant to this Section, including but not limited to any joint press releases and Promotional Materials, if applicable, must be approved by AIC prior to any use, distribution or dissemination by Community Partner.
- D. Photo and Video Release. Prior to any use, distribution or dissemination by Community Partner of any Promotional Material or joint press release which includes an image or video containing the likeness of any person(s), Community Partner agrees to obtain authorization from such person(s) through a signed Photo/Video Release Form (attached hereto as Exhibit A) and to provide such authorization form(s) to AIC upon AIC's request.

12. Use of Name and Logo. Community Partner agrees to allow its organization's name and logo to appear on the AIC's partner list which may be used in reporting and discussing the program and on MDI promotional materials. The use of the program and/or AIC's name and/or any logo by Community Partner must be approved and authorized in writing, prior to use, by AIC. Furthermore, all print and web-based marketing and advertising of the program containing AIC's trademarked program name(s), slogan(s) and logo(s), whether in print or electronic form, must be approved by AIC prior to any use, distribution or dissemination by Community Partner. With respect to use of party names and logos, each party shall adhere to any and all limitations imposed by the other party.

13. Cyber-security. This Agreement does not permit or authorize access to Ameren Illinois' information systems, absent an additional agreement including but not limited to, Ameren Illinois' terms and conditions concerning cyber-security and the protection of Ameren Illinois' customer, employee, and system information.

14. Termination. This Agreement is terminable at will by either party upon notice of termination. AIC shall pay any amount due and owing for services actually performed or actual out of pocket expenses consistent with the payment obligations and requirements

of this Agreement, prorated as appropriate in the event of early termination. This Agreement shall automatically terminate sixteen months from the effective date unless the Agreement is extended by mutual agreement of the Parties in writing.

Sangamon County Department of
Community Resources

Ameren Illinois Company

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____