

SC Office of Regulatory Staff
ENERGY OFFICE
1401 Main St. 8th Floor
Columbia SC 29201
803-737-8030

**Application to Develop and Manage Low Interest Energy Efficiency Revolving Loan
Program for Commercial and Industrial Borrowers**
(funded by the US Department of Energy through the State Energy Program, CFDA# 81.041)

Project Title: _____
(This should be a brief descriptive title that will identify your project within our system)

I. PRIMARY APPLICANT INFORMATION

A. Applicant's Legal Name: _____

B. Mailing Address (Street, City, & State) _____

Required: 9-digit zip code _____ - _____ County: _____
(9-digit zip code can be found at <http://zip4.usps.com/zip4/welcome.jsp>)

C. Contact Person: _____

Title: _____

D. Telephone: _____ - _____

Fax: _____ - _____

E. Email Address: _____

F. DUNS number _____ (Complete Attachment A to this application to confirm)

AUTHORIZED SIGNATURE

I hereby state that all the information provided herein is true and correct and that I have the legal authority to submit this application and receive funds if awarded.

Date

Signature of Authorized Official

Name (print)

Title (print)

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II. Applicant Description and Program Administration Plan

- A. Please attach a description of your organization, including governance, experience with revolving loan funds, energy efficiency, renewable energy and transportation projects, experience in marketing specific loan programs, and relationships with the banking community and capital within the organization to allow for leveraging. In addition, please explain how the program will be supported in a sustainable manner. If the 10% administrative costs allowance will be taken from the grant, please provide details that ensure these cost are directly related and necessary for the operation of the loan program. Provide a list of at least four business references.
- B. Please attach the Program Administration Plan. The Plan must include, at a minimum, the following as outlined in the Solicitation:
- Plans for complying with DOE requirements (see Grant Requirements Exhibit A-C and Attachment A), including records retention, audit requirements and generally accepted accounting principles, determining if prospective recipients are on the Federal Debarment list;
 - Plans for publicizing and soliciting applications,
 - Plans for ensuring loan recipients comply with Davis Bacon, Buy American and Historic Preservation provisions of the ARRA requirements
 - Plans for communicating with the Energy Office, including provision of quarterly programmatic and financial reports
 - Procedures for technical review of loan requests
 - Procedures for inclusion of low to moderate income communities in underserved areas
 - Procedures for closure of loan funds and for closure of loan program should that become necessary
 - Plans for risk management, security and actions in the case of a default
 - Procedures for justifying and tracking administrative costs, if any will be taken for the program

While the Program Administration Plan may include attachments as needed, the required elements of the Plan should be contained in no more than twenty pages.

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Attachment A

Confirmation of DUNS Number and Registration in the System for Award Management (SAM)

SYSTEM FOR AWARD MANAGEMENT AND UNIVERSAL IDENTIFIER REQUIREMENTS

A. Requirement for Registration in the System for Award Management (SAM)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

If you had an active registration in the CCR, you have an active registration in SAM.

B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions

For purposes of this award term:

1. System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <https://www.sam.gov>).

SAM Primary Point of Contact Information

Name:

E-mail Address:

Phone Number: ()

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2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).

DUNS Number: (mandatory)

Legal Name:

Trade Name:

Address: