



Standard Program

The Standard Business Energy Retrofit Program (BER) is designed to aid in financing the energy retrofit project. The BER Program will support and provide the business up to \$20,000 in eligible retrofit expenses or 1/3 of the total project up to \$60,000. A \$500.00 application fee will be required to participate in this program at the initial inspection and processed at the time of project closing.

Current prevailing wage compliant eligible accepted bids are due with application submission or to AEOA within 30 days of site visit pending readiness. 100 employees or less at the specific place of business. The energy upgrades cannot be started or completed prior to AEOA's site visit. Reimbursements are not allowed for already completed work.

Staff from AEOA will be responsible for:

- Initial site visit inspection, photo documentation and collection of application deposit
- Obtaining eligible proposal(s) from the business representative(s)
- Bid review with business representative(s)
- Final inspecting the completed project
- Provide information on local utility rebate(s) that are available

One third of the project or \$20,000 maximum payment will be paid in full to the awarded contractor(s) from AEOA when all documents are completed and the project is final inspected. It is the contractor(s) responsibility to invoice the BER contribution portion of the project to AEOA. The business is responsible for paying the additional amount of the total project to the contractor with proof prior to receiving the BER portion. If multiple measures of work are chosen and the total cost of the project is over \$60,000, the \$20,000 contribution will go towards the most cost effective and energy efficient portion of the project.

Businesses will have to complete the following to move forward with the project:

- Business Energy Retrofit Program Application and Release Form
- Provide prevailing wage compliant bids for the energy related work
- Letter from the businesses bank or lender verifying funds available for 2/3 portion
- \$500.00 BER Application Deposit (Please make check payable to AEOA at the initial inspection)

Contractors will have to complete the following to move forward with the project:

- Prevailing Wage Compliance Form
- Direct Deposit Form w/voided check to include routing number and bank account number
- Liability insurance certificate for job specific projects
- Signed Warranty and Contract Agreement, Lien Waiver(s) and Sworn Construction Statement
- Coordinate energy rebates with business representatives

If you have any additional questions, please contact me.

Sincerely,

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