



City of Minneapolis
Green Business
Energy Efficiency Cost Share 2016
Small Project Assistance



Overview:

The City of Minneapolis, through its Green Business Cost Share Program (GBCSP), is offering funding to enable energy efficiency work in Minneapolis businesses. The purpose of the GBCSP is to help business owners overcome financial obstacles to energy efficient practices.

Funds of up to \$2,500 are available for qualifying Minneapolis businesses. The City of Minneapolis is invested in creating opportunities for business owners to reduce their environmental and carbon footprint while improving their business operations.

Eligibility Requirements:

1. Business must be located within the City of Minneapolis.
2. The project must be approved for an Xcel Energy or CenterPoint Energy rebate program.
3. Business owner must provide 80% matching funds for project.
(All funds received outside of the funding for this program qualify as the business match. for example, grants, utility rebates, business financing, etc.)

Application Deadline: October 14, 2016

Don't Wait: Applications received before this date will be awarded sooner

For reasonable accommodations or alternative formats, please contact the Minneapolis Health Department at (612) 673-2301 or health@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at (612) 673-3000. TTY users call (612) 673-2626.
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Application Timeline:

- July 7, 2016 Cost Share applications available
- July 7, 2016 Application submissions accepted
email to: envservicesinfo@minneapolismn.gov
or fax to: 612.673.2635

Cost Share winners approved on a first come, first served basis.

- October 14, 2016 4:30pm **Deadline** - No new applications accepted past this date
- November 18, 2016 All projects to be completed
- December 5, 2016 Final day for documents submitted for reimbursement

To Apply:

Send the completed application form and required attachments by email, fax or mail:

- Email to envservicesinfo@minneapolismn.gov
- Fax to 612-673-2635
- Mail to:
City of Minneapolis, Environmental Services
Green Business Cost Share Program
250 South 4th Street - Room 414
Minneapolis MN 55415

Applications will be reviewed by the Green Business Cost Share Program selection panel. The panel consists of experts in the energy field.



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Energy Efficiency Cost Share Application

Complete all sections on this application.

Name of business: _____

Contact person: _____

Address: _____

Phone: _____ Email: _____

Requested Funds: \$ _____ (Not to exceed \$2,500)

Your Business Matching Funds: \$ _____ (Must be at least 80% project, including rebates; attach any estimates)

Total Project Cost: \$ _____

Summary of Request (What is the scope of the project? How you are planning to spend the cost share funds?):



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What is the energy savings from this project?

_____ kwh and/or _____ therms reduced/eliminated annually

Any other reductions such as water savings? _____ (enter a quantity)

Describe verification documentation (attach to application) you will provide to demonstrate the reductions mentioned above? Please include Xcel Energy or CenterPoint Energy rebate verification here.

How will this cost share help your business and employees?

How will this cost share help your customers?

How will this cost share help your neighbors and surrounding community?



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Energy Efficiency Cost Share Application

Checklist

What to submit:

- This Cost Share application. Applications can be emailed to envservicesinfo@minneapolismn.gov or faxed to 612-673-2635
- Proof that the cost share applicant is the owner of record of the property or business where funds will be used. Copy of property tax record, business license, etc.

Checklist of Requirements:

- Business will provide at least 80% of the funds for the project
- Cost share funds can only be used to compensate for materials and labor specified on the cost share bid
- Ineligible costs include labor costs of applicant's employees
- All work must meet City of Minneapolis zoning, building, fire, and all other regional, state or national code requirements

If you are awarded a cost share, the following must occur:

- All improvements must be completed by November 18, 2016. Reimbursement request documents must be provided December 5, 2016. The applicant is responsible for ensuring that product purchases, equipment purchase and installation, or other work proposed have been completed satisfactorily before paying the contractor(s).
- Cost share funds will be disbursed to the contractor(s), vendors, and/or cost share applicant by the City Cost Share Fund Manager. The cost share applicant must submit the following items to the program manager upon completion of the work. If more than one contractor is used, there must be complete sets of the items listed below for each contract/contractor/vendor:
 - ___ Before and after photographs from the same vantage point highlighting the improvement
 - ___ Proof of final inspection by the City of Minneapolis for any work requiring a City permit.
 - ___ Final invoice from the contractor or vendor showing the total project cost
 - ___ Proof of payment paid to contractor/vendor
 - ___ Rebate verification



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Resources to save energy and money

Below is a list of resources and tools to help you save money in your business through reduced energy or other resource usage.

- Minnesota Chamber of Commerce: Energy Smart
<http://www.mnenergysmart.com/contact-us/>
- CenterPoint Energy (natural gas provider)
www.centerpointenergy.com
- Minnesota Pollution Control Agency Small Business Environmental Assistance Program
<https://www.pca.state.mn.us/quick-links/reducing-voc-emissions-your-business>
- Xcel Energy offers small business assistance and a discount rate program for compact fluorescent light bulbs
https://www.xcelenergy.com/customer_support/business_solutions_center