

**BUDGET NARRATIVE for EPA Climate Pollution Reduction Grant – Implementation Phase**  
**Kane County, Illinois Coalition**

This budget narrative describes the subaward projects and rebate and group buy programs; numbering of items correspond with the items listed in the workplan. A detailed budget spreadsheet with costs and financial incentives used is attached. Fiscal Year (FY) is based on the federal government’s fiscal year. For example, FY25 is October 1, 2024 to September 30, 2025. A budget summary is provided below.

Item	FY2025	FY2026	FY2027	FY2028	FY2029	Total
<b>i. Personnel</b>	\$211,000	\$219,440	\$228,218	\$237,346	\$246,840	\$1,142,844
<b>ii. Fringe Benefits</b>	\$37,980	\$39,499	\$41,079	\$42,722	\$44,431	\$205,712
<b>iii. Travel</b>	\$2,589	\$2,589	\$2,589	\$2,589	\$2,589	\$12,945
<b>iv. Equipment</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>v. Supplies</b>						
Computers	\$2,400	\$0	\$0	\$0	\$0	\$2,400
Advertising (newspapers)	\$400	\$400	\$400	\$400	\$400	\$2,000
Postage	\$1,960	\$1,960	\$1,960	\$1,960	\$1,960	\$9,800
Printing	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
<b>Supplies subtotal:</b>	<b>\$14,760</b>	<b>\$12,360</b>	<b>\$12,360</b>	<b>\$12,360</b>	<b>\$12,360</b>	<b>\$64,200</b>
<b>vi. Contractual</b>						
Financial auditor	\$800,000	\$832,000	\$865,280	\$899,891	\$935,887	\$4,333,058
Staff for Technical Assistance - Buildings Benchmarking Training Program	\$120,000	\$124,800	\$129,792	\$134,984	\$140,383	\$649,959
Staff for Group Buys Program Administration and Implementation	\$270,000	\$280,800	\$292,032	\$303,713	\$315,862	\$1,462,407
Staff for Implementation of Communitywide Education and Outreach Programs, Rebate Program Administration, Technical Assistance Cohorts for Local Government and Agencies, and Reporting	\$4,988,000	\$5,187,200	\$5,394,368	\$5,609,823	\$5,833,896	\$27,013,286
<b>Contractual subtotal:</b>	<b>\$6,178,000</b>	<b>\$6,424,800</b>	<b>\$6,681,472</b>	<b>\$6,948,411</b>	<b>\$7,226,028</b>	<b>\$33,458,711</b>
<b>vii. Other (Direct Charges) - Participant Support Costs</b>						
Rebates	\$2,600,000	\$2,600,000	\$2,600,000	\$2,600,000	\$2,600,000	\$13,000,000
Group buy discounts	\$490,000	\$490,000	\$490,000	\$490,000	\$490,000	\$2,450,000
<b>Other costs subtotal:</b>	<b>\$3,090,000</b>	<b>\$3,090,000</b>	<b>\$3,090,000</b>	<b>\$3,090,000</b>	<b>\$3,090,000</b>	<b>\$15,450,000</b>
Kane County, IL projects	\$1,692,759	\$15,796,949	\$4,600,536	\$1,237,012	\$2,121,043	\$25,448,299
<b>Subawards:</b>						
DuPage County, IL	\$2,832,438	\$2,485,859	\$936,900	\$574,771	\$0	\$6,829,968
Will County, IL	\$1,764,683	\$1,269,702	\$804,876	\$478,030	\$0	\$4,317,291

City of Aurora, IL	\$1,637,909	\$473,831	\$460,851	\$3,228,160	\$1,242,895	\$7,043,646
City of Batavia, IL	\$62,647	\$0	\$0	\$0	\$0	\$62,647
City of Naperville, IL	\$251,149	\$109,868	\$109,868	\$0	\$0	\$470,885
City of Waukegan, IL	\$6,399,490	\$0	\$0	\$0	\$0	\$6,399,490
Village of Downers Grove, IL	\$0	\$183,750	\$3,651,375	\$2,870,000	\$459,200	\$7,164,325
Indian Prairie School District, IL (D204)	\$3,096,000	\$409,000	\$0	\$0	\$0	\$3,505,000
City of Elgin	\$12,428	\$86,526	\$82,957	\$0	\$0	\$181,911
City of Yorkville, IL	\$1,133,919	\$0	\$0	\$0	\$0	\$1,133,919
<i>Other- Subawards subtotal:</i>	\$17,190,663	\$5,018,536	\$6,046,827	\$7,150,961	\$1,702,095	\$37,109,082
<b><i>Kane projects and subaward projects (construction) subtotal:</i></b>	<b>\$18,883,422</b>	<b>\$20,815,485</b>	<b>\$10,647,363</b>	<b>\$8,387,973</b>	<b>\$3,823,138</b>	<b>\$62,557,381</b>
<b>viii. Indirect Charges</b>						
<i>Kane County Staff</i>						
Environmental/Water Resources Department Director	\$31,003	\$32,243	\$33,533	\$34,874	\$36,269	\$167,922
Sustainability Project Manager	\$32,000	\$33,280	\$34,611	\$35,996	\$37,435	\$173,322
Website Developer	\$40,000	\$41,600	\$43,264	\$44,995	\$46,794	\$216,653
Kane Co Auditor	\$17,171	\$17,858	\$18,573	\$19,316	\$20,088	\$93,006
Kane Co Treasurer	\$27,395	\$28,491	\$29,630	\$30,815	\$32,048	\$148,379
Kane Co Finance	\$42,126	\$43,811	\$45,564	\$47,386	\$49,282	\$228,169
Kane Co States Attorney	\$86,528	\$89,989	\$93,589	\$97,332	\$101,226	\$468,664
<b><i>Indirect charges subtotal:</i></b>	<b>\$276,223</b>	<b>\$287,272</b>	<b>\$298,763</b>	<b>\$310,714</b>	<b>\$323,142</b>	<b>\$1,496,115</b>
<b>TOTALS:</b>	<b>\$28,693,975</b>	<b>\$30,891,445</b>	<b>\$21,001,844</b>	<b>\$19,032,115</b>	<b>\$14,768,528</b>	<b>\$114,387,908</b>

#### **Detailed Description of Workplan Budget**

##### ***i. Personnel – Kane County staff only***

###### **1. Implementation Plan Approach – Hire Additional Staff and Existing Staff Time for Coalition Lead**

Kane County will require three additional staff to manage the award as the lead applicant and their subaward projects. Indirect costs are requested for existing Kane County staff at various percentages of full-time employee rates to manage and administer the award. A 4% per year cost of living adjustment (COLA) is assumed for all staff; this is typical for local government staff.

##### ***ii. Fringe Benefits***

Fringe is computed at eighteen times the salary total, which was provided by Finance staff. Fringe benefits cover the costs of insurance, retirement plan contributions, and unemployment insurance.

##### ***iii. Travel – (Kane County staff only)***

Assumes two staff will attend two (2) conferences or workshops per year, with hotel, transportation, and per diem costs at \$1,294.50 per person.

##### ***iv. Equipment (\$5,000+ per unit and useful life of 1+ year)***

No equipment is requested.

**v. *Supplies***

Supplies include computers for new staff; advertising costs of events and incentive programs in local newspapers; postage for direct mailings to property owners of low-income buildings; and printing costs for education/outreach materials for events.

**vi. *Contractual – Contracted staff***

Contracts for staff will be bid out competitively in accordance with EPA's guidance.

**3. Implementation Plan Approach – Contract for a Financial Auditor**

Kane County will hire a financial auditor through a contract to ensure that all funds are spent in accordance with federal policies. The estimated costs are based upon a previous contract.

**4. Implementation Plan Approach – Technical Assistance for Buildings Benchmarking Training Administration and Management Program**

Budget is requested for a contract to assist the coalition participants with building energy and greenhouse gas benchmarking program, laying a foundation for future Building Performance Standards. The deliverables of this contract are: training events for nonresidential building owners for benchmarking energy and greenhouse gas emissions; voluntary submission of benchmarking data to the Data Decarbonization Manager. Contracted staff will administer and manage this program and conduct outreach activities with commercial and institutional building owners. **The staffing, administration, and management of this technical assistance program is planned separately from other contracted staff.**

**5. Implementation Plan Approach – Technical Assistance Cohorts for Local Government and Agencies**

A technical assistance (TA) program to administer cohorts for local government facilities and eligible agencies to assist them in moving forward on projects to decarbonize their buildings and transportation by installing solar systems, installing EV chargers, fleet electrification planning, communitywide public EV charging readiness plans, electrification of buildings, resources to increase knowledge of available stretch codes, and improving the efficiency of buildings. Assistance to streamline permitting procedures will be provided by the contracted staff to coalition participants. Technical and community managers will assist coalition participants on creating or updating permitting forms, as data collection is required for metrics reporting. **It is intended that staffing, administration, and management of this technical assistance program will be provided under the staff contract.**

**8. Implementation Plan Approach – Communitywide Education and Outreach Programs Staff**

To support all coalition participants, staff will be contracted: a decarbonization program lead; technical decarbonization managers specializing in each of the sectors (power i.e. renewable energy, buildings, and transportation); education/outreach, data, and financial managers; and community managers assigned to communities. Community managers will be shared among multiple counties or municipalities. Because education/outreach is a substantial task, multiple managers will be hired to focus on 1. residential, low-income, and multi-family; 2. businesses and workforce organizations; 3. tax exempt organizations such as municipalities, park, school, and library districts, and nonprofits. Descriptions of each position and their responsibilities are provided in the resume attachments. **It is intended that staffing, administration, and management of the education and outreach program will be provided under the staff contract.**

**vii. Other (Direct Charges) – “Participant Support Costs” (includes rebates, group buy discounts, and subawards)**

**2. Implementation Plan Approach – Subawards**

Subawards for the counties, municipalities, and a school district are requested in the budget to install renewable energy systems, electric vehicle (EV) charging stations serving both the public and government fleet, and energy efficiency and zero emissions equipment and improvements in buildings. For materials, refer to the detailed budget plan. Subrecipients have the authority to procure equipment and installation in accordance with the EPA Subaward Policy, Build America, Buy America (BABA), and Davis Bacon Prevailing Wage requirements. All building equipment must meet federal energy efficiency standards.

**6. Implementation Plan Approach – Rebates**

Funding is requested to offer rebates for electric exterior building maintenance equipment, both residential and commercial (\$300 each for 2,000 rebates per year). Rebate programs for residential heat pump water heaters (\$1,000 each for 1,000 rebates per year) and residential cold climate air source heat pumps (\$1,000 each for 1,000 rebates per year) are budgeted. Rebates will financially incentivize stakeholders to switch to efficient, electric equipment, reducing their emissions.

**7. Implementation Plan Approach – Group Buys**

Group buys will incentivize the transition to efficient electric alternative equipment communitywide. Separate budget items are requested for the administration of group buy programs (‘contractual’) and discounts provided to participants (‘other costs’). Funding is requested for group buys for residential cold climate air source heat pumps (\$800 discount for 600 residents per year) and EV chargers for multi-family properties (\$1,000 discount for 10 properties per year), prioritizing environmental justice areas. Air source heat pumps can receive both a group buy discount and a rebate, to offset the high cost of this equipment.

**viii. Indirect Charges**

Existing Kane County staff’s rates have been listed as indirect charges to administer the award. These employees will not be tasked with working on this award full-time. Current employees are: Department Director; Sustainability Project Manager; County State’s Attorney; County Auditor; County Treasurer, County Finance staff; and County website developer. These rates are also applicable for pre-award work, if approved by EPA. Pre-award work may be hiring new personnel, preparing Memorandums of Agreement with coalition members, bidding contractual work (preparing bid documents, reviewing submittals, and associated contractual documents), and setting up the award in the accounting system.

<b><i>Indirect Costs - Kane County staff</i></b>	<b>Hourly Rate FY24</b>
Environmental/Water Resources Department Director	\$71.66
Sustainability Project Manager	\$38.46
Website Developer	\$48.07
Kane Co Auditor	\$39.69
Kane Co Treasurer	\$63.32
Kane Co Finance	\$97.37
Kane Co States Attorney	\$200.00