

## **Instructions for Submission**

Applications for Green Bank Revolving Loan funds are required to use the attached application form. The application form and instructions may be reproduced and distributed. Reproductions must be clear and made on 8 ½ x 11-inch paper. ***Electronic submissions will not be accepted.***

**Applications for Green Bank Revolving Loan Funds** should be made directly to the Secretary of Administration and Finance as the Chair of the Executive Advisory Committee, Room 383, Capital Annex, Frankfort, Kentucky 40601. Each application must be signed by the agency head. Each application will be evaluated for completeness. **Incomplete applications will not be processed.** Applications will be evaluated according to the mission of the Green Bank.

Applications should be sent to the following address:

*The Kentucky Green Bank*  
*Room 383*  
*Capital Annex*  
*Frankfort, Kentucky 40601*

**Proposals submitted to the Green Bank must include the original application and 7 copies, including all supporting documents. Applicants not submitting appropriate number of copies will be charged for copies made.**

*Questions regarding the application process should be directed to the Green Bank  
(502) 564-0789 or [greenbank@ky.gov](mailto:greenbank@ky.gov).*



**THE GREEN BANK OF KENTUCKY PROGRAM  
LOAN APPLICATION**

Introduction

The Green Bank of Kentucky Program is administered by the Finance and Administration Cabinet pursuant to KRS 56.783 and Finance and Administration Cabinet July 31, 2009 Administrative Order No. 2009 – 04

<b>SECTION A CONTACT INFORMATION</b>		
1. Name of contact person		
2. Title of contact person		
3. Agency name		
4. Agency number		
5. Cabinet		
6. Mailing address		
7. Phone		
8. e-mail		
9. Has your agency received a loan from us before?	Yes	No
10. Physical address of building(s) and Building Identification Number(s):		

**SECTION B  
LOAN REQUEST**

The Green Bank of Kentucky has established three energy efficiency revolving loan funds. The funds will be used to finance energy saving measures in state government buildings.

**eSELF Revolving Loan Program**

The eSELF Revolving Loan Program allows state agencies to self-perform energy efficiency projects on state facilities costing between \$50,000 and \$225,000. The goal for the eSELF program is a 20 percent reduction in energy consumption. State buildings with high energy costs, stable programming and for which no major capital improvement or renovations are planned for at least seven years generally make good candidates for the eSELF program.

**Hybrid Revolving Loan Program**

The Hybrid Revolving Loan Program allows funding for energy efficiency projects in state facilities that cost between \$50,000 and \$600,000. An energy audit or engineering analysis is required along with a completed design and development package. State agencies will procure labor and materials.

**ESPC Revolving Loan Program**

The ESPC Revolving Loan Program funds energy efficiency projects typically costing more than \$600,000. These projects use industrial-grade energy audits to provide a detailed cost benefit analysis of energy efficiency investments. These projects also use a life cycle energy cost analysis.

1. Please indicate the energy loan for which you are applying:

eSELF Revolving Loan

Hybrid Revolving Loan

ESPC Revolving Loan

2. Project Description: Please provide a brief narrative description of your proposed project including any energy conservation measures you currently plan to include:

3. If known, please identify the time frame of the project, including the anticipated start date, the completion date, date on which funds will be required, and the estimated draw down along with a summary of project management and monitoring to be used:

4. Please provide your anticipated return on investment and expectations concerning energy use and energy cost reduction:

**SECTION C  
eSELF REVOLVING LOAN PROGRAM**

\* If applying for the Hybrid Revolving Loan Program, please go to Section D. If applying for the ESPC Revolving Loan Program, please go to Section E.

- 1. Would you like assistance with the development of the eSELF Revolving Loan?    Yes      No
- 2. Have you performed an energy survey as part of your eSELF energy loan development sheet?    Yes      No  
(If yes please attach, and include a copy along with the completed Loan Application and E-SELF Loan Development Sheet)
- 3. Will your agency be performing all of the work?    Yes      No
- 4. Will your agency be handling the procurement of all materials and equipment    Yes      No

**THE eSELF ENERGY LOAN DEVELOPMENT SHEET (attach separate sheet if necessary)**

Description of item	Quantity	Materials cost	Labor costs	Equipment and other costs	Total
<b>Total</b>					
<b>Plus 10% contingency</b>					
<b>Total anticipated costs</b>					

**Once Section C is completed, please go to Section F**

**SECTION D  
HYBRID REVOLVING LOAN PROGRAM**

1. Do you have an energy audit? (If yes, please attach)	Yes	No
(a) Was the energy audit developed by your agency?	Yes	No
(b) Was the energy audit developed independently?	Yes	No
2. Would you like help developing an energy audit?	Yes	No
3. Is the design and development of this proposed project completed? (If yes, please attach)	Yes	No
4. Would you like assistance with design and development?	Yes	No
5. Loan amount requested		

**Once Section D is completed, please go to Section F**

**SECTION E  
ESPC REVOLVING LOAN PROGRAM**

1. Would you like assistance with ESPC procurement?	Yes	No
2. Has an industrial grade energy audit been completed? (If yes, please attach)	Yes	No
3. Has the ESPC project been approved by OFM? (If yes, please attach)	Yes	No
4. Has advanced project development for this ESPC project been completed? (If yes, please attach)	Yes	No
5. ESPC Loan amount requested		

**Once Section E is completed, please go to Section F**

**SECTION F  
ADDITIONAL QUESTIONS**

1. If utility and operational savings are insufficient to support loan payments, what additional sources will be used to repay this loan?		
2. Does your agency have an Energy Awareness Education Program?	Yes	No
(a) If not, will your agency agree to participate in an Emergency Awareness Education Program	Yes	No
3. Does your agency have an energy coordinator?	Yes	No
(a) If not, will your agency agree to name an energy coordinator?	Yes	No

**SECTION G  
STANDARD TERMS AND CONDITIONS**

By submitting this application to the Finance and Administration Cabinet, the agency agrees:
<ol style="list-style-type: none"> <li>1. To permit the Green Bank of Kentucky Program and its employees and agents to review and verify information contained herein.</li> <li>2. That the applicant has the authority to obligate the agency for repayment of this loan.</li> <li>3. To use the loan funds only to pay the cost of labor and materials necessary to complete the activities for which the loan funds were awarded and shall permit the Green Bank of Kentucky Program the right of audit/inspection to verify compliance.</li> <li>4. To permit persons authorized by the Green Bank of Kentucky program to inspect all projects, properties and related materials which are assisted with loan funds, including but not limited to contracts, materials, equipment, invoices, and conditions of employment and further that all agency materials and facilities shall also be open to inspection. Access for purposes of inspection shall be granted within five working days of request.</li> <li>5. To submit all required reports to the Green Bank of Kentucky program.</li> <li>6. To maintain and extend coverage insurance on the project property during the term of the loan. The Green Bank of Kentucky program shall be listed as "other" or "additional" insured on the policy.</li> <li>7. To the extent that this contract or loan documents involve the use of American Recovery and Reinvestment Act of 2009, Pub. L. 111-5 ("ARRA") funds, applicant acknowledges and agrees that said terms and conditions apply.</li> </ol>
The information provided within and included with this application is true and correct to the best of my knowledge
Name of Agency Head (please print):
Signature:
Title:
Date:

**DO NOT WRITE BELOW THIS LINE**

Date received:	Date Approved
Loan Approved:	Date of Closing
Approver's name	Fees Received: