



SC OFFICE OF REGULATORY STAFF - ENERGY OFFICE

1401 Main Street, Suite 900, Columbia, South Carolina 29201

Federal Award ID: DE-EE0006996 – CFDA #81.041

Contact: Trish Jerman

Phone (803) 737-8025 / Fax (803) 737-0842

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

I. Applicant Information: Please print clearly or type

Type of Project: (must check one) **Energy Retrofit** **Alternative Transportation**

Name of Institution: _____

Street Address: _____

Mailing Address: _____

Federal Tax ID#: _____ **DUNS/SAM #:** _____
(Required if awarded-click here for [DUNS/SAM# FORM](#))

Project Coordinator: _____
(print or type name and title)

Telephone: _____ **Email:** _____

Organization Head/Signatory: _____
(print or type name)

Title: _____ **Email:** _____

Telephone: _____ **Fax:** _____

II. Type of Institution: Please check appropriate description

Public School District **County / City** **Municipality** **State Agency**

501(C) (3) Corporations* **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 ORS Energy Office reserves the right to require secured collateral documentation.

III. Project Site Description: Provide project(s) information below: (attach additional sheets as necessary)

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

Alternative Fuel Project(s) –Provide complete detailed description of project

- **Project implementation must begin within six (6) months of the executed Loan Agreement (allow approximately 60 days for application/agreement processing).**
- **Project Estimated Start Date:** _____
- **Project Estimated Completion Date (within 12 months of start date):** _____

IV. Technical Analysis: *Note: A technical analysis is required for each site location.*

Submit technical analysis in accordance with guidelines outlined in:

[Technical Analysis Guidelines for Building Retrofits](#) or [Fleet Conversions](#).

(click here)

(click here)

Must Include: [Technical Analysis Summary Template](#)

(click here)

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

Project Site Information	
Current Use	
Hours of Operation	
Square Footage	
Age of Building	

V. Project Cost Summary:

<u>Type of Improvements or Alternative Transportation Project</u>	<u>Estimated Cost</u>	<u>Projected Annual Savings</u>
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

TOTALS: \$ _____ \$ _____

Simple Payback: _____

(Calculate Simple Payback by dividing total cost by annual savings)

Note: Simple Paybacks that exceed eight (8) years will require a variance from the Energy Advisory Committee.

Important: If awarded an agreement based on this application, ORS’s review does not guarantee any minimum or maximum energy savings due to the large number of variables that may affect actual savings.

VI. Financing Information:

Requested Loan Amount: \$ _____ (Generally \$25,000-\$500,000)

Requested Financing Term: _____ /years. Actual term will be determined by ORS, based on estimated savings. In general, terms will not exceed 1.5 times the expected payback period.

Current Interest Rate: 1.5 % (fixed rate for the life of the loan)

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 ORS-Energy Office to discuss options regarding this requirement.

Non-Profit Applicants must identify their source of secured collateral when submitting their application.

Loans to public entities (state, schools, local governments) will be secured through 2012 SC Code Title 11 – Public Finance, Chapter 9, *Section 11-9-75*.

VII. Funding Source Information and Obligations:

By submitting a ConserFund Application, the applicant understands all applicable funding obligations (see “ConserFund Attachment A” [click here for DOE Funding Terms & Conditions](#))

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.

The Applicant will be required to assume sole responsibility for the complete effort as required by the award. ORS will consider Applicants to be the sole point of contact with regard to all award matters.

All School Districts: School Districts are responsible for complying with all construction, renovation and retrofit requirements of the Office of School Facilities (OSF), SC Department of Education. ORS does not assume any responsibility for obtaining or verifying OSF compliance.

1. **Funding Source** - Funding for the ConserFund 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 SC ORS are to be reported on the Schedule of Expenditures of Federal Awards (SEFA).
 - a. Federal Award Identifier: **DE-EE0006996**
 - b. CFDA Number: **81.041**
2. **Mandatory Funding Obligations**: Review [US DOE Terms and Conditions](#) attached for requirements associated with receiving funding under this ConserFund Program. ORS encourages awardees to submit loan reimbursement requests on a monthly basis.
3. **Nonexpendable Equipment Definition** – Nonexpendable equipment is defined as equipment with an acquisition cost in excess of five thousand (\$5,000.00) 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 ORS. Such equipment may not be removed from the premises or disposed of without the written permission of ORS until said equipment depreciates to a value below \$5,000.
4. **Monitoring Visit** - ORS will conduct an on-site project monitoring/inspection visit prior to making the final loan disbursement.
5. **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 ORS. 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 & Signature(s):

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

1. **Copy of Technical Analysis, including calculations, which includes analyses for each project location in accordance with the Technical Analysis Guidelines link (*click here for analysis form*).**
2. **Current Financial Statement providing year-to-date total assets, liabilities, revenue, State appropriations, etc.**
3. **Complete Financial Statements (Audited) for previous three (3) consecutive years.**
4. **Non-Profit Organizations: Documentation identifying appropriate secured loan collateral after discussion with the ORS-Energy Office.**

Applicant’s Signatory Official:

“I certify that by signing below, a) I have the legal authority to bind my organization and request this loan; b) if approved, this loan will be used for the authorized scope of work; c) my organization owns the property involved in any energy retrofit project listed herein, 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: _____

Please send any electronic submissions to tjerman@regstaff.sc.gov.

Physical documents may be mailed to Ms. Trish Jerman, Office of Regulatory Staff, Energy Office, ATTN: LOAN PROGRAMS, at the address indicated in the letterhead on page one of this application. [Telephone No.: (803) 737-8025]

Please review the following application check list before submitting your application.

CONSERFUND LOAN APPLICATION CHECK LIST

Your application cannot be considered officially submitted unless all required documents and information are received by ORS-Energy Office.

Checklist: (review and check each applicable box)

ITEM	ITEMS FOR REVIEW	CHECK BOX
1.	Review all loan information, FAQ’s and guidance documents at ORS-Energy Office website (click here for ConserFund Information and Application documents)	
2.	Provide all requested information on the application to allow the ORS-Energy Office to thoroughly evaluate the loan request.	
3.	Ensure application indicates the purpose of the loan request (i.e., energy retrofit or alternative transportation).	
4.	Ensure the projected beginning and completion dates are included on the application. (Page 2 – Item III)	
5.	Review <i>ConserFund Technical Analyses Forms Related Links/Files</i> for building retrofits or alternative transportation projects. All information requested must be provided for review and evaluation and cost savings must be shown for each energy measure. All calculations must be provided.	
6.	Ensure inclusion of required current Financial Statements. (must include total assets, liabilities, revenue, State appropriations, etc.)	
7.	Ensure inclusion of Audited Financial Statement(s) for previous three (3) consecutive years for evaluation.	
8.	Ensure all relevant approvals (council, school board, etc.) have been obtained prior to application submission to avoid delays.	
9.	Ensure application includes Organizational Signatory Authority Name, Title and Signature.	
10.	Ensure all the borrower’s or applicant’s authorized individuals approved submittal of this application to obligate your entity and receive funding and that all property identified in this application is owned by the Borrower.	
11.	Ensure your organization understands this Revolving Loan Fund (RLF) program is funded with Federal funds and agrees to comply with all reporting and auditing requirements in accordance with applicable OMB Circular and/or AICPA Standards.	
12.	Identify the source of your loan security and collateral information if your organization is a “Non-Profit” 501(c) (3) corporation. Contact ORS-Energy Office for discussion of loan security requirements at (803) 737-8025.	
13.	Ensure your organization has a DUN’s and SAM number. (<i>click here for DUNS/SAM NO</i>)	