



**ENERGY LOAN PROGRAM**

625 Marion Street NE  
Salem, OR 97301-3737  
1-800-221-8035

<http://egov.oregon.gov/ENERGY/>

**STATE AGENCY APPLICATION**

**Please discuss your project with us before you complete this form.**

**Please check off as you attach the following:**

- Energy study or data that supports the energy savings. Skip this item if your project was found through our PEP audit.
- Copies of your engineering/design documents, bid documents and any equipment purchases.
- Construction and/or installation cost estimates and start-up schedule, including your expected needs for money during construction.

**APPLICANT**

Agency: \_\_\_\_\_ Division: \_\_\_\_\_ Project name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Agency head: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Federal ID: \_\_\_\_\_ Under which chapter of ORS are you organized? \_\_\_\_\_

**LOAN REQUEST**

How did you learn about this loan program? \_\_\_\_\_

Project cost \$ \_\_\_\_\_ Loan request \$ \_\_\_\_\_ Requested term \_\_\_\_\_

Will you need money during construction? (circle one) Yes No

When would you like to begin payments? \_\_\_\_\_

**PROJECT INFORMATION**

Facility name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_

Lead employee contact: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ When will engineering/design be completed? \_\_\_\_\_

Have you bid the project yet? (circle one) Yes No If no, when? \_\_\_\_\_

Has any equipment been ordered or purchased? (circle one) Yes No If no, when? \_\_\_\_\_

If staff training is needed, when will it be completed? \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Legal Counsel: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Utility name(s): \_\_\_\_\_

**ENERGY SAVINGS:**

<b>List the energy saving components of your project here. SELP will consider all sources of savings.</b>	
Savings from lower energy uses at site	\$
Savings from lower demand charges	\$
Non-energy savings, such as lower maintenance or operating expenses	\$
Other	\$
Total yearly savings from project	\$

**PROJECT COSTS**

<b>Use an X to indicate if these costs are actual or estimated.</b>	<b>Actual</b>	<b>Estimated</b>	<b>Costs</b>
Audit/study	<input type="checkbox"/>	<input type="checkbox"/>	\$
Engineering/design	<input type="checkbox"/>	<input type="checkbox"/>	\$
Installation or construction of the project	<input type="checkbox"/>	<input type="checkbox"/>	\$
Contingency	<input type="checkbox"/>	<input type="checkbox"/>	\$
Other costs (permits, licenses, capitalized interest)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Total project costs	<input type="checkbox"/>	<input type="checkbox"/>	\$

Briefly describe your project. What will it do? How will it do it?

Date you expect to start construction: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_ Useful life? \_\_\_\_\_

Describe either good or bad environmental impacts of your energy project.  
Do not enter "none". Example: "Replacement of an obsolete, inefficient boiler would reduce air pollution."

**PLEASE NOTE**

Projects eligible for federal funds or other state funds may also be eligible for a SELP loan. SELP loan funds can usually count as part of any "local match" required by other programs.

**FEE SCHEDULE**

All costs to operate SELP are paid by borrowers. Tax dollars are not used. You can expect to pay the following:

- *Application Fee:* One tenth of one percent of the amount applied for (maximum fee \$2500) must be submitted with application. This fee may not be refunded.
- *Underwriting Fee:* \$500 or one-half of one percent of the loan request, whichever is greater, not to exceed \$5,000 must accompany the application. All but \$500 of the underwriting fee may be applied toward the loan fee upon completion of the loan. This fee may not be refunded.
- *Loan Fee:* One percent of the loan amount required at loan closing for all loans. This cost may be included in your loan.
- *Other charges:* Complex loans may have additional expenses, including, but not limited to, construction advances or legal review.

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**IMPORTANT—READ CAREFULLY**

**APPLICANT CERTIFIES AS FOLLOWS:** We will use Small Scale Energy Loan Program (SELP) funds only to construct the energy project described. We will comply with all applicable rules and laws intended to preserve or enhance environmental quality. We will obtain all applicable local, state, and federal permits, approvals and licenses and comply with their terms and conditions. The undersigned is duly authorized to request this loan on behalf of the Applicant. Applicant declares under penalty of law that all facts given and information attached are true and correct. Applicant authorizes SELP to verify information necessary for loan analysis. Applicant authorizes SELP to use their name, address, project information and project photos to explain or promote the loan program.

**I understand my loan may include a prepayment penalty and I have enclosed an application and underwriting fee of \$\_\_\_\_\_**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title