

Business Energy Retrofit Program

*Shining New Light
on Local Businesses*

The Business Energy Retrofit Program (BER) is designed to educate and help assist businesses with energy efficient decisions and 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 non-refundable \$500.00 application deposit will be required to participate in this program.

Staff from AEOA will be responsible for:

- Initial site visit inspections and collection of application deposit
- Creating a scope of work
- Bid review with business representative(s)
- Provide energy savings based on the project cost
- Pre-construction conferences with the business representative(s) and Contractor(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:

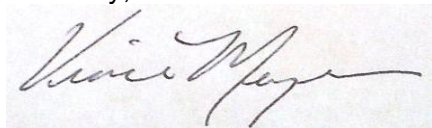
- \$500.00 Application Deposit
- Business Energy Retrofit Program Application and Release Form
- Signed Bid Tabulation Form when Contractor(s) are chosen
- Letter from the businesses bank or lender verifying funds available for 2/3 portion once bids are chosen.
- Signed Warranty and Contract Agreement at pre-construction conference
- Provide previous 12 months of utility bills and/or fuel bills from vendor

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

- AEOA provided Business Energy Retrofit Program Proposal Form
- Prevailing Wage Compliance Form and weekly Prevailing Wage Payroll Forms
- 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 at the pre-construction conference

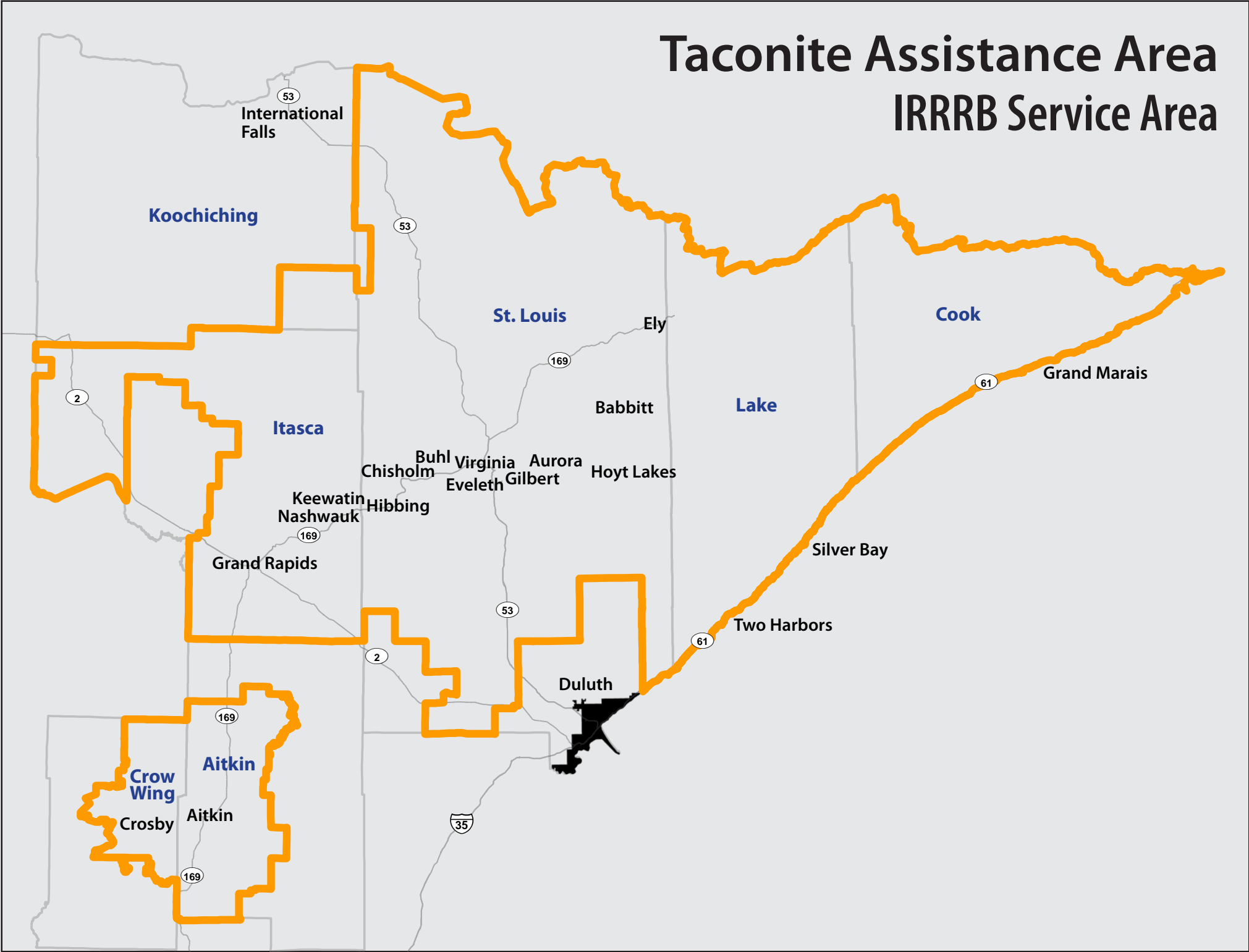
If you have any additional questions please contact me.

Sincerely,



Vince Meyer
AEOA-Business Energy Retrofit Program
702 3rd Avenue South
Virginia, MN 55792
218-735-6828
Vincent.meyer@aeoa.org

Taconite Assistance Area IRRRB Service Area



Business Energy Retrofit Program

Shining New Light on Local Businesses

Business Energy Retrofit Program Application

Customer Information

Business Name: _____
Contact Person: _____
Business Address: _____
City: _____ Zip: _____ County: _____
Email Address: _____
Phone: _____ Fax: _____ No. of Employees: _____

Type of Facility

Agriculture	<input type="checkbox"/>	Restaurant	<input type="checkbox"/>	Lodging	<input type="checkbox"/>	Warehouse	<input type="checkbox"/>
Grocery	<input type="checkbox"/>	Office	<input type="checkbox"/>	Educational	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>
Convenience Store	<input type="checkbox"/>	Health Care	<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Other	_____

*All facilities are subject for review and approval.

Proposed Project

Please give a brief overview of the project you would like to propose.

Eligible Activities

Lighting and fixture upgrades
Appliances, motors and equipment
Heating and Cooling

Building envelope air sealing
Insulation and ventilation
Window and door replacement

Program Information

For additional information regarding the program please call: Vince Meyer at 218-735-6828

Mail, Email or eFax completed applications to:

\$500.00 application deposit will be required

AEOA Attn: Vince Meyer

702 Third Avenue South

Virginia, MN 55792-2797

eFax: 612-486-9060

Email: vincent.meyer@aeoa.org



AUTHORIZATION TO RELEASE ENERGY USE, BILLING AND PHOTO INFORMATION

AEOA Contact: Vince Meyer
 AEOA
 702 3rd Ave S
 Virginia, MN 55792
 Office: 218-735-6828 eFAX: 612-486-9060 Email: Vincent.meyer@aeoa.org

To: **ARROWHEAD ECONOMIC OPPORTUNITY AGENCY**
 PLEASE RELEASE ENERGY USE AND BILLING INFORMATION – ELECTRIC AND FUEL TO:
NAME OF RECIPIENT NAME OF COMPANY OR ORGANIZATION
 Vincent Meyer Arrowhead Economic Opportunity Agency
 FOR PURPOSE OF ASSESSING ENERGY USE AND/OR SAVINGS FOR THE **BUSINESS ENERGY RETROFIT PROGRAM**

<u>LIST BELOW ALL ACCOUNT(S) ASSOCIATED WITH RETROFIT PROPERTY</u>		
ACCOUNT NUMBER / VENDOR NAME OR UTILITY NAME		SPECIFY TYPE OF FUEL (GAS / ELECTRIC)
_____ CUSTOMER SIGNATURE		_____ DATE
PRINTED NAME	TITLE	
PHONE NO.	E-MAIL	
MAILING ADDRESS		
CITY	STATE	ZIP

BY SIGNING THIS RELEASE FORM YOU ALSO HEREBY GRANT PERMISSION FOR AEOA AND IRRRB, TO TAKE AND USE: TESTIMONIALS AND/OR COMMENTS SAID DURING THE BUSINESSES PROJECT AND PHOTOGRAPHS AND/OR DIGITAL IMAGES OF THE BUSINESS/PROJECT FOR USE IN NEWS RELEASES AND/OR EDUCATIONAL MATERIALS. THESE MATERIALS MIGHT INCLUDE PRINTED OR ELECTRONIC PUBLICATIONS, WEB SITES OR OTHER ELECTRONIC COMMUNICATIONS. YOU FURTHER AGREE THAT YOUR BUSINESS NAME AND IDENTITY MAY BE REVEALED IN DESCRIPTIVE TEXT OR COMMENTARY IN CONNECTION WITH THE IMAGE(S). YOU AUTHORIZE THE USE OF THESE IMAGES WITHOUT COMPENSATION. ALL NEGATIVES, PRINTS, DIGITAL REPRODUCTIONS SHALL BE PROPERTY OF AEOA.