**FY20**

**Jane E. Lawton**

**Conservation Loan Program**

**Application Packet**

**MARYLAND STATE AGENCIES NOTE:**

**Beginning with Fiscal Year 2020, the *Jane E. Lawton Conservation Loan Program* includes State agencies among eligible borrowers. The Lawton program now supplants the**

***State Agency Loan Program* (SALP).**



**FY20 Jane E. Lawton Conservation Loan Program**

**Introduction**

Thank you for submitting an application to the Jane E. Lawton Conservation Loan Program (“Lawton Loan Program” or “the Program”) implemented by the Maryland Energy Administration (“MEA”). The Lawton Loan Program has historically offered zero and low-interest loans (currently 2.00%) to Maryland businesses, nonprofit organizations, and local jurisdictions (“Borrower(s)”) to finance projects which improve the **energy efficiency** of Borrower facilities. New for Fiscal Year (FY) 2020, State Agencies are now also eligible to apply under this Program for a zero interest loan. Lawton Loans are structured so that repayment schedules are tied to actual savings generated by the energy efficiency improvements—known as energy conservation measures or “ECMs.”

Lawton Loans can be made for ECMs such as, but not limited to: lighting retrofits; heating ventilation, air condition (HVAC) upgrades, and related mechanical measures and controls; building management information systems; and industry-specific equipment upgrades (such as the replacement of energy-consuming industrial process equipment, etc.). The energy efficiency project may bundle multiple ECMs together; however, each individual ECM must pay for itself through reduced operating expenses, including energy costs, within the ECM’s expected useful life[[1]](#footnote-1). MEA will then use the simple payback of all of the measures in aggregate to determine the term of the loan. The term of a loan to a business, nonprofit organization, or local jurisdiction may not exceed 13 years. For a state agency, the measures in aggregate must have a simple payback of 13 years or less.

Lawton Loans can be made for ECMs that retrofit or replace existing equipment/fixtures in existing facilities, or for the installation of energy efficient equipment/fixtures in facilities which have yet to be constructed. **Replacement and retrofit projects** can receive funding for up to 100% of the total project cost, less any applicable rebates, incentives, or other leveraged funding sources. **New construction projects** can receive funding for up to 100% of the incremental cost of the ECMs. “Incremental cost” is defined as the difference between the cost of the energy efficient equipment/fixtures and the standard, code-minimum equipment/fixtures that would otherwise be required to be installed. The standard, code-minimum equipment/fixtures used to calculate the incremental cost should be the same equipment/fixtures used to calculate the baseline energy consumption assumptions in new construction projects.

Please carefully read the following pages of the application package and provide all required information. Incomplete and incorrect information will delay the review process, so be sure to check that all necessary fields are complete and that all required attachments are provided in the initial application package prior to submission. Reviews of the proposed project’s energy savings and the potential borrower’s credit, if applicable, generally take approximately 45 days to complete, but this timeframe may vary based on the complexity of the energy efficiency project proposed in the Application package, as well as the proposed borrower’s financial circumstances. MEA may request additional or clarifying information during its review, and will provide in writing its determination of whether or not the project will be funded with a Lawton Loan.

**All applicants must submit a completed application package. Nonprofit organizations, local jurisdictions, and eligible businesses** must also submit a one-time, nonrefundable **$250.00 application Fee,** payable by Electronic Funds Transfer (ETF) to the Maryland Energy Administration. Once the application packet is submitted, details will be provided on how to submit the Application Fee. State agencies do not bear an application fee, but will have a 1% administration fee folded into the first repayment made for any loan awarded under this Program.

If you are submitting an application electronically, please email all required documentation to Lawton.MEA@maryland.gov. However, if submitting any confidential information as part of the application package, the applicant should contact MEA first at Lawton.MEA@maryland.gov so that an encrypted email can be used to transfer the file(s).

Applications may also be submitted via USPS. If mailing a physical copy of the application, please forward the application package to the following address:

Maryland Energy Administration

Attn: Lawton Loan Program

1800 Washington Boulevard, Suite 755

Baltimore, MD 21230

**Application Checklist**

Please carefully read the following sections and provide the requested information regarding the eligibility of the applicant organization.

|  |  |
| --- | --- |
| **Official Name of Applicant Organization\*:** |  |
| **Date of Application:** |  |
| **Mailing Address of Applicant Organization:** |  |

*\*The name of the organization as registered with the Maryland State Department of Assessments and Taxation*

**Type of Organization**

Please indicate the type of organization below. Maryland businesses and nonprofit organizations must be registered with the [Maryland State Department of Assessments and Taxation](https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx). If an interested entity is not one of the types of organizations listed below, the entity is ineligible for a Lawton Loan.

[ ]  Maryland business (Corporation, LLC, LLP, etc. – for-profit entity)

[ ]  Maryland nonprofit organization (Must be registered with the Maryland State Department of Assessments and Taxation and must meet the definition of a non-profit organization in § 9-20A-01 of the State Government Article)

[ ]  Local jurisdiction

[ ]  State agency

**Project Eligibility**

All proposed energy efficiency projects must meet the following criteria to be eligible for a Lawton Loan.

[ ]  The energy efficiency project will be installed on or in a facility owned or leased by the applicant organization.

[ ]  The energy efficiency project will be located within the State of Maryland.

[ ]  For Maryland nonprofit organizations, businesses, and local jurisdiction applicants, each individual ECM will pay for itself through reduced operating expenses within the ECM’s expected useful life. For state agency applicants, the aggregate simple payback does not exceed 13 years.

**Required Supporting Documentation**

All applicants are required to submit the following documentation:

[ ]  Energy savings calculations or estimates for all proposed energy measures being submitted for potential Lawton loan funding. (Please include the source of the calculations and clearly state all assumptions.)

The following documents, based upon applicant organization type, are required as part of the application package for all potential borrowers, with the exception of State agencies.

[ ]  Documents detailing organizational structure (bylaws, operating agreement, etc. as applicable)

[ ]  Articles of Incorporation (incorporated businesses and nonprofit organizations only)

[ ]  Company/Partnership Agreement (LLCs, LLPs, GPs, etc. only)

[ ]  Three Years of Financial Statements (Balance Sheets and Income Statements) (businesses and nonprofit organizations only)

[ ]  IRS Form 990 or Form 990-EZ (nonprofit organizations only)

[ ]  Roster of Board Directors (nonprofit organizations and Maryland businesses)

[ ]  General information on services provided or goods produced (businesses only)

[ ]  Current (not older than 3 months) Certificate of Good Standing from the State Dept. of Assessments and Taxation (businesses only and nonprofit organizations; see page 12 of this packet for instructions)

If unable to provide any of the required documents above, please explain why:

|  |
| --- |
|  |

**Optional Supporting Documentation**

While not required as part of the Application package, it is strongly recommended all applicants provide the following documents, if available.

[ ]  Energy Efficiency Project Feasibility Study

[ ]  Energy Audit of the facility to receive upgrades

[ ]  Completed Utility Rebate Application for ECMs eligible for utility rebates (if offered by the utility company)

**Additional Supporting Documentation**

If you have provided any additional supporting documentation not specified above which you believe would be beneficial in the review of the Application package, please list each additional item below, referring to attachments, as needed:

|  |
| --- |
|  |

**Additional Questions (Required)**

Has the applicant organization previously applied to MEA for funding for this energy efficiency project?

[ ]  No

[ ]  Yes, previously applied for a Lawton Loan or a State Agency Loan Program (SALP) loan for this project

[ ]  Yes, previously applied for other MEA funding for this project (please specify the funding source below – e.g. Commercial & Industrial Grant Program, etc.):

|  |
| --- |
|  |

How did the applicant organization discover the Lawton Loan Program?

[ ]  Referred by utility company

[ ]  Referred by the Regional Manufacturing Institute (“RMI”)

|  |
| --- |
|  |

[ ]  Referred by another entity (specify):

[ ]  Social Media

[ ]  Web Search

[ ]  Found on MEA website through another Program

|  |
| --- |
|  |

[ ]  Other (specify):

Lawton Loan Application Form

Please provide all information requested in the following sections. Incomplete or missing information will result in delayed processing of the Application package.

**Organization Administrative Information**

|  |  |
| --- | --- |
| Applicant Organization – Official Name | Organization Type |
|  | [ ]  Business (Inc., LLP, LLC, GP, etc.)[ ]  Nonprofit organization[ ]  Local jurisdiction[ ]  State agency |
| Mailing Address | Organization Federal Tax Identification Number |
|  |  |
| Individual or Agent Preparing the Lawton Loan Application on behalf of borrower: | Borrower’s Primary Point of Contact (“PPC”) or Project Manager  |
| Full Name:Title:Phone Number:Email Address:Agent organization name: | Full Name:Title:Phone Number:Email Address: |
| Authorized Representative of Borrower\* | Legal Counsel |
| Name:Title:Phone Number:Email Address: | Name:Title:Phone Number:Email Address: |
| Does this loan support an energy performance contract (EPC) for a state agency? | If an EPC for a state agency, who is the fiscal point of contact for the borrowing agency? |
| [ ]  Yes[ ]  No | Name:Title:Phone Number:Email Address: |
| For an EPC for a state agency only: State of Maryland DGS point of contact  |
| Name:Title:Phone Number:Email Address |

*\*Individual with authority to enter Organization into legally-binding agreements (such as grants and loans)*

**Energy Efficiency Project Site Information**

|  |  |
| --- | --- |
| Official Name of Facility or Complex | Street Address |
| [ ]  Existing Structure(s) [ ]  New Construction | [ ]  Same as Mailing Address  |
| Type of Facility (e.g. office building, warehouse, etc.) | Facility/Complex Size Information |
|  | Total No. of Buildings:Total Floor Area (sq. ft.):  |
| If project site is owned by the Applicant organization: | If project site is leased by the Applicant organization: |
| List all Mortgage Holder(s) and Secured Parties: | Name of Lessor:Term of Lease: |
| Facility/Complex District Information | Utility Service Territory |
| *Search districts at* [*http://www.mdeclect.net*](http://www.mdeclect.net)Congressional District: Choose an item.Legislative District: Choose an item. | [ ]  BGE [ ]  Pepco [ ]  Potomac-Edison [ ]  Delmarva[ ]  SMECO [ ]  Choptank Electric Cooperative[ ]  Other (Specify): |
| All account types and numbers for electric, gas, and other utilities that service the building/complex: |
|  |
| Legal Land Description of Facility/Complex as Described by the Land Records Filed with the Local Jurisdiction |
|  |

**General Condition of Project Site (Existing Structure(s) Only)**

Describe the general condition of the building(s) to receive the proposed ECMs in the space below. Include the age of the structure(s) and condition of any existing energy-consuming equipment or fixtures to be replaced.

|  |
| --- |
|  |

**Electricity Consumption Metrics**

The following information should be for the entire project site (all buildings). For projects in facilities yet to be constructed, the energy consumption and cost assumptions for the previous year should be modeled assuming that standard, code-minimum equipment/fixtures are installed.

|  |  |
| --- | --- |
| Total Electricity Consumption from Previous Year (kWh) for the entire site | Projected Annual Electricity Savings from Proposed Project (kWh) |
|  |  |
| Non-electric Fuel Consumption from Previous Year(Specify fuel type – e.g. MMBtu, gallons of propane, etc.) for the entire site | Projected Annual Non-electric Fuel Savings from the proposed project(Specify fuel type – e.g. MMBtu, gallons of propane, etc.) |
|  |  |
| Total Energy Costs from Previous Year | Projected Annual Energy Cost Savings |
| Total Electric Costs: $Total Non-electric Costs: $ | Total Electric Savings: $Total Non-electric Savings: $**Total Savings (Electric + Non-electric):****$** |

**Proposed Energy Conservation Measures**

Please describe each proposed ECM in the tables below. If your project employs more than five (5) ECMs, you may copy and add as many tables as necessary to capture all ECMs. Information provided in the Existing or Baseline Equipment Description box should:

For Retrofit and Replacement Projects

Identify the type of existing equipment/fixtures, and model number(s), if available.

For New Construction Projects

Identify the type of equipment/fixtures used for the baseline assumptions.

If the operational schedule of the equipment to be replaced does not adhere to a standard 12-month timeframe (e.g. it’s a seasonal business), please leave the Hours of Operation sections blank in the tables below and instead attach a description of the typical operational schedule for a 12-month timeframe.

**ECM 1**

|  |  |
| --- | --- |
| Existing or Baseline Equipment Description | Existing or Baseline Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Proposed New Equipment | Proposed Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Projected Annual Energy Savings(Specify type – kWh, MMBtu, gallons of propane, etc.) | Projected Annual Energy Cost Savings |
|  | $ |
| What is the expected useful life of the ECM (in years)? This information should be obtained from the most recent version of the Mid-Atlantic Technical Reference Manual (TRM) available at <https://neep.org/mid-atlantic-technical-reference-manual-trm-v9>. | If not listed in the Mid Atlantic TRM, please provide other supporting documentation of anticipated expected useful life. |
|  |  |

**ECM 2**

|  |  |
| --- | --- |
| Existing or Baseline Equipment Description | Existing or Baseline Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Proposed New Equipment | Proposed Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Projected Annual Energy Savings(Specify type – kWh, MMBtu, gallons of propane, etc.) | Projected Annual Energy Cost Savings |
|  | $ |
| What is the expected useful life of the ECM (in years)? This information should be obtained from the most recent version of the Mid-Atlantic Technical Reference Manual (TRM) available at <https://neep.org/mid-atlantic-technical-reference-manual-trm-v9>. | If not listed in the Mid Atlantic TRM, please provide other supporting documentation of anticipated expected useful life. |
|  |  |

**ECM 3**

|  |  |
| --- | --- |
| Existing or Baseline Equipment Description | Existing or Baseline Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Proposed New Equipment | Proposed Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Projected Annual Energy Savings(Specify type – kWh, MMBtu, gallons of propane, etc.) | Projected Annual Energy Cost Savings |
|  | $ |
| What is the expected useful life of the ECM (in years)? This information should be obtained from the most recent version of the Mid-Atlantic Technical Reference Manual (TRM) available at <https://neep.org/mid-atlantic-technical-reference-manual-trm-v9>. | If not listed in the Mid Atlantic TRM, please provide other supporting documentation of anticipated expected useful life. |
|  |  |

**ECM 4**

|  |  |
| --- | --- |
| Existing or Baseline Equipment Description | Existing or Baseline Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Proposed New Equipment | Proposed Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Projected Annual Energy Savings(Specify type – kWh, MMBtu, gallons of propane, etc.) | Projected Annual Energy Cost Savings |
|  | $ |
| What is the expected useful life of the ECM (in years)? This information should be obtained from the most recent version of the Mid-Atlantic Technical Reference Manual (TRM) available at <https://neep.org/mid-atlantic-technical-reference-manual-trm-v9>. | If not listed in the Mid Atlantic TRM, please provide other supporting documentation of anticipated expected useful life. |
|  |  |

**ECM 5**

|  |  |
| --- | --- |
| Existing or Baseline Equipment Description | Existing or Baseline Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Proposed New Equipment | Proposed Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Projected Annual Energy Savings(Specify type – kWh, MMBtu, gallons of propane, etc.) | Projected Annual Energy Cost Savings |
|  | $ |
| What is the expected useful life of the ECM (in years)? This information should be obtained from the most recent version of the Mid-Atlantic Technical Reference Manual (TRM) available at <https://neep.org/mid-atlantic-technical-reference-manual-trm-v9>. | If not listed in the Mid Atlantic TRM, please provide other supporting documentation of anticipated expected useful life. |
|  |  |

*If necessary, copy and add the table below as many times as necessary to capture all ECMs.*

**ECM [Enter # Here]**

|  |  |
| --- | --- |
| Existing or Baseline Equipment Description | Existing or Baseline Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Proposed New Equipment | Proposed Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Projected Annual Energy Savings(Specify type – kWh, MMBtu, gallons of propane, etc.) | Projected Annual Energy Cost Savings |
|  | $ |
| What is the expected useful life of the ECM (in years)? This information should be obtained from the most recent version of the Mid-Atlantic Technical Reference Manual (TRM) available at <https://neep.org/mid-atlantic-technical-reference-manual-trm-v9>. | If not listed in the Mid Atlantic TRM, please provide other supporting documentation of anticipated expected useful life. |
|  |  |

**Lawton Loan Request Amount**

Please provide the amount of funding the applicant organization is requesting from the Lawton Loan Program below. This amount cannot exceed the total cost of the energy efficiency project (for retrofit and replacement projects) or the difference between the total cost of the proposed energy efficient equipment fixtures and the total cost of the assumed baseline equipment/fixtures (for new construction projects), and should be less any anticipated utility rebates and other leveraged sources of funding (private donations, grants, etc.).

|  |  |
| --- | --- |
| Lawton Loan Request Amount | $ |

**Itemized List of Loan-funded Expenses**

Please provide an itemized list of all equipment, evaluations, and labor expenses that the requested Lawton Loan would fund, in whole or in part, in the table below. If a cost is an estimate, this can be noted in the line item description.

|  |  |
| --- | --- |
| Line Item  | Cost |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| TOTAL | $ |

**Applicant Organization Contribution to Project**

The Lawton Loan Program requires that Borrowers make a contribution toward the energy efficiency project funded by the Lawton Loan. This can be, at minimum, the $250.00 application fee for businesses, non-profits, and local jurisdictions. However, the applicant organization can also contribute additional funds or equipment to the energy efficiency project. Please indicate all contributions below.

|  |  |
| --- | --- |
| Application Fee (**not applicable state agencies**) | $250.00 |
| Additional Applicant Organization Funds | $ [ ]  N/A |
| Equipment (Dollar Value) | $ [ ]  N/A |
| In-kind Donations | $ [ ]  N/A |
| TOTAL CONTRIBUTION | $ |

**Leveraged Funds**

Please list all sources of other funds leveraged for the energy efficiency project – utility rebates, grants, other loans, etc.

|  |  |
| --- | --- |
| Utility Rebates | $ |
| Grants/Incentives | $ |
| Other Loans | $ |
| Other (Specify): |  | $ |
| TOTAL | $ |

**Project Simple Payback**

To calculate simple payback, divide the Total Project Cost (before the deduction of any leveraged funds) by the Total Annual Energy Cost Savings. The simple payback of the project plus interest will determine the repayment schedule of the Lawton Loan (e.g., if the simple payback is 6.5 years, the Lawton Loan would likely have a repayment schedule of 7-8 years, allowing for 2.00% interest). The term of a loan to a business, nonprofit organization, or local jurisdiction may not exceed 13 years. For a state agency, the measures in aggregate must have a simple payback of 13 years or less. The term of a zero-interest loan to a State Agency will be equal to the calculated simple payback for the project, plus one additional year to enable one full year of avoided energy savings is accrued.

|  |  |
| --- | --- |
| Total Project Cost | $ |
| Total Annual Energy Savings | $ |
| Project Simple Payback | $ |

**Lawton Loan Collateral**

Lawton Loans made to businesses and nonprofit organizations must be secured by some form of collateral acceptable to MEA. This may include an interest in real property, installed equipment, and fixtures, or guaranties, the subordination of existing liens, etc. State Agency and Local Jurisdiction loans do not have collateral requirements.

[ ]  By checking this box, the business or nonprofit organization applicant acknowledges that MEA will require collateral to secure the Lawton Loan. (Local jurisdiction and state agency applicants should skip this acknowledgement).

**Project Timeline**

Please provide a project timeline which includes expected completion dates of specified milestones. The template below may be used, modified as necessary, or an alternative project schedule may be provided (such as a Gantt chart).

|  |  |
| --- | --- |
| Expected Project Start Date |  |
| Procurement of Materials/Equipment/Contractor(s) |  |
| Begin Installation/Construction |  |
| 25% Project Completion |  |
| 50% Project Completion |  |
| 75% Project Completion |  |
| Complete Installation/Construction |  |
| Project Commissioning |  |
| Expected Project End Date |  |

If you anticipate any risks that could affect the proposed project timeline, please detail them in the space below. Do not consider inadequate funding a risk for this purpose.

|  |
| --- |
|  |

Is this project conditional upon receiving funding from any other sources? If so, please list the funding source and the anticipated timeline for financing decisions.

|  |
| --- |
|  |

**Applicant Organization Certification and Signature**

**By signing the Lawton Loan Application Form at the bottom of this page, you are certifying the following information is true and correct to the best of your knowledge, information, and belief:**

1. The individual signing this Application Form on behalf of the applicant organization is the Authorized Representative of the applicant organization with legal authority to apply to the Lawton Loan Program on behalf of the applicant organization.
2. The applicant organization possesses the legal authority to carry out Lawton Loan Program activities and will do so in accordance with all applicable laws and regulations.
3. I understand that a person may not make or cause to be made any false statement or report in any document required to be furnished to MEA for use in any agreement relating to financial assistance.
4. A person applying for or benefiting from financial assistance under the Lawton Loan Program may not knowingly make or cause to be made any false statement or report for the purpose of influencing the action of MEA on an application or for the purpose of influencing the action of MEA affecting financial assistance already provided.
5. I understand that any person who violates these terms shall be subject to the following penalties: (1) immediate cancellation of the Lawton Loan and acceleration of the terms of financial assistance provided by the Lawton Loan Program; and (2) subject to charges and, upon conviction, subject to a fine not exceeding $50,000 or imprisonment not exceeding one (1) year or both.
6. I understand that the applicant organization must adhere to all Lawton Loan Program Regulations, found in the Code of Maryland Regulations, Title 14, Subtitle 26, Chapter 01.

I authorize MEA to contact the utilities serving the project site designated in this Lawton Loan Program application to obtain energy use data necessary to approve and monitor any loan awarded based on this application.

**IN WITNESS WHEREOF, the individual signing this Application package has caused this document to be duly executed on this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.**

|  |  |
| --- | --- |
| **Signature of Authorized Representative** | x |
| **Printed Name of Authorized Representative** |  |
| **Title of Authorized Representative** |  |
| **Signature of Project Primary Contact \*\*** | x |
| **Printed Name of Primary Contact \*\*** |  |
| **Title of Primary Contact \*\*** |  |

\*\* For state agency projects, this could be a representative from the Maryland Department of General Services.

**Additional Information**

The following information provides contact information for questions about the Lawton Loan Program as well as instructions for obtaining a Certificate of Good Standing from the Maryland State Department of Assessments and Taxation.

**MEA Contact Information**

Maryland Energy Administration

1800 Washington Boulevard, Suite 755

Baltimore, MD 21230

General MEA Phone Number: (410) 537-4000 (Toll Free: 1-800-72-ENERGY)

For General questions about the Lawton Loan program, please contact: Lawton.MEA@maryland.gov

**Obtaining a Certificate of Good Standing**

MEA requires Lawton Loan Program business and nonprofit organization applicants to submit a Certificate of Status (indicating Good Standing) from the Maryland State Department of Assessments and Taxation (“SDAT”). Please refer to the following instructions from SDAT:

“When one is obtaining a license, a license renewal or a loan settlement, the person is often required to obtain a “Certificate of Status” (generally called a “good standing” certificate) from the Maryland Department of Assessments and Taxation. On the specific date and time, the Department issues a certificate verifying that a business entity is in “good standing,” it means that all documents and fees required by law to be submitted to the Department have been received, and that no other government agency has notified the Department that the entity is delinquent in tax payments.”

To obtain a Certificate of Status (Good Standing), visit SDAT online at <http://dat.maryland.gov/businesses/Pages/Internet-Certificate-of-Status.aspx>.

SDAT can also be contacted toll-free at (888) 246-5941.

**State Agency Checklist:**

Make sure you have completed all necessary information so that your Lawton loan can be reviewed. Failure to submit everything could delay loan review. Listed below are all the necessary pieces of information that state agencies need to submit in order to approve the application:

[ ]  [Borrowing Agency Name](#Borrower)

[ ]  [Date of Submission](#Date)

[ ]  [Mailing Address](#MailingAddress)

[ ]  [Borrowing Agency Point of Contact](#BorrowerAgencyContactName)

[ ]  [Borrowings Agency Point of Contact Title](#BorrowerAgencyTitle)

[ ]  [Borrowing Agency Phone Number](#BorrowerAgencyContactPhone)

[ ]  [Borrowing Agency Email Address](#BorrowerAgencyContactEmail)

[ ]  [Project Manager Point of Contact](#PPCName)

[ ]  [Project Manager Contact Title](#PPCTitle)

[ ]  [Project manager Phone Number](#PPCPhone)

 [ ]  [Project manager Email Address](#PPCEmail)

[ ]  [Name of Building or Complex](#NameofBuildingComplex)

[ ]  [If a complex, Total Number of Buildings](#Totalnumberofbuildings)

[ ]  [Physical Address of Project](#PhysicalAddress)

[ ]  [Describe the proposed project’s energy savings and any other benefits, such as reduced maintenance costs, increased occupancy comfort, etc.](#PhysicalAddress)

[ ]  [Amount of Loan requested](#Amountofloanrequested)

[ ]  [Does the Project utilize other funding](#Leveragedfunds)

[ ]  [Amount of other funding](#Leveragedfunds)

[ ]  [Does the loan support an EPC?](#SupportEPC)

[ ]  [If an EPC, who is the FISCAL point of contact for the borrowing agency](#SupportEPCYes)

[ ]  [Total Projected annual savings in $](#TotalprojectsavingsMoney)

[ ]  [Total Projected annual savings in kWh](#TotalProjectedkWH)

[ ]  [Total Projected annual savings in fuel. IE (Natural Gas, Propane, or Other)](#TotalprojectedFuel)

[ ]  [Projected Simple Payback](#Simplepayback)

[ ]  [Timeline](#TimeLine)

[ ]  [Primary Project Contact, Borrowing Agency Signature](#PPCSignature)

[ ]  [Primary Project Contact, Borrowing Agency Printed](#PPCDGSPrint)

[ ]  [Primary Project Contact, Borrowing Agency Title](#PPCTitle)

[ ]  [Primary Contact (DGS or equivalent) Signature](#PPCDGSSign)

[ ]  [Primary Contact (DGS or equivalent) Printed](#PPCPrinter)

[ ]  [Primary Contact (DGS or equivalent) Title](#PPCDGSTitle)

1. The expected useful life of an individual energy measures will typically be based on the most recent version of the Mid-Atlantic Technical Reference Manual (TRM) available at <https://neep.org/mid-atlantic-technical-reference-manual-trm-v9>. [↑](#footnote-ref-1)