

Business Energy Retrofit Program

Eligibility

1. Private businesses, nonprofits, and tribal units of government.
 - a. Tenants are eligible with written consent from the property owner.
 - b. Vacation rentals by owner are not eligible.
 - c. City Economic Development Authorities (EDA's) is eligible to apply if repurposing a vacant building for business development.
 - d. Up to five grants may be awarded to commercially operated four-to-10-unit multifamily housing buildings.
2. 100 employees or less.
3. Confirmation project (or project phase) has not started construction.
 - a. AEOA will conduct an initial site visit and document with photos.
 - b. Agency reserves the right to award grants to projects which have started but an inspection must occur prior to construction to ensure eligibility and document existing conditions.
4. One project per applicant per year.
 1. If more than one project per year is proposed, it will be determined on a case-by-case basis with approval by the grant administrator prior to the project beginning.

Business Energy Retrofit Prioritization

1. A community that has not been served or is unserved by the BER program previously (1 point).
2. A business located in the downtown, Mainstreet or business corridor (1 point).
3. A business that has never received grant funding before (1 point).
4. Leveraging other local, state, or federal funding sources such as local EDA, DEED SCDP, USDA, utility rebates, or PACE (1 point).
5. Readiness is demonstrated including but not limited to the following: (2 points total)
 - a. Bids submitted with application.
 - b. Ready to begin within 90 days of application submittal.

How It Works

1. Submit your BER application, release, supporting documents and current prevailing wage compliant bids to AEOA for review. First come, first serve basis, pending funding.
2. If approved, AEOA will contact you and schedule a site visit, take photo documentation of the property, verify if the project is viable, discuss the program more thoroughly and collect the application fee of \$500.00. If declined, AEOA will submit an email explaining the issue.

*****Prior to Starting the Project*****

Applicant Responsibilities:

1. Applicant to provide AEOA current prevailing wage compliant proposals/estimates from their selected contractor(s) with either application submission or 30 days from site visit.
2. AEOA conducts bid review with the applicant and AEOA verifies contractor requirements such as being licensed and/or registered to include having liability insurance are met.
3. AEOA, the applicant and contractor(s) will perform a pre-construction conference. At this conference both parties will complete the warranty agreement and proceed to work documents.
4. The applicant must have their banker or lender supply AEOA with a 2/3 funding verification email or letter for their portion of the project. Proof of contractor payments are eligible and will have to be provided prior to grant payment.
5. The Applicant (or AEOA) will hang the provided **“This project made possible through**

Business Energy Retrofit Program

taxes paid by Minnesota's Mining Industry" sign in public view.

Contractor Responsibilities:

1. Contractors must be licensed, bonded and at a minimum be registered with the Department of Labor and Industry pending work that is being performed.
2. Contractor to complete the AEOA provided direct deposit form for their 1/3 electronic payment to include a voided check in association with the bank account information.
3. Contractor to provide current liability insurance certificate made out to AEOA.
4. Contractor to complete the AEOA provided completed Sworn Construction Statement.

***** When the above documents have been completed and provided to AEOA, the project may start *****

AEOA's Responsibilities after Project Awarding:

1. AEOA will process the \$500 application fee pending program participation selection.
2. AEOA will collect contractor's lien waiver, final invoice and prevailing wage compliance form when completed.
3. AEOA will complete the final inspection for the energy upgrades that was awarded to the specific contractor. The applicant, contractor and AEOA will need to sign the completion certificate for the contractor 1/3 payment.
4. AEOA will electronically deposit the 1/3 grant amount directly to the awarded contractor.

If you have any additional questions, please contact me.

Sincerely,

Erik Bennett
AEOA - Business Energy Retrofit Program
702 3rd Ave South
Virginia, MN 55792
218.780.8061
erik.bennett@aeoa.org