



City of
SANTA CLARITA

**GREEN ENERGY
INCENTIVE PROGRAM**

PROGRAM GUIDELINES
AND
APPLICATION



Green Energy Incentive Program – Guidelines

The City is pleased to announce the *Green Energy Incentive Program*. This program provides grants to local businesses to achieve one or more of the following objectives:

- Reduce total energy use.
- Reduce greenhouse gas emissions.
- Reduce fossil fuel emissions.
- Improve energy efficiency.

This program is funded through the Energy Efficiency and Conservation Block Grant (EECBG) as outlined in the American Recovery and Reinvestment Act (ARRA). The EECBG is administered by the United States Department of Energy.

I. Eligible Projects

The City provides grants to assist businesses conducting various activities that will achieve one or more of the objectives outlined above. Activities may include:

- Incentive programs to reduce commutes by single-occupancy vehicles.
- Transportation programs, including the purchase of alternatively fueled vehicles.
- Purchase of energy star appliances.
- Source reduction and recycling programs.
- Solar technology installations.
- Water conservation measures.
- Other documented energy savings projects, including lighting upgrades, HVAC retrofits, water control valves, window films, etc.

Eligible projects must achieve at least a 10 percent savings in energy efficiency to qualify for this program.

II. Eligible Applicants

Eligible applicants include businesses located within the municipal boundaries of the City of Santa Clarita. Per ARRA requirements, golf courses and aquatic facilities are not eligible.

III. Funds Available

Grants will be provided according to the following tiers:

- Up to \$10,000 for projects that reduce total energy use, reduce fossil fuel emissions, and/or improve energy efficiency **without** the use of solar technology.

- Up to \$25,000 for projects that reduce total energy use, reduce fossil fuel emissions, and/or improve energy efficiency **in addition to** the use of solar technology.

The City highly encourages applicants for this program to leverage rebate and incentive programs offered by Southern California Edison, Southern California Gas Company, Burretec Waste Industries, and the Santa Clarita Valley Family of Water Purveyors to maximize funding. For information on available programs, refer to Appendix A or visit GreenSantaClarita.com and select “Business.”

IV. Cost Share

This program requires that the applicant provide matching funds according to the following guidelines:

- Applicant must provide 25 percent of the total cost of eligible activities if the work conducted under this opportunity is completed by using local vendors only. For the purposes of this program, “local vendors” include businesses located within City of Santa Clarita limits.
- Applicant must provide 50 percent of the total cost of eligible activities if the work conducted under this opportunity is completed by using vendors located outside of City limits or a combination of local and non-local vendors.

Cash matching funds are preferred. Utility “On-Bill” Financing as a source of matching funds will be considered. If interested in pursuing On-Bill Financing, it is recommended to start the application process as soon as possible through the applicable agency. More information regarding On-Bill Financing is available in Appendix A.

V. Benchmark Analysis

Successful applicants will be required to conduct a benchmark analysis of annual energy consumption and provide a report of the final energy savings as a result of the proposed project using ENERGY STAR Portfolio Manager.

Information on how to get started with ENERGY STAR Portfolio Manager can be found at GreenSantaClarita.com. Additionally, the City will host workshops to assist applicants use the ENERGY STAR Portfolio Manager system. Appendix B provides additional resources.

VI. Verification of Work

City staff will inspect your project and verify its completion prior to any funds being released.

VII. Disbursement of Funds

This is a reimbursement program. As a result, successful applicants must complete the work and pay all upfront costs. Funds will be released upon successful completion of work, verification by City staff, submittal of benchmark and final energy savings analysis, and submittal of proof of expenses incurred. Work completed prior to formal grant approval by City Council may not be reimbursed.

VIII. Application Submission

Applications are accepted on a **first-come, first-served basis** until all available funds have been expended or September 30, 2010, whichever comes first.

One original copy of the application should be submitted to:

**City of Santa Clarita
Economic Development Division
Attention: Denise Lellan
23920 Valencia Blvd., Suite 100
Santa Clarita, CA 91355**

IX. Grant Review

Applications are reviewed on a first-come first-served basis.

X. Review Criteria

Success for this program will be measured by the number of jobs created, the amount of energy saved, the capacity of renewable energy installed, the reduction of greenhouse gas emissions, and the leveraging of existing resources and funds. Specifically, applications will be scored based on the following criteria:

- Completed application (10 points)
- Total proposed energy efficiency (35 points)
- Cost effectiveness of proposed work (35 points)
- Time needed to complete work (10 points)
- Number of jobs created (10 points)

Total score available is 100 points. Applicants scoring under 50 points or that do not achieve the minimum energy efficiency will be disqualified.

XI. American Recovery and Reinvestment Act

This program is funded through the American Recovery and Reinvestment Act (ARRA) and therefore has strict requirements, including:

- Compliance with Davis-Bacon Wage Act requirements
- Detailed reporting requirements

More information about ARRA specific requirements is available in Appendix C.

XII. Contact

If you have any questions regarding this program, please contact:

Denise Lellan
Administrative Analyst
(661) 284-1411
dlellan@santa-clarita.com