

# Business Energy Retrofit Program

*Shining New Light  
on Local Businesses*

## Advanced Program

The Advanced 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 to include estimated payback calculations. 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 plus \$900.00 audit fee will be required to participate in this program 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 (Energy Conservation Inspection), photo documentation and collection of application fee and audit fee
- Creating a BER proposal form(s) for Contractor(s)
- Bid review with business representative(s)
- Provide project energy savings based on the total project cost(s)
- Pre-construction conferences with the business representative(s) and Contractor(s) to award the project(s)
- Final inspecting the completed project
- Coordinate energy rebates with Energy Insight, utility provider and the business representatives

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
- Letter from the businesses bank or lender verifying funds available for 2/3 portion
- \$1,400.00 Application & Audit Fee (Please make check payable to AEOA at the initial inspection)

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
- 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,

Scott Zahorik  
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