

# 2020 Innovative Pollution Reduction Project Application

*Please review, fill out, and submit all pages of this application for consideration. The City of Minneapolis reserves the right to revoke the grant money if the customer or contractor violates program rules and procedures. The City of Minneapolis is not liable for grants promised to customers because of a contractor misrepresenting this grant program*

## Overview:

The City of Minneapolis wants to help your Minneapolis buildings fund innovative green business practices that focus on climate change, air pollution reduction, water quality improvements in Minneapolis. Through its Green Cost Share program, the City is offering a cost share of **45% match up to \$100,000 each** for projects that reduce;

- Green House Gas Emissions
- Volatile Organic Compound (VOC) emissions
- Particulate Matter (PM) emissions
- Hazardous air pollutants
- NOx emissions
- SOx emissions
- Waste
- Water consumption
- Energy use/Greenhouse Gases

After each deadline, applications are reviewed and ranked by a third-party panel of experts in the energy, water quality and pollution control fields. Highest priority will be given to projects with properties in a Minneapolis designated [Green Zones](#). The city reserves the right to negotiate with applicants on cost share request based on proposed project results.

## Eligibility Requirements:

1. The cost share applicant must be able to demonstrate that the project has measurable pollution reduction of any of the pollution types mentioned above.
2. Owners must be able to provide 55% matching funds for project.  
*Example: \$150,000 Project = \$67,500 45% Green Business Cost Share + \$82,500 55% matching funding from business.*

**Deadlines: December 1 (2019), February 1, April 1, and June 1 (2020)**  
*(Deadlines are Funding Dependent and Open Until Funding is exhausted)*

Email Applications to [GreenCostShare@minneapolismn.gov](mailto:GreenCostShare@minneapolismn.gov)

## Innovative Cost Share Program Rules:

### Prior to Applying:

- Meet with the Minnesota Technical Assistance Program (MNTAP) to review your project. MNTap will assist on the technical aspects of the cost share like quantifying emissions, industry specific processes, and energy efficiency for business and industry. Visit <http://www.mntap.umn.edu/> or call (612) 624-1300.
- Or other 3<sup>rd</sup> party technical analysis partner listed here:

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### How to Apply:

- Fill out the Green Cost Share Application.
- Attach to Application:
  - Supporting documentation of pollution reduction(s).
  - A contractor bid or a materials list for the work being done under.
  - Proof that the cost share applicant is the owner on record for the property or business where funds will be used to finance the switch to an approved product or technology. (i.e. Copy of property tax record, business license etc.)
- Email Cost Share Application and all attachments to [GreenCostShare@minneapolismn.gov](mailto:GreenCostShare@minneapolismn.gov).

### When Awarded a Cost Share:

- Sign up as a [supplier](#) with the City of Minneapolis.
- Take a before pictures of the improvements and send them to [GreenCostShare@minneapolismn.gov](mailto:GreenCostShare@minneapolismn.gov).
- Sign a Cost Share contract at most 3 Months after receiving a program acceptance email. City will consider applicants that do not meet this requirement to have forfeited their Green Cost Share award, and the money will be reallocated to a different project.

### After Project(s) are Completed:

- All improvements must be completed by November 20<sup>th</sup>, 2020.
- Email the Items listed below to the city contract manager by December 21<sup>st</sup>, 2020. If more than one contractor is used, there must be complete sets of these documents for each contractor.
  - Before and after photographs highlighting the project(s).
  - Proof of final inspection by the City of Minneapolis for any work requiring a City permit.
  - Final paid invoice from the contractor or vendor showing the total project cost.
  - 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.
- Email just the city invoice template to [submitinvoices@minneapolismn.gov](mailto:submitinvoices@minneapolismn.gov)

**Other Rules and Procedures:**

- Funds are allocated based on what's approved in the Green Cost Share application. If the final invoice is higher than the bid, additional Cost Share funds must be approved by the program administrator.
- Applicant is responsible for arranging all the upfront project financing.
- 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 employees)
- 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, state, regional, and national zoning, building, and fire codes.
- 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).

**Application Procedure:**



For reasonable accommodations or alternative formats, please contact the Minneapolis Health Department at (612) 673-2301 or [health@minneapolismn.gov](mailto: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.  
Para asistencia (612) 673-2700 - Rau kev pab (612) 673-2800 - Hadii aad Caawimaad u baahantahay (612) 673-3500.



Innovative Cost Share 2019

Minneapolis Health Department
250 South 4th Street, Room 510
Minneapolis, MN 55415
TEL 612.673.2301
www.minneapolismn.gov/health

Innovative Green Cost Share Application

Complete all sections on this application. \* = Required

Applicant Information\*

Applicant Name: \_\_\_\_\_

Applicant Business: \_\_\_\_\_

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

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

Summary of Request\* (20 Points)

What business process will be changed if you are awarded a cost share? Provide detailed information of any equipment/supplies to be upgraded (age, operational efficiency, etc.), Safety Data Sheets of the product or combination of products (VOC or HAP content, waste volumes etc.), and attach other relevant documentation.

[Empty box for detailed request information]

Project Address\*

Annual Pollution Reductions\*

Particulate Matter (PM) \_\_\_\_\_ lbs. Carbon Dioxide (CO2): \_\_\_\_\_ lbs. Hazardous Air Pollutants (HAP): \_\_\_\_\_ lbs.
Volatile Organic Compounds (VOC): \_\_\_\_\_ lbs. Nitrous Oxides (NOx): \_\_\_\_\_ lbs. Hazardous Waste: \_\_\_\_\_ lbs.
Sulphur Oxides (SOx): \_\_\_\_\_ lbs. Solvent: \_\_\_\_\_ gal. Solid Waste: \_\_\_\_\_ lbs.

Annual Savings\*

Water: \_\_\_\_\_ gal. Energy: \_\_\_\_\_ kWh/Therms

Funding Information\*

Requested Grant Funds: \$ \_\_\_\_\_ Not to Exceed \$100,000

Est. Applicant Match: \$ \_\_\_\_\_ Must be at least 55% of project cost

Est. Total Project Cost: \$ \_\_\_\_\_ Attach Any Estimates of Projects



Minneapolis Health Department  
250 South 4<sup>th</sup> Street, Room 510  
Minneapolis, MN 55415  
TEL 612.673.2301  
[www.minneapolismn.gov/health](http://www.minneapolismn.gov/health)

**Application Questions\* (80 points)**

*The answers to these questions will be used to prioritize funding distribution, and to describe the project in subsequent promotional material.*

1. **Required\*:** Review your project with MNTAP or another 3<sup>rd</sup> party technical analysis partner. (5 Points)

**Representative Name:** \_\_\_\_\_ **Meeting Date:** \_\_\_\_\_

**Representative Email or Phone Number:** \_\_\_\_\_

**Representative Signature:** \_\_\_\_\_

2. Is your property in a Green Zone? Yes  No  (25 Points)

3. What is the combined expected payback for the projects in this application? \_\_\_\_\_ years (5 Points)

4. Do you have a Minneapolis based workforce component of this project? Or is the developer willing to host a STEM Pathways intern for this or a future project? (5 points): Yes  No

5. A goal of the Green Cost Share is to encourage Green practices citywide. How will you share the success of your project? (Signage, presentations to company, industry, or school groups, etc.) (10 Points)

6. Do you have any letters of support? List here and attach them to your application. (10 Points)

7. What are direct and indirect advantages to your business, employees, customers, community of receiving this project? (10 Points)

8. What motivated you to start this project? (i.e. Comfort, Aesthetic Feel, Productivity, Savings, etc.). (10 points)