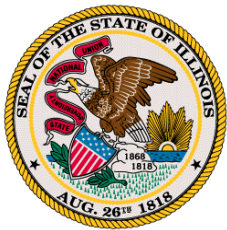


# RENEWABLE ENERGY RESOURCES BIOGAS AND BIOMASS TO ENERGY GRANT PROGRAM

## APPLICATION GUIDELINES FISCAL YEAR 2010

**Submittal Deadline 4:30 p.m. Friday, April 30, 2010**

ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY  
BUREAU OF ENERGY AND RECYCLING  
RENEWABLE ENERGY DEVELOPMENT SECTION  
620 EAST ADAMS STREET  
SPRINGFIELD, ILLINOIS 62701



**Rod R. Blagojevich**  
Governor



**Jack Lavin**  
Director

## SECTION 1:

## GENERAL INFORMATION

**1.1 PURPOSE.** The Illinois Department of Commerce and Economic Opportunity (the “Department” or “DCEO”) administers the Renewable Energy Resources Program (“RERP”) to encourage utilization of renewable energy and support economic development in the State of Illinois. The RERP will, to the extent funds are available, fund projects focused on increasing the utilization of alternative energy technologies in Illinois.

The focus of the Biogas and Biomass to Energy Grant Program, through the RERP, is to demonstrate the use of biogas and biomass for on-site energy generation at facilities in Illinois. Projects designed to use biogas or biomass as a source of fuel to produce electricity with combined heat and power (CHP) through gasification, co-firing or anaerobic digestion technologies are being targeted.

The RERP will not fund projects outside the State of Illinois. In addition, if the applicant’s electric or gas utility does not impose a Renewable Energy Resources and Coal Technology Development Assistance Charge as defined in 20 ILCS 687/6-5, the applicant will not be eligible for RERP funding under this program.

**1.2 AUTHORITY AND FUNDING.** The Department is authorized by the Renewable Energy, Energy Efficiency, and Coal Resources Development Law of 1997 (20 ILCS 687/6-1 *et seq.*) to administer the State’s Renewable Energy Resources Program. The funding source for this program is the Renewable Energy Resources Trust Fund. The Department has elected to contract with the Energy Resources Center, University of Illinois at Chicago, (hereinafter referred to as “the University”) to assist in implementing and monitoring this grant program. The Department retains overall authority over the Biogas and Biomass to Energy Grant Program.

**1.3 DEFINITIONS.** The terms used in this document have the meanings set forth below. Words and terms not defined here, if defined in the Environmental Protection Act (415 ILCS 5), will have the meanings as defined therein.

“Act” means the Public Utilities Act.

“Applicant” means (i) an Illinois unit of state or local government, association, public or private school, college or university, (ii) a not-for-profit organization or private company licensed to transact business in Illinois, or (iii) individual(s) proposing a biogas or biomass to energy project in Illinois.

“Applicant Investment” means the amount of funds that the grantee will be obligated to contribute to the project, including, but not limited to, all personal contributions, other private financial partners or contributors, and any public funds received, excluding grant funds received under the RERP Program, or anticipated to be received by the applicant. The applicant investment must be a sum no less than 50 percent of total project cost.

“Application” means a request for RERP funds by submitting the required information, on the Department’s approved forms and attachments as prescribed in these guidelines.

“Biogas” means methane produced by livestock manures and wastes, municipal waste water sludge, and segregated organic wastes (not mixed with inorganic wastes).

“Biomass” means all plant and plant-derived material that can be used either as a source of energy or for its chemical components and includes dedicated crops grown for energy production as well as agricultural residues.

“Grant Beginning Date” means the date grantee may begin to incur costs against the agreement.

"Grantee" means an entity that has been awarded a grant.

“Installer” means a licensed, bonded, and insured contractor authorized to conduct business in the State of Illinois.

"Organic Waste Biomass System" means any device designed to use biogas as a source of fuel to produce electricity or process heat.

“Performance Period” means the length of time the grantee is required to operate the project and submit information/data to the Department.

“Project” means an eligible renewable energy resources project that the Department agrees to fund through the RERP.

“Project Commencement Date” means the date that all necessary procurement is complete, equipment is installed and operational and all project tasks have been started. The project commencement date may not exceed nine months after the grant beginning date.

“Proprietary, Privileged or Confidential Commercial Information” means any process or design exclusively owned under trademark, patent or in the process of becoming patented, or other information that falls within an applicable exemption under the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*).

“Renewable Energy” means energy from wind, solar thermal energy, photovoltaic cells and panels, dedicated crops grown for energy production and organic waste biomass, hydropower that does not involve new construction or significant expansion of hydropower dams, and other alternative sources of environmentally preferable energy. Renewable energy does not include, however, energy from the incineration, burning or heating of waste wood, tires, garbage, general household, institutional and commercial waste, industrial lunchroom or office waste, landscape waste, or construction or demolition debris.

## SECTION 2:

## GRANT ELIGIBILITY CRITERIA

**2.1 PROJECT LOCATION.** Eligibility is limited to projects physically located in the State of Illinois.

**2.2 CUSTOMER OF PARTICIPATING UTILITY REQUIREMENT.** An applicant must be a customer within the service area of an investor-owned electric or gas utility or a municipal gas or electric utility or electric cooperative that imposes the Renewable Energy Resources and Coal Technology Development Assistance Charge as defined in 20 ILCS 687/6-5 and listed in Appendix A.

**2.3 ELIGIBLE PROJECTS/EQUIPMENT.** Eligibility is limited to project costs associated with biogas and biomass to energy feasibility studies or for the purchase and installation of renewable energy generation equipment for any new project that is designed to produce and use biogas or biomass as a source of fuel to produce electricity or heat.

**2.4 INELIGIBLE PROJECTS AND COSTS.** The following projects are not eligible for funding under these guidelines: projects located outside the State of Illinois, or projects or portions of projects that are not direct components of biogas or biomass to energy systems per Section 2.3 above. Photovoltaic, wind, solar thermal, hydroelectric, and geothermal energy systems, or energy projects involving the incineration, burning or heating of waste wood, tires, garbage, general household, institutional and commercial, industrial lunchroom or office waste, landscape waste, or construction or demolition debris are explicitly ineligible under these guidelines.

2.4.1 Grant funds may not be requested or expended for project expenses incurred prior to the beginning date of the DCEO grant agreement. In addition, expenses incurred prior to the beginning date of the DCEO grant agreement may not be used to meet the applicant investment requirement.

**2.5 MAXIMUM GRANT AWARD AND REQUIRED APPLICANT INVESTMENT.** The maximum award for biogas or biomass to energy feasibility studies is \$2,500. The maximum grant amount for biogas to energy systems is \$225,000. The maximum grant amount for biomass to energy systems is \$500,000. Funding decisions are made as funding is available and neither the Department nor the University is obligated to provide the maximum grant amount. The Department and the University reserve the right to review applications and provide lower grant amounts.

2.5.1 The minimum Applicant Investment required is 50 percent of eligible project costs.

2.5.2 The Director reserves the right and may elect to waive the maximum grant limitation and other Program parameters upon a finding that such waiver is

appropriate to accomplish the purpose of the Renewable Energy Resources Program.

**2.6 LEGAL COMPLIANCE.** The applicant must certify on the application cover page that the project complies with all applicable state, federal, and local environmental and zoning laws, ordinances, and regulations and that all permits, licenses, etc., required to perform the project have either been obtained or will be obtained no later than 180 days following the grant beginning date.

**2.7 ENVIRONMENTAL APPROVALS.** Funded projects will be subject to review by the following Illinois agencies: Departments of Natural Resources, Historic Preservation, Agriculture, and the Illinois Environmental Protection Agency. Grantee will be required to comply with requirements established by said agencies relative to their respective reviews. Grantees will be responsible for coordinating directly with the applicable agencies. Any requirements must be communicated to the Department and the University and will be incorporated into the incentive agreement awarded as of its execution date, or if received from the applicable agency subsequent to execution, as an addendum to the incentive agreement. Grantees will be contractually obligated to comply with such requirements. Prior to notification of compliance by the applicable agency, grantees may request disbursement of funds only for the following purposes: administrative, contractual, legal, engineering or architectural/engineering costs incurred that are necessary to allow for compliance by the grantee with requirements established by the external agency. Funds will not be disbursed for any activity that physically impacts the project site until the Department receives the appropriate approvals from the applicable agencies.

**2.8 INSTALLER REQUIREMENTS.** An installer of the renewable energy system must be licensed to transact business in the State of Illinois and maintain appropriate types and levels of insurance coverage.

## SECTION 3:

## PROGRAM INFORMATION

**3.1 PAYMENT SCHEDULE.** The grant agreement will specify the conditions of payment and the payment schedule. The Department and the University reserve the right to determine the appropriate payment structure, including an advance payment for energy production, on a project specific basis.

**3.2 REPORTING REQUIREMENTS/PROJECT MONITORING.** Grantees will be required to submit quarterly progress and expenditure reports in accordance with the requirements of the grant agreement. The Department and the University reserve the right to structure reporting requirements on a project specific basis. The Department or the University project manager will monitor the grantee's compliance with the terms of the grant agreement.

**3.3 JOB CREATION/RETENTION REPORTING.** Grantees will be required to submit

reports documenting the number of jobs created, retained or lost during the course of the agreement term as a result of the project.

**3.4 GRANT DURATION/PERFORMANCE PERIOD.** The grant term/performance period will be determined on a project specific basis. Grantees will be required to certify the project commencement date through a site visit or other means deemed acceptable by the Department. The agreement may require performance data for 12 months or longer following the project commencement date.

**3.5 OWNERSHIP/USE OF EQUIPMENT.** The grant agreement will specifically prohibit the sale, lease, transfer, assignment, or encumbrance of any equipment or material purchased with grant funds, without the express written approval of the Department or the University for the duration of the grant term. In the event of a grantee's failure to comply with this requirement, the grant agreement will provide that the Department or the University may, at either entities discretion, require the grantee to return all grant funds provided by the Department or the University, require the grantee to transfer to the State ownership of equipment and material purchased with grant funds and bar the grantee from consideration for future funding. The Department and the University reserve the right to require the grantee to give it a purchase money security interest in equipment purchased with grant funds for the duration of the grant term.

**3.6 DISSEMINATION OF INFORMATION/TECHNOLOGY TRANSFER.** The grantee will be contractually required to allow the Department and the University access to the project site and to obtain, publish, disseminate or distribute any and all information obtained from the project (except any data or information that has been negotiated as being confidential or proprietary), without restriction and without payment or compensation by the Department or the University. Grantee must permit any agent authorized by the Department or the University, upon presentation of credentials during normal business hours, access to the renewable energy project site subject to the grant agreement.

**3.7 FREEDOM OF INFORMATION ACT/CONFIDENTIAL INFORMATION.** Funded applications are subject to disclosure, in response to requests received under provisions of the Freedom of Information Act (5 ILCS 140/1 et seq.). Information that could reasonably be considered to be proprietary, privileged or confidential commercial or financial information should be identified as such in the application. The Department and the University will maintain the confidentiality of that information only to the extent permitted by law. If the applicant has a special need to maintain the confidentiality of proprietary or privileged information, please attach a supplemental letter of explanation.

**3.8 PREVAILING WAGE REQUIREMENTS.** Prevailing Wage Act (820 ILCS 130/0.01 et seq.). All projects for the construction of fixed works which are financed in whole or in part with funds provided by this agreement are subject to the Prevailing Wage Act (820 ILCS 130/0.01) unless the provisions of that Act exempt its application. In the construction of the project, the grantee must comply with the requirements of the Prevailing Wage Act, including, but not limited to, inserting into all contracts for such

construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the project must be paid to all laborers, workers and mechanics performing work under the contract and requiring all bonds of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract.

**3.9 STATE NOT LIABLE.** Grantee holds the State of Illinois and the University harmless from any and all claims, demands, and actions based upon or arising out of any services performed by grantee or by their agents or employees under a grant agreement. The Department or the University, by entering into a grant agreement, does not pledge or promise to pledge the assets of the State nor does it promise to pay any compensation to the grantee from any moneys of the treasury or the State except such moneys as are appropriated and paid to the grantee by the Department or the University.

**3.10 INDEMNITY.** The grantee agrees to assume all risks of loss and to indemnify and hold the Department, its officers, agents, and employees and the University, its officers, agents, and employees, harmless from and against any and all liabilities, demands, claims, damages, suits, costs, fees, and expenses, incidents thereto, for injuries or death to persons and for loss of, damage to, or destruction of property because of the grantee's negligence, intentional acts or omissions. In the event of any demand or claim, the Department or the University may elect to defend any such demand or claim against itself and will be entitled to be paid by the grantee for all costs and damages.

**3.11 INSURANCE.** The grantee must provide Workers' Compensation Insurance or the same, as required, and accepts full responsibility for the payment of Unemployment Insurance, premiums for Workers' Compensation, Social Security, and retirement and health insurance benefits, as well as all income tax deductions required by law for its employees who are performing services specified by the grant agreement.

**3.12 RETURN OF FUNDS.** The grantee must return to the Department or the University any and all funds that are determined by the Department or the University to have been spent in violation of the grant agreement.

## SECTION 4:

## APPLICATION PROCESS

**4.1 RENEWABLE ENERGY GRANT APPLICATION.** Renewable energy grant applications must be printed or typed on the Department's current approved forms included with these guidelines. The Department and the University will not accept faxed or electronically submitted applications.

4.1.1 Each application submitted under these guidelines must include all of the information required in the grant application documentation set forth in the Appendices.

- 4.1.2 Applications under this program will be accepted on an ongoing basis through April 30, 2010, subject to funding availability.
- 4.1.3 The Department and University will accept applications at the following address:

The University of Illinois at Chicago  
Energy Resources Center (MC 156)  
Attention: Steffen Mueller  
1309 South Halsted Street, 2nd Floor  
Chicago, IL 60607  
312/355-3982

**4.2 GENERAL REVIEW AND EVALUATION.** The Department and the University will review and evaluate applications in the order in which they are received and grants will be awarded as funding is available. Applications will first be reviewed to determine eligibility and completeness as specified under Section 2 and Section 4.1. Ineligible or otherwise incomplete applications will be immediately rejected and returned to the applicant. When the available funding is limited, project applications under simultaneous review will be evaluated competitively. Satisfying the General Review and Evaluation requirements confers no rights upon the Applicant.

**4.3 EVALUATION CRITERIA.** Evaluation criteria have been developed to assist the Department in identifying those projects that display the most potential for achieving the goals and objectives of the Renewable Energy Resources Program. Applications satisfying the requirements of Section 2 and Section 4.1 will be evaluated on the basis of the following criteria:

- 4.3.1 Overall quality of the application including measurable project goals, tasks and activities, a well developed work plan, and easily identifiable deliverables.
- 4.3.2 Likelihood of actual project development, potential to accomplish defined objectives, technical feasibility, and replicability within the State of Illinois.
- 4.3.3 Potential for the project to further encourage the utilization of renewable energy and support economic development in the State of Illinois through job creation, business development, and economic development.
- 4.3.4 Cost-effectiveness through energy saved per grant dollar spent.
- 4.3.5 Capability of the applicant including previous experience and additional professional resources available.
- 4.3.6 Other criteria as determined by the Department to be in the best interest of

the State of Illinois.

**4.4 REJECTION OF APPLICATIONS.** The Department and the University reserves the right to reject any application. The submission of an application under these guidelines confers no right upon any applicant. The Department and the University are not obligated to award any grants under this program, to pay any costs incurred by the applicant in the preparation and submission of an application, or pay any grant related costs incurred prior to the grant beginning date.

**APPENDIX A**  
**Illinois Department of Commerce and Economic Opportunity**  
**Biogas and Biomass to Energy Grant Program**  
**Application Cover Page**

**Applicant Information:**

Applicant name	FEIN (SSN if individual)
Applicant address (include 9 digit zip code)	County
Project address (if different from above)	County
Telephone number	Fax number
Applicant project manager	Title
E-mail address	Web site address

**Verification of Renewable Energy Resources and Coal Technology Development Assistance Charge:**

If the applicant's electric or gas utility is listed below and if the applicant is a current customer of one of those utilities at the address indicated above, please provide a copy of a recent bill. If your utility is not listed below, or if you are a customer at a different address, please attach a letter from your utility stating that the applicant is serviced by an investor-owned/municipal gas or electric utility of electric cooperative that imposes the Renewable Energy Resources and Coal Technology Development Assistance Charge as defined in ILCS 687/6-1 *et seq.* **The Department and the University will verify this information before issuing a grant to the applicant.**

FOR GAS DISTRIBUTION	FOR ELECTRIC DISTRIBUTION
Ameren CIPS	Adams Electric Cooperative
Ameren UE	Ameren CIPS
AmerenCILCO	Ameren IP
AmerenIP	Ameren UE
Consumers Gas Company	AmerenCILCO
Illinois Gas Company	City of Carmi
Mid American Energy Company	City of Flora
Nicor Gas Company	Commonwealth Edison Company
North Shore Gas Company	Corn Belt Energy Cooperative
The Peoples Gas, Light & Coke Company	Egyptian Electric Cooperative
United Cities Gas Company	Illinois Rural Electric Cooperative
	Jo-Carroll Energy
	Mid American Energy Company
	Monroe County Electric Cooperative
	Mt. Carmel Public Utility Cooperative
	Norris Electric Cooperative
	Rural Electric Convenience Cooperative
	Southern Illinois Electric Cooperative
	Village of Rantoul

# APPENDIX A: (cont.)

**System Information:**

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Type of System System Capacity (kW or thm)

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Name, Address, and Telephone Number of the Installer

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License Number, Proof of Insurance, and Bonding of the Installer

**Type of Project:**

Biogas to Energy Project  Biomass to Energy Project

**Job Creation/Retention:**

Jobs Directly Related to Project: Created: \_\_\_\_\_ Retained: \_\_\_\_\_

**Organization Legal Status:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Individual                    | <input type="checkbox"/> Not For Profit Corporation | <input type="checkbox"/> Nonresident Alien                           |
| <input type="checkbox"/> Sole Proprietor               | <input type="checkbox"/> Tax Exempt                 | <input type="checkbox"/> Medical Corporation                         |
| <input type="checkbox"/> Partnership/Legal Corporation | <input type="checkbox"/> Governmental               | <input type="checkbox"/> Pharmacy-Noncorporate                       |
| <input type="checkbox"/> Corporation                   | <input type="checkbox"/> Estate or Trust            | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery/ Corporation |

**Legislative Districts For Project Address:** (view <http://www.elections.il.gov/DistrictLocator/>)

US Representative: \_\_\_\_\_ State Senate: \_\_\_\_\_ State Representative: \_\_\_\_\_

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**Financing Information:**

Total grant request	\$ _____
Total estimated energy production (kWh or thm) of the project per year following the project commencement date (include calculations in applications)	kWh _____ or thm _____
Total value of the Department support request divided by the estimated energy production, as expressed in dollars per kWh or therm (include calculations in applications)	\$/kWh _____ or \$/thm _____
Total project cost	\$ _____
Total applicant investment (dollars)	\$ _____
Sum of financial partner investment (dollars)	\$ _____
Sum of other public funds	\$ _____
Sum of other investment sources	\$ _____

## APPENDIX A: (cont.)

### Applicant Certifications:

Applicant hereby certifies that:

- All authorizations required to perform the project, described in its application, have either been obtained or will be obtained no later than 180 days following the grant start date set forth in the Notice of Grant Award issued by the Department.
- The project complies with all applicable state, federal, and local environmental and zoning laws, ordinances, and regulations and that all required licenses, permits, etc., have either been obtained or will be obtained no later than 180 days following a grant award by DCEO.
- It is not in violation of the prohibitions against bribery of any officer or employee of the State of Illinois as set forth in 30 ILCS 505/10.1.
- It has not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-3 and 5/33 E-4).
- It is not in violation of the Educational Loan Default Act (5 ILCS 385/3).
- There is no action, suit or proceeding at law or in equity pending, nor to the best of Applicant's knowledge, threatened against or affecting the Applicant before any court or before any governmental or administrative agency which will have a material adverse effect on the performance required by this Program.
- Should it become the subject of an action suit or proceeding at law or in equity that would have a material adverse effect on the performance required by this Program, or an investigation by any state or federal regulatory law enforcement or legal authority; Applicant shall promptly notify the Department.
- It is not currently operating under or subject to any cease and desist order or subject to any informal or formal regulatory action, and, to the best of Applicant's knowledge that it is not currently the subject of any investigation by any state or federal regulatory law enforcement or legal authority.
- As of the submittal date, the information provided in its application is accurate, and the individuals signing below are authorized to submit this application.

\_\_\_\_\_  
Authorized Official (signature)

\_\_\_\_\_  
Applicant Project Manager (signature)

\_\_\_\_\_  
Typed/Printed Name

\_\_\_\_\_  
Typed/Printed Name

\_\_\_\_\_  
Title and Date

\_\_\_\_\_  
Title and Date

**APPENDIX B**  
**Illinois Department of Commerce and Economic Opportunity**  
**Biogas and Biomass to Energy Grant Program**  
**Documentation Outline**

All applicants shall include the following documentation:

- A brief history of the applicant including its legal organization and, if applicable, a list of the board of directors. (1 page maximum)
- A summary description of the project including background information, location, current status, and overall objectives. (2 pages maximum)
- A description of the proposed renewable energy system including the system size, components and materials, estimated annual production, and any applicable calculations. (2 pages maximum)
- A brief description of the merits of the project per the evaluation criteria provided in Section 4.3 of the application guidelines. (2 pages maximum)
- A description of the project budget identifying all costs eligible for grant reimbursement. (1 page maximum)
- A detailed statement of work including tasks and deliverables. (2 pages maximum)
- A detailed timetable for project development including activities, deliverables and applicable milestones if applicable. (1 page maximum)
- A description of the pertinent experiences of the applicant and project participants and additional professional resources and support available to the applicant. (1 page maximum)
- The name, address, license number, and proof of insurance of the renewable energy system installer. (1 page maximum)

**APPENDIX C**  
**Illinois Department of Commerce and Economic Opportunity**  
**Biogas and Biomass to Energy Grant Program**  
**Proposed Project Costs**

**Summary:**

	<b>Total Costs</b>	<b>Applicant Investment</b>	<b>Contributions From Other Sources</b>	<b>State Funding Requested</b>
<b>A. Purchase of Services:</b>				
<b>B. Equipment/Materials:</b>				
<b>Total:</b>				
<b>Percent of Total:</b>	<b>100%</b>			

**Purchase of Services:** List all applicable costs for professional services related to the preparation of a feasibility study. For the installation of renewable energy generation equipment list all applicable costs for design, construction, repair, or maintenance, and fees for legal, financial, or artistic services. All subcontracts must be explained in detail, include the license number and address of the subcontractor, and be attached to the end of this section.

	<b>Total Costs</b>	<b>State Funding Requested</b>
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____
6. _____	\$ _____	\$ _____
<b>Subtotal</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Equipment/Materials:** List all items of equipment to be purchased valued greater than \$100.

	<b>Total Costs</b>	<b>State Funding Requested</b>
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____
6. _____	\$ _____	\$ _____
<b>Subtotal</b>	<b>\$ _____</b>	<b>\$ _____</b>

**APPENDIX C: (cont.)**

**Financial Partners and All Other Sources of Investment:** Specify in reasonable detail including phone number, contact person and address.

	<b>Total Investment</b>
1. _____ _____	\$ _____
2. _____ _____	\$ _____
3. _____ _____	\$ _____
	<b>Subtotal</b> \$ _____
	<b>Project Total</b> \$ _____
	<b>State Funds Requested</b> \$ _____

Attach additional budget pages if necessary.

**Financial Partnerships and Other Investment Sources, Letter or Guidelines:**

Provide letters from each financial partner or funding entity indicating the amount of their support and the project commencement date expected for their partnership.

In the event of funding by private foundations or public sources, if such a letter is not yet available, indicate the anticipated source (USDA program name, etc.) and supporting documentation or guidelines for the anticipated source.