

Low-income Energy Efficiency Outreach and Engagement (LIEEOE) Recipient Assurances and Requirements

Cooperating Agencies

Administrator: The Metropolitan Mayors Caucus (Caucus) on behalf of the Low-Income Energy Efficiency Accountability Committee (LIEEAC) a.k.a. Income Qualified North Committee

Oversight: The Illinois Commerce Commission

Funder: ComEd

Recipient: The City of Aurora

Non-Liability

The Metropolitan Mayors Caucus does not assume liability for any third party claims for damages arising out of this instrument.

Authority

The Low-income Energy Efficiency Outreach and Engagement (LIEEOE) grant program is provided upon the authority of Section 8-103B(c) of the Public Utilities Act (220 ILCS 5/8-103B(c) establishes a Low-Income Energy Efficiency Accountability Committee (the “IQ Committee” or “LIEEAC”) and Section 8-103B(c) provides that the LIEEAC North Subcommittee shall have a budget of 0.25% of ComEd’s forecasted energy efficiency portfolio funding for a given year;

Purpose

The purpose of the LIEEOE grant program is to support local governments and other community-based organizations within ComEd’s service territory provide education and outreach that assists low-income households in reducing their energy burden. Education and outreach activities may include but are not limited to:

- Providing energy efficiency education to low-income utility customers,
- Sharing information about available low-income energy efficiency programs.

The goal of the LIEEOE grant program is to promote energy-efficient practices and increase awareness of and participation in utility-supported energy efficiency programs and services.

A. Scope of Work

The grant application submitted through the [Submittable](#) platform by the Recipient for the project, “Empower Aurora: Energy Efficiency Engagement for All” serves as the *Scope of Work* for the grant project. All work must fulfill the purpose of the LIEEOE and address the program goal.

The proposed project outcomes, metrics, and key deliverables are:

- Metric 1: Engage at least 1,000 income-eligible residents.
- Metric 2: Increase participation in low-income programs by 20% among reached residents.
- Metric 3: Reach at least 1,400 households through the street team.

The Recipient must promptly notify the Administrator of any change to the *Scope of Work* such as:

- change in the scope or the objective of the project
- change in a key person specified in the application or award document;

B. Grant Period

The Grant Period begins when the *Grant Acceptance Form* is signed by both the Recipient and the Metropolitan Mayors Caucus. Recipients may incur eligible grant-related costs after that date.

The **Grant Period ends** when the project is complete and Final Report and Reimbursement Requests are submitted **no later than December 30, 2026**.

C. Budget

Awarded Budget: \$22,000

Recipient Original Request: \$25,000

If the Awarded Budget equals the Original Request, your project is fully funded, and the attached *Budget* is your *Awarded Final Budget*. Acceptance of this grant award using the *LIEEOE Grant Acceptance Form* establishes the *Awarded Budget* as the final budget.

If the Awarded Budget is less than your Original Request, your project is partially funded, and a proposed *Revised Budget* is attached. Recipient may counter-propose alternate budget adjustments to achieve project outcomes within the *Awarded Budget* amount using the budget form associated with the project application in Submittable **by December 1, 2025**.

Acceptance of this grant award using the *LIEEOE Grant Acceptance Form* establishes the *Awarded Revised Budget* as the final budget.

D. Use of Funds

Funds are to be expended only for services and goods described in the Scope of Work and Budget, submitted at the time of application.

Prohibited Expenses

These prohibited expenses are ineligible for reimbursement under the LIEEOE grant program.

- Direct payment for alcoholic beverages; and
- Personal charges such as headshots, attire, vehicles
- Previous year charges not timely reconciled
- Marketing of the ComEd name which fails to relate to or reference either in writing, orally or visually, Energy Efficiency Program, products or services.

E. Notification

The recipient shall immediately notify the Caucus of developments that have a significant impact on the activities supported under this grant. Also, notification shall be given in case of problems, delays, or adverse conditions that materially impair the ability to meet the objectives of the agreement. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

F. Reporting Requirements

The Recipient is required to submit *Periodic Reports* through the Submittable platform reporting metrics and describing progress on your project towards the outcomes/deliverables contained in your *Scope of Work* (grant proposal) to the Metropolitan Mayors Caucus. The last *Periodic Report* will serve as the final report. A copy of the *Period Reporting Form* is attached. *Reports* are due:

1. December 30, 2025
2. March 27, 2026
3. June 26, 2026
4. September 25, 2026
5. December 30, 2026

G. Payment Procedures

The Metropolitan Mayors Caucus will reimburse grant Recipients up to the Awarded Budget amount for successful completion of the *Scope of Work* as evidenced by achievement of outcomes, metrics, and key deliverables documented by *Periodic Reports*, provided that all expenditures are eligible, meet the terms and conditions, and are adequately documented.

Recipients may request reimbursement on a periodic basis. Request for reimbursement must be made on an official, dated invoice on the organization's letterhead accompanied by a *Periodic Report* documenting work and outcomes. **Recipient must submit a completed organizational W-9 form with the *Grant Acceptance Form* by December 15, 2025.**

The first invoice for at least 10% of the awarded budget for actual expenses incurred must be submitted to the Metropolitan Mayors Caucus with the first Quarterly Report by December 30, 2025.

All Periodic Reports, invoices and documentation must be submitted to the Caucus by December 30, 2026.

H. Close-Out Procedure

All work for this grant project must be completed by December 30, 2026. **All *Periodic Reports*, invoices and documentation must be submitted to the Caucus by December 30, 2026.** Your grant will close out upon successful completion of the *Scope of Work* and timely, complete submittal of *Periodic Reports according to the above schedule*, final invoice, adequate documentation of deliverables and expenses, and the Caucus reimburses you for expenditures aligned with your final Awarded Budget.