

Appendix 14 – Minimum Requirements for Letter of Intent or Evidence of Employment related to Equity Level commitment

The **Seller** is the entity intended to be the signatory to the Indexed REC Contract for the Project. The **Bidder** is the entity or entities submitting the Proposal. An **Equity Eligible Person (“EEP”)** is any of: (a) a person who graduated from or is a current or former participant in the Clean Jobs Workforce Network Program, the Clean Energy Contractor Incubator Program, the Illinois Climate Works Pre-apprenticeship Program, the Returning Residents Clean Jobs Training Program, or the Clean Energy Primes Contractor Accelerator Program, and the solar training pipeline and multi-cultural jobs program created in paragraphs (a)(1) and (a)(3) of Section 16-108.12 of the Public Utilities Act; (b) a person who graduated from or is currently enrolled in the foster care system; (c) a person who was formerly incarcerated; and (d) a person whose primary residence is in an Equity Investment Eligible Community as defined in Section 1-10 of the IPA Act.¹

If Construction Activities have not yet started, the Seller may, but is not required to, commit to an Equity Level (%) greater than the 10% Minimum Equity Standard in order to qualify for the bid evaluation price reduction from paragraph I.2.11 of the Indexed REC RFP Rules.²

One of the requirements to qualify for the bid evaluation price reduction is for the Bidder to provide documented evidence related to a portion of the EEPs that would be part of the **Project Workforce** during the delivery years in which Construction Activities are performed up to the point of the Date of First Operation. Such documented evidence includes either:

- 1) Letter(s) of intent to negotiate or contract with contractor(s) or subcontractor(s) that currently employ EEP(s) that would be part of the Project Workforce
- 2) Evidence that the Bidder or Seller currently employs EEPs that would be part of the Project Workforce

The **Project Workforce** is the employees, contractors and their employees, and subcontractors and their employees whose job duties are directly required by or substantially related to the development, construction, and operation of the Project. This includes the project installation workforce. This also includes the workforce in administrative, sales, marketing, and technical roles if those workers’ duties are directly related to the Project and if the individuals are located in Illinois.

The documented evidence must be related to 50% times the Equity Level (%) times the total projected number of workers in the Project Workforce during delivery years for which Construction Activities will be performed up to the point of the Date of First Operation provided in the narrative plan. For example, if the Equity Level stated in the Part 1 Proposal is 20% and the total projected number of workers in the Project Workforce during this time period is 100 workers, then documentation related to 10 Equity Eligible Persons is required (100 * 20% * 50%).

¹ Equity Investment Eligible Communities are defined as 1) R3 Areas as established pursuant to the Cannabis Regulation and Tax Act, and 2) Environmental Justice Communities as established through Illinois Solar for All Program. For maps and address lookup tools for these two areas, refer to the following websites: <https://r3.illinois.gov/eligibility>; <https://www.illinoisfa.com/environmental-justice-communities/>

² Construction Activities means activities related to the Project that includes not only construction, but also any maintenance, repair, assembly, or disassembly work performed on equipment whether owned, leased, or rented and all construction work relating to construction, maintenance, repair, assembly, or disassembly work in relation to the Project.

**Fall 2023 Procurement Events (Indexed REC RFP)
29 SEP 2023**

In order to meet the required number of EEPs, it is acceptable for the Bidder to provide a both letter(s) of intent and evidence of the current employment of EEPs.

Minimum Requirements for Letter of Intent

Each Seller or Bidder may develop its own document that meets its business needs, but **must meet the following minimum requirements:**

1. The contractor or subcontractor must be identified by its legal name. If the contractor is an entity, the name of a representative must be provided along with the representative's title and email address.
2. The Project must be identified using a Project name provided in the Proposal or the Project's resource type and capacity.
3. The Seller or Bidder must be identified by its legal name. The name of a representative for the Seller or Bidder must be provided along with the representative's title and email address.
4. The scope of work to be performed by the contractor or subcontractor, an estimated start date for the work to begin, and the approximate period of employment must be provided.
5. The contractor or subcontractor must list the individuals currently employed that meet the EEP requirements.
6. The contractor or subcontractor must state that it is aware that the document will be used for purposes of presenting a Proposal in one of the Illinois Power Agency's procurement events.
7. The document must be signed by the contractor or subcontractor.
8. The document must be signed by the Seller or Bidder.
9. The information outlined in Appendix A must be provided for each Equity Eligible Person listed.

Minimum Requirements for Evidence of EEP Employment

Alternatively, a Bidder may submit evidence that the Bidder or Seller currently employs EEPs that will be part of the Project Workforce during delivery years for which Construction Activities will be performed up to the point of the Date of First Operation. In this case, the following certification must be made and the information outlined in Appendix A must be provided for each Equity Eligible Person listed.

I, [Insert Name of Representative of Bidder or Seller], certify that the following individuals are currently employed by _____ [enter the name of the Bidder or Seller] and will be part of the Project Workforce during delivery years for which Construction Activities would be performed up to the point of the Date of First Operation. These individuals qualify as Equitable Eligible Persons.

Appendix A

Please provide the name and contact information for the Equity Eligible Person.

<i>First Name</i>	<i>Last Name</i>	
<input type="text"/>	<input type="text"/>	
<i>Street Address</i>		
<input type="text"/>		
<input type="text"/>		
<i>City</i>	<i>State</i>	<i>Zip Code</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Business Telephone No.</i>	<i>Mobile Telephone No.</i>	<i>Email Address</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please describe the role directly related to the Project of the Equity Eligible Person.

Please indicate how the individual named above qualifies as an Equity Eligible Person by checking the appropriate box below and providing the additional information required in the Section noted in red that applies.

A. A person who graduated from or is a current or former participant in the Clean Jobs Workforce Network Program, the Clean Energy Contractor Incubator Program, the Illinois Climate Works Pre-apprenticeship Program, the Returning Residents Clean Jobs Training Program, the Clean Energy Primes Contractor Accelerator Program, or the solar training pipeline and the multi-cultural jobs program created in paragraphs (a)(1) and (a)(3) of Section 16-108.12 of the Public Utilities Act.

Please provide the required information in Section A. The certification must be made by the Equity Eligible Person.

B. A person who graduated from or is currently enrolled in the foster care system.

The Equity Eligible Person must make the required certification in Section B.

C. A person who was formerly incarcerated.

The Equity Eligible Person must make the required certification in Section C.

**Fall 2023 Procurement Events (Indexed REC RFP)
29 SEP 2023**

D. A person whose primary residence is in an Equity Investment Eligible Community as defined in Section 1-10 of the IPA Act.

Equity Investment Eligible Communities are defined as 1) R3 Areas as established pursuant to the Cannabis Regulation and Tax Act, and 2) Environmental Justice Communities as established through Illinois Solar for All Program. For maps and address lookup tools for these two areas, refer to the following websites:

<https://r3.illinois.gov/eligibility>

<https://www.illinoissfa.com/environmental-justice-communities/>

Please provide the required information in Section D. The certification must be made by the Equity Eligible Person.

Section A: Graduate of or Participant in Eligible Job Training/Workforce Development Program

First Item: Required Documented Evidence

PLEASE PROVIDE THE NAME OF THE PROGRAM FROM WHICH THE EQUITY ELIGIBLE PERSON GRADUATED OR IN WHICH THE EQUITY ELIGIBLE PERSON IS A CURRENT OR FORMER PARTICIPANT.

Name of program (for example, Clean Jobs Workforce Network Program, Clean Energy Contractor Incubator Program, Illinois Climate Works Pre-apprenticeship Program, Returning Residents Clean Jobs Training Program, or Clean Energy Primes Contractor Accelerator Program)

Location of Training Program (City & State)

PLEASE PROVIDE DOCUMENTED EVIDENCE THAT THE EQUITY ELIGIBLE PERSON IS A GRADUATE FROM OR IS A CURRENT OR FORMER PARTICIPANT IN THE PROGRAM INDICATED UNDER THIS ITEM. Acceptable evidence includes, but is not limited to, a graduation certificate or diploma from the program or a letter of acceptance into such program.

Second Item: Certification

The Equity Eligible Person must make the following certification:

Fall 2023 Procurement Events (Indexed REC RFP)
29 SEP 2023

I, _____ [enter the name of the Equity Eligible Person], attest that I have graduated from or am a current or former participant in the Clean Jobs Workforce Network Program, the Clean Energy Contractor Incubator Program, the Illinois Climate Works Pre-apprenticeship Program, the Returning Residents Clean Jobs Training Program, the Clean Energy Primes Contractor Accelerator Program, or the solar training pipeline and the multicultural jobs program created in paragraphs (a)(1) and (a)(3) of Section 16-108.21 of the Public Utilities Act.

If you would like the Procurement Administrator and Illinois Power Agency to treat this attestation and the information herein as confidential, please check the box below.

Please keep the information attested to above confidential and do not release it without my written permission.

Signature of Equity Eligible Person

Date

Section B: Graduate of or Enrolled in the Foster Care System

The Equity Eligible Person must make the following certification:

I, _____ [enter the name of the Equity Eligible Person], am a graduate of or am currently enrolled in the foster care system, specifically, I am an individual who is currently or was formerly a youth in care of the IL Department of Children and Family Services, or the equivalent agency in another state.

If you would like the Procurement Administrator and Illinois Power Agency to treat this attestation and the information herein as confidential, please check the box below.

Please keep the information attested to above confidential and do not release it without my written permission.

Signature of Equity Eligible Person

Date

Section C: Formerly Incarcerated

The Equity Eligible Person must make the following certification:

I, _____ [enter the name of the Equity Eligible Person], am an individual who (i) was sentenced to a term of imprisonment, not including juvenile detention, after the disposition of one or more misdemeanor or felony charges; and (ii) has completed their sentence.

If you would like the Procurement Administrator and Illinois Power Agency to treat this attestation and the information herein as confidential, please check the box below.

Please keep the information attested to above confidential and do not release it without my written permission.

Signature of Equity Eligible Person

Date

Section D: Primary Residence in an Equity Investment Eligible Community

First Item: Required Documented Evidence

PLEASE PROVIDE DOCUMENTED EVIDENCE THAT THE PRIMARY RESIDENCE OF THE EQUITY ELIGIBLE PERSON IS IN AN EQUITY INVESTMENT ELIGIBLE COMMUNITY. Acceptable evidence includes, but is not limited to, a screenshot of a mailed utility bill with the Equity Eligible Person's name and address.

Please note that the qualification as an Equity Eligible Person based on residence in an Equity Investment Eligible Community requires residency in that community at the time of the submission of the Part 1 Proposal and is not required to be maintained thereafter.

Second Item: Certification

The Equity Eligible Person must make the following certification:

I, _____ [enter the name of the Equity Eligible Person], attest that my primary residence is in an Equity Investment Eligible Community as defined in Section 1-10 of the IPA Act, at the address named in my documented evidence.

If you would like the Procurement Administrator and Illinois Power Agency to treat this attestation and the information herein as confidential, please check the box below.

Please keep the information attested to above confidential and do not release it without my written permission.

Signature of Equity Eligible Person

Date