

2017

Business Environmental Sustainability Project Finance Program Application

Please review, complete, sign and submit for consideration ALL pages of this application. The Minnesota Chamber of Commerce reserves the right to refuse payment if the customer or contractor violates program rules and procedures. The Minnesota Chamber of Commerce is not liable for grants promised to customers as a result of a contractor misrepresenting the Business Environmental Sustainability Project Finance Program.

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 have already been made to complete the project will not be considered for this grant program.**

Grants of up to \$2,500 may be available for pre-qualified energy efficiency or 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 electric energy project applicants*, the BESFP grant may finance \$0.07/estimated kWh saved, up to a third of the project cost (after the energy utility rebate has been applied) with a \$2,500 cap for pre-qualified energy projects. For *approved natural gas energy project applicants*, the BESFP grant may finance \$8.62/estimated Dth saved, up to a third of the project cost (after the energy utility rebate has been applied) with a \$2,500 cap for pre-qualified energy projects. For *approved waste project applicants*, the BESFP grant may finance one third of the project cost up to \$2,500 for a pre-qualified waste improvement project. The grantee is responsible for the remaining project cost. All grant checks will be made out to and sent to the applicant unless other arrangements are made with the BESFP administrator (Jill Curran).

Eligible projects include energy efficiency projects that receive an energy utility rebate and waste projects that 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, 2017 in order to qualify for a grant. All other projects must be complete and verified by November 15, 2017.

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) including verifying estimated energy or waste savings based on the project specifications
- Reviewing grant application with business and ensures that responsible party understands grant rules and procedures and signs the application
- Performing final inspection of the completed project

2017

Business Environmental Sustainability Project Finance Program Application

- Completing and submitting energy utility rebate forms
- Verifying that energy utility rebate has been received by business

Business is responsible for:

- **Ensuring that the grant rules and procedures are followed including that the project will not be done if a BESFP grant is not awarded**
- Ensuring that a Waste Wise or Energy Smart on-site consultation is completed
- 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

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

- **Ensuring that the grant rules and procedures are followed including that the project will not be done if a BESFP grant is not awarded**
- Providing a copy of the project quote (including material and labor costs), final invoice, rebate paperwork if applicable to business and BESFP
- 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, CenterPoint 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 or more of the following criteria:

- Is a member of the Minnesota Chamber of Commerce
- Is an Xcel Energy, CenterPoint Energy or Connexus Energy customer (energy projects only)

Application Procedure

1. Contact Energy Smart or Waste Wise to schedule an energy 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 may 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. Energy Smart or Waste Wise reviews application with business and verifies that project rules and procedures are being followed
5. Business submits a complete and signed BESFP grant application

2017 Business Environmental Sustainability Project Finance Program Application

6. If the BESFP grant application is approved, project work commences
7. **Before BESFP grant check is sent**, waste diversion or energy savings, a W9 and a copy of the energy utility rebate check needs to be submitted to BESFP grant administrator.

NOTE: Grant applications will no longer be accepted if Energy Smart or Waste Wise staff have not reviewed it with the applicant.

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 \$0.07/estimated kWh saved, up to a third of the project cost (after the energy utility rebate has been applied) with a \$2,500 cap for pre-qualified energy projects

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 \$2,500 after inspection is complete
3. The business pays the project balance to the designated vendor or contractor



2017 Business Environmental Sustainability Project Finance Program Application

TERMS ABOVE ARE ACCEPTED AND AGREED TO:

[company name]

Minnesota Chamber of Commerce

[street address]

400 North Robert St., Suite 1500

[city, state, zip]

St. Paul, MN 55101

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



2017 Business Environmental Sustainability Project Finance Program Application

Applicant Certification

I certify the following on behalf of myself and any contractor that I'm considering to perform work for the project noted in this application:

- The information contained in this BESFP application is true and that this application is submitted with the full knowledge and endorsement of the ownership of the business.
- I have not given verbal or written consent to any party for work related to the project indicated in this application prior to review and approval of this application.
- I will not consider completing the project noted in this application without the BESFP grant.

Company Name: _____

Print Name: _____

Signature: _____

Title: _____

Date: _____

Contractor Certification

I certify the following on behalf of myself and my employer:

- I have followed the rules and procedures of the BESFP.
- I have not misrepresented the BESFP.

Company Name: _____

Print Name: _____

Signature: _____

Date: _____



2017 Business Environmental Sustainability Project Finance Program Application

Date of Application: _____

Customer Information

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



2017 Business Environmental Sustainability Project Finance Program Application

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 or Dth 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 **ALL** pages of application to:
Jill Curran
jcurran@mnchamber.com
651-292-4653

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