

## Public Entity Energy Audit and Renewable Energy Feasibility Study Loan Program Application

The application is to be used by a public entity of the State of Minnesota applying for a loan for the cost of an energy efficiency project energy audit report or renewable energy project feasibility study report. Refer to the "Public Entity Energy Audit and Renewable Energy Feasibility Study Revolving Loan Fund Program Guidelines" for program eligibility requirements.

To apply for program funds you must complete the program application and return it to Eric Rehm, Energy Financing Programs Administrator, Minnesota Department of Commerce 85 7<sup>th</sup> Place East, Suite 500, St. Paul, MN 55101.

### PART 1. Public Entity Information:

Organization Name

Mailing Address - Line 1

Mailing Address - Line 2

City

State

Zip Code

Phone Number

Swift Number (10-digit number)

DUNS Number

CCR Number (if applicable)

FEIN Federal Employee ID Number (if applicable)

MN Sales Tax ID Number (if applicable)

### PART 2. Project Authorized Representative Contact Information:

Contact Name

Contact Title

Mailing Address - Line 1

Mailing Address - Line 2

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Phone Number	Email Address	

### PART 3. Loan Eligibility Information:

	Enter the letter "Y" for Yes or "N" for No in the field to the left of the questions below.
<input type="checkbox"/>	Has the <b>public entity</b> selected a service provider to complete an energy audit or feasibility study associated with an energy efficiency and/or renewable energy system project?
<input type="checkbox"/>	Is the <b>public entity</b> a program participant in either the Guaranteed Energy Savings Program (GESp) or the Local Energy Efficiency Program (LEEP) administered by the Minnesota Department of Commerce? If Yes, enter <b>GESp</b> or <b>LEEP</b> in second field to the left.
<input type="checkbox"/>	Does the <b>public entity</b> have a "not to exceed" cost from a service provider to perform the energy audit or feasibility study?
<input type="checkbox"/>	Is the <b>public entity</b> seeking funds for encumbering the cost of an energy audit or feasibility study to be completed by a service provider?
<input type="checkbox"/>	In the event the <b>public entity</b> proceeds with the energy efficiency and/or renewable energy project, does the <b>public entity</b> have the ability to roll the cost of the energy audit report or feasibility study report into the overall project financing agreement?
<input type="checkbox"/>	In the event the <b>public entity</b> decides to not proceed with the energy efficiency or renewable energy project identified in the energy audit or feasibility study report(s), does the <b>public entity</b> accept responsibility to fully repay Commerce the amount loaned to it under this program within a 3-year period with an annual interest rate of 2%?
<input type="checkbox"/>	Does the <b>public entity</b> have a reserve fund or alternate funding source identified that will be used to repay Commerce, in the event the cost of the energy audit or feasibility study report(s) is not rolled into the project financing agreement?

**PART 4. Service Provider Contact Information:** Fill in the contact information for the service provider the public entity is seeking to contract with to complete the energy audit or feasibility study analysis and report.

Service Provider – Business Name	Service Provider – Project Manager Name
Mailing Address – Line 1	Mailing Address – Line 2

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**PART 5. Project Description:** Fill in answers to the following questions to describe the energy efficiency or renewable energy system project that the public entity is investigating via an energy audit or feasibility study.

<input type="checkbox"/>	Not Applicable	<b>Energy Efficiency Project Details</b>
Brief Project Description		
Property Name(s)	Property Address(es)	
Total Square Feet Impacted (Building Space)	Energy Conservation Measures	
Reduction Target (Btu/yr)	Reduction Target (kWh/yr)	
Energy Audit (Not to Exceed Cost) (\$)	Amount Requested (\$)	
Energy Audit – Start Date	Energy Audit Report – Delivery Date	

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<input type="checkbox"/> Not Applicable	<b>Renewable Energy Project Details</b>
<b>Brief Project Description</b>	
<b>Property Name(s)</b>	<b>Property Address(es)</b>
<b>Renewable Energy Type</b> (PV solar, solar thermal, wind, or other)	<b>Energy Production Target (kWh/yr)</b>
<b>Feasibility Study (Not to Exceed Cost) (\$)</b>	<b>Amount Requested (\$)</b>
<b>Feasibility Study – Start Date</b>	<b>Feasibility Study Report – Delivery Date</b>

**PART 6. Disclosures:** The public entity applying for program funds using the “Public Entity Energy Audit and Renewable Energy Feasibility Study Revolving Loan Fund Program Application” hereby affirms the rights, authorities, and actions to be taken by Commerce in its oversight role as the program administrator.

By completing, signing, and submitting this application to Commerce, the public entity acknowledges that it has fully reviewed and understands the eligibility requirements for applying for program funds.

In addition, the public entity affirms that it understands Commerce has the right and authority to monitor the progress of the energy audit or feasibility study being completed by the service provider, whether funded in whole or in part with Program funds applied for under this program application.

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- The information requested in this loan application is necessary to determine if the **public entity** qualifies for this loan program.
- Commerce retains the right to contact the service provider to validate the authenticity of the proposed project scope of work, costs, project implementation timeline, and expected delivery date of the energy audit or feasibility study report, collectively referred to as the “project.”
- Commerce retains the right to monitor the **public entity's** project throughout the duration of the project, up to the delivery of the energy audit or feasibility study report(s).
- Commerce retains the right to pursue legal actions to recover the funds loaned to the **public entity** under this program application.

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### PART 7. Signatures

**Applicant Signature:** The applicant signing the agreement below verifies that information submitted in the application, to the best of their knowledge, is complete and accurate at the time of submission. Further, the applicant attests to having the legal authority required to apply for loan funds under the program.

#### Applicant Authorization

Authorized Representative Name

Title

Authorized Representative Signature

Date of Application

#### Minnesota Department of Commerce Authorization

Authorized Representative Name

Title

Authorized Representative Signature

Date of Approval