

BUSINESS ENERGY RETROFIT PROGRAM

shining new light on local businesses

Announcing Opportunities for Businesses



Does your business need energy efficient repairs or upgrades?
Would you like to save \$\$\$ on utility bills? Is your business
within the Taconite Assistance Area (TAA)?

Business Energy Retrofit may be right for you!

The Business Energy Retrofit Program (BER) is designed to aid in financing the energy retrofit project. The BER Program will support and provide the business 1/3 up to \$20,000 in eligible retrofit expenses. A \$500.00 app fee will be required to participate in this program when the business application has been approved and collected at the initial inspection.



Eligible Items

Lighting & Fixture Upgrades • Insulation & Ventilation
Renewable Energy-Solar/Wind • Equipment • Appliances
Roofing (1/3 up to \$10k) • Window & Door Replacement
Thermal Boundary Upgrades • Air Sealing • Fuel Conversion
Any and all items being upgraded to save energy!



If you are interested, submit your application & release today, for a chance to receive funding later this fall!



This is a grant opportunity, not a loan, provided by the Department of Iron Range Resources & Rehabilitation (IRRR) and administered by Arrowhead Economic Opportunity Agency, Inc. (AEOA). Grant payments are made directly to the awarded Contractor or Vendor upon completion and final inspection.



For more information and questions, contact:

Erik Bennett

erik.bennett@aeoa.org

218-780.8061

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)'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

Business Energy Retrofit Program Application

Applicant and Business Information

Business Name: _____ # of Employees at this location: _____

Business Address: _____ Federal ID # _____

City: _____ Zip: _____ County: _____

Contact Person: _____ Phone: _____

Contact Email Address: _____ Fax: _____

Have you participated in BER? _____ Located in a downtown setting? _____ Do you have bids? _____ Ready to start? _____ Estimated Start Date? _____

Property Owner Name: _____ Phone: _____

Property Owner Signature: _____ Date: _____

* Electronic signature will be represented by typing full, legal name in the specified signature box and I agree that my electronic signature is the legally binding equivalent to my handwritten signature.

Type of Facility

Agriculture	Restaurant	Lodging	Warehouse	Retail
Grocery	Office	Educational	Manufacturer	Non-Profit
Convenience	Health Care	Industrial	Other: _____	

*All facilities are subject for review and approval.

*Government, city, church and housing are not eligible.

*Businesses are to be locally owned and operated.

Proposed Project

Please give a brief overview of the upgrades you are interested in completing.

How much are you willing to invest? \$ _____ List Funding Sources (Self, Loan, Grant, etc.): _____

Eligible Activities

Lighting & Fixture Upgrades
Insulation & Ventilation
Renewable Energy (Wind / Solar)

Building Envelope & Air Sealing
Heating, Cooling & Refrigeration
Roofing (1/3 up to \$10k max)

Appliances, Motors & Equipment
Window & Door Replacement
All Energy Related Upgrades

Program Information

****A \$500.00 application fee will be required at the initial inspection & processed when the work is awarded****

****BIDS SUBMITTED MUST MEET CURRENT STATE FUNDED COMMERCIAL PREVAILING WAGE****

Mail or email completed application and release form to:



AEOA
attn: Erik Bennett
702 3rd Ave South
Virginia, MN 55792
Phone: 218-780-8061
Email: erik.bennett@aeoa.org



AUTHORIZATION TO RELEASE ENERGY USE, BILLING AND PHOTO INFORMATION

AEOA
attn: Erik Bennett
702 3rd Ave South
Virginia, MN 55792
Phone: 218-780-8061
Email: erik.bennett@aeoa.org

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

LIST BELOW ALL ACCOUNT(S) ASSOCIATED WITH THE PROPERTY

UTILITY COMPANY	ACCOUNT NUMBER(S)	SPECIFY FUEL OR ELECTRIC

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.

Printed Name: _____ Title: _____

Phone: _____ Email: _____

Mailing Address: _____ County: _____

City: _____ State: _____ Zip: _____

Customer Signature: _____ Date: _____

* Electronic signature will be represented by typing full, legal name in the specified signature box and I agree that my electronic signature is the legally binding equivalent to my handwritten signature.

BER Application

Revised 07.31.23 j.zollar