



## Funds Available for Energy Efficiency Projects

### Overview:

The City of Minneapolis wants to help your Minneapolis business pay for energy efficiency upgrades. For qualifying businesses, we'll cover 20% of a project's expenses, up to \$2,500.

The City of Minneapolis is committed to creating opportunities for business owners to reduce their environmental and carbon footprint while improving business operations. This funding is available through the Green Business Cost Share Program, which helps business owners overcome financial obstacles to better energy efficiency.

### Eligibility Requirements:

1. Business must be located within the City of Minneapolis
2. Project/s must be approved for an Xcel Energy or CenterPoint Energy rebate program
3. Business owner must provide 80% matching funds for project  
(Any funds received outside of this program's funding qualify for the match, including but not limited to grants, utility rebates, and business financing.)

**Application Deadline: October 20, 2017**

*Don't Wait! Funds are limited and will be provided "first come, first served"*

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.  
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City of Minneapolis  
Green Business  
Energy Efficiency Cost Share 2017  
Small Project Assistance



**Application Timeline:**

- |                     |  |
|---------------------|--|
| • October 24, 2016  | Applications available                                 |
| • January 2, 2017   | Application submissions accepted                       |
| • October 20, 2017  | Deadline (no new applications accepted past this date) |
| • November 20, 2017 | All projects to be completed                           |
| • December 8, 2017  | Final day to submit documents for reimbursement        |

**To Apply:**

- Mail the completed application form and required attachments to:  
City of Minneapolis, Environmental Services  
Green Business Cost Share Program  
250 South 4<sup>th</sup> Street - Room 414  
Minneapolis MN 55415
- Or e-mail to [envservicesinfo@minneapolismn.gov](mailto:envservicesinfo@minneapolismn.gov)
- Or Fax 612-673-2635
- Applications will be reviewed by the Green Business Cost Share Program selection panel consisting 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?):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are the energy savings from this project?

\_\_\_\_\_ kwh and/or \_\_\_\_\_ therms reduced/eliminated annually

Are any other reductions anticipated (e.g. water savings)? \_\_\_\_\_ (enter quantity)



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

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*These questions help us understand the impact and benefits of the funding:*

What are the direct or indirect advantages to your business and employees of receiving this funding? Please describe.

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Do you see any direct or indirect advantages to your customers of receiving this funding? Please describe.

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Do you see any direct or indirect advantages to your neighbors and surrounding community of receiving this funding? Please describe.

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## ***Energy Efficiency Cost Share Application Checklist***

### **What to submit:**

- This Cost Share application can be emailed to [envservicesinfo@minneapolismn.gov](mailto: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, 2017. Reimbursement request documents must be provided December 5, 2017. 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 for energy efficiency assistance

*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](http://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](https://www.xcelenergy.com/customer_support/business_solutions_center)