Summary
The Business Energy Efficiency Grant Program (BEEGP) is a grant program of the Minnesota Chamber of Commerce. The purpose of the BEEGP grant program is to motivate business owners to complete projects that would otherwise not have been completed without the aid of the BEEGP. Applications for which a verbal or written commitment has been made to complete the project will not be considered for this grant program. All grant applications will be reviewed on a case by case basis and will be contingent on available funds, Energy Smart evaluation of the specific project and BEEGP administrator final approval.

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
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

Grant Details
Up to $2,500 may be awarded ($3,500 for MCC members) for pre-approved energy efficiency projects. The funds can be used for multiple projects at one approved utility service address until maximum grant dollars have been reached ($2,500 or $3,500). A separate grant application must be completed for each project. Funding may be accessed at any time during the grant year, but projects must be completed and rebated in the same calendar year as the approved grant application.

Grant funding is awarded after the project is completed, confirmed by Energy Smart, 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 BEEGP administrator.

- **For Electric Project Applicants:** The BEEGP grant may finance 20% of project after the energy rebate has been applied.
- **For Natural Gas Project Applicants:** The BEEGP grant may finance 20% of project after the energy rebate has been applied.
For energy projects:
- A completed and signed utility data release form must be provided to Energy Smart staff prior to application submission.
- Energy upgrade projects must be completed and have final paid invoice submitted to Energy Smart staff AND utility representative within 120 days after the grant application is approved.
- The final grant amount will be based on the final invoice from the contractor.

Application Procedure

Important Dates/Deadlines

- CEE Projects:
  - Leads For Grant Projects: December 15, 2018 – October 1, 2019
  - All Grant Lead Visits Completed: October 15, 2019
  - Final Day for Application Approval: October 25, 2019
  - Final Paid Invoice Submitted: November 15, 2019
- All other projects:
  - Grant Applications Reviewed – January 1, 2019 – October 11, 2019
  - Xcel Energy Prescriptive Projects – Final paid invoice submitted by December 2\textsuperscript{nd}, 2019
  - CenterPoint Energy Projects – Final paid invoice and signed rebate application submitted by December 31\textsuperscript{st}

Stakeholder Responsibilities

Applicant is responsible for:
- Ensuring the grant rules and procedures are followed
- Ensuring that an 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 BEEGP 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 W9 and providing it to the BEEGP
- Providing the utility verified energy savings estimate, signed utility release form and rebate amount to Energy Smart staff
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**Contractor** (if applicable) is responsible for:
- Ensuring the grant rules and procedures are followed
- Providing a copy of the project quote with labor and material costs itemized. Contractor intention to receive the utility rebate must be listed on quote if applicable.
- Providing final invoices with labor, material, subtracted rebate (if applicable) and rebate paperwork to applicant and Energy Smart or Waste Wise staff
- Carrying liability insurance certificate specific to the project
- Signing a Warranty and Contract Agreement, Lien Waiver(s) and Sworn Construction Statement

**Energy Smart 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 or contractor

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: _________________________________
I certify the following on behalf of myself and my employer:

- I have followed the rules and procedures of the BEEGP.
- I have not misrepresented the BEEGP.
- 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: __________

Mailing Address (if different): __________________________________________________________________________________

Email:_________________________________________ Phone:____________________________

No. of Full-time Equivalent Employees: _____________________________________________________________

Electric Energy Utility: ____________________________ Natural Gas Energy Utility: ______________________

Minnesota Chamber of Commerce Member_________ yes _________ no _________ Interested in joining

Type of Facility

☐ Office ☐ Retail ☐ Lodging ☐ Health/Medical

☐ Restaurant ☐ Grocery ☐ Warehouse ☐ Multi-family/commercial

☐ Industrial/Mfg. ☐ Convenience Store ☐ Other Commercial ☐ Other Industrial

E N E R G Y S M A R T
MINNESOTA CHAMBER OF COMMERCE
Direct Services
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: ____________________________________________________________________________
_____________________________________________________________________________________________
CEE Auditor: __________________________________________Program ID_______________________________
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 _________________

BEEGP Program Information

Submit ALL pages of application to:
Robert Friend
BEEGP Administrator
rfriend@mnchamber.com
651-292-3915

Completed by BEEGP
_________ date application approved
_________ est. grant amount
_________ W9 rec’d
_________ utility rebate verified