

## Business Environmental Sustainability Project Finance Program Application

### Summary

The Business Environmental Sustainability Finance Program (BESFP) is a grant program of the Minnesota Chamber of Commerce. **The purpose of the BESFP grant program is to motivate business owners to complete projects that would otherwise not get done without a BESFP grant. Applications for which a verbal or written commitment has already been made to complete the project will not be considered for this grant program.**

Grants of up to \$3,000 may be available for pre-qualified energy efficiency and waste management projects. BESFP grant program participants will work closely with Energy Smart or Waste Wise staff to identify projects that may qualify for a grant. **For approved energy project applicants, the BESFP grant may finance \$0.07/estimated kWh saved, up to a third of the project cost with a \$3,000 cap for pre-qualified energy projects.** For approved waste project applicants, the BESFP grant may finance one third of the project cost up to \$3,000 for a pre-qualified waste improvement project. The grantee is responsible for the remaining project cost.

Eligible projects include energy efficiency projects that receive an energy utility rebate and waste projects which result in quantifiable waste diversion (waste kept out of the municipal solid waste stream). **No more than one grant per business (or business location) will be given.**

***If the project is a Center for Energy and the Environment One Stop Efficiency Shop project, it must be complete and verified by October 1, 2016 in order to qualify for a grant. All other projects must be complete and verified by December 1, 2016.***

### Stakeholder Responsibilities

Energy Smart & Waste Wise Staff are responsible for:

- Conducting initial energy or waste on-site consultation
- Reviewing project bids with business representative(s)
- Verifying estimated energy or waste savings based on the project specifications
- Performing final inspection of the completed project
- Completing and submitting energy utility rebate forms
- Verifying that energy utility rebate has been received by business

Businesses is responsible for:

- Ensuring that the application is true to the mission of the grant program and that **the project will not be done if a BESFP grant is not given**
- Completing a Waste Wise or Energy Smart on-site consultation
- Securing two to three bids from contractors qualified to complete the project work
- Completing and signing the BESFP application
- Demonstrating ability to finance project cost
- Providing most recent 12 consecutive months of energy utility bills
- Agreeing to a full inspection of financed project
- Completing a W9 and providing it to the BESFP

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If using a contractor for the project, the contractor is responsible for:

- Ensuring that the application is true to the mission of the grant program and that **the project will not be done if a BESFP grant is not given**
- Providing a copy of the project quote (including material and labor costs) and final invoice and rebate paperwork
- Carrying liability insurance certificate specific to the project
- Signing a Warranty and Contract Agreement, Lien Waiver(s) and Sworn Construction Statement if applicable

### Eligible Businesses and Projects

Eligible projects include:

- Energy projects which qualify for an Xcel Energy or Connexus Energy prescriptive or pre-approved customer rebate
- Waste projects for which diversion rates can be quantified according to industry standards

Applicants must meet one of more of the following criteria:

- Is a member of the Minnesota Chamber of Commerce
- Is an Xcel Energy or Connexus Energy customer (energy projects only)
- Is located in Carver or Scott county (waste projects only)

### Application Procedure

1. Contact Energy Smart or Waste Wise to schedule an energy and/or waste on-site consultation
2. Energy Smart or Waste Wise staff conducts an on-site visit to identify projects that may qualify for a grant
3. Energy Smart or Waste Wise staff work with the business to secure two to three bids from qualified contractors (bid process includes identifying and noting applicable energy utility rebates or estimated rate of waste diversion)
4. Business submits a BESFP grant application
5. Energy Smart or Waste Wise reviews application and verifies that project qualifies for a utility rebate
6. If the BESFP grant application is approved, project work commences
7. Energy savings or waste diversion and receipt of utility rebate check need to be verified, and W9 submitted to BESFP before a grant check is sent

#### *Energy Projects Only*

1. Energy Smart staff performs inspection after project work is completed
2. Energy Smart staff or contractor completes the energy utility rebate application and submits it to the energy utility
3. The BESFP grant may finance \$.07/estimated kWh saved, up to a third of the project cost with a \$3,000 cap for pre-qualified energy projects.



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**Waste Projects Only**

- 1. Waste Wise staff performs inspection after project work is completed
- 2. The BESFP will pay one third of the project cost up to \$3,000 after inspection is complete
- 3. The business pays the project balance to the designated vendor or contractor

**TERMS ABOVE ARE ACCEPTED AND AGREED TO:**

[company name]  
 [street address]  
 [city, state, zip]

Minnesota Chamber of Commerce  
 400 North Robert St., Suite 1500  
 St. Paul, MN 55101

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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Date of Application: \_\_\_\_\_

## Customer Information

Date of Application: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

No. of Full-time Equivalent Employees: \_\_\_\_\_

Electric Energy Utility: \_\_\_\_\_ Natural Gas Energy Utility: \_\_\_\_\_

Minnesota Chamber of Commerce Member \_\_\_\_\_ yes \_\_\_\_\_ no

## Type of Facility

- Office
- Retail
- Lodging
- Health/Medical
- Restaurant
- Grocery
- Warehouse
- Multi-family/commercial
- Industrial/Mfg.
- Convenience Store
- Other Commercial
- Other Industrial



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## Proposed Project

Provide description of project including equipment to be replaced, new equipment to be installed, and labor quote if applicable. If an energy project, it must qualify for an energy utility rebate.

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Project Cost: \_\_\_\_\_ Estimated Energy Cost Savings: \_\_\_\_\_

Estimated kWh Savings: \_\_\_\_\_ Estimated Energy Utility Rebate: \_\_\_\_\_

## Eligible Activity

### Energy Projects

- Lighting Efficiency
- Cooling Efficiency
- Food Service Efficiency
- Computer Efficiency
- Heating Efficiency
- Motor and Drive Efficiency
- Fluid System Optimization
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Waste Projects

- Collection bins
- Compactor
- Signage
- Process Related Expenses
- Other \_\_\_\_\_
- Other \_\_\_\_\_

## BESFP Program Information

Submit application to:  
Jill Curran  
[jcurran@mnchamber.com](mailto:jcurran@mnchamber.com)  
651-292-4653

Completed by BESFP  
\_\_\_\_\_ est. grant amount  
\_\_\_\_\_ Wg rec'd  
\_\_\_\_\_ utility rebate verified  
\_\_\_\_\_ waste diversion verified



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## Certification

I certify that the information contained in this Business Energy & Waste Finance Program application is true and that this application is submitted with the full knowledge and endorsement of the ownership of the business.

I also certify that a verbal or written commitment has not been made for any work related to the project indicated on this application.

[company name]  
[street address]  
[city, state, zip]

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_