

LOAN APPLICATION
CONSERFUND



SC Office of Regulatory Staff - Energy Office

1401 Main Street, Suite 900

Columbia, South Carolina 29201

Federal Award Identifier: DE-EE0008294 – **CFDA:** #81.041

Contact: Stacey Washington

Phone (803) 737-0804 / **Email** swashington@regstaff.sc.gov

ConserFund loans are for new projects ONLY. Acceptance of an application does not guarantee nor represent approval of a loan.

I. APPLICANT INFORMATION

Print clearly or type

Type of Project: Energy Retrofit Alternative Fuel/Transportation Renewables
Must check one

Name of Institution: _____

Mailing Address: _____

Federal Tax ID #: _____ **DUNS/SAM #:** _____

*Required if awarded:
[DUNS/SAM # FORM](#) (PDF)*

Project Coordinator: _____
print or type name and title

Telephone: _____ Email: _____

Organization Head/Signatory: _____
print or type name

Title: _____ Email: _____

Telephone: _____ Fax: _____

Financial Department Contact: _____
print or type name

Title: _____ Email: _____

Telephone: _____ Fax: _____

II. TYPE OF INSTITUTION

Check appropriate description

Public School District (K-12) County / City Municipality

State Agency State-Supported Colleges and Universities

501(C) (3) Organizations* Other Governmental Entity*: Specify _____

**Documentation of secured collateral will be required for all non-profit 501(C) (3) organizations. If "Other Governmental Entity" is specified, the Energy Office reserves the right to require secured collateral documentation.*



III. PROJECT SITE DESCRIPTION

Provide information about the location of the project: (attach additional sheets as necessary)

A.

Energy Retrofit Project(s) Information	
Building Name	
Building Type/Use	
Building Address/ Location & County	
Proposed Energy Retrofits	

B.

Alternative Fuel/Transportation or Renewables Project(s) <i>Provide complete detailed description of project</i>

C. **Estimated Project Start Date:** _____

1. Project implementation must begin within six (6) months of the executed loan agreement (allow approximately 60 days for application/agreement processing).

D. **Estimated Project Completion Date** (within 12 months of start date): _____



IV. TECHNICAL ANALYSIS

A technical analysis is required for each site location.

- A. Submit technical analysis in accordance with guidelines:
[Technical Analysis Guidelines for Building Retrofits](#) (PDF)
[Technical Analysis Guidelines for Fleet Conversions](#) (PDF)
Contact the Energy Office for technical analysis guidance regarding installation of renewables.
- B. Applications must include a technical analysis summary:
[Technical Analysis Summary Template](#) (XLS)

C.

Technical Analysis Contact	
Name/Title of Individual Whom Completed Technical Analysis	
Telephone Number	
Email Address	
Energy Audit Firm or Architect/Engineering Firm	
Firm's Address	

D.

Project Site Information	
Annual Hours of Operation	
Square Footage	
Age of Building (years)	



V. PROJECT COST SUMMARY

A.

Type of Improvement(s)	Estimated Cost	Projected Annual Savings
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Totals	\$	\$
Simple Payback* (Calculate Simple Payback by dividing total cost by total annual savings)		

*Simple Paybacks that exceed eight (8) years will generally require approval from the Energy Advisory Council.

B. If awarded an agreement based on this application, the Energy Office’s review does not guarantee any minimum or maximum energy savings due to variables that may affect actual savings.

VI. FINANCIAL INFORMATION

A. **Requested Loan Amount:** \$ _____

1. “Requested Amounts” are generally between \$25,000 and \$500,000. Application requests exceeding \$500,000 must include a justification.

B. **Requested Financing Term:** _____ year(s)

1. Actual term will be determined by the Energy Office, based on estimated savings. In general, terms will not exceed 10 years or 1.5 times the expected payback period, whichever is lower.

C. **Current Interest Rate:** 1.5 % (fixed-rate for the life of the loan)

D. **Loan Security:** Non-profit 501(c) (3) organizations will be required to provide secured collateral documentation. Confirmation of the loan security, at least equal to the principal and interest loan balance, must be submitted with each loan payment. Please contact the Energy Office to discuss options regarding this requirement.

1. Non-profit applicants must identify the source of secured collateral when submitting an application.

2. ConserFund loans to public entities will be secured through the SC State Treasurer’s intercept process, SC Code Section 11-9-75.



VII. FUNDING SOURCE INFORMATION AND OBLIGATIONS

By submitting a ConserFund loan application, the applicant agrees to all applicable funding obligations: [US DOE Special Terms & Conditions](#) (PDF)

- A. **Applicant's Responsibility:** The applicant shall be fully acquainted with conditions relating to the scope and restrictions applicable to an award as a result of this application. The failure or omission of applicants to acquaint themselves with existing conditions shall in no way relieve them of any obligation with respect to the award. Recipients and subrecipients must comply with all applicable federal, state, and local laws and regulations.
1. The applicant will be required to assume sole responsibility for the complete effort as required by the award. The Energy Office will consider applicants to be the sole point of contact regarding all award matters.
 2. Public School Districts (K-12) are responsible for complying with all construction, renovation and retrofit requirements of the Office of School Facilities (OSF), SC Department of Education. The Energy Office does not assume any responsibility for obtaining or verifying OSF compliance.
- B. **Funding Source:** Funding for the ConserFund loan program is provided entirely from the federal State Energy Program Revolving Loan Fund (RLF) and, consequently all federal regulations and reporting requirements apply. Additionally, the SC Office of the State Auditor requires revolving loan funds retain their character as federal expenditures and disbursements by the Energy Office are to be reported on the Schedule of Expenditures of Federal Awards (SEFA).
1. **Federal Award Identifier:** DE-EE0008294
 2. **CFDA Number:** 81.041
- C. **Mandatory Funding Obligations:** Review the [US DOE Special Terms and Conditions](#) (PDF) for requirements associated with receiving funding under this ConserFund loan program.
- D. **Nonexpendable Equipment Definition:** Nonexpendable equipment is defined as equipment with an acquisition cost in excess of five thousand (\$5,000) dollars and a life greater than one (1) year. Any nonexpendable equipment purchased with any portion of funds awarded pursuant to this application must be appropriately inventoried and must be used for the purposes consistent with the intent of the award. Records of equipment purchases must be maintained throughout the agreement period and the disposition of each item must be reported to the Energy Office. Such equipment may not be removed from the premises or disposed of without the written permission of the Energy Office until said equipment depreciates to a value below \$5,000.
- E. **Monitoring Visit:** The Energy Office will conduct an on-site project monitoring/inspection visit prior to making the final loan disbursement.
- F. **Federal Audits:** If federal audit requirements are applicable to your organization, the audit shall be completed within nine (9) months of the close of your fiscal year and forwarded to the Energy Office. Annual financial statements are required to be audited by a Certified Public Account (CPA) in accordance with the applicable OMB Circular and/or AICPA Standards.



VIII. ACCOMPANYING DOCUMENTS

These documents must be submitted for your application to be considered complete.

A.

	ITEMS FOR REVIEW	
1.	<p>The Technical Analyses and Technical Analysis Summary Consult the technical analysis guidelines for specific requirements. Technical Analysis Guidelines for Building Retrofits (PDF) Technical Analysis Guidelines for Fleet Conversions (PDF)</p> <p>Contact the Energy Office for technical analysis guidance regarding installation of renewable energy projects.</p> <p><i>Include all calculations</i></p>	
2.	<p>Audited Financial Statement(s) for the previous three (3) consecutive years and year to-to-date financials for evaluation</p> <p>Statements must include <i>total assets, liabilities, revenue, State appropriations, etc.</i></p>	

B. **Additionally:**

	BEFORE YOU SUBMIT YOUR APPLICATION	
1.	Verify that the application is complete. Where a section does not apply, mark N/A.	
2.	If your organization is not subject to the State Treasurer’s “intercept” please be sure you have discussed appropriate loan security with the Energy Office.	
3.	Ensure all relevant approvals (council, school board, etc.) have been obtained prior to application submission to avoid delays.	
4.	Ensure that all property identified in this application is owned by the borrower.	



IX. APPLICANT'S SIGNATORY OFFICIAL

"I certify that by signing below, I have the legal signatory authority to bind my organization and request this loan; that, if approved, (a) these funds will be used for the authorized scope of work; and, (b) that my organization owns the property involved in the energy retrofit project(s) or (c) the applicant is a State Agency designated as the controlling agency of the property titled to the State of South Carolina; and, d) as the Borrower, I fully understand the responsibilities of accepting the federal revolving loan funds identified herein."

Name: _____ (typed/printed)

Title: _____

Signature: _____ (L.S.) (blue ink)

Date: _____

Electronic submissions may be emailed to:

swashington@regstaff.sc.gov

Physical submissions may be mailed to:

Stacey Washington
ATTN: LOAN PROGRAMS
SC Office of Regulatory Staff - Energy Office
1401 Main Street, Suite 900
Columbia, South Carolina 29201

