

PART 1: General Information

Borrower

Name of Eligible Public Entity	Federal Tax ID	Application Date	
Mailing Address	City	State	ZIP Code
County Name	\$		Total Amount Requested

Signing Authority

Name	Title
Telephone	Email Address

Primary Contact (Project Director)

Name	Title
Telephone	Email Address

Secondary Contact (Energy Manager)

Name	Title
Telephone	Email Address

Administrative Contact for Accounting (Financial Contact)

Name	Title		
Mailing Address	City	State	ZIP Code
Telephone	Email Address		

PART 2: Documentation Submitted with Application

Place a check next to the documentation submitted with the application. One (1) electronic copy of the report is required. Reports must comply with SECO guidelines. See attachments for Project Assessment Commitment and Memorandum of Understanding forms.

- ☐ Utility Assessment Report (UAR) – for design-bid-build projects, design-build projects or Energy Savings Performance Contracts (ESPCs)
- ☐ Commissioning Report – for Retro- or Re-Commissioning projects
- ☐ Preliminary Energy Assessment (PEA) and Memorandum of Understanding (MOU) – a UAR is required to be completed within 140 calendar days of execution of the MOU.
- ☐ Project Assessment Commitment and Memorandum of Understanding. See attachments for Project Assessment Commitment and Memorandum of Understanding forms – a UAR is required to be completed within 140 calendar days of execution of the MOU.

If UAR cannot be completed within 140 calendar days after notice is received that funding is committed to the project, do not proceed. The project is disqualified from loan consideration.

If an application is received with a UAR, applicant shall include the following (while the UAR is under Third Party review).

Bounded Category*; Texas Historical Commission Project Review*; Flood Map of Project Site*; Wetland Map Project Site*
Definitions for each item are provided in Attachment D.

PART 3: Project Information

Complete the following table listing all Utility Cost Reduction Measures (UCRMs). Use Attachment A - Project Financial Worksheets to calculate energy savings.

Facility Name

Address

City

State

ZIP Code

Engineering Firm Name

Address

City

State

ZIP Code

Date of Audit Report

UCRM NO.	BUILDING	UCRM DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

How long will it take to complete the project? _____ (months)

☐ Yes
 ☐ No

A. Is the TOTAL LOAN simple payback for the UCRMs less than 15 years?

☐ Yes
 ☐ No

If Yes, proceed to next question.
 If No, project is disqualified from further loan consideration.

B. Is the simple payback for each UCRM less than the Estimated Useful Life of the UCRM?

☐ Yes
 ☐ No

If No, project is disqualified from further loan consideration.

PART 4: Funding Source

The LoanSTAR program has two funding sources. The interest rate for a LoanSTAR general fund loan is 2.5% per annum. The interest rate for a LoanSTAR repaid ARRA fund loan is 1.5% per annum, but requires additional reporting documentation.

What is your preferred funding source?

- ☐ 2.5% LoanSTAR general fund loan (no minimum loan size; maximum loan size is \$6,000,000)
- ☐ 1.5% LoanSTAR repaid ARRA fund loan (minimum loan size is \$3,000,000; maximum loan size is \$8,000,000)
- ☐ No preference
- ☐ Undecided

PART 5: Certification by Applicant Signing Authority or Chief Financial Officer

I certify that I have reviewed this application, including commitment of “buy-down” funds. The information provided is accurate to the best of my knowledge and in my best professional judgment. If awarded, Borrower will comply with the terms and conditions of the Sample Loan Agreement.

Signature

Date

Printed Name

Title

Attachment A2. Energy Savings Performance Contract (ESPC) Project Calculation Worksheet

UCRM No.	UCRM Title	Average Annual Savings*							Project Cost (\$)	Payback** (yrs.)	Estimated Project Useful Life (yrs.)
		Electric Energy (kWh/yr)	Demand (kW/yr)	Electric (\$/yr)	Natural Gas (Mcf/yr)	Natural Gas (\$/yr)	Water (kGal/yr)	Water (\$/yr)			
1											
2											
3											
4											
5											
6											
7											
8											
Utility Assessment Report Cost		—	—	—	—	—	—	—		—	—
Initial Measurement & Verification Cost		—	—	—	—	—	—	—		—	—
Construction Bonding Cost		—	—	—	—	—	—	—		—	—
Owner's Administration, Management, Training & Other Costs		—	—	—	—	—	—	—		—	—
Buy Down***		—	—	—	—	—	—	—		—	—
TOTAL LOAN AMOUNT (IMPLEMENTATION TOTAL) (Simple Payback)											
Required Ongoing Monitoring Service Cost		—	—	—	—	—	—	—		—	—
Guaranteed Rebate Savings		—	—	—	—	—	—	—		—	—
Financing Cost		—	—	—	—	—	—	—		—	—
TOTAL PROJECT PAYBACK (Project Payback)		—	—	—	—	—	—	—			—

* HVAC savings degradation = 0.75% each year.

** Individual energy efficiency measure payback must be less than or equal to the estimated useful life of the measure.

*** Maximum Buy Down on an individual UCRM must not exceed 50% of the total UCRM cost.

Attachment B- Project Assessment Commitment

Attachment B is not required when a Utility Assessment Report (UAR), Commissioning Report or Preliminary Energy Audit is submitted with the application.

Applicant requests LoanSTAR Funding be reserved for a proposed energy efficiency or commissioning project. The dollar amount requested is Applicant's estimated cost to analyze and implement energy efficiency projects that will be financed through the LoanSTAR Program.

LoanSTAR funds, if reserved, will be subject to the following conditions:

1. Applicant agrees to retain a Professional Engineer (PE), licensed in the State of Texas, to prepare a Commissioning Report or UAR that complies with the LoanSTAR Technical Guidelines or with Performance Contracting Guidelines. The PE shall meet the technical analyst qualifications listed in Volume I, Section I, (UTILITY ASSESSMENT REPORT AND INITIAL SYSTEMS COMMISSIONING REPORT) of the LoanSTAR Technical Guidebook. The PE of record shall accept responsibility for implementation of all retrofit activities in the UAR.
2. Applicant agrees to complete a UAR for design-bid-build or design-build contracts or a Commissioning Report for commissioning projects within 140 days after the execution of the Memorandum of Understanding. Borrower also agrees to submit one (1) electronic copy of the completed Commissioning Report or UAR to the State Energy Conservation Office(SECO). **If the UAR is not received by SECO by the "End Date for Commitment", the reserved LoanSTAR funding will be released to other prospective borrowers.**
3. LoanSTAR project expenditures cannot be incurred before the effective date cited in a fully executed loan agreement. The sole function of a Project Assessment Commitment is to request reservation of LoanSTAR Funding for a Borrower during the period the Commissioning Report or UAR are being prepared. This document shall not be construed as a loan agreement and does not authorize the expenditure of LoanSTAR Funding.

Applicant

Name of Public Entity

\$

Amount Requested

Name of Signing Authority (printed)

Title

Signature

Date

Attachment C- Memorandum of Understanding (MOU)

Attachment C is not required when a Utility Assessment Report (UAR) or Commissioning Report is submitted with the application.

Execution of this MOU reserves the requested amount of LoanSTAR Funding for the Applicant.

The reserved LoanSTAR Funding is Applicant's estimated cost based on the Preliminary Energy Assessment or Project Assessment Commitment to analyze and implement energy efficiency projects which will be financed through the LoanSTAR Program.

The LoanSTAR funds reserved will be subject to the following conditions:

1. Applicant's Signing Authority certifies that Applicant has retained a Professional Engineer (PE) to prepare a UAR. The PE of record shall accept responsibility for implementation of all retrofit activities in the UAR. The UAR shall be prepared in accordance with the LoanSTAR Technical Guidelines.
2. Applicant's Signing Authority certifies that one (1) electronic copy of the completed reports referenced in item 1 will be delivered to SECO for review. **If the completed reports are not submitted by the "End Date for Commitment", the reserved LoanSTAR Funding will be released to other prospective borrowers.**
3. The sole purpose of this MOU is to reserve LoanSTAR Funding for the Applicant during the period that its UAR is being prepared. This MOU shall not be construed as a loan agreement. It does not authorize the expenditure of LoanSTAR Funding. LoanSTAR project expenditures cannot be incurred before the effective date cited in a fully executed loan agreement.
4. Applicants shall commit to submit the following items with a UAR
 - Bounded Category*
 - Texas Historical Commission Project Review*
 - Flood Map of Project Site*
 - Wetland Map Project Site*

Applicant

\$ _____
Amount Requested

Name of Public Entity (printed)

Name of Signing Authority (printed)

Title

Signature

Date

State Energy Conservation Office To be completed by SECO

SECO Program Manager Name (printed)

SECO Program Manager Signature

Date

End Date for Commitment (Commitments cannot be extended.)

ATTACHMENT D - Definitions

- * Bounded Category - applicant shall contact SECO to receive National Environmental Act (NEPA) document. Review page 3 and 4 of the document to determine which Bounded Category your project falls under. After your review , email a statement to SECO stating your category.
- * Texas Historical Commission Project Review - applicants submits a review application to THC. For detailed Information on Texas Historical Commission, visit the following web page, <https://www.thc.texas.gov/etrac-system> and <https://xapps.thc.state.tx.us/106Review/>
- * Flood Map of Project Site - applicant shall enter their project location address into a FEMA website at <https://msc.fema.gov/portal> If the project is located in a flood plain, that location will be highlighted. Applicant shall submit the screen shot of the map to SECO, whether highlighted or not.
- * Wetland Map of Project Site - applicant shall enter their project location address into a US Fish and Wild Life Service website at <https://fwsprimary.wim.usgs.gov/wetlands/apps/wetlands-mapper/>. If the project is located in a wetland, that location will be highlighted. Applicant shall submit the screen shot of the map to SECO whether highlighted or not.