

LANSING BOARD OF WATER & LIGHT

Nonprofit Facility Grant Program

Program Description
&
Grant Application Form

April 1, 2016



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ATTACHMENT A: 200% of the 2016 U.S. Federal Poverty Level

I. PROGRAM DESCRIPTION

The Lansing Board of Water & Light (BWL) **Nonprofit Facility Grant Program** (“Program”) offers funding (“Grants”) for energy efficiency upgrades (“Improvements”) to and in buildings and facilities (“Facility”) owned or leased by nonprofit organizations (“Organizations”) that are located in the BWL’s electric service territory. Priority may be given to nonprofit organizations that provide services for low income* clients.

The amount of the Grants provided by BWL for the Improvements will be determined based on the (“Project”), as defined below. Projects costing up to \$5,000 may be eligible for a Grant equal to 100% of the cost of the Improvements and Projects costing between \$5,001 and \$10,000 may be funded up to 50% if the (“Applicant”) Organization matches the BWL’s Grant. The maximum Grant amount is \$5,000. The Program is available only while funds are available and are considered on a first-come, first-served basis.

The available Grant may only be used for qualifying Projects, which:

- Provide Improvements to the electric energy efficiency of the Organization’s Facility;
- Include the purchase and installation of qualifying high efficiency equipment in the Organization’s Facility; and
- The Facility is serviced by BWL and has a commercial electric account.

Examples of Improvements that may qualify for a Grant, if installed to increase energy efficiency in the Facility, include, but are not limited to:

- Lighting:
 - Interior, Exterior, and 24 Hour
- Controls:
 - Heating, Ventilation & Cooling; Computer; Lighting; Variable Frequency Drives; Vending Machines, Occupancy Sensors
- Mechanical Equipment:
 - Air Conditioning/Heat Pumps; HVAC Chiller Replacement (air and water-cooled); Electric Water Heaters; Pipe Insulation; Pre-rinse Spray Aerators
- Commercial Kitchen/Retail:
 - ENERGY STAR® Appliances such as Steam Cooker, Refrigerator, Freezer, Ice Machine, Fryer, Hot Holding Cabinets, Dishwasher

**Low Income is defined as 200% of the 2016 Federal Poverty Level. See Attachment A.*

a. Qualifying Organizations

BWL accepts applications for the Program only from domestic Organizations that:

- Are classified as a 501(c)3 nonprofit organizations (churches or religious institutions with outreach programs that directly serve the low income community may also be considered);
- Serve low income populations, including the elderly, people with special needs, veterans, and families with children;
- Are existing BWL commercial customers in good standing and are physically located within the BWL's electric service territory;
- Own a Facility where the Grant will be used that demonstrates a need for electric energy efficiency Improvements (Organizations with long-term leases may also be considered);
- Responsible for and pay the electric utility bills for its Facility; and
- Currently use the Facility (Facilities temporarily closed for renovation may also be considered).

b. Potential Benefits

The Organization can save on its utility bills allowing the Organization to allocate more of its budget to the community services it provides. Participating Organizations may receive:

- Free Facility energy assessments; **
- Free Improvements to its Facility that will save energy and costs; and/or
- Staff education about energy conservation practices that add to its energy savings.

The time and resources that participating organizations invest in the Program are typically recovered through:

- Capital improvements;
- Reductions in operating and maintenance costs, specifically for utility services;
- Increased employee and client satisfaction, health, and safety; and
- Improved energy-saving practices.

***If the Organization has recently received a Facility energy assessment from the BWL or another utility or energy professional, the results may be used to prioritize available Grants.*

c. Funding Sources

In compliance with State of Michigan Public Act 295, the Program is funded through energy optimization surcharge payments made by the BWL's electric customers.

d. Grant Application Calendar

The Program begins on April 1, 2016 and ends on March 31, 2017 or until available funds are spent, whichever occurs first. BWL typically notifies Applicants of decisions within 30 calendar days of application submission and will make arrangements for payment. The applicant then has 60 calendar days from the date of Grant approval to install the Improvements.

e. Requirements for Grant Consideration

To qualify, Applicants must provide BWL with a completed application executed by a representative with authority to do so. A number of questions may need to be answered about the Organization and the Project to be implemented before BWL's approval or disbursement of a Grant under the Program, which may include questions generally related to the Organization or the Project. A BWL representative will be available to provide support in how to answer these questions.

No project shall be implemented before the Organization receives BWL's approval. Projects that commence prior to BWL's approval will be at the Organization's own risk. The application must be completed for only one Facility. However, a qualifying Organization may submit more than one application if there are additional eligible buildings.

f. Program Contact

Aileen Gow
Lansing Board of Water & Light
Nonprofit Facility Grant Program
aag@bwl.com
517-702-6771

II. APPLICATION FORM INSTRUCTIONS

To ensure that the Project is eligible for a Grant under the Program and to reserve funds for the Grant, be sure to submit a complete application that includes all of the required information before commencing the Project:

Step 1: Determine Eligibility

Verify that the Facility receiving Improvements with the Grant is located in the BWL electric service territory before completing this application. Organizations receiving the Grant must serve the low income population (200% of Federal Poverty Level Guidelines) and must satisfy all other requirements and qualifications.

Step 2: Identify Products to be Funded

Before beginning the Project, a complete, executed application must be delivered to and approved by BWL. The Applicant shall list each Improvement to be installed with the Grant on the application. The Applicant will also provide quotes/prices for the products to be purchased along with the model numbers and the material and labor costs (if applicable). Finally, the Applicant shall indicate whether the product will be installed by a professional contractor, a staff person from the Organization, or a volunteer. Please note that in-kind labor is not an eligible expense under the Program.

Step 3: Complete and submit your grant application

Be sure to fill out the application completely. The application must be completed for only one Facility. Applications for additional buildings may be submitted and considered separately.

Submit your completed application to:

Mail: BWL Nonprofit Facility Grant
Attn: Aileen Gow
PO Box 13007
Lansing, MI 48910-1650

Email: aag@lowl.com

Step 4: Application Approval

Once the BWL has received and approved the application and ensured that the Project is eligible, BWL will notify the Applicant that funds for the Grant will be reserved, if available. Upon said notice, the Project may commence.

For more detailed information, refer to the Terms of Agreement provided in Section IV. Please contact Aileen Gow at aag@lowl.com or 517-702-6771 for questions regarding the application.

III. APPLICATION FORM

This application is for a Grant under the Program to purchase and install qualified energy efficient equipment (referred to herein as “Improvements”) in a Facility currently with commercial electric service from BWL. To qualify for the Program, Applicants must acknowledge they have read and reviewed this document and agree to the Program terms of agreement and provide the following information:

1. Organization Information

Organization Name:		Federal Tax ID #:
Mailing Address:		City/State/Zip:
Facility Address (where equipment is installed)		City/State/Zip:
Electric Utility Account Number for Facility Address:	Annual Hours of Operation:	Own Facility: <input type="checkbox"/> Yes <input type="checkbox"/> No If Leased Property, provide length of lease:
Type of Organization: <input type="checkbox"/> Nonprofit 501(c)3 <input type="checkbox"/> Other (Explain)		
Primary Contact:	Contact Phone:	Contact Fax:
Contact Mobile:	Contact Email:	Website URL:
Organization Executive Director’s Name:	Phone:	Email:

2. Organizational Profile:

What is the Organization’s mission statement?	
What does the Organization do and who does it serve?	
What percentage of the Organization’s services is provided to low-income persons as defined above?	
Include any additional information that may deem helpful in evaluating this application.	

3. General Questions:

How many years has the Organization been incorporated? Is the entity in good standing with the State of Michigan?	
Has the Organization received funds or done business with the BWL? If so, furnish specifics.	
Has the Organization received funds or done business with the City of Lansing? If so, furnish specifics.	
List any relationships between the Organization's staff or board of directors and any current or recent BWL employee or Commissioner.	

4. Complete Eligibility

To be eligible to apply for the Program, an Organization must meet the following criteria. Check each box to verify your eligibility:

Must be classified by the U.S. Internal Revenue Service under Section 501(c)(3) of the I.R.S. code as a nonprofit, tax-exempt organization, donations to which are deductible as charitable contributions under Section 170(c)(2) and the I.R.S. determination must be current.	
Must be registered with the State of Michigan as a nonprofit organization.	

Please Attach:

- Copy of IRS letter authorizing 501 (c)(3) tax exemption status
- Membership list of the Organization's Board of Trustees or Directors
- Most recent financial audit

5. Project Information

Has the Organization had an energy assessment/audit conducted on the Facility? If yes, please indicate when and who conducted it.	
Has the Organization made any improvements to the Facility as a result of the energy assessment's recommendations? If yes, please indicate what was implemented.	
Has the Organization identified any energy efficiency measures that can be implemented at the Facility? If yes, please indicate what they are.	
Is the Facility vacant or occupied? If vacant, please state when the Facility will be occupied.	



Nonprofit Facility Grant Program

6. Grant Request Information

Projected Total Cost of Project \$ _____ BWL Grant Amount Requested \$ _____

Please list the Improvements to be funded below (attach additional sheets if necessary):

Equipment to be Installed* (attach equipment description with model numbers if applicable)	Who Installs? ** (contractor, staff or volunteer)	Projected date of Installation ***	Labor Cost	Material Cost	TOTAL COST
*Attach additional pages if necessary **In-kind labor is not an eligible expense *** Must be installed and operating within 60 days of grant approval					

Please identify Contractor(s) selected to implement the Improvements (attach additional sheets if necessary):

Name of Installing Contractor:	Contractor Phone:	Contractor Email:
License Number (if applicable):	Description of Service:	
Contractor Address:	City:	State/Zip:
Name of Installing Contractor:	Contractor Phone:	Contractor Email:
License Number (if applicable):	Description of Service:	
Contractor Address:	City:	State/Zip:
Name of Installing Contractor:	Contractor Phone:	Contractor Email:
License Number (if applicable):	Description of Service:	
Contractor Address:	City:	State/Zip:

IV. TERMS OF AGREEMENT

This Program is valid only for the purchase and installation of Improvements in 501(c)(3) nonprofit organizations' Facilities that have current BWL commercial electric accounts in good standing. Participating Organizations must provide services for the low income population to qualify for the Grant. Low income is defined as 200% of the 2016 Federal Poverty Level.

Admission to the Program is open only while funds are available and is on a first-come, first-served basis. The Program begins on April 1, 2016 and ends on March 31, 2017 or until funds are exhausted, whichever occurs first. Once the Applicant is approved for a Grant, the Organization has up to sixty (60) days to install the Improvement(s). If Improvements are not installed within sixty (60) days, the Organization may be subject to refund of the Grant or a portion of it at BWL's discretion.

The products and equipment used as part of the Improvements and purchased as part of the Program must be new and operational. The purchase and installation of used equipment is not eligible for the Grant under the Program. Existing equipment must be removed and/or permanently disconnected. In-kind labor is not an eligible expense under the Program. The organization agrees to assume all additional costs and expenses incurred exceeding the amount of any approved Grant. The BWL reserves the right to withdraw, discontinue, or change this Program, or its terms, and any Grants issued under it without notice.

VI. CERTIFICATIONS AND SIGNATURE

I hereby certify that:

1. The information contained in the application is accurate and complete;
2. All rules of the Program and this application process have been followed;
3. I have read and understand the Terms of Agreement included with this document; and
4. I have authority to enter into and bind the Applicant to the terms of this Program.

The Organization expressly agrees to verification of the Improvements, including equipment installation, and site inspections desired by BWL, in its sole discretion. The Organization hereby agrees to indemnify, hold harmless and release the City of Lansing and BWL from any actions or claims in regard to the Program, the Grant, or the Improvements, including but not limited to the installation, operation, and disposal of equipment (and related materials), including liability from any incidental or consequential damages.

Please sign and complete information below. Applicant signature is required for consideration:

Company Name:	
Signature:	Date:
Name (print):	Title

ATTACHMENT A.

2016

200% of the U.S. FEDERAL POVERTY LEVEL GUIDELINES

Family Size	Annual Income
1	\$23,760
2	\$32,040
3	\$40,320
4	\$48,600
5	\$56,880
6	\$65,160
7	\$73,460
8	\$81,780
Each Additional Person	\$8,320