



# Energy Efficiency Revolving Loan Fund Application

INSTRUCTIONS | Please read the Energy Efficiency Revolving Loan Description and Criteria before completing this application. It is important that you fill out all sections of this application completely. Questions regarding this application or the application process should be directed to the Town's Economic and Community Development Director.

NAME OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

# OF YEARS IN OPERATION: \_\_\_\_\_ (circle one) CORPORATION PARTNERSHIP SOLE PROPRIETORSHIP

EMPLOYER ID #: \_\_\_\_\_ PRIVILEGE LICENSE #: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

ADDRESS OF PROJECT (IF DIFFERENT FROM ABOVE): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_ (Name and Position)

AMOUNT OF LOAN REQUEST: \_\_\_\_\_ TERM LENGTH REQUESTED: \_\_\_\_\_

**BUSINESS OVERVIEW:** BRIEFLY DESCRIBE THE FOLLOWING ASPECTS OF YOUR BUSINESS/ PROPERTY. (You may attach separate sheets or provide a written history and description of your business if you wish.)

HOW MANY EMPLOYEES DOES THE BUSINESS CURRENTLY HAVE? \_\_\_\_\_

WHAT TYPE OF BUSINESS DO YOU OWN? \_\_\_\_\_

HOW WILL THE PROJECT AFFECT YOUR COMPANY? \_\_\_\_\_

AGE OF BUILDING (YR. BUILT): \_\_\_\_\_ TOTAL SQUARE FEET OF BUILDING: \_\_\_\_\_ # OF OCCUPANTS: \_\_\_\_\_

DO YOU PLAN TO MOVE? (Y/N) \_\_\_\_\_

PRIMARY HEATING FUEL: \_\_\_\_\_ PRIMARY SERVICE UTILITY: \_\_\_\_\_

IF YOU ARE LEASING, DESCRIBE THE TERMS OF YOUR LEASE (RENT AND LENGTH OF LEASE) and PROVIDE A COPY OF YOUR CURRENT LEASE: \_\_\_\_\_

DESCRIBE HOW THIS PROJECT WILL FIT WITHIN THE CONSTRAINTS OF YOUR LEASE: \_\_\_\_\_

**PROJECT DESCRIPTION AND COSTS:** BRIEFLY DESCRIBE THE FOLLOWING ASPECTS OF YOUR PROJECT. (You may attach separate sheets/ spreadsheets for costs if you wish.)

*\*\* To be provided with assistance of energy auditor/ contractor*

DESCRIBE THE PROJECT, EMPHASIZING ENERGY EFFICIENCY FEATURES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*\* LIST EQUIPMENT PURCHASED (INCLUDE RATED ANNUAL ENERGY CONSUMPTION AND MODEL #'S):* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*\* LIST REMOVED/ REPLACED EQUIPMENT (INCLUDE MODEL #'S):* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*\* DO YOU PLAN TO UTILIZE ANY OTHER UTILITY INCENTIVES (ie. Duke Energy or PSNC)? PLEASE DESCRIBE:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*\* WILL OTHER IMPROVEMENTS OCCUR AT THE SAME TIME AS THE ENERGY EFFICIENCY PROJECT? IF SO, PLEASE DESCRIBE:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*\* PROVIDE ITEMIZED COST ESTIMATES FOR THE PROJECT, INCLUDING ESTIMATES FROM A CONTRACTOR, MAKING SURE TO SEGREGATE ENERGY EFFICIENCY COSTS FROM OTHER IMPROVEMENTS:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*\* PROVIDE AN ESTIMATE OF THE SIMPLE PAYBACK FOR THE ENERGY EFFICIENCY MEASURES YOU WILL PURSUE WITH THESE FUNDS:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*\* PROVIDE A 12-MONTH CASH FLOW PROJECTION, INCLUDING ENERGY SAVINGS AND LOAN REPAYMENTS:* \_\_\_\_\_

\_\_\_\_\_

*\*\* EXPECTED ANNUAL ENERGY SAVINGS, AS A % REDUCTION FROM THE BASELINE (previous 12 months of energy bills):* \_\_\_\_\_

*\*\* EXPECTED ANNUAL COST SAVINGS FROM THE INSTALLED ENERGY EFFICIENCY MEASURES:* \_\_\_\_\_

*\*\* EXPECTED kWhs SAVED PER YEAR FOR INSTALLED MEASURES:* \_\_\_\_\_

*\*\* EXPECTED % SAVINGS kWh OF PREVIOUS 12 MONTHS FOR INSTALLED MEASURES:* \_\_\_\_\_

*\*\* EXPECTED THERMS SAVED PER YEAR FOR INSTALLED MEASURES:* \_\_\_\_\_

*\*\* EXPECTED % SAVINGS THERMS OF PREVIOUS 12 MONTHS FOR INSTALLED MEASURES:* \_\_\_\_\_

*\*\* EXPECTED GALLONS SAVED PER YEAR (heating oil/ propane/ LPG) FOR INSTALLED MEASURES:* \_\_\_\_\_

*\*\* EXPECTED % SAVINGS GALLONS OF PREVIOUS 12 MONTHS FOR INSTALLED MEASURES:* \_\_\_\_\_

*\*\* ESTIMATED TOTAL LABOR HOURS FOR AUDIT AND RETROFIT INSTALLATION:* \_\_\_\_\_

**OTHER REQUIRED INFORMATION**

PLEASE PROVIDE 12 MONTHS OF PAST UTILITY BILLS FOR YOUR BUSINESS.

PLEASE PROVIDE A RECENT (ie. within last 90 days) CREDIT REPORT.

DO YOU AGREE TO MAKE ALL RELEVANT DOCUMENTS AVAILABLE ON REQUEST? (Y/N) \_\_\_\_\_

DO YOU AGREE TO PROVIDE 36 MONTHS OF UTILITY DATA AFTER THE PROJECT IS COMPLETED? (Y/N) \_\_\_\_\_

DO YOU UNDERSTAND THAT THE **EERLF** LOAN WILL BE SECURED BY A NOTE ON EQUIPMENT? (Y/N) \_\_\_\_\_

HAVE THE APPLICANT FIRM OR ANY OWNER OF MORE THAN 20% OF THE BUSINESS FILED FOR BANKRUPTCY OR PROTECTION FROM CREDITORS? (Y/N) \_\_\_\_\_ ; IF YES, PROVIDE DETAILS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

THE TOWN MAY AUDIT/ INSPECT APPLICANT'S FINANCIAL RECORDS UPON REQUEST IF LOAN BECOMES PAST DUE.  
(please initial) \_\_\_\_\_

DO YOU AGREE TO PROVIDE A WAIVER OF LIEN IF A TENANT AND NOT A BUILDING OWNER? (Y/N) \_\_\_\_\_

IF THE BUSINESS CLOSSES OR RELOCATES, THE LOAN RECIPIENT IS RESPONSIBLE FOR FULL REPAYMENT OF THE LOAN.  
(please initial) \_\_\_\_\_

HOW DID YOU HEAR ABOUT CARRBORO'S EERLF PROGRAM? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WHAT MOTIVATED YOU TO APPLY FOR A CARRBORO EERLF LOAN? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

AS \_\_\_\_\_ (title) OF \_\_\_\_\_,  
 I CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION AND IN DOCUMENTS AND EXHIBITS PROVIDED IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I FURTHER COMMIT TO THE FOLLOWING ACTIONS, AS DESCRIBED MORE FULLY IN THE PROJECT APPLICATION:

- A. UNDERTAKE AND CARRY OUT THE PROJECT AS DESCRIBED IN THE PROJECT APPLICATION, AND DOCUMENTS AND EXHIBITS PROVIDED,
- B. PROVIDE THE TOWN WITH NECESSARY INFORMATION FOR COMPLETING REQUIRED REPORTS,
- C. MAKE ALL RELEVANT RECORDS AVAILABLE TO TOWN AND ITS PARTNERS UPON REQUEST,
- D. BEGIN PROJECT ACTIVITIES ONLY FOLLOWING EXECUTION OF A LEGALLY BINDING COMMITMENT BETWEEN THE TOWN AND THE APPLICANT AND THE REALEASE OF OTHER CONDITIONS, IF ANY, PLACED ON THE LOAN BY THE TOWN OF CARRBORO,
- E. COMPLETE PROJECT ACTIVITIES NO LATER THAN \_\_\_\_\_,
- F. (OPTIONAL) SECURE AND OBTAIN ADDITIONAL LOAN FUNDS IN THE AMOUNT OF \$ \_\_\_\_\_ AS DESCRIBED IN THIS APPLICATION, AND
- G. (OPTIONAL) PROVIDE \$ \_\_\_\_\_ IN EQUITY FROM THE APPLICANT'S OWN RESOURCES FOR THE PROJECT AND COVER ANY COST OVERRUNS IN THE PROJECT FROM APPLICANTS OWN RESOURCES.

MY FIRM IS COMMITTED TO UNDERTAKE THIS PROJECT, AND BUT FOR THE PROVISION OF THE EERLF ASSISTANCE, THIS PROJECT WILL NOT BE UNDERTAKEN:

**PARTNERSHIP AND SOLE PROPRIETORSHIPS**

**CORPORATIONS**

SIGNED: \_\_\_\_\_

\_\_\_\_\_  
 (Name)

TITLE: \_\_\_\_\_

BY: \_\_\_\_\_  
 (President)

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
 (Secretary)

(SEAL)

DATE: \_\_\_\_\_

BELOW PLEASE LIST ALL OF THE FOLLOWING: ANY OWNER OF 20% OR MORE OF A CORPORATION AND ALL OFFICERS OF THE CORPORATION; ALL PARTNERS; THE SOLE PROPRIETOR.

Print Name & Title	Signature	% owned
Print Name & Title	Signature	% owned
Print Name & Title	Signature	% owned
Print Name & Title	Signature	% owned
Print Name & Title	Signature	% owned
Print Name & Title	Signature	% owned