

# EASY LOANS

No application fees, points, or hidden costs

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**Interest Rate**  
**3%**

FINANCING FOR ENERGY EFFICIENCY  
& ENERGY GENERATION PROJECTS

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## APPLICATION

- Public Schools & Colleges
- Local Governments
- Special Districts
- Public Hospitals
- Public Care Institutions

**ARNOLD SCHWARZENEGGER**  
Governor

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California Energy Commission

[www.energy.ca.gov/efficiency/financing/](http://www.energy.ca.gov/efficiency/financing/)  
Phone: (916) 654-4104

# FINANCING FOR ENERGY EFFICIENCY

## Are You Eligible?

- Public Schools and Colleges
- Cities
- Counties
- Special Districts
- Public Hospitals
- Public Care Institutions

## Does Your Project Qualify?

You can purchase and install any commercially-available energy efficiency equipment with proven energy and/or capacity savings. Examples of qualified projects:

- Lighting
- Heating and air conditioning systems
- Motors and pumps
- Automated energy management systems and controls
- Cogeneration equipment
- Light emitting diode (LED) traffic signal modules
- Renewable energy systems
- Thermal energy storage systems

Projects already funded with an existing loan or already installed are ineligible. Please call if you have any questions.

Loans for energy audits and feasibility studies may be considered. Call for information regarding eligibility.

## When Can You Start Your Project?

Your application must be on file before you can start your project, and **only project-related costs that are invoiced and paid for after Energy Commission approval may be included in the loan request.**

Applicants assume all financial risk should the Commission disapprove the application or if all loan documents are not executed. If the loan is disapproved for any reason, the

Energy Commission is not responsible for reimbursement of any costs.

## Does Your Facility Qualify?

Existing buildings or other energy using facilities are eligible. Some new buildings and facilities may also be eligible. Please call to discuss eligibility.

## How Much is Available?

Please call for latest funding availability. Loans can finance up to 100 percent of the project costs.

## When Should You Submit Your Application?

**Now!** This solicitation is open continuously with no final filing date. Applications for funding will be accepted on a first come, first served basis, reviewed by a technical committee, and awarded based on project merit. The Energy Commission reserves the right to close the solicitation period at any time, so don't delay. Don't miss this opportunity.

## Criteria for Loan Approval

Energy efficiency projects must be technically and economically feasible. Loans must be repaid from savings within 15 years, including principal and interest. This results in an approximate 11 year simple payback.

$$\text{Simple Payback (yrs)} = \frac{\text{Amount of Loan (\$)}}{\text{Anticipated Annual Energy Cost Savings (\$/yr)}}$$

## Interest Rate

The interest rate is a fixed 3 percent for the term of the loan.

**For Help Call (916) 654-4104**

## **Loan Security Requirements**

It's simple. A promissory note, a loan agreement between you and the Energy Commission, and a Tax Certificate are all that is required to secure the loan. Please call to get a copy of these documents or you can download them at: <http://www.energy.ca.gov/efficiency/financing/index.html>

## **How Are Funds Disbursed?**

The funds are available on a reimbursement basis. For each reimbursement request, receipts and invoices for incurred expenses must be submitted along with payment verification by your organization.

The final 10 percent of the funds will be retained until the project is completed. Interest is charged on the unpaid principal computed from the date of each disbursement to the borrower.

## **Repayment Terms**

The repayment schedule is based on the estimated annual projected energy cost savings from the aggregated project(s), using energy costs and operating schedules at the time of loan approval. In some cases, the loan repayment schedule can be extended up to 15 years.

Applicants will be billed twice a year after the projects are completed.

# THE APPLICATION

**How Do You Apply?** Unless otherwise specified in the “Other Information” column, just submit the information shown below or go to <http://www.energy.ca.gov/efficiency/financing/index.html> and fill it out on line. Your application must be complete before processing can begin. For incomplete applications, information must be received within a specific time or the application will be returned unprocessed.

Application Package Items	Copies Needed	Other Information
Completed and signed loan application	Original plus one copy	
Completed Summary of Recommended Energy Efficiency Measures in Loan Request Table	One copy	
Feasibility Study*	One copy	The study must contain: a) description of energy efficiency projects and buildings or facilities affected by these projects, b) discussion of baseline energy use for the affected facilities, including annual energy related utility bills, c) all calculations and assumptions to support the technical feasibility and energy savings of the recommended projects, d) proposed budget detailing all project costs, and e) proposed schedule for implementation of the projects.
Copy of a signed resolution, motion, order, etc. from your governing board (see sample).	One copy	The resolution need not be submitted with the application, but it <b>must</b> be received by the time of final loan package signatures. The title of the official signing the loan agreement must be the same one named in the resolution, motion, or order.

<p>CEQA Compliance Documentation</p>	<p>One copy</p>	<p>Include a copy of documentation demonstrating that the applicant has complied with the California Environmental Quality Act (CEQA) in approving the project. There are three possible actions the applicant can take. The applicant could determine that the activity undertaken by the loan is:</p> <ul style="list-style-type: none"> <li>• Not a project (include analysis supporting the conclusion that the activity is not a project); or</li> <li>• A project that is exempt (include the Notice of Exemption); or</li> <li>• The project is not exempt, in which case the applicant should indicate which type of environmental document it has prepared: <ul style="list-style-type: none"> <li>--Negative Declaration (include the Notice of Determination)</li> <li>--Mitigated Negative Declaration (include the Notice of Determination)</li> <li>--Environmental Impact Report. (Include the Notice of Determination.)</li> </ul> </li> </ul>
<p>Copy of agenda item (staff report) accompanying resolution</p>	<p>One copy</p>	<p>The agenda item and/or the resolution should include the finding on CEQA compliance.</p> <ul style="list-style-type: none"> <li>• If the CEQA finding is in the agenda item, include both the item and the resolution.</li> <li>• If the CEQA finding is in the resolution, application does not need to include a copy of the agenda item</li> </ul>
<p>* If you are submitting multiple applications, please put each application package in a separate envelope. If the energy audit/feasibility study is used to justify energy efficiency projects in multiple applications, submit one copy of the audit/study and indicate the application package that contains the audit/study.</p>		

Energy Commission staff will review your application and contact you within 15 days. It may be necessary to arrange a site visit to discuss your project and loan request.

**For Help Call (916) 654-4104**



### **Where Do I Submit My Application?**

Send your application package with the specified copies to:

California Energy Commission  
Special Projects Office  
Attn: ECAA Loan Program  
1516 Ninth Street, MS 42  
Sacramento, CA 95814-5512



### **Who Do I Call?**

Call the California Energy Commission at (916) 654-4104 to discuss project and facility eligibility, funding availability, and application requirements.

Energy Commission staff will review your application and contact you within 15 days. It may be necessary to arrange a site visit to discuss your project and loan request.

**For Help Call (916) 654-4104**

# APPLICATION FOR ENERGY COMMISSION

## 1. APPLICANT INFORMATION

Applicant:		
Mailing Address:	City:	Zip:
Street Address:	City:	Zip:
County:		
Contact Person:	Title:	
E-mail:	Phone:	Fax:

## 2. PROJECT INFORMATION

- A. Have you already applied for utility rebates and incentives for the projects that you are requesting loan funding?
- Yes, Go to Item 2B
  - No, we have not applied but plan to do so in the future. Go to Item 2B
  - No, we do not plan to apply for any utility rebates. Go to Question 3
  - Don't know what programs are available. Go to Question 3
- B. If you have applied for utility rebates or plan to do so for the projects in your loan application, please indicate:

Name of Utility:
Name of Utility Efficiency Programs:
Estimated Amount of Rebate, if known:

## 3. PROJECT SCHEDULE

Tentative project start date:
Tentative project completion date:

## 4. PROJECT BUDGET

Total project costs (include all installation costs):
Amount requested from the Energy Commission:

**For Help Call (916) 654-4104**

## 5. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) COMPLIANCE

- A. Is there documentation demonstrating your compliance with CEQA?
- Yes, Go to B.
  - No, STOP: Please complete CEQA compliance documentation before submitting application.
- B. What finding did your governing body make? Activity funded by the loan is:
- Not a project.
  - Is a project, and is exempt: List applicable exemption:  
\_\_ Statutory (list code section): \_\_\_\_\_  
\_\_ Categorical (list section from CEQA Guidelines): \_\_ 14 CCR \_\_\_\_\_
  - Is a project that is not exempt.  
Applicant prepared the following environmental document:  
\_\_ Initial study + Negative Declaration  
\_\_ Initial study + Mitigated Negative Declaration  
\_\_ Environmental Impact Report  
\_\_ Other (describe)
- Notice of Determination filed? Date: \_\_\_\_\_

## 6. WHERE DID YOU HEAR ABOUT OUR PROGRAM?

Please tell us where you heard about our loan program.

- Energy Commission Website
  - Energy Commission Staff Presentation
  - Literature at Trade Show or Workshop
  - Utility Company
  - Recommendation by Another Public Agency
  - Other (please specify)
- \_\_\_\_\_

## 7. CERTIFICATION

To the best of my knowledge and belief, the data in this application are correct and complete.

Name of Authorized Representative:		
Title:		
Signature of Authorized Representative:		
Date:	Phone:	Fax:

## Summary of Recommended Energy Efficiency Measures in Loan Request

For each application, list the projects for which you are requesting a loan and identify the savings, project cost and payback for each project. Total the savings and project cost at the end of the table. Insert more rows as needed.

Project	Peak Demand Savings (kW)	Annual Electric Savings (kWh)	Annual Natural Gas Savings (therms)	Annual Other Energy Savings (specify units)	Annual Cost Savings	Project Installation Cost	Simple Payback (years)
Example: Install T8 lamps and electronic ballast	48	266,405	0	0	\$24,113	\$100,790	4.2
<b>TOTAL</b>							

**For Help Call (916) 654-4104**

**SAMPLE RESOLUTION**

**RESOLUTION NO.** \_\_\_\_\_

**Resolution of**

\_\_\_\_\_  
*Name of Institution or Organization*

WHEREAS, the California Energy Commission provides loans to schools, hospitals, local governments, special districts, and public care institutions to finance energy efficiency improvements;

NOW THEREFORE, BE IT RESOLVED, that \_\_\_\_\_

authorizes \_\_\_\_\_ *Governing Body* to apply for energy efficiency loan from the California Energy Commission to implement energy efficiency measures.

BE IT ALSO RESOLVED, that in compliance with the California Environmental Quality Act (CEQA), \_\_\_\_\_ (Governing Body) finds that the activity funded by the loan is \_\_\_\_\_ (not a project because \_\_\_) or (a project that is exempt under \_\_\_ because \_\_\_) or (a project and \_\_\_ document was prepared.)

BE IT ALSO RESOLVED, that if recommended for funding by the California Energy Commission, the \_\_\_\_\_ *Governing Body* authorizes \_\_\_\_\_ *Institution or Organization* to accept a loan up to \$ \_\_\_\_\_ *Loan amount requested*.

BE IT ALSO RESOLVED, that the amount of the loan will be paid in full, plus interest, under the terms and conditions of the Loan Agreement, Promissory Note and Tax Certificate of the California Energy Commission.

BE IT FURTHER RESOLVED, that \_\_\_\_\_ *Title of Designated Official* is hereby authorized and empowered to execute in the name of \_\_\_\_\_ *Institution or Organization*

all necessary documents to implement and carry out the purpose of this resolution, and to undertake all actions necessary to undertake and complete the energy efficiency projects.

Passed, Approved and Adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *Month Year*.

\_\_\_\_\_  
Governing Board Representatives:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Arnold Schwarzenegger**  
Governor



**California Energy Commission**

Karen Douglas  
**Chairman**

James D. Boyd  
**Vice Chair**

**Commissioners**  
Arthur H. Rosenfeld  
Jeffrey D. Byron  
Julia Levin

Melissa A. Jones  
**Executive Director**

September 2009  
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