

Gratiot Energy Efficiency Coalition



Guidelines Energy Efficiency Mini Grant

Purpose

The Energy Efficiency Mini Grant is intended to assist the applicant with an energy efficiency retrofit in their building and/or business. Projects will assist the small business in lower their energy usage and demonstrate the importance of energy conservation.

Applications are Due Friday August 27, 2010 by 5:00 p.m. Submit all applications to Aeris Ripley at 525 E Superior Street Alma MI 48801. You may also email application materials to aripley@ci.alma.mi.us.

Eligibility/Project Requirements

1. Owner of real commercial property within Alma, St. Louis, Ithaca, and Gratiot County.
2. Owner of business establishments within these communities are also eligible. Tenants need written approval from the property owner.
3. The applicant must provide a minimum 15% of the project. The applicant must have match ready at time of project approval by the Gratiot Energy Efficiency Coalition.
4. Projects must be completed by the agreed upon timeframe stated in the letter of agreement between the property/business owner making the improvement and the Gratiot Energy Efficiency Coalition.
5. The owner is responsible for notifying the community representative when work has started and completed. Owner must make their property available for the community representative to perform their duties.
6. Funding is limited so a project is defined as a building not a store front.
7. Must property/business owner must display a window decal stating a Gratiot Energy Efficiency Coalition Project has taken place in the building.
8. No previously completed project will be eligible for grant funding or applicant match. Grant Agreement must be in place before project begins.

Conditions of Eligibility

1. Property taxes and other government accounts must be current.

Eligible Costs

1. Lighting
2. Insulation
3. Heating and Cooling
4. Windows and Doors

Gratiot Energy Efficiency Coalition Priorities

1. Projects that provide more private dollars with the grant funds.
2. Projects that can be completed before January 31, 2010.

Maximum Mini Grant amount is \$5,000.

Gratiot Energy Efficiency Coalition



Mini Grant Requirements for Contractors

The Following are required by each contractor doing work under the Gratiot Energy Efficiency Coalition Mini Grant. If the contractor and property owner cannot follow requirements, the project dollars will be given to a different applicant.

MAKE SURE YOUR CONTRACTOR CAN WORK WITH THE FOLLOWING:

Prevailing Wage Required (Davis-Bacon)

1. The project is required to follow Davis-Bacon, which is better known as prevailing wage. All sub-contractor employees fall under Davis-Bacon as well. All wages must be paid using the current federal wage determination for the duration of the project. *The wage determination may change during the project. If the wage determination changes the wages paid would change also.
 - a. Current Federal Wage Determination for Gratiot County can be found at:
<http://www.wdol.gov/wdol/scafiles/davisbacon/MI40.dvb>.
 - Payroll Sheet Link:
 - <http://www.dol.gov/whd/forms/wh347.pdf>
 - b. Successful contractor will need to provide certified payrolls until completion of the job.

Buy American Required

2. All equipment used in this project is subject to the Buy American Provision. Meaning a certain amount of the replacement equipment/building materials must be made in the United States of America. The equipment or materials must be manufactured in the United States. For more information on the Buy American Provision please go to the link below.
 - a. http://www1.eere.energy.gov/recovery/buy_american_provision.html

Proper Disposal/Recycling of Old Equipment/Materials Required

3. All old equipment and materials from this project must be disposed or recycled in compliance with the National Environmental Policy Act (NEPA) Requirements. Contracts will only be awarded to contractors who provide a satisfactory waste disposal plan. The selected contractor must provide written documentation to the City of Alma which verifies that all waste has been properly disposed of. This documentation will include an invoice or statement from the disposal company, which includes the name and address of the disposal site, the date of disposal, the type and amount of waste disposed of, the cost of disposal and proof of payment for the disposal.
 - a. For more information on disposal/recycling of old equipment/materials: DNRE Universal waste guidance document at <http://www.deq.state.mi.us/documents/deq-ead-tas-univwaste.pdf>.
 - b. A hazardous materials survey has been completed for the Wilcox Non-Profit Center and will be made available as part of the bid documents.

Gratiot Energy Coalition Mini-Grant



Application Form

Applications are due by 5:00 p.m., Friday, August 27, 2010.

Please submit to Aeric Ripley at 525 E. Superior St., Alma, MI 48801.

You may also e-mail your application and supporting documents to aripley@ci.alma.mi.us

Application Information:

Name: _____ Business Name: _____

Do you own the building? Yes No

Business address where improvements will happen? _____

Is this the mailing address for your business? Yes No

If no, please provide mailing address: _____

Which local unit of government is your business located?

- | | | | | |
|----------------------------------|------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Alma | <input type="checkbox"/> Ithaca | <input type="checkbox"/> St. Louis | <input type="checkbox"/> Arcada | <input type="checkbox"/> Bethany |
| <input type="checkbox"/> Elba | <input type="checkbox"/> Emerson | <input type="checkbox"/> Fulton | <input type="checkbox"/> Hamilton | <input type="checkbox"/> Lafayette |
| <input type="checkbox"/> Newark | <input type="checkbox"/> New Haven | <input type="checkbox"/> North Shade | <input type="checkbox"/> North Star | <input type="checkbox"/> Pine River |
| <input type="checkbox"/> Seville | <input type="checkbox"/> Sumner | <input type="checkbox"/> Washington | <input type="checkbox"/> Wheeler | <input type="checkbox"/> Other _____ |

Number of employees: _____

Building use - please check one:

- | | | | |
|--|--|------------------------------------|--|
| <input type="checkbox"/> Office - Non Profit | <input type="checkbox"/> Office - Profit | <input type="checkbox"/> Retail | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Grocery/Supermarket | <input type="checkbox"/> Lodging | <input type="checkbox"/> Warehouse | <input type="checkbox"/> Manufacturing |

School:

- Elementary/Secondary
 College

Healthcare:

- Clinic
 Hospital

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PROJECT INFORMATION

1. Please describe your project in one or two paragraphs. (Be as specific as possible. Include what will be replaced, details on new equipment and/or efficiency updates. Provide photos of equipment to be replaced.)

2. Project Budget: _____ Grant Request: _____

Grantee Match: _____ (Must be at least 15% of the total project budget.)

Maximum grant amount is \$5,000.

3. When was building built? _____

4. What is the square footage of the building? _____

5. What are the yearly average utility costs?

Gas: _____ Electric: _____

Please provide a copy of your current electric and gas bill.

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6. If known, please provide installing contractor information:

(Contractor must be licensed and be willing to pay prevailing wage and follow Davis Bacon rules)

Name: _____

Address: _____

Phone Number: _____

7. Please include contractor proposal with application.

CERTIFICATION/SIGNATURES:

I hereby certify that:

- 1. The information contained within this application is accurate and complete.**
- 2. I have read and understand the terms and conditions included with this document.**

Signature

Printed Name

Date submitted

I agree to verification of equipment installation which may include a site inspection by a program manager. I understand that I am not allowed to receive more than one incentive program on any piece of equipment. I agree to indemnify, hold harmless and release this program and its administrative units from any actions or claims in regard to the installation, operation and disposal of equipment (and related materials) covered herein, including liability from any incidental or consequential damages.