



City of Naperville Matching Grant Program



Introduction

The goal of the Greener Business Program is to assist qualifying owners and operators of Naperville businesses (commercial, office or industrial) to complete energy efficiency retrofit projects that reduce energy consumption and emissions and increase energy efficiency, thereby reducing the City of Naperville's greenhouse gas emissions.

As part of the American Recovery and Reinvestment Act, the City of Naperville has been awarded \$1,392,200 in Energy Efficiency Conservation Block Grant Funds. A portion of the funding has been allocated towards the Greener Business Program, which consists of the following:

- Matching Grant Program: \$235,000 has been allocated towards the matching grant program providing *matching funds at a rate of \$.50 for every \$1.00 spent towards energy efficiency improvements, up to \$10,000 per business.*
- Revolving Loan Fund: \$278,400 has been allocated towards a revolving loan fund providing qualifying small businesses with *a loan of up to a \$25,000 for energy efficiency improvements.*

Both programs have the potential to be used in conjunction with one another. **This application packet is required when applying for the Matching Grant Program.**

The City will accept applications for the Greener Business Program Matching Grant until all available funds have been exhausted. In order to receive reimbursement, all improvements must be completed, verified by a follow-up inspection by the city, and validated with receipts by December 1, 2010. Additional information is provided in this packet.

FAQs

How do I qualify for the program?

Commercial, office and industrial businesses are eligible for the program subject to the following requirements:

- The building for which grant funding is sought must have been constructed prior to the year 2000
- The building for which grant funding is sought must be located within the municipal boundaries of the City of Naperville.

Taxing bodies and districts are not eligible for grant funding.

How many applicants will the city accept for the program?

The city will accept all applications submitted by January 28, 2010, and will award the 10 most competitive projects received. A second application deadline has been added accepting applications through March 1, 2010. If an excess of 10 projects are submitted for the early application deadline and not awarded funds, those applications will be considered with the additional applications received for the second application cycle ending March 1, 2010.

Funding awards for the Greener Business Program will be determined on a competitive basis; therefore, submittal of an application does not guarantee a business grant monies or award of a loan. The total number of award recipients will be limited to the total funding awarded from the federal grant and dependent upon the amount of funds requested from each applicant.

What is the difference between a standard and custom incentive?

The program is made up of two types of incentives, a standard incentive and a custom incentive. Energy efficient improvements eligible for the standard incentive are those improvements or combination of improvements eligible as noted in *Exhibit A* of this application packet and include (lighting retrofits, ENERGY STAR Equipment, etc.). Energy efficient improvements not listed in *Exhibit A* may be eligible for the custom incentive if supported by an energy audit and report, as described below.

What types of improvements are not eligible for funding?

Work financed through this program excludes:

- Motor Vehicles
- Project design and development, administration, and/or project management costs

- Landscape improvements
- Projects already in progress or completed
- Leased equipment
- Training, workshops, communication and/or awareness programs
- Other improvements that are determined to not increase energy efficiency or reduce greenhouse gas emissions

Is an energy audit required as part of the application submittal process?

Standard Incentive: An energy audit is not required for applications requesting the Standard Incentive. The city strongly encourages applicants to undergo a self audit, at a minimum. See *Exhibit B: Resources* of this application for a list of audit resources.

Custom Incentive: An energy audit and report is required for all applicants seeking Custom Incentive funding. An applicant may hire a professional to conduct an energy audit and provide a report or complete a self-audit at a minimum. See *Exhibit B: Resources* of this application for a list of audit resources.

How much money can I qualify to receive?

Businesses who qualify for the Matching Grant Program may be eligible for a grant of \$.50 for every \$1.00 spent on eligible energy efficiency improvements, up to a maximum of \$10,000. Grants do not require reimbursement. Awards will be made on a competitive basis; therefore, the City of Naperville cannot guarantee that applicants will be awarded a grant.

Are building permits and inspections required?

A building permit may be required for some improvements in compliance with the Naperville Municipal Code. Contact the Building Department at (630) 420-6070 to determine whether or not your project will require a building permit. At a minimum, all projects awarded funding will be required to participate in an application compliance walk-through (pre-inspection) before work begins and a post-inspection to ensure that improvements are in compliance with the Greener Business Program Agreement between the City of Naperville and the recipient.

Can the Matching Grant Program and Revolving Loan Fund be used in conjunction with one another?

The opportunity exists to utilize both the grant and loan program in conjunction with one another; however, monies awarded through the revolving loan cannot be applied towards the property owner match in the matching grant program. For questions regarding the Revolving Loan Fund, contact Katie Wernberg, Community Grants Coordinator at (630) 548-1122 or at wernbergk@naperville.il.us.

Approval Process for Successful Grant Applications

1. Pre-Application Meeting (optional)

Prospective applicants are encouraged to attend the pre-application meeting on December 8, 2009 at 2 pm in Meeting Rooms B and C of the Naperville Municipal Center. During this meeting, prospective applicants will receive an overview of the program and application process; city staff will also be available to respond to questions. Application forms may also be obtained at this time. For questions please contact Katie Forystek, Community Planner at (630) 420-6702 or at forystekk@naperville.il.us.

2. Complete and Submit Application

Completed applications must be submitted to the City of Naperville by **January 28, 2010 (early application cycle) or March 1, 2010 (second application cycle)**, in order to be eligible for the selection process. All completed applications that qualify under the criteria of the program will be entered into a competitive selection process based on the scope of the project and the impact of the improvements on energy efficiency.

3. Approval by the City

The Transportation Engineering and Development Business Group (TED) will meet to review and competitively score the completed grant applications. Criteria included in this packet will be used to score the applications. Applicants will be notified of awards by February 16, 2010 (early application cycle) and March 19, 2010.

4. Execution of the Greener Business Program Agreement(s)

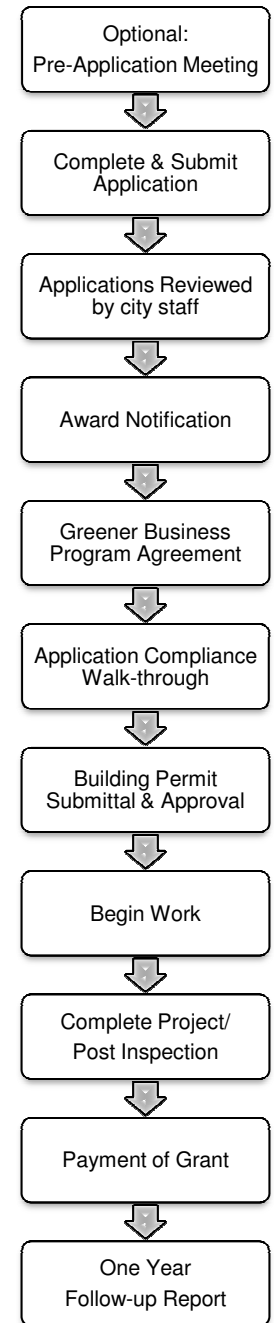
If grant monies are awarded, a Greener Business Grant Agreement (contract) will be required. The applicable contract must be signed and submitted to the city by March 1, 2010 and prior to any work beginning.

5. Application Compliance Walk-through

Prior to any work beginning, the City of Naperville will conduct a walk-through of the area where the work is to be completed to confirm that the requested improvements are new projects which have not been completed prior to the awarding of grant or loan monies.

6. Building Permit

All work must comply with the City of Naperville's applicable codes. It is the responsibility of the applicant to secure the appropriate permits prior to beginning work. A building permit may be submitted to the city once a recipient has submitted all required agreements and completed their compliance walk-through.



7. Begin Work

After the contract has been executed, necessary permits have been obtained, and the compliance walk-through has been completed, a “Letter of Approval and Notice to Proceed Report” will be sent to the applicant by the city.

8. Completion of the Project / Post-Inspection

Upon completion of the project, a city inspector will conduct a post-inspection to ensure compliance with the improvements stated within the contract. In the event the city finds that the finished work product does not meet code requirements or is not consistent with the approved grant application or any approved job changes, the city may not provide grant reimbursement.

9. Payment of the Grant (if applicable)

Grant recipients shall provide a request for reimbursement and all receipts (including copies of cancelled checks) for work completed in conjunction with the approved contract to the Katie Forystek, TED Business Group – Planning Services Team, 400 S. Eagle Street, Naperville, IL 60540. The city will provide reimbursement up to the agreed upon maximum after eligible grant work has been inspected and certified as to its completion and compliance with the approved grant contract. In order to receive matching funds, all improvements must be completed, verified by a follow-up inspection by the city, and validated with receipts by *December 1, 2010*.

10. One Year Follow-up Report

All recipients will be required to submit a one year follow-up report to determine actual energy consumption and greenhouse gas emissions reduced using the worksheet attached as *Exhibit D: One Year Follow Up Report* to this application. The one year-follow up report will require recipients to provide a summary of 12 month utility usage for the 12-month period following installation of the completed improvements. The City of Naperville will use the information to determine the total reductions in greenhouse gas emissions as a result of the Greener Business Program.



City of Naperville
Greener Business Program
Matching Grant Application



Applicant is (circle one):	Tenant	Owner
Name of Business/Building:		
Year Building Constructed:	<u> </u> <i>BUILDING MUST HAVE BEEN CONSTRUCTED PRIOR TO THE YEAR 2000</i>	
Address of Project Property:		
Owner's Name AND TITLE:		
Owner's Mailing Address:		
Owner's Business Phone:		
Owner's Fax:		
Owner's Email:		
<i>PLEASE ONLY COMPLETE THE REST OF THIS TABLE IF TENANT IS GRANT APPLICANT</i>		
Tenant Name:		
Tenant Mailing Address:		
Business Phone for Tenant:		
Tenant Email:		
<input type="checkbox"/>	I am a minority business owner/minority contractor.	

CITY OF NAPERVILLE
DISCLOSURE OF BENERFICIARIES

1. Grant Applicant: _____ Address: _____

2. Nature of Applicant (Please check one):

- | | | | |
|-----------------------|--------------------------|------------------|--------------------------|
| a. Natural Person | <input type="checkbox"/> | d. Trust/Trustee | <input type="checkbox"/> |
| b. Corporation | <input type="checkbox"/> | e. Partnership | <input type="checkbox"/> |
| c. Land Trust/Trustee | <input type="checkbox"/> | f. Joint Venture | <input type="checkbox"/> |

3. If the applicant is an entity other than described in Section 2, briefly state the nature and characteristics of applicant:

4. If in your answer to Section 2 you checked box b, c, d, e or f, identify by name and address each person or entity which is a 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

- | | |
|----------|----------|
| a. _____ | c. _____ |
| b. _____ | d. _____ |

5. Name, address and capacity of person making this disclosure on behalf of the applicant:

IMPORTANT NOTE: In the event your answer to Section 5 identifies entities other than a natural person, additional disclosures are required for each entity.

VERIFICATION

I, _____, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature: _____

Subscribed and Sworn to before me this _____ day of _____, 20__.

Notary Public

Wage Requirements:

WAGE RATE REQUIREMENTS UNDER SECTION 1606 OF THE RECOVERY ACT (MAY 2009)

THIS AWARD TERM IS APPLICABLE TO RECOVERY ACT PROGRAMS OR ACTIVITIES THAT MAY INVOLVE CONSTRUCTION, ALTERATION, MAINTENANCE, OR REPAIR. THIS AWARD TERM ALSO APPLIED TO ALL SUBGRANTS AND CONTRACTS.

- a. Section 1606 of the Recovery Act requires that all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to the Recovery Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code

Pursuant to Reorganization Plan No. 14 and the Copeland Act 40, U.S.C. 3145, the Department of Labor has issued regulations at 29 CFR parts 1, 3, and 5 to implement the Davis-Bacon and related Acts. Regulations in 29 CFR 5.5 instruct agencies concerning application of the standard Davis-Bacon contract clauses set forth in that section. Federal agencies providing grants, cooperative agreements, and loans under the Recovery Act shall ensure that the standards Davis-Bacon contract clauses found in 29 CFR 5.5(a) are incorporated in any resultant covered contracts that are in excess of \$2,000 for construction, alteration or repair (including painting and decorating).

- b. For additional guidance on the wage rate requirements of section 1606, contact your awarding agency. Recipients of grants, cooperative agreements and loan should direct their initial inquiries concerning the application of Davis-Bacon requirements to a particular federally assisted project to the Federal agency funding the project. The Secretary of Labor retains final coverage authority under Reorganization Plan Number 14.

Written Project Description:

Please describe your proposed project improvements. Please include specifications for all improvements to be completed. Use *Exhibit C: Utility Usage Projection/Equipment Specification Sheet* to list the equipment (name, model number, etc.) that is being purchased and its projected lifespan in years. Include any product literature, specifications, brochures, etc. that would be helpful in evaluating your application.

Required Documentation for Submittal:

1. Utility Bill History/Usage Worksheets: All applicants must provide a summary of energy usage based on the most recent 12 months utility bills and provide the city with projected energy savings and costs over the year following installation of improvements. *Exhibit C: Utility Usage Projection/Equipment Specification Sheet* may be used to calculate project energy and cost savings. A report prepared as part of a professional audit may serve as a substitute for the worksheet(s) provided that the following information is included:

- Type of Energy (i.e. electricity, gas, etc.)
- Current Annual Usage
- Projected Annual Usage
- Projected Annual Savings

2. Energy Audit:

Standard Incentive: An energy audit is not required under application for the Standard Incentive. Improvements that qualify for the Standard Incentive can be found in *Exhibit A: Eligible Standard Incentive Improvements* of this application

packet. Although a professional energy audit is not required as part of the Standard Incentive, the city **strongly encourages** applicants to at a minimum undergo a self audit of the facilities. See *Exhibit B: Resources* of this application for a list of audit resources.

Custom Incentive: An energy audit and report is required for all applicants seeking Custom Incentive funding. Improvements NOT listed under *Exhibit A: Eligible Standard Incentive Improvements* of this application are considered a Custom Incentive. An applicant may hire a professional to conduct an energy audit and provide a report or complete a self-audit at a minimum. See *Exhibit B: Resources* of this application for a list of audit resources.

3. Schedule Information:

Anticipated Project Start Date: _____

Anticipated Project Completion Date: _____

NOTE: Completion date should be prior to December 1, 2010

4. Itemized Activity Estimate (Please provide 3 estimates for improvement in each category. Make copies of this form if needed):

	Total Site Improvement Costs	Grant Eligible Project Costs	TO BE COMPLETED BY THE CITY
			Grant Contribution
ESTIMATE 1 Contractor Name:			
ESTIMATE 2 Contractor Name:			

2 copies of the completed application should be submitted to the Planning Services Team. The complete application, including any support documentation is due to the city by January 28, 2010 (early application cycle) or March 1, 2010 (second application cycle). Additional copies may be requested by staff after the application deadline. Applications may be dropped off at the Municipal Center between 8:00 am and 5:00 pm Monday – Friday, or mailed to:

ATTN: Katie Forystek, Community Planner
Transportation, Engineering and Development Business Group
400 S. Eagle Street
Naperville, IL 60540

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Greener Business Program



ELIGIBLE STANDARD INCENTIVE IMPROVEMENTS

1. ENERGY STAR Commercial Equipment including but not limited to Commercial Appliances, Commercial Food Service, Commercial Heating & Cooling Products, Construction Products and Office Products.
2. Projects or project elements that will bring a building constructed prior to 2000 into compliance with the *2009 International Energy Conservation Code*.
3. Lighting Retrofit Projects



Greener Business Program



RESOURCES

The following have been provided for informational purposes. The City of Naperville does not make recommendations or endorse any of the following.

Smart Energy Design Assistance Center (SEDAC): The Smart Energy Design Assistance Center (SEDAC) provides advice and analyses enabling private and public facilities in the State of Illinois to increase their economic viability through the efficient use of energy resources. SEDAC is sponsored by the Illinois Department of Community and Economic Opportunity in partnership with ComEd and Ameren Illinois Utilities and provides valuable services at no cost to for-profit businesses and public facilities. SEDAC is managed by the School of Architecture at the University of Illinois at Urbana-Champaign and the 360 Energy Group.

SEDAC provides four levels of free technical services to Illinois entities that are planning energy improvements:

- LEVEL 1: Quick Advice
- LEVEL 2: Site visit and Energy Consult
- LEVEL 3: Design Assistance
- LEVEL 4: Implementation Assistance

Visit SEDAC's website at <http://smartenergy.arch.uiuc.edu/index.html>.

SEDAC also offers a variety of links to resources to tools and calculators including:

- SEDAC's Energy Project Economics Calculator
- Energy Guide Business Analyzer

Links are accessible from SEDAC's website at <http://smartenergy.arch.uiuc.edu/html/links.html>.

SEDAC also provides links to searchable directories for energy service providers at

http://smartenergy.arch.uiuc.edu/html/info_serviceprovider.html



Greener Business Program



ENERGY STAR: ENERGY STAR is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy helping us all save money and protect the environment through energy efficient products and practices.

Energy Star Portfolio Manager: Portfolio Manager is an interactive energy management tool that allows you to track and assess energy and water consumption across your entire portfolio of buildings in a secure online environment. Whether you own, manage, or hold properties for investment, Portfolio Manager can help you set investment priorities, identify under-performing buildings, verify efficiency improvements, and receive EPA recognition for superior energy performance. Portfolio Manager is accessible from Energy Star's web site at http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager.

ENERGY STAR connects you with a broad range of tools and resources to help you implement a successful energy management strategy. Visit the ENERGY STAR website for a list of resources: http://www.energystar.gov/index.cfm?c=tools_resources.bus_energy_management_tools_resources.

Visit the ENERGY STAR website to find expert help: http://www.energystar.gov/index.cfm?c=expert_help.find_exp_help.

United States Department of Energy: The Department of Energy (DOE) is committed to reducing America's dependence on foreign oil and developing energy efficient technologies for buildings, homes, transportation, power systems and industry. DOE provides links to a variety of resources on their website at http://apps1.eere.energy.gov/buildings/tools_directory/subjects_sub.cfm



Greener Business Program



B. Equipment: List the equipment (name, model number, etc.) that is being purchased and its projected lifespan in years. Include any product literature, specifications, brochures, etc. that would be helpful in evaluating your application. Please use additional sheets if needed.

Equipment	Lifespan (years)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Greener Business Program



ONE YEAR FOLLOW-UP REPORT

As part of the American Recovery and Reinvestment Act, the City of Naperville was awarded \$1,392,200 in Energy Efficiency Block Grant Funds in which the City of Naperville created the Greener Business Program. Approximately one year ago, your business was awarded grant or loan funding as part of the Greener Business Program to implement energy efficiency improvements at your business. A condition of accepting the grant funds is the submission of a follow-up report quantifying the energy savings the business has benefitted from since the improvements were implemented. The City of Naperville will use the information to determine the total reductions in greenhouse gas emissions as a result of the Greener Business Program. Please complete the following.

Name of Business/Building:		Address of Project Property:	
Type of Funding Received:	Grant	Loan	

Recipient Name:			
Recipient Mailing Address:			
Recipient Business Phone:		Recipient Business Email:	

1. Describe the impact this energy efficiency project has had on your business (attached additional sheets if necessary).



Greener Business Program



2. Provide a summary of 12 month utility usage for those months after the improvements were in place as an attachment to this report.

3. Provide before/after energy efficiency results

Energy (include unit price)	Pre-Grant Annual Cost	Current Annual Cost (attach 12 month history)	Annual Savings
Energy Usage/Resource Reduction Total:			

4. Please note if your business has added equipment, increased output or added hours of operation since the completion of the energy efficiency project for which you received a grant or loan.



Greener Business Program



Please return complete report to:

ATTN: Allison Laff, Planning Team Operations Manager
Transportation, Engineering and Development Business Group
400 S. Eagle Street
Naperville, IL 60540

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