



ENERGY LOAN PROGRAM

625 Marion Street NE

Salem, OR 97301-3737

1-800-221-8035

email: SELP.EnergyLoan@state.or.us

website: <http://egov.oregon.gov/ENERGY/>

APPLICATION FOR MUNICIPALITIES OR STATE AGENCIES

Other applications are available for residential, commercial and generating projects.

Please discuss your project with us before you complete this form.

Please check off as you attach the following:

- A copy of a Resolution from your governing body that authorizes:
 - Applying for this loan
 - Borrowing money from SELP
 - Budgeting the loan payment
 - Who may sign loan documents on behalf of the borrower
- Audited financial statements for the last two years and your current operating budget.
- Copies of your engineering/design documents; bid documents and any equipment purchases.
- Energy study or data that supports the energy savings.
- Construction or installation cost estimates and start-up schedule, including your expected needs for money during construction.

APPLICANT

Name or Agency: _____ Division: _____

Agency Head: _____ Title: _____

Mailing Address: _____

City: _____ Zip: _____ Employer Federal ID: _____

Phone: _____ Fax: _____ E-mail: _____

LOAN REQUEST

How did you learn about this loan program? _____

Project cost \$ _____ Loan request \$ _____ Requested term _____

Will you need money during construction? (check one) Yes ___ No ___

When would you like to begin payments? _____

PROJECT INFORMATION

Facility/Project name: _____

Project Address: _____

City: _____ Zip: _____ County: _____

Project coordinator/Lead employee: _____ Title: _____

Phone: _____ Fax: _____ E-mail: _____

Legislative Senate District: _____ Legislative House District: _____

Have you bid the project yet? (check one) Yes ___ No ___ If no, when? _____

Has any equipment been ordered or purchased? (check one) Yes ___ No ___ If yes, when? _____

If staff training is needed, when will it be completed? _____

Electric utility: _____ Natural gas utility: _____

Other utility: _____

Engineer: _____ Phone: _____

Address: _____ E-mail: _____

Architect: _____ Phone: _____

Address: _____ E-mail: _____

Contractor: _____ Phone: _____

Address: _____ E-mail: _____

Dealer: _____ Phone: _____

Address: _____ E-mail: _____

Legal Counsel: _____ Phone: _____

Address: _____ E-mail: _____

ENERGY SAVINGS:

List the energy saving components of your project here. SELP will consider all sources of savings.	
Savings from lower energy uses at site	\$
Savings from lower demand charges	\$
Non-energy savings, such as lower maintenance or operating expenses	\$
Other	\$
Total yearly savings from project	\$

PROJECT COSTS:

Use an X to indicate if these costs are actual or estimated.	Actual	Estimated	Cost
Audit/study	<input type="checkbox"/>	<input type="checkbox"/>	\$
Engineering/design	<input type="checkbox"/>	<input type="checkbox"/>	\$
Installation or construction of the project	<input type="checkbox"/>	<input type="checkbox"/>	\$
Contingency	<input type="checkbox"/>	<input type="checkbox"/>	\$
Other costs (permits, licenses, capitalized interest)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Total project costs	<input type="checkbox"/>	<input type="checkbox"/>	\$

Briefly describe your project. What will it do? How will it do it? (additional space available on last page if needed)

Expected construction start date: _____ Est. completion date: _____ Useful life: _____

Describe either good or bad environmental impacts of your energy project. Do not enter none.
Example: "Replacement of an obsolete, inefficient boiler would reduce air pollution."

What security are you offering for this loan (Include any guarantors)

PLEASE NOTE

Projects eligible for federal funds or other state funds may also be eligible for a SELP loan. SELP loan funds can usually count as part of any local match required by other programs.

FEE SCHEDULE

The costs of selling bonds and operating the program are paid through interest on loans. Most of these costs may be included in your loan.

Loan requests up to \$100,000 have a reduced and streamlined fee matrix as follows:

Application Amount up to	Total Fee	Amount Due with Application	Balance Due at Loan Closing
\$25,000	\$500	\$100	\$400
\$50,000	\$700	\$125	\$575
\$75,000	\$900	\$150	\$750
\$100,000	\$1,100	\$200	\$900

Loan requests for more than \$100,000 have the following fee structure:

- ◆ Application Fee: One-tenth of one percent of the amount applied for (maximum fee \$2,500) must be submitted with application. This fee is not refundable and not reimbursable from loan proceeds. A current preliminary title report on the security should accompany the application.
- ◆ Underwriting Fee \$500 or one-half of one percent of the loan request, whichever is greater, not to exceed \$5,000 must accompany the application.
- ◆ Loan Fee: One percent of the loan amount to be paid at closing.

In addition, all applications may incur the following:

- Appraisal Fee: If an appraisal is required, you will be required to pay the full cost. Your loan officer will discuss with you the need for an appraisal.
- Closing & Other Cost: Escrow closing costs and title insurance are usually required. Other closing costs may apply including legal expenses for document preparation. We will contact you before you incur any unique or special costs.

- **Construction Fees:** Any construction charges will be specified in advance for you. Such charges are normally minimal. Interest is charged on funds disbursed during construction. Holding costs on undisbursed funds may apply.

IMPORTANT: After a loan is approved, it cannot be increased without going through an approval process. Feel free to estimate loan costs with us. Be sure your loan request includes adequate amounts for the above fees.

IMPORTANT—READ CAREFULLY

APPLICANT CERTIFIES AS FOLLOWS: We will use Small Scale Energy Loan Program (SELP) funds only to construct the energy project described. We will comply with all applicable rules and laws intended to preserve or enhance environmental quality. We will obtain all applicable local, state, and federal permits, approvals, and licenses and comply with their terms and conditions. The undersigned is duly authorized to request this loan on behalf of the Applicant. Applicant declares under penalty of law that all facts given and information attached are true and correct. Applicant authorizes SELP to verify information necessary for loan analysis. Applicant authorizes SELP to use their name, address, project information and project photos to explain or promote the loan program.

I understand my loan may include a prepayment penalty and I have enclosed an application and underwriting fee of:
\$_____

Authorized Signature

Date

Print Name

Title

Use this space for additional project information if needed.