

Business Energy Retrofit Program

*Shining New Light
on Local Businesses*

How It Works

1. Submit your BER FY18 application & release to AEOA for review and approval.
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 prevailing wage compliant proposals/estimates from their selected contractor(s) within 30 days of 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.

Contractor Responsibilities:

1. 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.
2. Contractor to provide current liability insurance certificate made out to AEOA.
3. 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.
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,

Vince Meyer

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