

# ConserFund Plus

## SC OFFICE OF REGULATORY STAFF - ENERGY OFFICE

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

Federal Award ID: DE-EE0000158      CFDA #81.041

Contact: Trish Jerman

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

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

### I. Applicant Information: Please print clearly or type

ConserFund Plus funding is available only to public school districts (K-12), SC State supported colleges and universities and state agencies.

**Type of Project:** (must check one of the boxes below)

Energy Retrofit

Alternative Fuel/Transportation

Solar

**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

State supported College or University

State Agency

**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 Transportation/Fuels or Solar Project(s) –Provide complete detailed description of project

- **Project implementation must begin within six (6) months of the executed 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: A *technical analysis is required for each site location.***

**A. Submit technical analyses in accordance with guidelines outlined in:**

[\*click here for Technical Analysis Guidelines related to Building Retrofits and Fleet Conversions\*](#)

**B. Applications must include a technical analysis summary:**

[\*click here for Technical Analysis Summary Template\*](#)

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 Fuel/Transportation Project</u>	<u>Estimated Cost</u>	<u>Projected Annual Savings</u>
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

**TOTALS:**                      \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Simple Payback:** \_\_\_\_\_

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

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

**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. Financial Information:**

**Requested Amount:** \$ \_\_\_\_\_ (Equals Loan *Plus* Grant Amount Combined)  
“Requested Amounts” are generally between \$25,000 and \$500,000. Application requests exceeding \$500,000 must include a justification.

**Loan:** The Loan portion of the agreement will consist of seventy percent (70%) of the approved amount. The current interest rate will apply to the loan amount only.

**Grant:** The Grant portion of the agreement will consist of thirty percent (30%) of the approved amount.

**Example:** \$500,000 approved; 70% (\$350,000) is the loan amount which is subject to the current interest rate; 30% (\$150,000) is the grant amount.

**Requested Financing Term:** \_\_\_\_\_/year(s). 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)

**Project Budget Form:** Complete the Project Budget Form provided and submit with your application ([click here for Project Budget Form](#)).

**Sample of Completed Budget Form:** ([click here for SAMPLE Completed Budget Form](#))

**Loan Security:** ConserFund *Plus* loans will be secured through the SC State Treasurer’s Intercept process, Chapter 9, Section 11-9-75 SC Code of Laws.

## **VII. Funding Source Information and Obligations:**

***By submitting a ConserFund Plus Application, the applicant understands all applicable funding obligations, including the ARRA Flow Down Requirements.***

**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 *Plus* 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 SC ORS are to be reported on the Schedule of Expenditures of Federal Awards (SEFA).

- a. Federal Award Identifier: **DE-EE0000158**
- b. CFDA Number: **81.041**

2. **Mandatory Funding Obligations** - Review Application attachments for all requirements associated with receiving funding under the ConserFund *Plus* Loan/Grant Program. In particular, projects must adhere to the Buy American Provisions of ARRA and the Davis Bacon Wage Reporting requirements, including paying the designated wages on a weekly basis and maintaining wage payment records. Wage payment records must be included as documentation with corresponding reimbursement requests. ([click here for US DOE Funding Flow-Down Requirements](#))
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/Inspection Visit** - ORS will conduct an on-site project monitoring/inspection visit prior to processing the final disbursement request. ORS encourages awardees to submit disbursement requests on a monthly basis.
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.

## **VIII. Accompanying Documents & Signature(s):**

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

1. Technical Analyses, including calculations, for each project location
  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. Completed Project Budget Form
  5. Completed Technical Analyses Summary
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**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/grant; 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”*

**Name:** \_\_\_\_\_ (typed/printed)

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **(L.S.)** *(blue ink)*

**Date:** \_\_\_\_\_

Please send electronic submissions to [tjerman@regstaff.sc.gov](mailto:tjerman@regstaff.sc.gov)  
(Telephone No.: (803) 737-8025)

Physical documents may be mailed to Ms. Trish Jerman, ORS, ATTN: ENERGY OFFICE,  
at the address indicated on page one.

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

**CONSERFUND PLUS APPLICATION CHECK LIST**

**NOTICE...Your application cannot be considered officially submitted unless all required documents and information are received by ORS.**

**Checklist: (review and check each applicable box)**

<b><u>ITEM</u></b>	<b><u>ITEMS FOR REVIEW</u></b>	<b><u>CHECK BOX</u></b>
1.	Review all loan/grant information, FAQ’s and guidance documents at ORS-Energy Office website ( <a href="#">click here for ConserFund Plus Application and documents</a> )	
2.	Provide all requested information on the application to allow ORS to thoroughly evaluate the loan/grant request.	
3.	<u>Section III</u> - Ensure application indicates the purpose of the loan/grant request (i.e., energy retrofit, alternative transportation/fuels, solar) and the projected beginning and completion dates are included on the application.	
4.	<u>Section IV</u> - Ensure the required <a href="#">Technical Analyses and Technical Analysis Summary</a> are included with application. Cost savings must be clearly represented for all project locations/buildings. <b>Include all calculations.</b>	
5.	a) Ensure <u>energy retrofit or alternative transportation/fuels</u> projects comply with the requirements listed in the Technical Analysis Guidelines.	
	b) Contact the ORS Energy Office at (803) 737-8025 for technical analysis guidance regarding installation of <u>solar photovoltaic systems</u> .	
6.	<u>Section V</u> - Ensure required “Pay-Back” period is included on the application. <b>Include all calculations.</b>	
7.	<u>Section VI</u> - Ensure Projected Budget Form is completed and all additional budget/financing information is included with your application submission. An example of the budget form available in ( <a href="#">here</a> ).	
8.	Ensure inclusion of <b>Audited</b> Financial Statement(s) for previous the <b>three (3)</b> consecutive years for evaluation. Required current Financial Statements must include total assets, liabilities, revenue, State appropriations, etc.	
9.	Ensure all relevant approvals (council, school board, etc.) have been obtained prior to application submission to avoid delays.	
10.	Ensure application includes Organizational Signatory Authority Name, Title and Signature.	
11.	Ensure all the applicant’s authorized individuals have approved submittal of this application to obligate your entity and receive funding and that all property identified in this application is <b>owned</b> by the applicant.	
12.	Ensure your organization understands this Revolving Loan Fund (RLF) program is funded with <u>Federal</u> funds and agrees to comply with all reporting and auditing requirements in accordance with applicable OMB Circular. ( <a href="#">click here for US DOE Requirements</a> )	
13.	Contact ORS-Energy Office for discussion of loan security requirements at (803) 737-8025.	
14.	Ensure your organization has a DUN’s and SAM number. ( <a href="#">click here for DUNS/SAM NUMBER FORM &amp; FAQ’s</a> )	

*(Include this checklist with your application submission)*