City of Minneapolis

Green Business

Matching Grant Overview 2013

Improving environmental performance

Vehicle repair, service, and maintenance businesses

Complete all sections on this application

The City of Minneapolis is offering grants up to $10,000 each to help fund vehicle repair, service, and maintenance businesses move to painting, cleaning alternatives, and repair processes that reduce emissions, hazardous waste, or energy usage.

To apply for a grant, submit an application that addresses the attached guidelines. Proposals are due by 4 p.m., June 7th, 2013. Winners will be announced June 30th, 2013 and projects must be completed before September 20th, 2013.

Eligible applicants:

- Any vehicle repair, service, or maintenance business in the City of Minneapolis.
- See requirements and bonus items on Matching Grant Application.
- Resources: For grant resources see Minnesota Technical Assistance Program (MNTAP) website **http://www.mntap.umn.edu/vehicle/index.htm** or call 612.624.4694

Agreement with grant winners:

Owners must be able to provide 2/3 matching funds for project.

Ex. $30,000 Project = $10,000 Grant + $20,000 2/3 matching funding from business

A contract will address the conditions of the grant award including implementation of the project, reporting on progress and activities, and a final report. The contract is a legal, binding document and will need signatures of the grant fund manager, the program manager, and the grantee. Grant recipients are expected to keep accurate financial records of the project.

Grant payments:

Once the switch to an approved alternative product or technology is completed, and the City of Minneapolis has received and approved the final report and final invoice, payment of the grant will be made.

Tentative program timeline:

▪ May 17th	2-4 p.m. Information meeting (optional) at *Public Service Center* *250 4th St S. Rm 414* *Minneapolis, MN 55343*
▪ June 7th	4 p.m. Proposals due
▪ June 21st	Green Business Matching Grant selection committee meets
▪ June 30th	Grant winners announced
▪ July 19th	Agreements completed
▪ September 20th	Project to be completed

- November 1st Final day for documents submitted for reimbursement

Informational meeting (optional):

An optional program information meeting for all applicants will be held 2-4 p.m., Friday May 17th, in Room 414, Public Service Center, 250 4th St. S. Attendance is not mandatory but encouraged for anyone who has questions about the application content or process. Questions and answers from this meeting will be posted on the City's website at Green Business.

To apply:

- Send the completed application form and any required attachments.
- **Deadline 4 p.m. Friday June 7th, 2013**. Late applications may not be considered.
- Mail or deliver to:

City of Minneapolis, Environmental Services
Green Business Matching Grant
250 S. 4th St. RM 414
Minneapolis MN 55415

- Applications will be reviewed by the Green Business Matching Grant selection panel consisting of experts in either automotive, business, or environmental fields.

You can also e-mail your application to envservicesinfo@minneapolismn.gov
Or fax it to 612-673-2635

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.

- CenterPoint Energy (natural gas provider)
  www.centerpointenergy.com/home

- Minnesota Pollution Control Agency Small Business Environmental Assistance Program
  www.pca.state.mn.us/sbeap Helpline 651-282-6143

- Xcel Energy offers small business assistance and a discount rate program for compact fluorescent light bulbs www.compactoffer.com/xcelenergyproducts.cfm

- City of Minneapolis Energy Efficiency Loan Program
  http://www.minneapolismn.gov/cped/ba/cped_energy_efficiency_loan_program

- One Stop Lighting rebate
  http://mncee.org/Find-Programs-Financing/One-Stop-Efficiency-Shop-Lighting-Retrofits/

- RETAP- Mike Vennewitz, Minnesota Retiree Environmental Technical Assistance Program Coordinator
  mvennewitz@yahoo.com
  612-781-1307

- Minnesota Technical Assistance Program (MnTAP), University of Minnesota- industry specific process and energy efficiency for business and industry
  http://www.mntap.umn.edu/
  (612) 624-1300

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Complete all sections on this application

Name of Business:_____

Contact or Applicant: _____

Address: _____

Phone:_____***Email:***_____

Requested Funds: _____

Your Business Matching Funds: _____ *(Must be at least 2/3 project cost)*

Total Project Cost: _____

Summary of Request (what you are planning to do with grant funds):

_____

_____

What to submit by June 7th, 2013:

- ☐ This Matching Grant Application
- ☐ Demonstrate that the grant applicant is the owner of record of the property or business where funds will be used to finance the switch to an approved product or technology. Copy of property tax record, business license, etc.
- ☐ Include in the proposal a contractor bid for work or a materials list. Work performed at the property shall be as stated in the bid, and materials purchased shall be as stated in the list.

Checklist of Requirements:

- ☐ An approved alternative product or technology must be installed, and in use at the place of business by the end of the project.
- ☐ No more than $10,000 may be requested by the eligible business. (No minimum request)
- ☐ Business will provide at least two-thirds of the funds for the project.
- ☐ Grant funds can only be used to compensate for materials and labor specified on the grant bid.
- ☐ Ineligible costs include labor costs of employees of the vehicle repair, service, or maintenance businesses.

- Any contractor(s) who performs work at the property must meet City of Minneapolis licensing, building permit, and building code requirements.
- All work must meet City of Minneapolis zoning code, building, fire, and all other regional, state or national code requirements.

If you are awarded a grant the following must be complete:

- All improvements must be completed by September 20th, 2013 and reimbursement request documents provided to the program administrator by Nov 1st, 2013. 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).
- Grant funds will be disbursed to the contractor(s), vendors, and/or grant applicant by the City grant fund manager. The grantee 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.

  Completion Certificate filled in and signed by the grant applicant and contractor/vendor.

  Proof of final inspection by the City of Minneapolis for any work requiring a City permit (send a copy of the permit signed off by the responsible City inspector). For work NOT requiring a City permit, call the program administrator to notify them work is complete.

  Final invoice from the contractor or vendor showing the total project cost.

  Proof of payment paid to contractor/vendor. You should be totally satisfied with the work or product performance before paying.

  A lien waiver, which is a statement issued by the contractor/vendor that advises the client that they, the contractor/vendor, have been paid in full for the total project cost, are satisfied with the compensation for the work they performed, or the products provided, and waive their right to place any liens on the property for work completed/products provided.
- Contribute the required matching funds to the City of Minneapolis grant (at least two-thirds matching from business).

Partial list of example eligible technologies and products for grant funding

(If you would prefer to propose a different alternative for consideration from those listed here, list it under “additional information” below.)

- **Aqueous-based paint systems**:

Basecoat and topcoat systems with lower volatile organic compound (VOC) and/or hazardous air pollutant (HAP) concentrations than what you are currently using.

- **High velocity low pressure (HVLP) spray gun(s)**

Spray guns that satisfy the Federal National Emission Standard for Hazardous Air Pollutants (NESHAP) Subpart HHHHHH.

See http://www.epa.gov/ttn/atw/area/paint_stripb.pdf for details.

- **Spray gun cleaning equipment**

Enclosed cleaning equipment meant to minimize gun cleaner evaporation. The equipment filters and recirculates cleaner for reuse.

- **Alternative spray gun cleaning chemicals**

Spray gun cleaners that reduce or eliminate VOC emissions when used.

- **Petroleum solvent recycling equipment**

Equipment that will distill petroleum solvents so they can be reused in your shop, reducing solvent purchases, VOC emissions, and waste disposal.

- **Aqueous parts washer equipment (manual or cabinet-style automatic)**

An aqueous equipment replacement for your current petroleum solvent-based parts washer.

- **Alternative parts washer cleaning chemistries**

Cleaners with lower volatile organic compound (VOC) concentrations or less hazardous compounds than what you are currently using.

Cleaners that have major ingredients that are identified by the Design for the Environment (DfE) program at EPA. See http://www.epa.gov/dfe/index.htm for details.

Cleaners that are Green Seal certified
See http://www.greenseal.org/ for details.

Additional information (Required)

How will your painting or cleaning process change if you are awarded a grant? (*Provide detailed information of your current shop equipment/supplies you propose to change (age, spray efficiency, Material Safety Data Sheet of the product or combination of products, VOC or HAP content, waste volumes, cost burden, etc.).*

_____

_____

_____

_____

_____

How much solvent or annual VOC and/or HAP emission equivalent or hazardous waste would be eliminated from your business as a result of this grant? (The greater the number of gallons eliminated you can demonstrate the higher the application will rank.)

_____ Gallons of solvent to be reduced or eliminated annually

_____ VOC and/or HAP emissions to be reduced or eliminated annually

_____ Hazardous waste reduced or eliminated annually

How do you believe this grant would help your business and employees?

_____

_____

_____

_____

_____

_____

_____

How do you believe this grant would help your customers?

_____

_____

_____

_____

_____

_____

How do you believe this grant would help your neighbors and surrounding community?

_____

_____

_____

_____

Bonus steps

Meeting these items will improve the standing of your application.

- ☐ Obtain a free energy audit from the MN Retired Engineers Technical Assistance Program or other (+1).

  Date completed (scheduled): _____

- ☐ Make and prove changes that save electricity, heating, cooling, or water (+1 per instance).

  Please list changes as well as how they will save electricity, heating, cooling, or water:

  _____

  _____

  _____

  _____