

WORKPLAN IMPLEMENTATION - CONTRACTED STAFFING

Kane County, Illinois, has one staff person, a Sustainability Manager, to oversee this award; her resume is included in the attachment. As requested in the budget, additional staff will be directly hired by Kane County to manage and administer this award. Contracted staff will be procured to implement the majority of the workplan. Managers aligning with the technical sectors (power/renewable energy, buildings decarbonization, and transportation decarbonization), education and outreach managers, community managers, a data manager, a financial manager, administrative/financial management, and a program lead will be contracted. A separate contract will procure a financial auditor. The following text provides an overview of position descriptions and responsibilities.

Decarbonization Program Lead

- Manages sector managers and community managers
- Collaborates with county managers, and when needed, municipal staff department managers
- Oversees award compliance
- Oversees metrics and progress reporting
- Oversees and directs new and updated policies, ordinances, and programs
- Manages contract budget
- Oversees service providers lists
- Collaborates with workforce organizations (state training hubs, community colleges and trade schools, unions)
- Tracks and ensures implementation of new federal and state legislation, policies, programs, and guidance
- Oversees website content
- Oversees hiring of program staff
- Oversees programs (group buys, rebates, buybacks/conversion, etc.), if applicable

Experience level: 20+ years

Certifications: Certified Climate Change Professional (CC-P) preferred

Decarbonization Data Manager

- Tracks metrics of rebate and group buy programs
- Assists with public education/outreach events and new outreach materials
- Evaluates coalition members' permitting forms and provides revisions to obtain metrics
- Receives and is responsible for compiling all metrics data for semi-annual and detailed final reporting
- Analyzes and reports air quality data for performance metrics
- Provides website content

Experience: 10+ years

Decarbonization Financial Manager

- Creates and implements new rebate programs for stakeholders
- Provides technical assistance to municipalities and other agencies for direct pay incentives and grant applications
- Assists with public education/outreach events and outreach materials
- Receives all financial reporting from subawards and contracts; compiles all financial data for semi-annual and final reporting
- Compiles financials for semi-annual progress reports and the detailed final report

- Provides website content
- Compiles and tracks existing and future financing programs and financial incentives for residents, businesses, and nonprofit organizations (C-PACE, green banks, IRA tax credits and rebates, etc.)
- Compiles available grants, tax credits, rebates, and financing options available for various stakeholders for education/outreach materials

Experience: 15+ years

Renewable Energy Manager

- Serves a resource to Community Managers and stakeholders for incentives, grants, programs, and financing to promote new renewable energy projects (solar/wind on businesses, schools, multi-family residential, and municipalities)
- Provides technical assistance to municipalities and agencies for renewable energy projects
- Coordinates with Transportation and Building Managers on renewable energy projects (solar canopies on parking lots, solar systems integrated with electric vehicle chargers, rooftops, ground-mounted)
- Collaborates with Data Manager to obtain utility data usage for reporting
- Collaborates with Education and Outreach Managers on materials and events
- Draft new policies, ordinances/codes, and programs related to energy, if applicable
- Manages qualified vendor and financing provider lists for energy-related improvements
- Manages consumer and business rebate energy-related programs, if applicable
- Provides metrics data to Data and Financial Managers
- Provides website content
- Collaborates with the third-party contractors that implement the IL Solar for All program and IL Finance Authority for state income-based programs
- Compiles available grants, tax credits, rebates, and financing options available for various stakeholders for education/outreach materials

Experience: 10+ years

Buildings Decarbonization Manager (Residential)

- Coordinates with State Energy Office on IRA residential rebates and building code updates
- Coordinates with nonprofit professional organizations for education and training
- Manages qualified service and financing provider lists for building-related improvements
- Coordinates with community coordinators (ex: residential incentives)
- Collaborates with technical assistance contractor on Home Energy Score program
- Provides assistance to Education and Outreach Managers on buildings-related topics
- Works with Education and Outreach Managers for outreach special groups (realtors on Home Energy Scores), if applicable
- Manages consumer rebate building-related programs, if applicable
- Works with developers to provide information and demonstration projects (green model home)
- Provides metrics data to Data and Financial Managers
- Provides website content
- Coordinates training for municipal staff on technical subjects (stretch codes, etc.)
- Compiles available grants, tax credits, rebates, and financing options available for various stakeholders for education/outreach materials

Experience: 15 years

Certifications: Any for the following Leadership in Energy and Environmental Design (LEED), Certified Energy Manager (CEM), ASHRAE certification, PHIUS certification, Green Rater, Green Architect

Buildings Decarbonization Manager (Non-residential)

- Maintains awareness of State Energy Office on state rebates and building code updates
- Coordinates with nonprofit professional organizations for training and education
- Manages qualified service provider and financing provider lists for building-related improvements
- Coordinates with community coordinators
- May draft new policies, ordinances/codes for commercial development, if applicable
- Provides assistance to Education and Outreach Managers on buildings-related topics, including stretch codes
- Manages additional grants, rebates, and direct pay incentive with Finance, if applicable
- Works with Education and Outreach Managers for training special groups
- Manages subawards to communities for buildings-related projects, if applicable
- Manages business rebate building-related programs, if applicable
- Provides metrics data to Data and Financial Managers
- Provides website content
- Collaborates with the technical assistance contractor on the voluntary nonresidential energy benchmarking program
- Coordinates training for municipal staff on technical subjects (stretch codes, etc.)
- Compiles available grants, tax credits, rebates, and financing options available for various stakeholders for education/outreach materials

Experience: 15 years

Certifications: Any for the following LEED, CEM, ASHRAE certification, PHIUS certification, Green Rater, Green Architect

Transportation Decarbonization Manager

- Coordinates with Transportation Department(s) on projects (all phases and budget)
- Leads community and local government operations planning work
- Provides technical assistance to municipalities and agencies to transition their fleets to zero emission vehicles (electric vehicle (EV) readiness, fleet transition planning, EV chargers)
- Coordinates with community coordinators (fleet transition plans, incentives)
- Draft new policies, ordinances/codes, and programs, for example commercial EVSE assistance
- Manages qualified vendor and financing provider lists for transportation-related improvements
- Provides assistance to Education and Outreach Managers on transportation-related topics
- Manages additional grants, rebates, and direct pay incentive with the Finance Manager
- Manages subawards to communities for transportation-related projects
- Manages consumer and business rebate transportation-related programs, if applicable
- Provides metrics data to Data and Financial Managers
- Provides website content
- Writes model EV parking and development ordinances, if applicable
- Creates model EV permitting forms for Building Departments, if applicable

- Provides technical assistance with identifying and applying to other state and federal EV grants
- Compiles available grants, tax credits, rebates, and financing options available for various stakeholders for education/outreach materials

Experience: 10+ years

Decarbonization Education and Outreach Managers

- Creates education/outreach programs and materials for events and website
- Creates and updates a training program for municipal department staff and elected officials annually
- Trains Community Managers and interns for events
- Assists Community Managers, municipal sustainability staff, and interns with public education/outreach events
- Organizes and conducts training, with other Managers, for business and targeted sector education/outreach, including school districts
- Arranges workforce training events
- Works with professional organizations to support municipality and agencies training
- Presents at regional events and conferences/workshops
- Keeps up to date on new federal and state legislation, policies, programs, and guidance to share with stakeholders
- Tracks metrics related to education and outreach for annual reporting and provides to the Data and Financial Managers
- Provides website content
- Awareness of existing and future financing programs, financial incentives, and group buy programs for residents, businesses, and nonprofit organizations

Experience: 10+ years, bilingual a plus and preferred

Availability: Must be available to work occasional evenings and weekends for public events

3 POSITIONS:

- RESIDENTIAL / LOW-INCOME / MULTI-FAMILY
- BUSINESSES / WORKFORCE
- TAX EXEMPT ENTITIES: MUNICIPALITIES AND DISTRICTS (SCHOOLS, PARKS, LIBRARIES), NONPROFITS (INCLUDING HOUSES OF WORSHIP)

Community Decarbonization Managers – Four Positions

Duties and responsibilities:

- Assigned to work on-site at municipalities/counties; will assigned to more than one community
- Provides assistance and training to municipal staff
- Works with municipal departments on subaward projects
- Works with municipal departments on website updates
- Serves as the point of contact for residents, businesses, and organizations for questions on rebates, group buys, materials, and events
- Serves as a technical resource for municipal staff and elected officials
- Collaborates with municipal staff to arrange communitywide and targeted events
- Assists Education and Outreach Managers with public education/outreach events
- Collaborates with Education and Outreach Managers on new outreach materials
- Ensures that low-income households are prioritized through targeted outreach

- Compiles municipal metrics for reporting to Data and Financial Managers
- Attends community's environmental/sustainability board/committee meetings, if applicable
- Occasionally may attend community's Council/Board meetings to speak on emissions reduction topics
- Manages and trains interns for program assistance and community events
- Collaborates with existing sustainability government staff, if applicable
- Maintains knowledge on available grants, tax credits, rebates, and financing options available for various stakeholders

Experience: 10+ years, municipal or County government experience preferred

Availability: Must be available to work occasional evening and weekends for events

On-site at communities; occasional travel to Kane County office for meetings.

Administrative and Financial Management

This budget is provided for a contracted firm to complete contract administration and billing.

Website Developer at Kane County

There is a budget for a website developer to assist managers with posting educational materials, training event video recordings, outreach announcements, rebate and group buy programs sign up, and other support items to the webpage. A new webpage specifically for this grant award will be created, which coalition members and implementation partners can link to on their municipal/county websites.