

# 2018

## 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 revoke the grant award 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 this grant 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 have been completed without the aid of the BESFP grant.** Applications for which a verbal or written commitment has been made to complete the project will not be considered for this grant program.

### Eligible Businesses and Projects

Eligible projects include:

- Energy projects which qualify for an Xcel Energy, CenterPoint Energy, or Connexus Energy prescriptive or pre-approved custom rebate
- Waste projects for which diversion rates can be quantified according to Waste Wise program 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)

Applicants are not eligible for a BESFP grant if:

- The business or business owner has previously been awarded a BESFP grant. This includes all LLC's or DBA's under the umbrella of a single holding company or corporation. For instance, if Holding Company ABC applies for a grant for more than one of its LLC's or DBA's, only one grant may be awarded to Holding Company ABC.

### Grant Details

Up to \$2,500 may be awarded for pre-approved energy efficiency or waste management projects. The grant funding is awarded *after* the project is completed, is confirmed by Energy Smart or Waste Wise staff, and the applicant verifies that the utility rebate has been received. All grant checks will be made out and sent to the applicant unless other arrangements are made with the BESFP administrator.

- **For Electric Project Applicants:** The BESFP grant may finance \$0.07/estimated kWh reduced, up to one third of the project cost after the energy rebate has been applied
- **For Natural Gas Project Applicants:** The BESFP grant may finance \$8.62/estimated Dth reduced, up to one third of the project cost after the energy rebate has been applied
- **For Waste Project Applicants:** The BESFP grant may finance one third of the project cost

All 2018 grant projects should be completed and verified by November 15, 2018.

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For energy projects:

- **energy upgrade projects must be completed and have rebate application paperwork submitted to the utility within 90 days after the grant application is approved**
- the final grant amount will be based on the energy savings recorded by the utility

## Application Procedure



## Important Dates/ Deadlines

- Grant Applications Accepted – December 1, 2017 – September 24, 2018
- Grant Applications Reviewed – January 1, 2018 – October 1, 2018
- Applicant must provide verification that project rebate has been received – December 31, 2018

## Stakeholder Responsibilities

**Applicant** is responsible for:

- **Ensuring the grant rules and procedures are followed**
- 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 before submitting a grant application
- Completing and signing the BESFP application
- Demonstrating ability to finance the remaining project balance after project completion
- Agreeing to a full inspection of financed project after project completion
- Completing a Wg and providing it to the BESFP
- **Providing the utility verified energy savings estimate and rebate amount to Energy Smart staff**

**Contractor** (if applicable) is responsible for:

- **Ensuring the grant rules and procedures are followed**
- Providing a copy of the project quote (including material and labor costs), final invoice, and rebate paperwork to applicant and Energy Smart or Waste Wise staff (CEE projects excluded)
- Carrying liability insurance certificate specific to the project
- Signing a Warranty and Contract Agreement, Lien Waiver(s) and Sworn Construction Statement



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Energy Smart or Waste Wise Staff are responsible for:

- Reviewing grant application with applicant to ensure the responsible party understands grant rules and procedures before signing the application
- Performing final inspection of the completed project
- Ensuring the utility rebate forms are completed properly before they are sent to the energy utility
- Verifying that energy utility rebate has been received by applicant

Please note that if the grant application is approved, the deadlines noted in this document must be met or the grant award may be revoked.

**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: \_\_\_\_\_



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## Applicant Certification

I certify the following on behalf of myself and any contractor considered for the project noted in this application:

- The information contained in this BESFP application is true and 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.
- Prior to submitting this application, I had not considered completing the project without the aid of the BESFP grant program.
- For energy projects, I will ensure that the project is complete and rebate paperwork submitted within 90 days that the grant application is approved.

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.
- I confirm that project documents needed for the energy utility rebate application will be provided to the business within one week after the project installation is complete.

Company Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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



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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



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## Proposed Project

Provide a description of the project, including equipment to be replaced, new equipment to be installed, and labor quote if applicable. If the proposed project is 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  
BESFP Administrator  
[jcurran@mnchamber.com](mailto:jcurran@mnchamber.com)  
651-292-4653

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