

Innovative Green Grant

The City of Minneapolis is offering grants, up to \$45,000 each, to help fund innovative green business practices that focus on air quality improvement by reducing VOC emissions, particulate matter emissions, or other significant Hazardous Air Pollutants. While air pollution reduction will be given a priority, businesses may also apply with other innovative green business projects that reduce environmental impacts.

Eligible applicants:

- Any business in the City of Minneapolis that pays a Pollution Control Annual Registration.
- The grant applicant must be able to demonstrate that the project has measurable pollution reduction.

Agreement with grant winners:

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

Ex. \$120,000 Project = \$40,000 Grant + \$80,000 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
<i>Public Service Center</i>
<i>250 4th St S. Rm 414</i>
<i>Minneapolis, MN 55343</i> |
| ▪ 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 |



City of Minneapolis
Green Business
Matching Grant Overview 2015
Improving Environmental Performance



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 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 <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. 4th St. RM 414
Minneapolis MN 55415

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

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



City of Minneapolis
Green Business
Matching Grant Application 2015
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Innovative Green Grant Application

Complete all sections on this application.

Name of Business: _____

Contact or Applicant: _____

Address: _____

Phone: _____ **Email:** _____

Requested Funds: _____ (Not to exceed \$45,000)

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

Total Project Cost: _____

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

How will your business process change if you are awarded a grant? (Provide detailed information of your 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.).

For assistance on answers technical aspects of the grant such as quantifying emission contact: 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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How much particulate matter, 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.)

- _____ lbs of particulate matter reduced or eliminated annually
- _____ Gallons of solvent to be reduced or eliminated annually
- _____ lbs of VOC and/or HAP emissions to be reduced or eliminated annually
- _____ lbs hazardous waste reduced or eliminated annually

What verification documentation will you provide to demonstrate the reductions mentioned above?

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 report from the MN Retired Engineers Technical Assistance Program (contact mvennewitz@yahoo.com or) or other (+1).

Date completed (scheduled): _____

Innovative Green Grant Checklist

What to submit by April 15, 2015:

- This Matching Grant Application
- Supporting documentation of air pollution reduction
- 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 application 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 \$45,000 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.
- 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
- 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
- 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