

Commercial and Industrial Energy Efficiency Staffing Grant Application

Purpose

The Energy Efficiency Staffing Grant provides grantees up to \$50,000 for a full- or part-time employee to oversee the implementation of natural gas efficiency projects that would otherwise not be implemented due to limited staffing.

Instructions for Use

All Staffing Grant requests must receive pre-approval from the program BEFORE the project manager commits any time to submitted projects. For detailed instructions, please refer to the steps below. If you have any questions, please call 855-849-8928.

Step 1: Program Information

The Peoples Gas and North Shore Gas Energy Efficiency Programs are committed to helping businesses overcome barriers that prevent the implementation of energy efficiency projects. If you have energy efficiency projects that cannot be completed because of lack of staff time or availability, the programs may offer up to \$50,000 so that eligible customers may fund a project manager to guide identified projects to completion. This competitive Staffing Grant is designed to help you fund a new full- or part-time employee, better leverage existing staff or select a consultant to manage, engineer and/or supervise the implementation of natural gas efficiency projects that otherwise would not be implemented due to limited staff time.

Step 2: Determine Eligibility

Eligible customers must be a private commercial or industrial facility that is a Peoples Gas or North Shore Gas customer with an annual natural gas usage of 200,000 therms or greater. Eligible projects must be completed by December 31, 2022. Projects approved for a Staffing Grant maintain eligibility for prescriptive and custom program rebates.

Step 3: Complete an Application

- Complete, sign and submit the application and all required documentation as indicated to the program via email, fax or hard copy.
- Applications will be reviewed and scored according to the criteria below. Funding is limited; applications awarded the highest scores will be given priority.

40 points – Annual energy savings per requested funding. Projects that save the most natural gas relative to the incentive requested will receive higher scoring.

30 points – Need for funding. Applications with the most clearly defined statement of need will receive higher scoring.

20 points – Thoroughness of responses. Those applications with the most complete application will receive higher scoring.

10 points – Project completion deadline. Projects with shorter timelines will receive higher scoring.

Step 4: Program Deadlines

Applications must be completed and received by October 1, 2022, with associated projects completed by December 31, 2022. **Applications must be approved by the program prior to beginning any projects.**

Please submit the completed, signed application and required documentation one of three ways:

Option 1: Mail

Peoples Gas/North Shore Gas
Staffing Grant
5450 N. Cumberland Ave., Ste. 125
Chicago, IL 60656

Option 2: Scan and Email

Attn: Staffing Grant
For Peoples Gas customers:
peoplesgas@franklinenergy.com
For North Shore Gas customers:
northshoregas@franklinenergy.com

Option 3: Fax

Attn: Staffing Grant
773-853-2205

Applicant Information

Business Name:		Contact Name and Title:		
Phone:	Email:			
Installation Address:		City:	State:	ZIP:
Mailing Address:		City:	State:	ZIP:
Is this a 24-hour facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Annual Hours of Operation:	Fuel Type for Space Heating: <input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric	Natural Gas Utility: <input type="checkbox"/> Peoples Gas <input type="checkbox"/> North Shore Gas
Customer Federal Tax #: (Must be 9 digits)	_____ - _____		Utility Account Number:	
Building Type:	<input type="checkbox"/> College/University <input type="checkbox"/> Grocery <input type="checkbox"/> Healthcare/Medical <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> K-12 School <input type="checkbox"/> Manufacturing <input type="checkbox"/> Multi-family <input type="checkbox"/> Non-Profit <input type="checkbox"/> Office <input type="checkbox"/> Religious Facility <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail/Service <input type="checkbox"/> Warehouse <input type="checkbox"/> Other _____			
How did you learn about this program?	<input type="checkbox"/> Advertisement <input type="checkbox"/> Chicago Retrofit Program <input type="checkbox"/> City of Chicago <input type="checkbox"/> Contractor <input type="checkbox"/> Event <input type="checkbox"/> Mailer or Bill Insert <input type="checkbox"/> Utility <input type="checkbox"/> Website <input type="checkbox"/> Other: _____			
Is your business classified as one of the following?	<input type="checkbox"/> Women-owned <input type="checkbox"/> Minority-owned <input type="checkbox"/> Veteran-owned			

Project Information

List the proposed project(s) with estimates of energy savings and costs. Once the application is submitted and a grant amount is awarded, changes to this project list must be approved by the program team in writing (incentives will be adjusted accordingly).

Description of efficiency project	Gas savings (therms/yr)	Energy savings (\$/yr)	Project cost (\$)	Requested incentive for staff time (\$)	Staff value/cost savings (%)	Project incentive needed (y/n)	Expected completion date
e.g., New economizer	50,000	37,000	150,000	10,000	27	Y	7/15/21
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
TOTALS							

Required Documentation Checklist (All required documents should be noted in the table above.)

<input type="checkbox"/>	Complete all fields in the applicant and project information section.
<input type="checkbox"/>	Include all savings estimates and staff time/cost calculations and methodology, including internal calculations and/or vendor calculations. All known factors and assumptions, including gas cost, should be indicated in the calculations.
<input type="checkbox"/>	Provide a description of the applicant's energy efficiency project staff, including personnel names, position titles and their organizational structure. A member of this staff must be designated as the point of contact for correspondence with the program team.
<input type="checkbox"/>	Include a timeline for project completion should your grant request be approved.
<input type="checkbox"/>	Provide a Statement of Need. Staffing Grant awards are highly dependent on convincing evidence that the projects listed have not been implemented in large part due to lack of staff time. For example, historical evidence the project has been on hold due to lack of staff time would be acceptable. Please attach an explanation on company letterhead explaining how this grant is essential to the implementation of the projects listed on the attached project list. Include information on past studies that may have influenced the projects listed. THIS STATEMENT MUST BE SIGNED BY AN AUTHORIZED SENIOR COMPANY OFFICIAL.

Certifications and Signatures

I, the undersigned, certify that the information provided is accurate and true to the best of my ability and that I have read and understand the requirements of this offer. I understand that submission of this proposal does not guarantee I will receive funding or a specific level of funding. I acknowledge that participation in this program shall impose no liability on Peoples Gas or North Shore Gas. The program may conduct pre- and/or post-inspections to verify savings.

Customer Representative Name:		Customer Representative Title:	
Customer Representative Signature:		Date:	

Staffing Grant Final Application

Upon project completion, please provide the project closeout information (see following table) and sign the Notice of Project Completion box on this page. These items, along with an invoice for the Staffing Grant, should be submitted to claim Staffing Grant funds. Please ensure the invoice contains federal taxpayer identification information. If multiple projects are completed, please submit this Staffing Grant Final Application page for each project completed. Staffing Grant funds will be paid as each project is completed.

Project Closeout Information

Description of Efficiency Project:	
1	Total estimated savings (therms) for all measures implemented
2	Total hours dedicated to Staffing Grant project time
3	\$ Staffing Grant amount
4	\$ Implemented project cost

Notice of Project Completion

I, the undersigned, verify that I have completed project implementation in accordance with the Staffing Grant terms and conditions. I request that Peoples Gas and North Shore Gas acknowledge that the agreement has been fulfilled and release Staffing Grant funding.

Customer Representative Name:	Customer Representative Title:
Customer Representative Signature:	Date:

Terms and Conditions

- Offer:** This offer is available from January 1, 2022 to December 31, 2022 to eligible Peoples Gas and North Shore Gas customers ("Customers"). Energy Efficiency Staffing Grants must be used for projects that result in reduced natural gas energy use due to an improvement in system efficiency. Reduced natural gas resulting from fuel switching, power generation, or renewable energy will not qualify. Participating Customers must meet the requirements as outlined on this application.
 - Eligibility:** Eligible Customers must be a private commercial or industrial facility that is a Peoples Gas or North Shore Gas customer with Service Classification 2 or higher with annual natural gas usage greater than 200,000 therms (Multi-Family Customers, Self-Directed Customers, and Customers with Service Classification 5 are exempt from participating). The Staffing Grant will be counted as part of any project or facility annual incentive caps.
 - Delivery:** Applications must be delivered one of three ways:
 - Mailed to: Peoples Gas/North Shore Gas
Energy Efficiency Programs
Staffing Grant
5450 N. Cumberland Ave., Ste. 125
Chicago, IL 60656
 - E-mailed to: Attn: Staffing Grant
peoplesgas@franklinenergy.com or
northshoregas@franklinenergy.com
 - Faxed to: 773-853-2205
 - Applications:** Applications must have complete information and be submitted with:
 - The completed application and all supporting documentation with Customer signature on page 3.
 - A copy of the Customer's Peoples Gas or North Shore Gas utility bill and third-party supply bill, if applicable.
 - Inspection:** Program staff reserves the right to conduct pre-inspections and post-inspections of proposed and installed projects.
 - Tax Information:** Applicant is responsible for contacting a qualified tax advisor to determine tax liability. Peoples Gas or North Shore Gas is not responsible for any tax liability imposed on the Customer as a result of program participation.
 - Publicity:** Peoples Gas and North Shore Gas reserve the right to publicize your participation in this program, unless you specifically request otherwise.
 - Discretion:** The offer has limited funds and is made available on a competitive basis. The offer is subject to change or termination without notice at the discretion of Peoples Gas and North Shore Gas.
 - Logo Use:** Customers or trade allies may not use the Peoples Gas or North Shore Gas program names or logos in any marketing, advertising or promotional material without written permission.
 - Disclaimers:** The Customer will defend, hold harmless, and release The Peoples Gas Light and Coke Company and North Shore Gas Company and each company's affiliates, officers, directors, shareholders, agents, employees, contractors, and representatives from any and all claims, liabilities, fines, interest, costs, expenses, and damages (including attorney's fees and court costs) incurred by the Customer or its contractors or any third party for any damage, injury, death, loss, or destruction of any kind to persons or property, to the extent the damage, injury, death, loss, or destruction arises out of or is related to the acts or omissions of Peoples Gas or North Shore Gas or either company's affiliates, officers, directors, shareholders, agents, employees, contractors, or representatives or to the program. Neither Peoples Gas nor North Shore Gas endorses any particular manufacturer, product, labor, or system design by offering these programs.
- NEITHER PEOPLES GAS NOR NORTH SHORE GAS EXPRESSLY OR IMPLICITLY WARRANTS THE PERFORMANCE OF ANY EQUIPMENT OR ANY CONTRACTOR'S QUALITY OF WORK. NO WARRANTY OF ANY KIND, WHETHER STATUTORY, WRITTEN, ORAL, OR IMPLIED (INCLUDING WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANT ABILITY) WILL APPLY. CONTACT YOUR CONTRACTOR OR EQUIPMENT SUPPLIER FOR ANY WARRANTIES.
- Release of Customer Information:** Customer agrees to the release by Peoples Gas or North Shore Gas of any Customer data, including personally identifiable information, to any contractor or other vendor providing services or support under the program.
 - Verification:** Any Customer receiving program services may be contacted by an evaluator to verify service/equipment installation or be asked to complete a Customer survey.