



EmPOWER GRANT PROGRAM INFORMATION

HOW TO SUBMIT AN EmPOWER GRANT APPLICATION:

1. Review the information in this document to ensure the applicant is eligible and that the project is qualified. If you have any questions, please reach out to Chester Carson at HE-Grants@Leidos.com or your Energy Advisor.
2. Fill out the EmPOWER Grant Application completely and obtain the appropriate signatures.
3. Fill out the Commercial Incentive Application completely and obtain the appropriate signatures.
4. Gather all of the required documentation. Required documents are:
 - EmPOWER Grant Application
 - Hawai'i Energy [Commercial Incentive Application](#)
 - [IRS Form W-9](#)
 - Itemized quote [from a Clean Energy Ally contractor](#)
 - Proposed equipment specification sheets or submittals (provided by chosen Clean Energy Ally contractor)
 - For 501(c)3 organizations only: IRS 501(c)3 Determination Letter
5. **EXTENSION:** Submit all of the required documents to Chester Carson by email at HE-Grants@Leidos.com as soon as possible to be considered for the EmPOWER Grant program. Applications will be accepted while funding lasts, and the program may close to new applications at any time without notice.

OVERVIEW

Building on the success of the last three years of this program, the EmPOWER Grant provides funding for energy efficiency improvements for Hawai'i small businesses and nonprofits that are pursuing pathways to reducing energy use at their facilities to improve their resilience, and ultimately, reduce their operating costs.

Hawai'i Energy is offering small businesses and 501(c)(3) nonprofit organizations a **reimbursement** of up to \$6,000 for an eligible energy efficiency project. Applicants must apply for specific project that qualifies for a Hawai'i Energy commercial incentive on the EmPOWER Grant Eligible Equipment Types list. Organizations are limited to two (2) applications per facility.

All applications will be evaluated competitively and scored based on the review criteria, and the EmPOWER Grants will be awarded to the top scoring applicants.

If awarded, the EmPOWER Grant funds will be paid as a reimbursement after the project is completed. Applying for an EmPOWER Grant does not guarantee grant funding will be offered.

Applicants DO NOT need to purchase equipment to be considered for an EmPOWER grant.

Applicants that are not awarded an EmPOWER Grant may still be eligible for rebates for the energy efficiency project submitted in their application. Hawai'i Energy will notify the applicant if this applies.



EmPOWER GRANT INFORMATION & APPLICATION

EXTENSION

APPLICATION DEADLINE EXTENSION

EmPOWER Grant applications are being accepted during this temporary extension period on an ongoing basis while funding remains available to the program.

NOTE: Complete, eligible applications will be reviewed and processed by Hawai'i Energy as they are submitted. Program funding may be exhausted at any time, which would end the temporary application extension period.

ELIGIBILITY

To be eligible for the EmPOWER Grant, the applicant must fulfill the following requirements:

- 1. Applicant must be a commercial rate schedule account holder of an electric utility on the island of Hawai'i, Lana'i, Maui, Moloka'i, or O'ahu where the energy efficiency measure is being installed.***
You must be a Hawaiian Electric customer with a commercial account to be eligible. If your business name is not listed as the HECO account holder, you must apply through the entity listed on the HECO account for your facility.
- 2. Applicant must fall into ONE of the following categories:**
 - Small business with electric rate Schedule G
 - Small business with less than 5,000 sq. ft. facility
 - Restaurant
 - 501(c)(3) nonprofit organization

***The following entities are not eligible for the EmPOWER Grant at this time:**

- Businesses with a residential (Schedule R) electric utility account (unfortunately, this includes home-based businesses)
- Businesses on the island of Kaua'i
- Entities that are completely off the grid

TIMELINE

Key Activity	Timeline/Deadline
Applications open	August 1, 2023
Applications due	<i>As soon as possible during temporary extension period while program funding remains available.</i>
Award letters sent electronically	<i>On an ongoing basis as Hawai'i Energy completes review and processing of applications.</i>
Deadline to complete installation and submit final documentation	June 1, 2024
Reimbursement check mailed	6-8 weeks from final document submission
Final survey due	Within thirty (30) days of receiving the survey, which is provided by Hawai'i Energy after the reimbursement is issued



EmPOWER GRANT INFORMATION & APPLICATION

EXTENSION

EXAMPLES OF ENERGY EFFICIENCY PROJECTS

Examples of energy efficiency projects include but are not limited to:

- Upgrading to high efficiency split AC or heat pump
- Installing electronically-commutated (EC) motors in walk-in coolers or HVAC units
- Adding night covers or doors to refrigerated display cases
- Upgrading walk-in coolers or freezers with high efficiency evaporators
- Changing out aging commercial kitchen equipment with ENERGY STAR® appliances
- Upgrading to a solar water heater

A comprehensive list of eligible project types and is available at: <https://hawaiienergy.com/empower-grant>

GRANT AMOUNT

Up to \$6,000* ([depending on equipment type](#)) capped at the total cost of the project.

Applications are limited to up to two (2) per facility.

ELIGIBLE PROJECTS AND EXPENSES

*Please see Hawai'i Energy's [list](#) of EmPOWER Grant Eligible Equipment Types and potential grant funding available for each equipment type at: <https://hawaiienergy.com/for-business/empower-grant>

Eligible Project Expenses

- New energy efficient equipment that qualifies for a Hawai'i Energy incentive
 - *For new appliances, Hawaii Energy must be able to verify the existing equipment being replaced*
- Parts, accessories, and other materials necessary for installation
- Labor for old equipment removal, site preparation, and installation of energy efficiency measure(s)
- Shipping costs for equipment and materials
- Taxes for the above items

Ineligible Projects and Expenses

- Equipment that does not qualify for a Hawai'i Energy incentive or not on the EmPOWER Grant Eligible Equipment Types list
- Used equipment
- **Items purchased before October 1, 2023**
- Administrative Fees
- Electric vehicle charging stations
- Solar photovoltaic (PV) systems or panels

APPLICATION REQUIREMENTS & HOW TO SUBMIT

Email the following documents to Chester Carson at HE-Grants@leidos.com as soon as possible to be considered for the EmPOWER Grant program. Applications will be accepted while funding lasts, and the program may close to new applications at any time without notice.

1. EmPOWER Grant Application
2. [Hawai'i Energy Commercial Incentive Application](#)
3. [IRS Form W-9](#)



EmPOWER GRANT INFORMATION & APPLICATION

EXTENSION

4. Itemized quote from a [Clean Energy Ally contractor](#)
5. Proposed equipment specification sheets or submittals (provided by Clean Energy Ally contractor)
6. For 501(c)3 organizations only: IRS 501(c)3 Determination Letter\

Incomplete applications will not be considered.

APPLICATION REVIEW CRITERIA

- Projects that demonstrate potential for significant energy savings
- Ability to cover all project costs through completion in advance of receiving reimbursement through this program
- Ability to cover or finance remaining project costs not covered by this program

Preference will be given to:

- Organizations that serve the ALICE (Asset-Limited, Income-Constrained, Employed) population, rural communities, or other vulnerable communities
- Applicants able to demonstrate available funding to cover project costs through completion prior to receiving reimbursement through this program
- Organizations who have not participated in a Hawai'i Energy program
- Projects that demonstrate potential for significant energy savings
- Projects that upgrade or retrofit existing refrigeration technology (i.e. evaporator motor controls, adding doors to open cases, adding Anti-Sweat Heater controls to refrigerated doors and cases, etc.) – see the eligible project type list for all refrigeration technologies that would qualify: <https://hawaiienergy.com/for-business/empower-grant>

REPORTING REQUIREMENTS

Applicants who are awarded an EmPOWER Grant must complete a final survey after their project is completed. The survey must be completed within thirty (30) days of receiving the survey, which is provided by Hawai'i Energy after the reimbursement is issued.

OTHER TERMS & CONDITIONS

- Hawai'i Energy reserves the right to accept or reject any and all applications.
- Funding is not guaranteed.
- Applicants may apply for up to two (2) grants per facility.
- Applicants may apply for one (1) grant per energy efficiency project.
- Applicants who are ineligible for a grant may participate in Hawai'i Energy's other energy efficiency programs if applicable.
- Projects that are not approved for an EmPOWER Grant will be directed through the standard business incentive process.
- Applicant must submit to Hawai'i Energy the IRS Form W-9 with their application for processing of the IRS Form 1099 (most current version from IRS website and dated in the current year). It is understood that Hawai'i Energy may forward a copy of the IRS Form 1099 to the applicant at the end of the calendar year, should IRS Form 1099 apply.



EmPOWER GRANT INFORMATION & APPLICATION

EXTENSION

How do energy costs typically factor into your business/organization's decision-making processes (short-term, long-term, not at all, etc.)? For example, if your organization's energy costs or ability to pay them is currently impacting operations, please tell us about that. Or, are there planned energy efficiency upgrades or retrofits your organization has hoped to do but has been unable to? If so, please elaborate. (200 words max.)

Has your organization received a Hawai'i Energy rebate or grant in the last five (5) years?

YES NO

PROJECT DESCRIPTION

Estimated Total Project Costs:

Are you able to cover or obtain financing for the costs of this project? The grant funds are awarded as a reimbursement of project costs after installation is completed and verified.

YES NO

If applicable, are you able to provide information about the existing equipment being replaced?

YES NO

Amount Requested from Hawai'i Energy (up to 100% of total project costs or up to \$6,000, depending on equipment type, whichever is smaller):

Provide a description of your project and what the funds will be used for:

When do you anticipate this project will be completed by if the grant is awarded? Projects must be completed by June 1, 2024. Please provide a month and year at minimum.



EmPOWER GRANT INFORMATION & APPLICATION

EXTENSION

Additional Funding Sources (Please provide information on how much, if any, funding is available to your business/organization outside of a potential EmPOWER Grant to facilitate the completion of the energy efficiency project described in this application):

We have reviewed this application and acknowledge that the information provided is accurate to the best of our knowledge. We authorize Hawai'i Energy to use this information to determine our business/organization's eligibility for the EmPOWER Grant program and to contact us for further questions and clarifications if necessary. We understand that while our participation in the EmPOWER Grant program includes receiving financial assistance from Hawai'i Energy, it does not guarantee that we will receive any products, equipment or labor for free.

Person preparing application:

Executive Director/CEO/President (if different from the person preparing the application):

Print Name _____

Print Name _____

Title _____

Title _____

Company _____

Company _____

Signature _____

Signature _____

Date _____

Date _____