**Energy Efficiency Revolving Loan Fund Capitalization Grant Program (EE RLF Program)**

**Infrastructure Investment and Jobs Act**

**APPLICATION FORM**

**For**

**PRIVATE & NON-PROFIT ENTITIES**

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DNREC, State of Delaware

Office of the Secretary

Environmental Finance

Revised January 2025

**INSTRUCTIONS FOR FINANCIAL ASSISTANCE**

**PRIVATE AND NON-PROFIT ENTITIY APPLICANTS**

From funds secured from the U.S. Department of Energy (DOE) allocated under the Infrastructure Investment and Jobs Act, DNREC has created an Energy Efficiency Revolving Loan Fund Capitalization Grant Program (EE RLF Program) with the intent to offer aid in expanding investments in energy efficiency and renewable energy infrastructure, particularly in areas with greater needs and higher barriers to accessing low-cost capital. Additionally, the EE RLF Program can be used to supplement an energy project pursued through any flagship energy program administered by the DNREC Division of Climate, Coastal, and Energy.

The materials contained in this package provide instructions and forms for an application to the Energy Efficiency Revolving Loan Fund Capitalization Grant Program for Private and Non-Profit Entities. The information provided in this application will be the basis for decisions made by the Delaware Department of Natural Resources and Environmental Control (DNREC).

Upon completing Parts I and II of the application, submit one (1) electronic version of the signed loan application and all supporting documentation electronically to the email below:

DNREC\_EF\_Applications@delaware.gov

The completed application and all supporting documentation must be received by the date specified in the Environmental Finance (EF) cover letter to ensure that the application is accepted and processed in a timely fashion. Applications will not necessarily be processed in Project Priority List Ranking order.

**Part I. General Information**

This part provides general information about the applicant, the proposed project, the amount of funding sought and the proposed loan security. This financial information enables the DNREC to perform an analysis of the applicant’s financial status, the impact of the project on customers and the applicant’s ability to repay the loan. If additional space is needed, provide it on additional sheets indicating the part and the question and attach it to the application. If the responses may be found in your annual report or other document, please make reference to the specific applicable section(s) and include a copy thereof with the application. Please include electronic formats of the following documents with your application:

1. Letter describing the history and description of the applicant’s business.
2. Applicant’s Articles of Incorporation and Organizational Chart.
3. Copy of most recent three (3) years of financial statements and/or signed tax returns, only if not currently on-line.
4. Projections of revenue and expenses for the balance of the current fiscal year and the next succeeding twelve month period. The budget projections must include the issuance of any new debt and/or anticipated borrowing needs over the next twenty four month period other than the RLF loan.
5. Schedule of property owned and/or mortgaged if not shown in fiscal financial statements.
6. Permission letter and lease agreement signed by building owner if applicant is a tenant.
7. List of affiliates and subsidiaries of the applicant if not listed in the application.
8. Explanation of any contingent liabilities or litigation.

**Part II. Planning and Contractor Information**

This part provides information about the status of the proposed project and the readiness of the applicant to proceed. Answer the questions in the space provided and submit additional supporting documentation required for the specific project category type that funding is being requested for. For this part, please include electronic formats of the following documents with your application:

1. Written statement of commitment from project contractor, unless project is being self-installed.
2. Detailed project description and scope of work that outlines:
	1. A description and use of the building where the project will be taking place, including the age and square footage of the building. Include a photo, if available.
	2. Project timeline schedule from start to finish.
	3. Calculations of the amount of direct energy savings (in kWh), any other associated costs savings, and overall costs and anticipated return on investment.
	4. Projected greenhouse gas emissions savings per year, if applicable.

**DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL DELAWARE ENVIRONMENTAL FINANCE**

**\*All blocks must be filled to complete application with either N/A or 0.**

**PART I. GENERAL INFORMATION**

**1. Applicant**

*Name of Entity: Address:*

*City, State & Zip: Phone Number: Fax Number: EIN#:*

*Type of Organization*

*(Municipal, County, Other):*

UEI#:

**2. Project Title**

**3. Project Category** (Please check all applicable types)

 *Renewable Energy: Energy Efficiency:*

 *New Construction: Renovation: Expansion:*

**4. Project Description** (Attach separate sheet if necessary)

**5. Proposed Construction Dates** *Start: Completion:*

**6. Project Costs**

a. Amount of Funding Requested $

b. Funding from other Sources

i. Source: $  ii. Source: $ iii. Source: $

**c. Total $ 0.00**

**7. Type of Loan Security Anticipated** (Please check applicable type)

a. General Obligation Pledge: b. Revenue Pledge: c. Other:

If “other” please describe:

**8. Primary Contact for Entity**

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*Name and Title: Address:*

*City, State & Zip: Phone Number: Fax Number:*

*Email:*

**9. Contractor Contact Information**

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*Name and Title: Firm Name: Address:*

*City, State & Zip: Phone Number: Fax Number:*

*Email:*

**10. Legal Counsel**

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*Name and Title: Firm Name: Address:*

*City, State & Zip:*

*Phone Number: Fax Number: Email:*

**11. Officers, Directors, and Partners**

a. List all officers, directors, and partners of the applicant. Use additional sheets, if necessary, and attach them to the application.

*Name: Office Held/Position & % Ownership: Address:*

*City, State & Zip:*

*Name: Office Held/Position & % Ownership: Address:*

*City, State & Zip:*

*Name: Office Held/Position & % Ownership: Address:*

*City, State & Zip:*

b. Has the applicant or any of the persons or entities above, to the knowledge of the applicant:

1. Been charged with, convicted of, a plaintiff in, or entered a plea of guilty to any criminal or civil offense other than a minor motor vehicle violation?

2. Been or is now subject to or has pending, any disciplinary action by any administrative, governmental, or regulatory body?

3. Been or is now disbarred, suspended, or disqualified from contracting with any federal, state, or municipal agency?

4. Been or is now in receivership, insolvency, reorganization, or adjudicated bankruptcy?

Yes No

If the answer is “Yes” to any question above, furnish details on a separate sheet(s) and attach it to the application.

**12. Applicant’s Authorized Official’s Contact Information and Certification**

I certify the information that is contained in this application and on all attachments to this application are true and correct to the best of my belief and knowledge. I certify that I am legally authorized to sign, date and submit this application on behalf of the applicant. I understand that the State may verify the information provided and that untruthful or misleading information may be cause for rejection of this application. The undersigned also agrees to clarify or supplement information pertaining to this application upon request.



*Name: Title: Address:*

*City, State & Zip:*

*Phone Number: Fax Number: Email:*

*Signature: Date:*

 \*If this signature is not the authorized official to sign all binding documents, identify that individual below.



*Name: Title: Address:*

*City, State & Zip:*

*Phone Number: Fax Number: Email:*

*Signature: Date:*

**PLEASE INCLUDE A COPY OF THE ENABLING AUTHORIZATION TO ACT ON BEHALF OF YOUR ORGANIZATION**

**PART II. PLANNING AND CONTRACTOR INFORMATION** \*if not applicable fill boxes with “n/a”

**1. Project Status**

a. Status of Plans and Specifications: (% Complete)

**2. Describe the anticipated energy benefits associated with this project, including estimated annual energy savings (kWh) and payback period.** (Attach separate sheet if necessary)

**3. Proposed Schedule**

Item Date (MM/YYYY) Submittal of Engineering Documents

 Submittal of Final Plans

Plans and Specs Approval

Advertise for Bids Award Contracts Start Construction

Complete Construction

Initiate Operations

**4. Project Budget**

1. Engineering $
	1. Basic $
	2. Other $
2. Energy Measures $
	1. Lighting $
	2. HVAC $
	3. Energy Assessment $
	4. Solar $
	5. Other $
3. Construction $
	1. Acquisition of Machinery / Equipment $
	2. Installation $
	3. Other $
4. Other $
	1. $
	2. $
	3. $
5. Contingencies (must be separated from construction) $

**Total** $

**5. Annual Estimated Costs for the Proposed Facilities**

1. *Labor* $
2. *Utilities*  $
3. *Materials / Equipment* $
4. *Contractual Services* $
5. *Miscellaneous Expenses*  $

***Total*  $**

**6.** Provide current outstanding debt $

**LIST OF ALL OUTSTANDING OBLICATIONS (Notes, Mortgages, and Accounts Payable)**

**Company Name: Dates:**

**COLLATERAL/SECURITY**

**ORIGINAL DATE**

**ORIGINAL AMOUNT**

**PRESENT BALANCE**

**CURRENT OR DELINQUIENT**

**MONTHLY PAYMENT**

**MATURITY DATE**

**CREDITOR (NAME/ADDRESS)**

**Signature: Date:**