



LOUISIANA DEPARTMENT OF **CONSERVATION AND ENERGY**

LOUISIANA REVOLVING LOAN FUND PROGRAM

Application Forms

Administered by the Louisiana Department of Conservation and Energy (C&E)

U.S. Department of Energy — State Energy Program

Why Choose Us

The Louisiana Revolving Loan Fund Program provides low-interest loans to Louisiana public entities for energy efficiency and renewable energy projects at public facilities. Loans are repaid — principal and interest — so the fund can be re-lent to support new projects. The Program is administered by the Louisiana Department of Conservation and Energy (C&E) and the loans are serviced through the Louisiana Public Facilities Authority (LPFA).

Before You Begin

What the application is for (pre-award) vs. what comes after award (post-award)

These Application Forms contain what you need to prepare and submit an application. The Program Guidelines describe what is required of a Borrower before and after a loan is awarded. C&E evaluates each application in three steps: (1) is it complete; (2) is the project eligible; and (3) is it likely to be developed and to achieve its intended benefits. Items that establish those points belong in this application. Registration-to-work, loan closing, procurement, certified payroll, environmental clearances, reporting, and repayment happen after award and are summarized at the end of this packet.

How to submit

- **Electronic only** — Submit one complete electronic application by email to larlf@la.gov. Hard-copy and CD submissions are no longer required.
- **Signature** — The application must be signed by an individual authorized to bind the applicant. A scanned or electronic signature is acceptable.
- **Timing** — Applications are accepted on a continuous (rolling) basis and reviewed in the order received, subject to available funds.
- **Help** — Technical assistance (energy-savings estimates, cost estimating, project viability, ARRA requirements) is available — email larlf@la.gov.

Application Checklist

Use this checklist to assemble a complete application.

Required forms

- ☐ Form A — Applicant Information (signed)
- ☐ Form B — Project Information
- ☐ Form C — Energy Usage Information
- ☐ Form D — Efficiency Measures
- ☐ Form E — Energy Metrics
- ☐ Form F — Project Budget
- ☐ Form G — Waste Stream
- ☐ Form H — National Environmental Policy Act (NEPA)

Supporting documents (as applicable to your project)

- ☐ Attachment D — Davis-Bacon Acknowledgment
- ☐ DOE EERE Environmental Questionnaire (EQ-1 / EF-1) — obtain the current version directly from DOE
- ☐ SHPO Section 106 cover letter and supporting documentation — for projects involving a building, structure, or ground disturbance
- ☐ IRS Form W-9 — attach the current IRS version
- ☐ Manufacturer's specifications for each item of equipment for which loan funds are requested
- ☐ A letter from each financial partner or funding source identified in the project budget
- ☐ For governmental and political subdivisions: written confirmation that the local governing body supports the project, plus a copy of the applicant's current budget describing the method of loan repayment

Form A — Applicant Information

Applicant

Applicant Full Name	
UEI Number (SAM.gov)	
SAM / CAGE Number	
FEIN (Tax ID #)	
Mailing Address	
City	
ZIP Code	

Primary Contact

Primary Contact Name	
Title	
Email Address	
Telephone Number	
Cell Phone Number	

Project Site Information

Project Title	
Facility Type	
Project Site Address	
City	
ZIP Code	
Total Land Area (acres)	
Size of Facility (sq. ft.)	
Electric Utility	
Gas Utility	

Applicant Certification and Signature

I hereby certify that I am authorized to submit this application and to bind the applicant, and that the information presented in this application is true and accurate. I agree to abide by all terms and conditions described in the Louisiana Revolving Loan Fund Program Guidelines, the program regulations, the application forms, and all supporting documents. Where the project involves construction, alteration, or repair, the applicant assures compliance with the Buy American requirements of ARRA § 1605 (2 CFR Part 176).

Name	Signature	Date

☐ For governmental and political subdivisions only: I confirm that this project has the support of the local governing body, and I have attached (1) written confirmation of that support and (2) a copy of the applicant’s current budget describing the method of loan repayment.

Form B — Project Information

Project Start Date

Brief Project Description

Provide information regarding how the loan will be spent.

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Metrics Report - Automated

The fields below will populate as you complete Forms C–F. Complete the subsequent forms to generate your project metrics.

Financial Information

	Amount (\$)	Percent (%)

Project Narrative and Benefits

Describe how the proposed loan will be used: the project, its goals and objectives, the overall impact and benefits, and a statement of work (required tasks and activities). Describe the existing system and the proposed energy efficiency measures. The narrative may be used to explain budget details.

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Project Timeline

Provide a proposed timeline for project milestones or events, including project start and end dates.

[illegible]

Form C — Energy Usage Information

Gasoline / Diesel Displacement — CNG Refueling & Vehicle Projects ONLY

Complete this page only if your project is a CNG refueling or vehicle project. Show GHG emissions reduced for gasoline and diesel, then cost-effectiveness.

(A) Annual Gasoline & Diesel Displacement (gallons)	(B) Loan Funds Requested (\$)	Cost-Effectiveness (gallons / \$) = (A) / (B)

Energy Usage (all applicants)

Provide information regarding the total annual energy usage of the facility.

Energy Source	Annual Usage	Unit	Annual Cost (\$)

Technical assistance: On an as-needed basis, C&E provides technical assistance to applicants who need guidance completing the forms, specifically calculating annual energy savings. Email larlf@la.gov.

Form D — Efficiency Measures

For every energy efficiency measure to be implemented, complete the table below. Print additional copies of the table as needed.

- **Energy Efficiency Measure / Equipment:** identify the new equipment to be purchased and installed that will replace, upgrade, or retrofit the existing equipment, and identify the existing equipment being replaced.
- **Equipment Cost:** the cost of purchasing the new equipment.
- **Installation Cost:** the labor cost related to installing the measure.
- **Annual Energy Savings:** the expected annual energy savings (in kWh).
- **Average Utility Rate:** the average annual utility rate paid in the previous year.
- **Simple Payback:** equipment + installation cost divided by (annual energy savings × average annual utility rate).

#	Energy Efficiency Measure / Equipment (New / Replaces)	(A) Equip. Unit Cost (\$)	(B) Qty	(C) Install Cost (\$)	(D) Annual Savings (kWh)	(E) Avg Rate (\$/kWh)	(F)=(A×B)+(C) Total Cost (\$)	(G)=(F)/(D×E) Simple Payback (yrs)
Totals								

Simple Payback - Defined as the amount of time it takes for the savings from a project to recover it's initial costs.

Please note: Fields will populate below as the chart above is completed. Please enter in your Total Annual Savings.

Total Cost of All Measures (\$)	Total Annual Savings (\$)	Total Simple Payback (years)

Form E — Energy Metrics

Jobs Created or Retained

Labor Activity	(A) Start Date	(B) Expected Completion Date	(C) Estimated Working Days	(D) Hours Per Day	(E)=(C)*(D) Cumulative Hours	(F)=(E)/2080 FTE Hours Value of FTE
Total						

Annual Energy Savings and GHG Emissions Reduced

Please note: Fields will populate below as the charts above is completed.

	(A) Annual Energy Savings (kWh)	(B) GHG Emission Factor (MT CO2e/kWh)	(C)=(A)×(B) GHG Emissions Reduced (MT CO2e)
Total			

Cost-Effectiveness

Please note: Fields will populate below as Form E & F are completed.

(A) Annual Energy Savings	(B) Conversion Factor	(C) Loan Funds Requested (\$)	(D)=(A)×(B)/(C) Cost-Effectiveness (MMBtu/\$1,000)

Form F — Project Budget

About “Contribution”: The Program does not require a fixed match or cost-share. Your contribution is simply the portion of total project cost not covered by the loan — for example, costs the loan will not fund (ineligible costs, or amounts beyond the approved loan) and any voluntary leveraged funds. Leveraged funds are not required, but are weighed favorably in scoring.

Budget Summary

Budget Item	(A) Loan Funds Requested (\$)	(B) Applicant / Other Contribution (\$)	(C)=(A)+(B) Total Costs (\$)
Labor / Services			
Equipment			
Materials			
Other (a) — explain below			
Other (b) — explain below			
Total			

Other budget items (explain):

Detailed Budget — Equipment / Materials

List all items of equipment to be purchased with a total value greater than \$100. Identify the manufacturer, model, and rated capacity (if applicable). Attach the manufacturer’s specifications for every item for which funds are requested.

Equipment / Material Description	Make / Model and Manufacturer	Quantity	Unit Cost (\$)	Total Cost (\$)	Loan Funds Requested (\$)
Total					

Other Costs

List all other costs associated with project implementation not included above. C&E reserves the right to not provide loan funds for other costs not included in the categories above.

Purpose	Loan Funds Requested (A)	Applicant / Other Contribution (B)	Total Cost (C)=(A)+(B)
Total			

Applicant Contribution — Sources of Funding

List the sources of funding that will be contributed toward this project, including funding from financial partners and other funds, and the date the funds were or will be received. Attach a letter from each financial partner or funding entity stating the amount of support and the expected project commencement date. If a letter is not yet available, indicate the anticipated source and attach supporting documentation.

Funding Source	Amount (\$)	Date Received / Expected	Letter Attached?

Form G — Waste Stream

Pre-award (screening): This section describes the expected waste stream only. Actual waste-management compliance — and any Waste Management Plan — is a post-award obligation carried out during project execution.

Indicate whether the proposed project will generate a waste stream. For activities that will generate a waste stream, describe the waste and your methodology for waste handling and disposal.

Will the project generate a waste stream? ☐ Yes ☐ No

Expected Waste Stream	Handling / Disposal Method	Disposal Facility

Form I — National Environmental Policy Act (NEPA)

Pre-award (screening): Completing this section is not a NEPA clearance. No project work funded with loan proceeds may begin until DOE issues its final NEPA determination after award.

Applicability of NEPA

Refer to <https://www.eere-pmc.energy.gov/NEPA.aspx> and the Program Guidelines. Indicate the categorical-exclusion category the project falls within (10 CFR Part 1021, Subpart D, Appendix B); the project must not involve “extraordinary circumstances” under 10 CFR § 1021.410.

- ☐ Energy efficiency retrofits (insulation; efficient lighting; HVAC upgrades; weather sealing; ENERGY STAR appliances; windows/doors; high-efficiency plumbing fixtures; solar-powered appliances).
- ☐ On-site renewable energy: solar PV (appropriately sized, or ≤ 60 kW ground-mounted within an existing facility); wind turbine ≤ 20 kW; solar thermal ≤ 20 kW; solar thermal hot water; ground-source heat pump ≤ 5.5 tons; combined heat and power sized for the building; biomass thermal ≤ 3 MMBtu/hr with BACT.
- ☐ Alternative-fuel fueling equipment installed on existing facilities (not underground storage tanks); EV charging stations; purchase of alternative-fuel vehicles (incremental cost only).

Historic Properties (National Register / Section 106)

Does your project involve a building or structure listed in, or eligible for, the National Register of Historic Places (NRHP)?

☐ Yes ☐ No

If yes, complete the historic-preservation item (formerly Item 5 of the EF-1) within DOE’s current Environmental Questionnaire (EQ-1) — see Attachment E.

Has the EQ-1 historic-preservation item been completed for NRHP-listed or NRHP-eligible projects? ☐ Yes ☐ No

Pre-award (screening): This identifies historic-property concerns only. Section 106 (NHPA / SHPO) review and written concurrence are completed after award and are a condition of funding; covered ground-disturbing or exterior work may not begin until concurrence is issued.

Facility Information (all applicants)

Site Name	Site Address	Age of Structure (Year Built)

Brief Description of Facility

Attachment D — Davis-Bacon Acknowledgment

Submit this form as part of your electronic application to larlf@la.gov.

Pre-award (screening): The questions below determine whether the Davis-Bacon Act applies to this project. If it applies, prevailing-wage compliance and weekly certified payroll (submitted through LCP Tracker) are post-award obligations carried out during the work — not at application.

1. Exemption determination

Have you determined that your project is exempt from the federal Davis-Bacon Act prevailing-wage requirements?

☐ Yes ☐ No

If Yes, complete Questions 2 and 3. If No, skip to Question 4.

2. Basis for exemption

The proposed project is exempt because it falls within the following category or categories (check all that apply):

- ☐ All project activities will be performed by the governmental agency’s own employees (force-account work).
- ☐ Project activities do not include work on a public building or public work by laborers and mechanics employed by a construction contractor or subcontractor.
- ☐ All project work will be performed by executive, administrative, and professional employees (e.g., legal counsel, financial advisors, supervisors) or involves activities such as market surveys and marketing, tracking and reporting energy savings, home energy ratings, energy audits, or building commissioning inspections.
- ☐ The covered construction contract does not exceed \$2,000.
- ☐ Other (specify): _____

3. Documentation of determination

Have you documented the basis for your determination that Davis-Bacon prevailing-wage requirements do not apply to this project?

- ☐ Yes — the supporting documentation relied upon is attached.
- ☐ No — documentation will be provided to C&E on request.

Note: the U.S. Department of Labor does not issue project-specific exemption confirmations; this is a self-determination supported by the applicant’s documentation.

4. If Davis-Bacon applies

If Davis-Bacon prevailing-wage requirements apply to individuals employed on your project (including individuals employed by subcontractors), provide the contact person who will be responsible for submitting weekly certified payroll records electronically through LCP Tracker for all such individuals. It is the Borrower’s responsibility to ensure that all certified payroll records are accurate, complete, and submitted in a timely manner.

Name of Contact Person		Title & Organization	
City or Parish		Email	
Phone		Borrower UEI (SAM.gov)	
Signature		Date	

After award (compliance): If Davis-Bacon applies: obtain the applicable DOL wage determination(s) from SAM.gov (sam.gov/wage-determinations) and incorporate them into the solicitation and resulting contract at contract award (29 CFR 1.6); set up LCP Tracker accounts through your C&E Program Manager (contractors do not self-register) and submit weekly certified payroll electronically; and retain underlying payroll records for three (3) years after completion (29 CFR 5.5(a)(3)(i)(A)).

Attachment E — DOE Environmental Questionnaire (EQ-1 / EF-1)

The DOE EERE Environmental Questionnaire (the EQ-1, formerly EF-1) supports the NEPA and Section 106 reviews. Because DOE updates this form, obtain and complete the current version directly from DOE rather than using a reproduced copy.

- **DOE NEPA:** — DOE NEPA program and current environmental review forms.
- **Historic item:** Complete the historic-preservation item (formerly Item 5) for any project on or eligible for the National Register of Historic Places.

Note: Attach the completed current [DOE EQ-1](#) to your application. Funding is contingent on the project meeting NEPA and Section 106 requirements; the DOE NEPA determination is issued after award and before work may begin.

IRS Form W-9

Attach a completed current IRS Form W-9 (Request for Taxpayer Identification Number and Certification). Always use the current revision from the IRS rather than a reproduced copy.

- **IRS Form W-9:** <https://www.irs.gov/forms-pubs/about-form-w-9> — current IRS Form W-9 and instructions.

Public entities (a state, the District of Columbia, a U.S. possession, or any of their political subdivisions or instrumentalities) are generally exempt payees; complete the form accordingly.

Louisiana SHPO — Section 106 Cover Letter

Required for projects involving a building, structure, or ground disturbance. Louisiana's SHPO conducts Section 106 review from a cover letter plus required background documentation submitted by email — there is no separate fill-in state form.

Submission: Email only to section106@crt.la.gov. For current instructions and the full list of required materials, see the Division of Historic Preservation Section 106 Review page: <https://www.crt.la.gov/cultural-development/historic-preservation/section-106-review/index> (interim working mirror: crt.state.la.us). Map of historic structures and districts: experience.arcgis.com.

Does the project involve a building, structure, or ground disturbance? If the answer is Yes, the submit button on the final page will generate the letter on the following page as an email attachment.

- ☐ Yes — If the answer is Yes, the submit button will generate an email with the following page as an attachment.
- ☐ No — If the answer is No, please do not fill out the next page

Carrie Broussard, State Historic Preservation Officer
Louisiana Office of Cultural Development
P.O. Box 44247
Baton Rouge, LA 70804-4247

RE: Section 106 Review

Dear Ms. Broussard:

The Louisiana Department of Conservation and Energy (C&E) will be managing the disbursement of State Energy Program funding (from which Louisiana Revolving Loan Fund Program loan funds are drawn), allocated by the U.S. Department of Energy (DOE) under the 2009 American Recovery and Reinvestment Act (ARRA). We request Section 106 review of the following project.

Applicant Contact Information

Name	
Address / Email	
City, State, ZIP	

Agency Contact Information

Louisiana Department of Conservation and Energy — Attention: Louisiana Revolving Loan Fund Program — P.O. Box 94396, Baton Rouge, LA 70804-9396 — larlf@la.gov

Area of Potential Effects (APE)

The APE is “the geographic area or areas within which an undertaking may cause changes in the character or use of historic properties, if any such properties exist.” Provide latitude/longitude and a map/site plan showing the APE and the exact project location.

Latitude	
Longitude	
Description of the APE	

Historic Properties within and adjacent to the APE

Historic properties are any buildings, structures, objects, sites, or districts 50 years of age or older. Attach photographs of the entire APE and project location, and of all historic standing structures within the APE.

#	Historic Property / Address	Approx. Age / Year Built

☐ Photographs of all historic properties in the APE are attached.

☐ Detailed design plans / project work scope are attached.

Authorized Contact Name		Date	
Signature			

Ready to Submit?

Before submitting your application, please review the form to ensure that all applicable information and documentation have been provided. While not all fields are required, submitting a complete application will help facilitate the review process.

Please refer to the Application Checklist on page 2 and email the completed application, along with all applicable supporting forms and documentation, to larlf@la.gov.

Upon receipt, C&E will confirm that your application has been received and begin the review process. If you do not receive a confirmation of receipt, please contact C&E to verify that your submission was received.

After Award — What to Expect

These obligations are not part of the application. They apply once a loan is awarded and are summarized here so applicants understand the full lifecycle. The Program Guidelines govern.

- **Award acceptance** — Sign and return the Award Notification within 30 days.
- **Registrations** — Borrowers, contractors, and subcontractors must hold an active UEI and SAM.gov registration prior to beginning work, renewed at least every 12 months.
- **Loan closing** — Loans close and are serviced through the LPFA (2% closing fee; 0.5% annual servicing fee). C&E charges simple interest, up to 10 years; the rate is fixed at closing.
- **Procurement** — Award contracts as fixed-price through competitive procedures to the maximum extent possible; comply with 2 CFR 200.317–200.327 and the Louisiana Procurement Code (La. R.S. 39:1551 et seq.).
- **Davis-Bacon** — Obtain DOL wage determinations from SAM.gov and incorporate them at contract award; submit weekly certified payroll through LCP Tracker; report subcontractor UEI/scope to C&E (FFATA).
- **Buy American** — Use U.S.-produced iron, steel, and manufactured goods for covered construction (ARRA § 1605; 2 CFR Part 176), subject to exceptions/waivers.
- **Environmental clearances** — No work may begin until DOE issues its final NEPA determination; Section 106 (SHPO) concurrence is a condition of funding.
- **Waste management** — Comply with applicable waste-management laws (RCRA, 42 U.S.C. 6901 et seq.; LDEQ regulations at LAC Title 33).
- **Reporting** — Submit Quarterly Performance Reports, Annual Reports, and a Final Closeout Report; provide supporting documentation for reimbursement requests.
- **Repayment** — Repay principal and interest within the period the loan agreement specifies; no loan forgiveness.
- **Recordkeeping** — Maintain accurate financial records and internal controls (2 CFR 200.302, 200.303); retain records and make them available to C&E for monitoring, audit, or review.

Redesigned application prepared June 16, 2026, consistent with the 2026 LRLFP Program Guidelines (Final Version). Prescribed federal forms (IRS Form W-9; DOE EQ-1/EF-1) are referenced to their official current sources rather than reproduced. Confirm the current SHPO officeholder, the C&E department name, and the SAM.gov links before publishing.