

## Vehicle Repair, Service, and Maintenance Businesses

The City of Minneapolis is offering grants up to \$20,000 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.

### 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. \$60,000 Project = \$20,000 Grant + \$40,000 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:

- January 22, 2015                      2-4 p.m. Information meeting (optional) at  
*Public Service Center  
250 4<sup>th</sup> St S. Rm 414  
Minneapolis, MN 55343*
- April 15                                      4 p.m. Proposals due
- April 29                                      Grant winners announced
- May 13                                        Agreements completed
- October 1                                    Project to be completed
- October 17                                 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., Thursday, January 22, 2015, in Room 414, Public Service Center, 250 4<sup>th</sup> 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 <http://www.minneapolismn.gov/greenbusiness>

### To Apply:

- Send the completed application form and any required attachments.
- **Deadline 4 p.m. Wednesday, April 15, 2015.** Late applications may not be considered.
- Mail or deliver to:

City of Minneapolis, Environmental Services  
Green Business Matching Grant  
250 S. 4<sup>th</sup> 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](mailto:envservicesinfo@minneapolismn.gov)  
Or fax it to 612-673-2635



**City of Minneapolis  
Green Business  
Matching Grant Application 2015  
Vehicle Repair, Service, and Maintenance Businesses**



*Complete all sections on this application.*

**Name of Business:** \_\_\_\_\_

**Contact or Applicant:** \_\_\_\_\_

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

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

**Requested Funds:** \_\_\_\_\_ *(Not to exceed \$20,000)*

**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):**

\_\_\_\_\_  
\_\_\_\_\_

**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



**City of Minneapolis**  
**Green Business**  
**Matching Grant Application 2015**  
**Vehicle Repair, Service, and Maintenance Businesses**



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

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*How do you believe this grant would help your customers?*

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

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**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:*

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## Vehicle Repair, Service, and Maintenance Businesses Checklist

### What to submit by April 15, 2015:

- 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.
- Site visit by Minnesota Technical Assistance Program
- No more than \$20,000 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 October 1, 2015 and reimbursement request documents provided to the program administrator by October 17, 2015. The applicant is responsible for ensuring that the work has been completed satisfactorily before paying the contractor(s).

(Continued)

- 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.

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).

### **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](http://www.centerpointenergy.com/home)
- Minnesota Pollution Control Agency Small Business Environmental Assistance Program  
<http://www.pca.state.mn.us/index.php/topics/small-business-environmental-assistance-program/index.html>
- Xcel Energy offers small business assistance and a discount rate program for compact fluorescent light bulbs  
[www.compactoffer.com/xcelenergyproducts.cfm](http://www.compactoffer.com/xcelenergyproducts.cfm)
- 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](mailto:mvennewitz@yahoo.com) 612-781-1307
- Minnesota Technical Assistance Program (MnTAP), University of Minnesota- industry specific process and energy efficiency for business and industry

## **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](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.