**Diverse Contracting Reporting Principles Policy and Proposed Metrics**

**From January 16, 2024 Reporting Working Group Meeting**

**CLEAN VERSION**

**Final “Diverse Contracting Reporting Principles Policy” from Policy Manual Version 3.0:**

*Each Program Administrator will report on its efforts to enable and provide increases in diverse contracting within the Program Administrators’ Energy Efficiency Portfolios. In addition to any standard diverse contractor reporting already undertaken by Program Administrators pursuant to Section 5-117 of the Public Utilities Act, and for electric utilities, as ordered by the Commission in the electric utility performance-based ratemaking dockets (ICC Docket Nos. 22- 0063 and 22-0067), Program Administrators will report on a statewide set of metrics designed to provide insight into the policy objective of increasing opportunities for diverse contractors and Trade Allies to engage in Energy Efficiency and other policy objectives. The following metrics will be reported by diverse category, including but not limited to woman-owned, minority-owned, and veteran-owned businesses:*

1. *The number of diverse contractors and/or proportion of spending on diverse contracts for the Energy Efficiency Portfolio, by tiered contract level (primary contract (direct with a Program Administrator) or secondary contract (subcontract to a primary), as applicable). If a Program Administrator has two (2) or less diverse contractors in a tier level and/or diverse category, this reporting requirement will be waived to protect the confidentiality of contract values. This waiver will not supersede a Program Administrator’s obligation to provide expense detail in any ICC proceeding in which the reasonableness and prudence of a Program Administrator’s spending is being assessed.*
2. *Percent of or amount of Portfolio dollars, excluding pass-through incentives, for diverse contractor spend.*
3. *Spending with diverse Trade Allies, relative to total Trade Ally spending.*

**Bi-Annual Reporting Metrics for (i – iii):**

Utilities will report the following diverse contracting metrics bi-annually:

1. Number of diverse contractors, broken out by tiered contract level (primary contract (direct with a Program Administrator) or secondary contract (subcontract to a primary), as applicable). With the caveat that if there is only one or two primary contractors, the number can be a single bundled number of both primary and secondary contractors. For each category of diverse business (woman-owned, minority-owned, veteran-owned, etc.) report how many are headquartered in Illinois.
2. For each tier:
   1. Number of women-owned businesses
   2. Number of minority-owned businesses
   3. Number of veteran-owned businesses
   4. Number of both woman and minority-owned businesses
   5. Number of both woman and veteran-owned businesses
   6. Number of Community-Based Organizations and Community Action Agencies
   7. Number of non-profits
3. Spending, excluding pass-through incentives for contractors; and separately for incentives or other fees being paid directly by the program for trade allies (cumulative YTD in each quarterly report), separately for contractors broken out by tier, and for trade allies:
   1. All contractors/trade allies
   2. Women-owned businesses
   3. Minority-owned businesses
   4. Veteran-owned businesses
   5. Woman and minority-owned businesses
   6. Woman and veteran-owned businesses
   7. Community-Based Organizations and Community Action Agencies
   8. Non-profits

**Reporting Location:** Bi-annually, in Q2 and Q4 quarterly reports. The Quarterly reports (either in narrative, spreadsheet format, or both) will provide the appropriate data. Within a given program year the data will reflect cumulative year-to-date data in each quarterly report.

*The set of metrics designed to provide insight into the policy objective of increasing opportunities for diverse contractors and Trade Allies to engage in Energy Efficiency and other policy objectives may include:*

1. *Number of diverse Trade Allies and their specialties.*
2. *How diverse Trade Allies are distributed geographically by Program.*
3. *Location of diverse Trade Allies relative to historically disadvantaged communities and Environmental Justice communities, whichever is more inclusive of low and moderate income communities.*

**Annual Reporting Metrics for (i):**

1. Report total number of diverse trade allies broken out by category of primary specialty (e.g., HVAC, plumbing, shell, electrical, etc.)

**Reporting Location:** Annual Q4 reports. Within a given program year the data will reflect year-to-date data in each quarterly report.

**Once per Portfolio Cycle Reporting Metrics for (ii) and (iii):**

**1/10 Utility Proposal:** Utilities can commit to conducting research as it pertains to trade ally geographic distributions and their relation to Environmental Justice communities and historically disadvantaged communities.

**1/11 Stakeholder Proposed Compromise:** Utilities will provide, on an annual basis, the percentage of Trade Allies whose primary business location is in an Environmental Justice community defined in the same manner as agreed to for IQ multi-family program participation mapping

*Program Administrators shall work with interested stakeholders to reach consensus in developing the specific metrics to address these reporting needs. The metrics may evolve over time.*

*The list of metrics will be posted on the SAG and LIEEAC website(s). The metrics will be referenced in, and lessons learned from reported metric data will be referenced in, the Program Administrators’ quarterly and/or annual reports and discussed in SAG and LIEEAC with the goal of improving Program delivery and outcomes.*