

# Business Energy Retrofit Program

Shining New Light  
on Local Businesses

## How It Works

1. Submit your FY23 BER application, release, supporting documents and current prevailing wage compliant bids to AEOA for review. \$1,250,000.00 has been allocated to the program. 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 you choose the advanced program, a total of \$1,400.00 will be due at inspection. 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 taxes paid by Minnesota’s Mining Industry**” sign in public view.

#### **Contractor Responsibilities:**

1. Contractor 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 or \$1400 application fee pending program participation selection.
2. AEOA will request the previous 12-month utility history from the applicant’s utility provider.
3. AEOA will collect contractor’s lien waiver, final invoice and prevailing wage compliance form when completed.
4. 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.
5. AEOA will electronically deposit the 1/3 grant amount directly to the awarded contractor.

If you have any additional questions, please contact me.

Sincerely,

Scott Zahorik

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