

DELEG ENERGY REVOLVING LOANS

FINANCING FOR ENERGY EFFICIENCY and
RENEWABLE ENERGY PROJECTS BY PUBLIC
ENTITIES

APPLICATION

- Villages
- Cities

Rick Snyder
Governor



Department of Energy, Labor & Economic Growth
(DELEG)

Phone: (517) 373-2731

FINANCING FOR ENERGY EFFICIENCY AND RE PROJECTS FOR PUBLIC

How Do You Define Energy Efficiency and Renewable Energy Projects?

Energy projects may involve one or more of the activities listed below:

Energy Efficiency

- Lighting (e.g. fluorescent T8s/T5s, occupancy/motion sensors, etc.)
- Mechanical systems (i.e. heating, cooling and ventilation equipment)
- Water heating and pumping systems
- Advanced control systems
- Smart Metering systems
- Insulation, sealing, and other building envelope improvements
- Boiler or furnace replacement with a more efficient unit

Renewable Energy

- Solar Electricity/Photovoltaic
- Wind Turbine – 20 KW or smaller.
- Solar Thermal –20 KW or smaller.
- Solar Thermal Hot Water –
- Ground Source Heat Pump – 5.5 tons of capacity or smaller horizontal/vertical, ground, closed-loop system.
- Biomass Thermal

Other activities that meet the federal Department of Energy's definition of energy efficiency and renewable energy will be considered. Impacted buildings or facilities must be currently occupied and have long range plans of continued use.

Are You Eligible?

- Cities
- Villages

Projects must involve an activity and or installation or deployment of a commercially available and proven technology at buildings, facilities, and properties owned

and operated by a city or village. Work already completed is ineligible.

When Can You Start Your Project?

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 will be between \$100,000 and \$2,500,000 and are limited to materials, supplies and equipment costs only.

When Should You Submit Your Application?

Now This solicitation is open until September 30, 2011. Applications for funding will be reviewed by an evaluation committee, and awarded based on project merit and applicant creditworthiness. The DELEG reserves the right to close the solicitation period at any time.

Criteria for Loan Approval

Applicants must meet minimum credit standards determined by the DELEG Bureau of Energy Systems. Additional information may be requested during the negotiation process.

Interest Rate

Interest on approved loans is fixed at 3% for a maximum of 6 years. For those projects with a pollution prevention component are eligible for a lower interest rate. Please contact DELEG for details.

Repayment Terms

Only interest payments will be collected on disbursed loan funds for the first six (6) months starting from the closing date. After the first six 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?

The funds are available on a reimbursement basis. Loan disbursements will be made upon the submission of the vendor's invoice as well as the other required loan deliverables. Proof of payment is required within 30 days of each loan disbursement.

Loan Agreement

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

www.michiganadvantage.org/PSS

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:

Application Package Items	Copies Needed	Other Information
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	



Where Do I Submit My Application?

Send your application package with the specified copies to:

Department of Energy, Labor & Economic
Growth
Green Practices Section
Attn: Revolving Loan Program
611 W Ottawa
Lansing, MI 48909



Who Do I Call?

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

Robert Jackson
EERE Loan Program Manager
(517) 373-2731
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

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

2. PROJECT INFORMATION

A. General Company Information

¹ Applicant must be authorized to be the negotiator for the loan

² Please provide if the contact person is different from the applicant

³ 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.

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:

**U.S. DEPARTMENT OF ENERGY
GOLDEN FIELD OFFICE**

ENVIRONMENTAL CHECKLIST

(To Be Completed by Potential Recipient)

The Department of Energy (DOE) is required by the National Environmental Policy Act (NEPA) of 1969 as amended (42 U.S.C. 4332(2), 40 CFR parts 1500-1508) and DOE implementing regulations ([10 CFR 1021](#)) to consider the environmental effects resulting from federal actions, including providing financial assistance. Please provide the following information to facilitate DOE's environmental review. DOE needs to evaluate the requested information as part of your award negotiation.

Instructions and Handbook: Terms that appear in blue have more detailed information available to assist you in completing the form. Save the form to your local directory. Leave your internet browser open and open the form in Word from the local directory. Click on the blue term and it will automatically open the handbook at the appropriate place. Click on the back button to return to your form. Or, you may click [here](#) to open the handbook.

PART I: General Information

Project

Title: _____

Solicitation

Number: _____

- 1.** Please describe the intended use of DOE funding in your proposed project. For example, would the funding be applied to the entire project or only support a phase of the project? Describe the activity as specifically as possible, i.e. planning, feasibility study, design, data analysis, education or outreach activities, construction, capital purchase and/or equipment installation or modification.
- 2.** Does any part of your project require review and/or permitting by any other federal, state, regional, local, environmental, or regulatory agency? Yes No
If yes, please provide a list of required reviews and permits in the appropriate item number in Part II.
- 3.** Has any review (e.g., NEPA documentation, permits, agency consultations) been completed?
 Yes No
If yes, is a finding or report available and how can a copy be obtained?
- 4.** Is the proposed project part of a larger scope of work? Yes No If yes, please describe.

Do you anticipate requesting additional federal funding for subsequent phases of this project?
 Yes No
If yes, please describe.
- 5.** Does the scope of your project **only** involve one or more of the following:
 Information gathering such as literature surveys, inventories, audits,
 Data analysis including computer modeling,

- Document preparation such as design, feasibility studies, analytical energy supply and demand studies, or
- Information dissemination, including document mailings, publication, distribution, training, conferences, and informational programs.

If the scope of your project is **limited to** the block(s) checked above, please skip to Part III, otherwise, continue to Part II.

PART II: Environmental Considerations

Table A. Please indicate if any of the following conditions or special areas is present, required, or could be affected by your project:

Item No.	Description	Yes/No	Specific nature or type of activity or condition. If a consultation, approval, or permit applies, please describe.
1	Clearing or Excavation (indicate if greater than 1 acre)		
2	Dredge and/or Fill . Specify the number of acres involved.		
3	New or Modified Federal/State Permits And/or Requests for Exemptions		
4	Pre-Existing Contamination		
5	Asbestos		
6	Criteria Pollutants		
7	Non-Attainment Areas		
8	Class I Air Quality Control Region		
9	Navigable Air Space		
10	Areas with Special Designation (e.g., National Forests, Parks, Trails)		
11	Prime, Unique or Important Farmland		
12	Archeological/Cultural Resources		
13	Threatened/Endangered Species and/or Critical Habitat		
14	Other Protected Species (Wild Burros, Migratory Birds)		
15	Floodplains		
16	Special Sources of Groundwater (e.g., Sole Source Aquifer)		
17	Underground Extraction/Injection (non-hazardous substances)		
18	Wetlands		

19	Coastal Zones		
20	Public Issues or Concerns		
21	Noise		
22	Depletion of a Non-Renewable Resource		
23	Aesthetics		

Table B. Would your project use, disturb, or produce any chemicals or biological substances? (i.e., pesticides, industrial process, fuels, lubricants, bacteria) If not, skip to Section C.

Please indicate if any of the materials or processes listed below applies.

Item No.	Description	Yes/No	Quantity	Permit required? Type?	Specific type, use, or condition
1	Polychlorinated Biphenyls (PCBs)				
2	Import, Manufacture, or Processing of Toxic Substances				
3	Chemical Storage, Use, and Disposal				
4	Pesticide Use				
5	Hazardous, Toxic, or Criteria Pollutant Air Emissions				
6	Liquid Effluent				
7	Underground Extraction/Injection (hazardous substances)				
8	Hazardous Waste				
9	Underground Storage Tanks				
10	Biological Materials. Indicate if genetically altered materials are involved.				

Table C. Would your project require or produce any radiological materials? If not, skip to Part III.

Please indicate if any of the materials listed below applies.

Item No.	Description	Yes/No	Quantity	Permit required? Type?	Specific nature of use
1	Radioactive Mixed Waste				
2	Radioactive Waste				
3	Radiation Exposures				

Part III: Contact Information

Please provide the name of the preparer of this form and a contact person who can answer questions or provide additional information.

Preparer _____ Telephone Number _____ E-mail Address _____

Contact _____ Telephone Number _____ E-mail Address _____

Rick Snyder
Governor

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

Steven Hilfinger
Director

Amy A. Butler
Director, Bureau of Energy Systems