

## **Automotive Cost Share Program Rules:**

### **Prior to Applying:**

- Meet with the Minnesota Technical Assistance Program (MNTAP) to review your project. MNTap will assist on the technical aspects of the cost share like quantifying emissions, industry specific processes, and energy efficiency for business and industry. Visit <http://www.mntap.umn.edu/> or call (612) 624-1300.
- Or other 3<sup>rd</sup> party technical analysis partner listed here:

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### **How to Apply:**

- Fill out the Green Cost Share Application.
- Attach to Application:
  - Supporting documentation of pollution reduction(s).
  - A contractor bid or a materials list for the work being done.
- Email Cost Share Application and all attachments to [GreenCostShare@minneapolismn.gov](mailto:GreenCostShare@minneapolismn.gov).

### **When Awarded a Cost Share:**

- Sign up as a [supplier](#) with the City of Minneapolis.
- Take a before pictures of the improvements and send them to [GreenCostShare@minneapolismn.gov](mailto:GreenCostShare@minneapolismn.gov).
- Begin the Cost Share contracting process at most 90 days after receiving a program acceptance email. If you do not communicate to the city that the project is moving forward within 90 days of acceptance the city will reallocate the funding to another project.

### **After Project(s) are Completed:**

- An approved alternative product or technology must be installed, and in use at the place of business by the date specified in your Green Cost Share contract.
- Email the Items listed below to the city contract manager by the date specified in your Green Cost Share Contract. If more than one contractor is used, there must be complete sets of these documents for each contractor.
  - Before and after photographs highlighting the project(s).
  - Proof of final inspection by the City of Minneapolis for any work requiring a City permit.
  - Final paid invoice from the contractor or vendor showing the total project cost.
  - A lien waiver (A statement issued by the contractor/vendor, that advises the client that they, the contractor/vendor, have been paid in full for the total project cost; are satisfied with the compensation for the work they performed, or the products provided; and waive their right to place any liens on the property for work completed/products provided)
- Email just the city invoice template to [submitinvoices@minneapolismn.gov](mailto:submitinvoices@minneapolismn.gov)

**Other Rules and Procedures:**

- Funds are allocated based on what's approved in the Green Cost Share application. If the final invoice is higher than the bid, additional Cost Share funds must be approved by the program administrator.
- Applicant is responsible for arranging all the upfront project financing.
- Cost Share funds can only be used to compensate for materials and labor specified on the cost share bid. (Ineligible costs include labor costs of employees)
- Any contractor(s) who performs work at the property must meet City of Minneapolis licensing, building permit, and building code requirements.
- All work must meet City of Minneapolis, state, regional, and national zoning, building, and fire codes.
- The applicant is responsible for ensuring that product purchases, equipment purchase and installation, or other work proposed have been completed satisfactorily before paying the contractor(s).

**Application Procedure:**



For reasonable accommodations or alternative formats, please contact the Minneapolis Health Department at (612) 673-2301 or [health@minneapolismn.gov](mailto:health@minneapolismn.gov). People who are deaf or hard of hearing can use a relay service to call 311 at (612) 673-3000. TTY users call (612) 673-2626.  
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