

# DELEG ENERGY REVOLVING LOANS

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CLEAN ENERGY ADVANCED  
MANUFACTURING PROJECTS

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## APPLICATION

**Rick Snyder**  
Governor

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Department of Energy, Labor & Economic Growth  
(DELEG)

FINANCING FOR CLEAN ENERGY ADVANCED  
MANUFACTURING PROJECTS

## About the CEAM Revolving Loan Fund

The Michigan Department of Energy, Labor & Economic Growth (DeLEG) is offering small manufacturing companies, currently located in Michigan, financial assistance to diversify into high-growth clean energy sectors and invest in advanced manufacturing of energy systems and components (i.e. Energy Efficiency Systems and Renewable Energy Systems).

This effort is directed at businesses that are seeking to diversify, perform a unique high-value function, fill gaps in manufacturing of clean energy technologies, and that act as an anchor for business attraction.

Companies must have projects which:

- Can be immediately implemented;
- Have a demonstrated market need;
- Result in an advancement in existing manufacturing techniques or materials; and
- Contribute to a reduction in greenhouse gas emissions.

## Are You Eligible?

Small businesses with 500 employees or less.

## When can projects begin?

Applicants can start work once the loan agreement is signed by DELEG. **Only project-related costs that are incurred and paid for after DELEG's loan execution may be included in the loan request.**

Applicants assume all financial risk should the DELEG not approve the application or if all loan documents are not executed.

If the loan is not approved or executed, the DELEG is not responsible for reimbursement of any costs.

## How much is Available?

Please call for latest funding availability. Loan amounts up to \$2,000,000 and are limited to materials, Supplies, and equipment costs only.

## When Should You Submit Your Application?

This solicitation is open until April 08, 2011. Applications for funding will be reviewed on a first-come, first-served basis and will be evaluated based on project merit and applicant creditworthiness.

DELEG reserves the right to close the solicitation period at any time.

## Criteria for Loan Approval

Applicants will be required to submit quarterly reports related energy use, payback and other economic information.

## Interest Rate

Applicants must meet minimum credit standards determined by the Advisory Committee. Credit standards are not solely based upon FICO scores and may consist of a face-to-face interview.

Interest on approved loans is fixed at 6% for a maximum of 6 years.

## Repayment Terms

Interest-only payments will be collected on disbursed loan funds for the first six (6) months starting from the agreement date.

After the first six (6) months, loan repayments are made in equal semi-annual installments of principal and interest concluding not later than 6 years after the agreement date. There is no penalty for early repayment.

## **Loan Security Requirements**

A promissory note, loan agreement and security agreement are required to secure the loan. The security interest is limited to the materials, supplies and equipment purchased with loan funds.

## **How Are Funds Disbursed?**

Funds are available on a reimbursement basis. Loan disbursements will be made upon the submission of the vendor's invoice in addition to the other required loan deliverables. Loan disbursements amounts will be 50% of the total order amount at the time of order. The remaining balance will be disbursed upon receipt of equipment, supplies and materials. Proof of payment is required within 30 days of each loan disbursement.

# THE APPLICATION

**How Do You Apply?** Unless otherwise specified in the “Other Information” column, submit the information shown below.

**Your application must be complete before processing can begin.** For incomplete applications, information must be received within a specific time or the application will be returned unprocessed.

Applications are deemed complete if they include all necessary documentation to verify eligibility and compliance with all the requirements as discussed below:

<b>Application Package Items</b>	<b>Copies Needed</b>	<b>Other Information</b>
Completed and signed loan application	Original plus one copy	
Copy of letters of support	Original plus one copy	
NEPA Compliance Form	Original plus one copy	
W-9 Form	Original plus one copy	



### Where Do I Submit My Application?

Send your application package with the specified copies to:

Department of Energy, Labor & Economic Growth

Attn: Revolving Loan Program

611 W Ottawa

PO Box 30221

Lansing, MI 48909



### Who Do I Call?

Call or email the DELEG to discuss, funding availability, and application requirements.

Robert Jackson

(517) 373-2731

[jacksonr1@michigan.gov](mailto:jacksonr1@michigan.gov)

A copy of the loan agreement is available for downloading as an Adobe Acrobat Portable Document Format (PDF) or Microsoft Word document at:

[www.michiganadvantage.org/PSS](http://www.michiganadvantage.org/PSS)

Evaluation Committee staff will review your loan application. It may be necessary to arrange a site visit to discuss your project and loan request.

# APPLICATION FOR DELEG ENERGY REVOLVING LOAN

## 1. APPLICANT INFORMATION

Applicant <sup>1</sup> :		
Mailing Address:	City:	Zip:
On-site Address:	City:	Zip:
County:		
Contact Person <sup>2</sup> :	Title:	
E-mail:	Phone:	Fax:
DUNS No.: <sup>3</sup>		

## 2. PROJECT INFORMATION

### A. General Company Information

<sup>1</sup> Applicant must be authorized to be the negotiator for the loan

<sup>2</sup> Please provide if the contact person is different from the applicant

<sup>3</sup> Please provide your DUNS number if available. A DUNS number is provided by the Dun & Bradstreet Credibility Corp. and will be needed before funds can be disbursed. Please refer to the following website to set up your DUNS number [www.smtallbusiness.dnb.com](http://www.smtallbusiness.dnb.com).

B. Personnel

Identify the key personnel to be involved with this project, by name and title, and provide their qualifications.

C. Project Objectives

Provide a clear, concise statement of the objectives of the proposed project. Also include objective(s) for each phase of the work.



### 3. PROJECT SCHEDULE

Tentative project Start date:
Tentative project completion date:

Provide a timeline for completing the planned activities and tasks for the project from the time of application to February 15, 2012.

### 4. PROJECT BUDGET

Total project costs (include all installation costs):
Amount requested from DELEG (include only materials and equipment):

A budget narrative must be provided that identifies the budget line item and number, provides a detailed description for each, and includes individual unit prices.

## 5. WHERE DID YOU HEAR ABOUT OUR PROGRAM?

Please tell us where you heard about our loan program.

- Department of Energy Labor & Economic Growth Website
  - Bureau of Energy Systems Presentation
  - Literature at Trade Show or Workshop
  - Recommendation by Another Public Agency
  - Other (please specify)
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## 6. CERTIFICATION

To the best of my knowledge and belief, the information in this application are correct and complete.

Name of Authorized Representative:		
Title:		
Signature of Authorized Representative:		
Date:	Phone:	Fax:

**Rick Snyder**  
Governor

**Department of Energy, Labor  
& Economic Growth**

Steven H. Hilfinger  
**Director**

Amy A. Butler  
**Director, Bureau of Energy Systems**