LOUISIANA DEPARTMENT OF
CONSERVATION AND ENERGY

LOUISIANA REVOLVING LOAN FUND PROGRAM

Guidelines

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

U.S. Department of Energy — State Energy Program

Introduction

The Louisiana Department of Conservation and Energy ("C&E") administers the U.S. Department of Energy's State Energy Program in Louisiana. Through this program, C&E operates the Louisiana Revolving Loan Fund Program, which finances energy efficiency and renewable energy projects across the state. As loans are repaid, the funds are returned to the program and re-lent to support new projects, allowing the Program to continue investing in Louisiana's energy future.

These Guidelines explain how the Revolving Loan Fund works and what applicants need to know to take part. They describe who is eligible, how to apply, the terms on which loans are made, and the reporting and compliance responsibilities that apply once a loan is awarded.

C&E administers the Program with three priorities in mind: deploying capital quickly, achieving measurable energy and economic results, and preserving the long-term health of the fund so it can continue serving Louisiana for years to come.

The Funding Behind the Program

On February 17, 2009, President Obama signed into law the American Recovery and Reinvestment Act of 2009 (ARRA or Public Law 111-5). The stated purposes of ARRA are to preserve and create jobs; promote economic recovery; assist those most impacted by the recession; provide investments needed to increase economic efficiency by spurring technological advances in science and health; invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize state and local government budgets.

The Louisiana Revolving Loan Fund Program carries these purposes forward. Projects financed under the Program are intended to advance ARRA's core objectives — supporting jobs and economic activity in Louisiana, investing in energy efficiency and infrastructure that deliver lasting economic and environmental benefits, and directing capital toward projects that strengthen the state's long-term economic position. Because the Program traces its origins to ARRA, the compliance standards established under that Act continue to govern the terms on which loans are made, as detailed throughout these Guidelines.

How the Program Works

Program Benefits

The Louisiana Revolving Loan Fund Program helps Louisiana-domiciled public entities implement eligible energy efficiency and renewable energy projects at public facilities. Through low-interest-rate financing and program guidance, the Program provides the resources needed to move projects from planning and development through completion. Loans are administered through the Louisiana Public Facilities Authority (LPFA). LPFA charges a 2% loan closing fee and an annual servicing fee of one-half of one percent (0.5%). C&E charges simple interest for the life of the loan, up to 10 years or until paid in full. Interest rates for new loans are reviewed annually each June and established for C&E's fiscal year beginning July 1. Once a loan closes, the applicable interest rate remains fixed for the life of that loan. Interest is calculated from the loan closing date using a 360-day year, and borrowers may repay their loans early without penalty.

Eligible Projects and Equipment

This Program will fund energy efficiency, and renewable energy projects as deemed appropriate by C&E. Eligible applicants are public entities located within the State of Louisiana. Applications from the residential sector (homeowners) are not eligible for loan funding.

Projects must be located within the state of Louisiana. Funding energy efficiency retrofits, provided that:

- Projects can include, but are not limited to: installation of insulation; installation of energy efficient lighting; HVAC upgrades; weather sealing; purchase and installation of ENERGY STAR appliances; replacement of windows and doors; high efficiency low-flow plumbing fixtures (such as faucets, toilets, and showerheads) ; and installation of solar powered appliances with improved efficiency; installation or replacement of building energy management systems, automation controls, and programmable thermostats; and other energy efficiency or water conservation measures that qualify as a categorical exclusion under 10 CFR Part 1021, Appendix B, as deemed appropriate by C&E.

- Installation of alternative-fuel fueling equipment, including CNG refueling equipment and electric vehicle charging stations; purchase of alternative-fuel vehicles (incremental costs only); and alternative-fuel vehicle conversions. Authority: alternative-fuel fueling stations (10 CFR Part 1021, App. B, B5.22); electric vehicle charging stations (B5.23).
- Installation of renewable energy technologies, including solar photovoltaic, solar thermal, wind, ground source heat pump, biomass, and combined heat and power (cogeneration) systems, as deemed appropriate by C&E. Authority: solar PV (10 CFR Part 1021, App. B, B5.16); solar thermal (B5.17); wind (B5.18); ground source heat pump (B5.19); biomass (B5.20); combined heat and power (B5.14). Pump and piping efficiency modifications are separately covered at B5.2.
- Installation of energy storage technologies, including electrochemical-battery and flywheel energy storage systems sized appropriately for the facility in which they are located. Authority: 10 CFR Part 1021, App. B, B4.14.

Ineligible Activities/Costs

Consistent with federal law and the federal cost-eligibility requirements applicable to this Program, the following activities will NOT be considered eligible for funding under these Guidelines:

- Projects for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool (ARRA § 1604)
- Funds for buying or leasing property.
- Funds to conduct or purchase equipment to conduct research, development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available.
- Lease payment for equipment and machinery.
- Projects involving the installation of renewable energy equipment at single family residences.
- Costs incurred prior to date of award.

Application and Evaluation Criteria

Application Process

The Louisiana Revolving Loan Fund Program uses a single application package, the Louisiana Revolving Loan Fund Program Application Forms. These Program Guidelines describe how the Program operates and what is required of a Borrower after a loan is awarded; the Application Forms contain the forms and instructions needed to prepare and submit an application. Applicants should complete each form that applies to the proposed project.

A complete application consists of the following forms, as applicable to the project:

- Form A – Applicant Information (signed; UEI Number, SAM/CAGE Number, and FEIN are required);
- Form B – Project Information (project description, narrative, timeline, metrics, and financial information);

- Form C – Energy Usage Information (the Gasoline/Diesel Displacement page is required only for CNG refueling and vehicle projects);
- Form D – Efficiency Measures;
- Form E – Energy Metrics;
- Form F – Project Budget;
- Form H – Waste Stream; and
- Form I – National Environmental Policy Act (NEPA).

The application must also include the following supporting documents, as applicable to the project:

- Davis-Bacon Acknowledgement Form (Attachment D);
- EF-1 Environmental Questionnaire – DOE F 540 (Attachment E);
- State Historic Preservation Office (SHPO) Section 106 form, for projects involving a building, structure, or ground disturbance;
- IRS Form W-9;
- the 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; and
- for governmental and political subdivisions: written confirmation that the project has the support of the local governing body, together with a copy of the applicant's current budget describing the method of loan repayment.

Submitting the application

Applicants shall submit one complete electronic application, including all forms and supporting documents, by email to larlf@la.gov. Hard-copy and CD submissions are no longer required. The application must be signed by an individual authorized to bind the applicant; a scanned or electronic signature is acceptable. Applications are accepted on a continuous (rolling) basis and are reviewed in the order received, subject to the availability of funds.

Available Assistance

Technical Assistance

Technical assistance is available to applicants to support the completion of project applications. Technical assistance may include, but is not limited to, support in developing energy savings calculation estimates, project cost estimating, project viability, meeting ARRA and associated requirements, and other application development support. To request technical assistance, contact larlf@la.gov.

Additional Information

Applicants are encouraged to visit C&E's website at [insert current C&E Revolving Loan Program webpage URL] for more information on the State Energy Program (SEP) and the Revolving Loan Program. The U.S. Department of Energy's SEP website also offers more information on the SEP and its requirements: [insert current DOE SEP URL].

Questions

Applicants may submit questions at any time during the application process by email to larlf@la.gov.

Evaluation Process

C&E reviews and evaluates each application to the Louisiana Revolving Loan Fund Program against both qualitative and quantitative criteria, and to confirm the project meets DOE and ARRA funding and reporting requirements.

C&E evaluates each application in three steps: (1) whether the application is complete and submitted in accordance with this document; (2) whether the proposed project meets the eligibility criteria in these Program Guidelines and Regulations; and (3) whether the information provided shows the project is likely to be developed and to achieve its intended benefits.

Eligible applications are then reviewed against the evaluation criteria to identify the projects that best meet them. Because the activities that may qualify vary widely in scope and complexity, C&E reserves the right to request additional information during the review.

Evaluation Criteria

The following criteria identify the projects with the greatest potential to achieve the program's goals and to meet DOE guidelines and reporting requirements. For each project, the application should indicate which criteria are met and the resulting amounts:

- Cost-effectiveness: Measure of how the effective loan dollars are in achieving a given result.
- Project feasibility: likelihood of project completion, potential to accomplish defined goals and objectives, experience and qualifications of the applicant, overall technical feasibility and potential for replication within the State of Louisiana.
- Job creation: potential for the project to support economic development in the state of Louisiana through job creation.
- Energy generation: potential for the project to reduce energy consumption measured in BTUs or other identified measurement.
- Greenhouse Gas (GHG) reductions: potential for the project to reduce GHG emissions, measured in CO_2 equivalent reductions.
- Overall impact: estimated economic impacts in the community due to project implementation.
- In Kind Match (Leveraged funds): the portion or percentage of project cost that will be funded by the Applicant or other funding sources. Preference will be given to projects that make effective use of available private and public funding sources to ensure project viability.
- Public awareness: proposals that reflect a strategy to raise awareness and educate the public through the media, signage, public speaking engagements and other methods will be weighted more favorably than proposals that do not incorporate any communications strategy.
- Public Policy: proposals which further a public policy objective such as the increased use of natural gas as an effective, efficient, clean transportation fuel through the availability of fueling infrastructure.

Notification of Funding

After the review and selection process is completed, the applicants will be notified that the project has been approved for funding at a specified amount. The successful applicants will receive an Award Notification, which must be signed and returned to C&E within 30 days. Unsuccessful Applicants will be informed via email. Application documents will not be returned.

Rejection of Application

C&E reserves the right to reject any application or project. The submission of an application under these Guidelines confers no right upon any Applicant. C&E is not obligated to award any loan, to pay any costs incurred by the Applicant in the preparation and submission of an application, or to pay any project-related costs incurred prior to the loan beginning date.

An application will be rejected and not considered for funding if:

- The Applicant is not an eligible Applicant in accordance with **Reporting Requirements**;
- The application is incomplete or does not include the required forms and supporting documents; or the application is not signed;
- The proposed project is inconsistent with the goals of the ARRA or the Louisiana Revolving Loan Fund Program.

Approved Loans: Borrowers Responsibilities

Reporting Requirements

Reporting begins at execution of the loan agreement, continues through project installation, and ceases shortly after the project completion date, when the Borrower submits a project closeout report. The terms and conditions of the loan agreement specify the format, tools, and information required for reporting the programmatic and energy metrics identified by the U.S. DOE and the federal and state government. Because Congress has mandated that all ARRA recipients report on the use of funds for transparency and oversight, ARRA funds are subject to specific distribution and reporting requirements set by the Federal Government and the State of Louisiana.

All reports are submitted electronically to larlf@la.gov. Paper copies are not required. Financial information is reported within the Quarterly Performance Reports and the Final Closeout Report rather than as a separate filing.

Quarterly Performance Reports

Submit within thirty (30) calendar days after the end of each quarter. At a minimum, include:

- Project status (Not Started / In Progress / Completed)
- Percent completion
- Funds expended to date
- Total project costs
- Supporting documentation for reimbursement requests
- Energy savings (estimated/actual)
- Cost savings
- Identification of delays or issues
- Jobs created/retained

Annual Reports

- Submit within thirty (30) calendar days after the end of each year. Include:
- Estimated and/or actual energy savings (kWh, BTU, or equivalent)
- Estimated and/or actual cost savings ($)
- Greenhouse gas reductions (if applicable)
- Jobs created or retained
- Operational status of installed systems

Final Closeout Report

Submit within ninety (90) days of project completion. A project is considered complete when the Scope of Work and Project Objectives are fulfilled and all financial documents are reconciled. Include:

- Final project cost summary
- Total funds expended
- Final energy savings (estimated and/or actual)
- Final cost savings (if available)
- Jobs created or retained
- Certification of project completion
- Confirmation of compliance with applicable federal, state, and program requirements

Additional Reporting

C&E may require additional reporting for high-risk projects, projects experiencing delays, projects with compliance concerns, or any other items the Secretary or the Office of Energy deems necessary. C&E reserves the right to request additional information where necessary to ensure compliance with program requirements.

Borrower Responsibilities and Program Requirements

Borrowers are responsible for repaying the loan, completing the funded project within the approved project period, maintaining accurate records, and reporting on the use of funds. Borrowers shall certify compliance with all applicable federal, state, and program requirements, and shall maintain supporting documentation and provide it to C&E upon request for monitoring, audit, or review purposes.

Loan Repayment

Borrowers must repay the loan — principal and interest — at the annual interest rate set by the loan agreement, within the period the agreement specifies. Loan documents must ensure repayment of principal and interest within a reasonable period of time and must not provide for loan forgiveness.

Project Completion

Borrowers must complete installation of the approved equipment within the project period. All loans funded by C&E must be completed on or before the "Anticipated Project Completion Date."

Terms and Conditions

Borrowers agree to abide by the General Terms and Conditions (Attachment A), which highlight requirements especially pertinent to federal grants and loans made by C&E.

Required Registrations

All Borrowers and Contractors must be registered and in good standing in accordance with the requirements below and any other requirements requested by the Secretary. All contractors must also be licensed in Louisiana and in good standing with the Louisiana Secretary of State's Office.

- **Unique Entity Identifier (UEI):** Prior to beginning work, Borrowers, contractors, and subcontractors must obtain a UEI or, if necessary, update their organization's information. UEI assignment is FREE for all businesses required to register with the U.S. Federal Government for contracts or grants. UEIs are obtained at SAM.gov (https://sam.gov).
- **System for Award Management (SAM):** In accordance with ARRA, §1512(h), all Borrowers and all first-tier subrecipients must maintain current registration in the SAM.gov database at all times during which they have an active federal financial assistance award or sub award. The CCR/SAM database is the Federal Government's primary registrant database; it collects, validates, stores, and disseminates data in support of federal grants, cooperative agreements, and other forms of assistance.
    - Register your UEI in the SAM database, free of charge, at https://www.sam.gov.
    - You must renew and revalidate your registration at least every 12 months from the date you previously registered; more frequent revalidation is strongly urged to keep CCR/SAM in sync with any changes to your IRS information. If you do not renew, your registration will expire. An expired registration will affect your ability to receive contract awards or payments, submit assistance award applications via Grants.gov, or receive certain payments from some federal government agencies.

Transparency

All files, progress reports, financial reports, and documents related to this Program will be posted on federal and state websites for public viewing. Federal law mandates substantial reporting and documentation of funded activities, as well as more intensive monitoring and auditing. Current ARRA closeout and historical data are available through the National Archives and via C&E's program webpage at https://www.dce.louisiana.gov/ .

Recordkeeping and Financial Management

Borrowers are responsible for maintaining accurate financial records related to the use of loan funds and for ensuring that all expenditures are allowable and properly documented. The Borrower shall maintain effective control and accountability over all borrowed funds, equipment, property, and other assets under the loan, as required by C&E and by 2 CFR 200.303 (internal controls) and 2 CFR 200.302 (financial management). Documentation shall be retained and made available to C&E upon request for monitoring, audit, or review purposes.

Federal, State and Municipal Requirements

Because the Louisiana Revolving Loan Fund Program is capitalized with federal funds originating under ARRA, funded projects are subject to several federal compliance requirements in addition to applicable state and local laws. All projects must obtain any required permits and comply with applicable federal, state, and municipal laws, codes and regulations for work performed and procurement under this award.

Davis-Bacon Act

The Davis-Bacon Act (40 U.S.C. §§ 3141–3148) requires that laborers and mechanics employed on federally funded or federally assisted construction contracts in excess of $2,000 be paid no less than the locally prevailing wages and fringe benefits determined by the U.S. Secretary of Labor for similar work in the area. It applies to the construction, alteration, or repair (including painting and decorating) of public buildings and public works, and it binds both contractors and subcontractors. The full text and current wage determinations are available from the U.S. Department of Labor at The Davis-Bacon Act, as Amended (dol.gov).

Program Impact and Compliance Requirements

The Louisiana Revolving Loan Fund Program (LRLFP) is capitalized with federal funds under the American Recovery and Reinvestment Act of 2009 (ARRA), and as a result, any construction, alteration, or repair work financed with LRLFP loan proceeds is subject to Davis-Bacon. Each Borrower must ensure that all laborers and mechanics on such work are paid the applicable prevailing wage and, where the work is contracted out, must ensure the Davis-Bacon requirements flow down to every contractor and subcontractor employing those workers. Covered contractors and subcontractors must pay workers weekly and submit weekly certified payroll records. Noncompliance may jeopardize a Borrower's eligibility for continued funding.

Force-account exception

Davis-Bacon generally does not apply where a governmental Borrower performs the work in-house with its own employees ("force account") rather than contracting it out, because a governmental agency is not a "contractor" or "subcontractor" within the meaning of the Act.

Payroll Records — Certified Payroll Submission through LCP tracker

The Program now uses LCP Tracker, a secure web-based certified payroll reporting system, to collect and review the weekly certified payrolls required under the Davis-Bacon Act. All covered contractors and subcontractors must submit their weekly certified payroll records electronically through LCP Tracker rather than on paper.

Account setup upon award

If an application is awarded, a Program Manager within the Office of Energy will reach out to the Borrower to set the company up on LCP Tracker. The Borrower (and any contractors or subcontractors performing covered work) will provide the Program Manager with their company contact information and the names of the users who will enter payroll, so that accounts can be created. Contractors do not self-register.

Once accounts are established, the Program Manager will issue the portal address and login credentials. Each user then logs in, sets a new password, enters company and employee information, and enters or uploads each week's payroll and certifies it. Weeks with no work on the project require a "non-performance" certification. For login or technical assistance, contractors may contact LCP Tracker support at 714-669-0052, ext. 4, or support@lcptracker.com.

Record retention

Submitting certified payrolls electronically through LCP Tracker does not relieve Borrowers, contractors, or subcontractors of their independent obligation to maintain and retain the underlying payroll records.

Borrowers and contractors/subcontractors working on Louisiana Revolving Loan Fund Program projects shall maintain payrolls and basic records relating to payroll during the course of the work and preserve them for a period of three (3) years after all the work on the prime contract is completed, consistent with 29 CFR § 5.5(a)(3)(i)(A), for all laborers and mechanics working on the project.

Wage Determination

Louisiana Revolving Loan Fund Program Borrowers must submit to C&E a document containing the most current Department of Labor (DOL) Wage Determination(s) as found at https://sam.gov/wage-determinations for the worker classifications applicable to the work. Rates posted are minimums.

The applicable wage determination must be incorporated into the solicitation and the resulting contract at contract award, consistent with 29 CFR 1.6. The Borrower is encouraged to obtain or confirm the wage determination from SAM.gov not earlier than ten (10) calendar days before issuing the solicitation The Borrower must submit each subcontractor's UEI, name, amount contracted, description of the contract activity, and associated scope of work to C&E electronically at larlf@la.gov no later than the first quarterly report following the subaward, consistent with FFATA (Pub. L. 109-282) subaward reporting cadence. Payroll Records

For more information on the Davis-Bacon Act, please visit the Department of Labor's website at: https://www.dol.gov/agencies/whd/government-contracts

Buy American Provision

In accordance with ARRA § 1605, the Borrower assures that it and its sub-recipient(s) will not use ARRA funds for the construction, alteration, maintenance, or repair of a public building or public work unless all iron, steel, and manufactured goods used in the project are produced in the United States, except as permitted under the applicable exceptions and waiver provisions.

Whether the Buy American provision applies to a particular project depends on the specific details of the project. The full requirements, definitions, exceptions, and waiver procedures are set out at 2 CFR Part 176 and govern in all cases. See https://www.ecfr.gov/current/title-2/part-176.

National Environmental Policy Act (NEPA) Requirements

The National Environmental Policy Act of 1969 (NEPA), as amended (42 U.S.C. § 4321 et seq.), requires federal agencies to consider the potential environmental impacts of their proposed actions. Applicants may not take action using federal funds for projects that may have an adverse effect on the environment prior to DOE providing a final NEPA determination.

Based on DOE's categorical-exclusion determinations (see 10 CFR Part 1021, Subpart D, Appendix B), projects meeting the listed criteria will likely be classified as categorical exclusions and will not require an individual NEPA review. Categorical exclusions are not absolute; extraordinary circumstances may trigger additional review.

For current requirements and DOE's NEPA process, see the U.S. Department of Energy's NEPA website: https://www.energy.gov/nepa.

National Historic Preservation Act & state Historic preservation Office (NHPA/SHPO) Requirements

Because Recovery Act funds are federal, all funding recipients must satisfy federal cultural-resource review under Section 106 of the National Historic Preservation Act (54 U.S.C. § 306108) and its implementing regulations at 36 CFR Part 800. DOE has executed a 2009 Programmatic Agreement with the Louisiana State Energy Office and the Louisiana State Historic Preservation Office (SHPO) that streamlines Section 106 review for routine State Energy Program (SEP), Weatherization Assistance Program (WAP), and Energy Efficiency and Conservation Block Grant (EECBG) energy-efficiency undertakings and exempts certain activities from further SHPO consultation. Because the Programmatic Agreement controls and may be revised, Borrowers shall consult the current DOE-hosted version directly for its scope, exclusions, and procedures:

DOE–Louisiana SHPO Programmatic Agreement (2009)

Borrowers shall screen each project against the 2009 DOE–LA SHPO Programmatic Agreement and DOE's Section 106 exclusions. A project fully covered by the Programmatic Agreement requires no NHPA/SHPO Compliance Form (Attachment F). The NHPA/SHPO Compliance Form is required only where a project is not screened out by the Programmatic Agreement — for example, where the project (a) involves ground disturbance outside previously disturbed areas, (b) alters a building's exterior, or (c) involves a building or structure listed in, or eligible for listing in, the National Register of Historic Places.

Where the NHPA/SHPO Compliance Form (Attachment F) is required, Borrowers shall also complete the historic-preservation item (formerly Item 5 of the EF-1) within DOE's current Environmental Questionnaire (EQ-1). Because DOE updates this form, Borrowers shall obtain the current version directly from DOE:

DOE EERE Environmental Questionnaire (EQ-1)

DOE will consider a project compliant with Section 106 only after adequate background documentation has been submitted and written concurrence has been provided that the Louisiana Office of Cultural Development does not object to the Section 106 determination. Funding is contingent on projects meeting Section 106 requirements.

Waste Management Plan

Borrowers whose projects will generate sanitary or hazardous waste (e.g., roofing replacement, insulation removal with potential asbestos, HVAC equipment removal) shall comply with all applicable federal, State, and local waste-management laws and regulations, including the Resource Conservation and Recovery Act, 42 U.S.C. §§ 6901 et seq., and Louisiana Department of Environmental Quality regulations at LAC Title 33. Borrowers shall describe in the application the expected waste stream and identify the disposal facilities to be used. A standalone Waste Management Plan is not required where the project produces only household-type solid waste or where waste management is covered in the construction specifications. Projects shall ensure compliance with all federal, State, and local regulations for waste disposal.

Procurement Processes

In accordance with ARRA, §1554, To the maximum extent possible, borrowers must award contracts funded in whole or in part with ARRA funds as fixed-price contracts through the use of competitive procedures. Borrowers shall also comply with the procurement standards at 2 CFR 200.317–200.327 and, where States use their own policies under 2 CFR 200.317, with the Louisiana Procurement Code, La. R.S. 39:1551 et seq. Borrowers must also provide a summary to C&E of any contract awarded by the Borrower that is not fixed-price and not awarded using competitive procedures for posting in a special section of the Program's transparency webpage.

Publications and Public Relation Events

All publications which are intended for distribution and are financed, wholly or in part, by SEP funds, must contain the following verbiage:

"Funds are made possible through the American Recovery and Reinvestment Act and the SEP Program administered by the Louisiana Department of Conservation and Energy".

Where C&E provides Borrower-ready logos (C&E and the appropriate federal agency seal), Borrowers are encouraged but not required to include them. Borrowers are encouraged to coordinate with C&E in advance of public events where C&E participation would be appropriate. No fixed advance-notice period is required.

Record Retention

Borrower should keep records sufficient to permit the tracking of funds to a level of expenditure adequate to ensure that funds have not been inappropriately expended. Borrower must maintain records for at least three (3) years after submission of the final expenditure report, consistent with 2 CFR 200.334 and, for Davis-Bacon records, 29 CFR 5.5(a)(3)(i)(A) (three years after work on the prime contract is completed), unless C&E notifies the Borrower that a longer period is required.

Record retention may include digital and electronic data, documents, receipts, invoices, and other relevant materials. The Borrower agrees to provide full access to all relevant materials and provide copies upon request by C&E.

Links to Forms/Regulations:

Complete Application – Forms: A, B, C, D, E, F, G, H

Supporting documents (as applicable to your project)

- Attachment D — Davis-Bacon Acknowledgment *(Form included in Application Packet)*
- DOE EERE Environmental Questionnaire (EQ-1 / EF-1)
- SHPO Section 106 cover letter and supporting documentation — for projects involving a building, structure, or ground disturbance *(Form included in Application Packet)*
- 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