

**SECO LoanSTAR Revolving Loan Fund Application**

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**Attachment A**

**1. General Information**

**Part 1A: Applicant (Borrower )**

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

**Part 1B: Chief Executive Officer (Signing Authority)**

First Name	Initial	Last Name	Title
Telephone	Extension	Fax	Email Address

**Part 1C : Applicant Primary Contact (Project Director)**

First Name	Initial	Last Name	Title
Telephone	Extension	Fax	Email Address

**Part 1D : Applicant Secondary Contact (Energy Manager)**

First Name	Initial	Last Name	Title
Telephone	Extension	Fax	Email Address

**Part 1E: Administrative Contact for Accounting (Financial Contact)**

First Name	Initial	Last Name	Title	
Mailing Address		City	State	Zip Code
Telephone	Extension	Fax	Email Address	

**Part 1F: Signature and Certification by Applicant Chief Executive Officer or Chief Financial Officer**

**I certify that I am the Chief Executive Officer and that I have reviewed this application and that I will agree to abide by the terms of the contract.**

Signature	Printed Name and Title	Date
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2. Project Information

**PART 2: PROJECT INFORMATION**

**2A. Place a check on the type of report that is submitted with the application. One (1) original and five (5) bound copies of the report are required. In the blank space below the checklist include the following: a) Report title and date; b) Report author; and c) Location of study (city and county).**

- Energy Assessment Report (EAR) for design-bid-build or design-build projects – 30 points
- Utility Assessment Report (UAR) for Energy Savings Performance Contracts – 30 points
- Commissioning Report – 30 points
- Preliminary Energy Assessment (PEA) (Maximum 25 points)
  - EAR/UAR to be completed in less than 100 days – 25 points
  - EAR/UAR to be completed in less than 120 days – 20 points
  - EAR/UAR to be completed in less than 140 days – 15 points
- Project Assessment Commitment (Maximum 15 points)
  - EAR/UAR to be completed in less than 100 days – 8 points
  - EAR/UAR to be completed in less than 120 days – 5 points
  - EAR/UAR to be completed in less than 140 days – 3 points
  
  - 3 or more ECRMs/UCRMs – 7 points
  - 2 ECRMs/UCRMs – 5 points
  - 1 ECRM/UCRM – 3 points

If EAR/UAR cannot be completed in less than 140 days after notice is received that funding is committed from project, do not proceed. The project is disqualified from further loan consideration.

**2B. If the project is an Energy Savings Performance Contract (ESPC) which requires the submittal of a UAR (see Part 2A), place a check in the box next to “Measurement and Verification (M+V)” Plan. Otherwise, place a check in the box next to “Not an Energy Savings Performance Contract.”**

**If a check was placed in the box next to “Measurement and Verification (M+V)” Plan, submit one (1) original and five (5) bound copies of the M+V Plan with the application. In the blank space below the checklist include the following: a) Report title and date; b) Report author; and c) Location of study (city and county).**

- Measurement and Verification (M+V) Plan
- Not an Energy Savings Performance Contract

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### **PART 2: PROJECT INFORMATION**

**2C. If the project is an Energy Savings Performance Contract (ESPC), state in the space below whether the M+V Plan complies with International Performance Measurement and Verification Protocol (IPMVP).**

**2D. If you are submitting a Project Assessment Commitment, place a check in the box next to “Submitting a Project Assessment Commitment.” Otherwise, place a check in the box next to “Submitting a Preliminary Assessment (PEA),” or “Submitting an EAR, UAR, or Commissioning Report.”**

**If you are submitting a Project Assessment Commitment or PEA, place a check in the appropriate box below for how many days it will take to complete and submit the EAR or UAR after notification of contract commitment?**

- Submitting a Project Assessment Commitment
- Submitting a Preliminary Assessment (PEA)
- Submitting an EAR, UAR, or Commissioning Report

**If submitting a Project Assessment Commitment or PEA, place a check in one of the following boxes.**

- EAR/UAR to be completed in less than 100 days after notification of contract commitment
- EAR/UAR to be completed in less than 120 days after notification of contract commitment
- EAR/UAR to be completed in less than 140 days after notification of contract commitment

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**2E. Write whether or not you agree to accept the terms and conditions of the sample contract.**

**2F. State the actual composite simple payback, in years, for the project Energy Cost Reduction Measures (ECRMs) or Utility Cost Reduction Measures (UCRMs) if you are submitting an EAR, UAR, or Commissioning Report.**

**If you are submitting a PEA or Project Assessment Commitment, state the projected actual composite simple payback, in years, for the project Energy Cost Reduction Measures (ECRMs) or Utility Cost Reduction Measures (UCRMs).**

**For design-build and design-bid-build projects, include a statement indicating the composite simple payback for the ECRMs or UCRMs is less than 10 years.**

**For an Energy Savings Performance Contract (ESPC), include a statement indicating that both the Implementation Totals and the Total Project Payback (See page 8 of this Application) is less than 10 years.**

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**2G. In the blank space below, list the simple payback for each ECRM or UCRM. On the same row, write the Estimated Useful Life (EUL) for the corresponding ECRM or UCRM, and the source of information used for determining the EUL of each measure. Add a statement whether the simple payback for each ECRM or UCRM is less than the EUL of each measure.**

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**2H. In the space below, list the categories of ECRMs or UCRMs included in the project? (Note. The ECRMs or UCRMs are by category (lighting, HVAC, controls, etc.) and not by location (Building 1 lighting, Building 2 lighting, etc.)**

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**2I. In the space below, write a statement regarding whether or not the project includes renewable technologies. If the project includes renewable technologies, list the renewable technologies and describe where they will be utilized.**

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### PART 3: PROJECT FINANCIAL INFORMATION

#### 3A. Complete the following table for Design-Bid-Build or Design-Build Projects.

If any information changes in the table prior to loan document preparation, an updated table is required in order to complete the loan application.

#### 1. FACILITY INFORMATION

FACILITY NAME	ADDRESS	CITY, STATE	ZIP CODE
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#### 2. ENGINEERING FIRM INFORMATION

FIRM NAME		ADDRESS	CITY, STATE	ZIP CODE	DATE OF AUDIT REPORT			
3. ECRM NO.	4. BUILDING	5. ECRM DESCRIPTION	6. CONSTRUCTION TIME	7. COSTS			8. EST. ANN. SAVINGS	9. PAYBACK
				Eng./Design	Construction	Total		
<b>10. TOTALS</b>			\$	\$	\$	\$		
					<b>11. EAR Cost*</b>	\$	\$	
					<b>12. Metering**</b>			
					<b>13. Monitoring**</b>			
					<b>14. Total Loan</b>			

\*Costs for the EAR, metering, and monitoring may be included in the loan at loanee's option.  
 \*\*Maximum metering cost is 3% of ECRM costs and monitoring cost is 7%. Contact SECO for additional information.  
 \*\*\* Individual energy efficiency measure payback must be less than or equal estimated useful life of the measure.

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### PART 3: PROJECT FINANCIAL INFORMATION

#### 3B. Complete the following table for Energy Savings Performance Projects.

**If any information changes in the table prior to loan document preparation, an updated table is required in order to complete the loan application.**

UCRM No.	UCRM Title	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		--	--	--	--	--	--	--		--	--
IMPLEMENTATION TOTALS (Simple Payback)											
Required On-going Monitoring Service Cost		--	--	--	--	--	--	--		--	--
Guaranteed Rebate Savings		--	--	--	--	--	--	--	< >	--	--
Financing Cost		--	--	--	--	--	--	--		--	--
TOTAL PROJECT PAYBACK (Project Payback)		--	--	--	--	--	--	--		--	--

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

**PART 4: APPLICANT TEAM METRICS**

**4A. Professional Engineers**

For applications that include the submittal of a PEA, EAR, UAR, or Commissioning Report, list the names of the Professional Engineers (PE) licensed in the State of Texas that have demonstrated work experience on the design of similar projects. For each PE, list example projects that document their design experience years. Limit each PE's experience to 10 years of experience on similar projects. Add the number of years for all PEs and then divide the total number of years by the number of PEs.

For applications that include the submittal of a Project Assessment Commitment, list the names of the Professional Engineers (PE) licensed in the State of Texas that you know will be involved in the project. Provide their have demonstrated work experience on the design of similar projects. For each PE, list example projects that document their design experience years. Limit each PE's experience to 10 years of experience on similar projects. Add the number of years for all PEs and then divide the total number of years by the number of PEs.

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**PART 4: APPLICANT TEAM METRICS**

**4B. Other Team Members**

List the names of other team members that have demonstrated work experience on the planning and construction of similar projects. Include the number and names of projects where demonstrated work experience exists for each team member. Each individual team member's experience shall not exceed six (6) similar projects.

Calculate the total number of projects by adding together the projects for each individual team member and then divide the total number of projects by the total number of team members referenced in this section.

Empty response area for listing team members and projects.

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**PART 4: APPLICANT TEAM METRICS**

**4D. Describe where monthly energy savings information will be made available for public viewing.**

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**PART 5: PROJECT GEOGRAPHIC LOCATION AND POPULATION**

**5A. Write down the name of the county and the county population where project retrofit activities will take place. Use the following URL to determine the county population, <http://quickfacts.census.gov/qfd/states/480001k.html>**

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**PART 6: SIGNATURE AND CERTIFICATION**

**6A. Signature and Certification by Applicant Chief Financial Officer**

**I certify that I am the Chief Financial Officer and 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.**

Signature	Printed Name and Title	Date
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**Attachment B – Evaluation Form**

Applications will be evaluated under the general criteria outlined below. The Comptroller will make the final decision. The Comptroller reserves the right to accept or reject any or all applications submitted. The Comptroller is not obligated to execute a loan agreement on the basis of this NOLFA / RFA. The Comptroller shall not pay for any costs incurred by any entity in responding to this NOLFA / RFA. Comptroller and SECO may request additional information at any time if deemed necessary for further evaluation. General evaluation criteria are as follows and as set forth in the application instructions:

Description	Possible Base Points	Score assigned (completed by applicant and SECO)
<p>1. Which of the following reports are submitted with this application?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Energy Assessment Report (EAR) for design-bid-build or design-build projects – 30 points</li> <li><input type="checkbox"/> Utility Assessment Report (UAR) for Energy Savings Performance Contracts – 30 points</li> <li><input type="checkbox"/> Commissioning Report – 30 points</li> <li><input type="checkbox"/> Preliminary Energy Assessment (PEA) (Maximum 25 points) <ul style="list-style-type: none"> <li>o EAR/UAR to be completed in less than 100 days – 25 points</li> <li>o EAR/UAR to be completed in less than 120 days – 20 points</li> <li>o EAR/UAR to be completed in less than 140 days – 15 points</li> </ul> </li> <li><input type="checkbox"/> Project Assessment Commitment (Maximum 15 points) <ul style="list-style-type: none"> <li>o EAR/UAR to be completed in less than 100 days – 8 points</li> <li>o EAR/UAR to be completed in less than 120 days – 5 points</li> <li>o EAR/UAR to be completed in less than 140 days – 3 points</li> </ul> </li> </ul> <p>o 3 or more ECRMs/UCRMs – 7 points</p> <p>o 2 ECRMs/UCRMs – 5 points</p> <p>o 1 ECRM/UCRM – 3 points</p> <hr/> <p>If EAR/UAR cannot be completed in less than 140 days after notice is received that funding is committed from project, do <u>not</u> proceed. The project is disqualified from further loan consideration.</p> <p>If no report, assessment or commitment is submitted, do <u>not</u> proceed. The project is disqualified from further loan consideration.</p>	30	
<p>2. If a UAR is submitted, the project is an Energy Savings Performance Contract (ESPC). Is a separate Measurement and Verification (M+V) Plan submitted with this application?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Write “N/A” in column if project is not an ESPC and continue with evaluation.</li> <li><input type="checkbox"/> If yes, write “OK” in column and continue with evaluation.</li> <li><input type="checkbox"/> If no, do <u>not</u> proceed. The project is disqualified from further loan consideration.</li> </ul>	0	

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<b>Description</b>	<b>Possible Base Points</b>	<b>Score assigned (completed by applicant and SECO)</b>
<p>3. If the project is an Energy Savings Performance Contract (ESPC), has the applicant stated that the M+V Plan complies with International Performance Measurement and Verification Protocol (IPMVP)?</p> <p><input type="checkbox"/> Write “N/A” in column if project is not an ESPC and continue with evaluation.</p> <p><input type="checkbox"/> If yes, write “OK” in column and continue with evaluation.</p> <p><input type="checkbox"/> If no, do <u>not</u> proceed. The project is disqualified from further loan consideration.</p>	0	
<p>4. Has the applicant stated they agree to the terms and conditions of the sample contract?</p> <p><input type="checkbox"/> If yes, write “OK” in column and continue with evaluation.</p> <p><input type="checkbox"/> If no, do <u>not</u> proceed.</p>	0	
<p>5. Is the composite simple payback for the project Energy Cost Reduction Measures (ECRMs) or Utility Cost Reduction Measures (UCRMs) less than 10 years?</p> <p><input type="checkbox"/> If yes, write “OK” in column and continue with evaluation.</p> <p><input type="checkbox"/> If no, do not proceed. Project is disqualified from further loan consideration.</p>	0	
<p>6. This question relates only to ESPCs (See Application, page 8). Is the Total Project Payback less than 10 years?</p> <p><input type="checkbox"/> If yes, write “OK” in column and continue with evaluation.</p> <p><input type="checkbox"/> If no, do not proceed. Project is disqualified from further loan consideration</p>	0	
<p>7. Is the simple payback for each ECRM / UCRM less than the Estimated Useful Life (EUL) of that measure?</p> <p><input type="checkbox"/> If yes, write “OK” in column and continue with evaluation.</p> <p><input type="checkbox"/> If no, do not proceed. Project is disqualified from further loan consideration</p>	0	
<p>8. How many ECRMs / UCRMs are included in the project? (Note, the ECRMs / UCRMs are by category (lighting, HVAC, controls, etc.) and not by location (Building 1 lighting, Building 2 lighting, etc.)</p> <p><input type="checkbox"/> 3 or more ECRMs / UCRMs – 15 points</p> <p><input type="checkbox"/> 2 Energy ECRMs / UCRMs – 13 points</p> <p><input type="checkbox"/> 1 Energy ECRM / UCRM – 10 points</p>	15	

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<b>Description</b>	<b>Possible Base Points</b>	<b>Score assigned (completed by applicant and SECO)</b>
<p>9. Does the project retrofit incorporate renewable technologies?</p> <p><input type="checkbox"/> Yes – 5 points</p> <p><input type="checkbox"/> No – 0 points</p>	5	
<p>10. Does the applicant’s team have Professional Engineers (PE) in the State of Texas that have demonstrated work experience on the design of similar projects?</p> <ul style="list-style-type: none"> <li>• If yes, what is the PE’s average design experience in years? (Note – This number is calculated by adding together the design experience, in years, for each PE and then dividing the total number of years by the number of PEs. Each PE’s experience shall not exceed 10 years on similar projects and each PE is required to list example projects that document their similar design experience in order to earn point credit) <ul style="list-style-type: none"> <li>○ 8 or more years on similar projects- 15 points</li> <li>○ 4 years similar projects – 10 points</li> <li>○ 1 year on similar project – 5 points</li> </ul> </li> <li>• If no, than 0 points will be credited for this response.</li> </ul>	15	
<p>11. Does the applicant’s team have other team members that have demonstrated work experience on the planning and construction of similar projects?</p> <ul style="list-style-type: none"> <li>• If yes, what is the average number of projects for each team member? (Note, this number is calculated by adding together the number of projects for each team member and then dividing the total number of projects by the number of team members. Each team member’s experience shall not exceed 6 similar projects and team members are required to list example projects that document their similar work experience in order to earn point credit) <ul style="list-style-type: none"> <li>○ 3 or more similar projects - 15 points</li> <li>○ 2 similar projects – 10 points</li> <li>○ 1 similar project – 5 points</li> </ul> </li> <li>• If no, than 0 points will be credited for this response.</li> </ul>	15	

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<b>Description</b>	<b>Possible Base Points</b>	<b>Score assigned (completed by applicant and SECO)</b>
<p>12. What is the name of the county and the county population (<a href="http://quickfacts.census.gov/qfd/states/480001k.html">http://quickfacts.census.gov/qfd/states/480001k.html</a>) where project retrofit activities will take place?</p> <p>County Name: _____ County Population: _____</p> <ul style="list-style-type: none"> <li>• County population less than 10,000 - 15 points</li> <li>• County population between 10,001 to 100,000 – 10 points</li> <li>• County population greater than 100,000 – 5 points</li> </ul>	15	
<p>13. Will the energy savings information, updated monthly, be available for public viewing?</p> <ul style="list-style-type: none"> <li>• If yes, how will the applicant make this information available for public viewing <ul style="list-style-type: none"> <li>○ Via an internet portal – 5 points</li> <li>○ Via detailed signage at the facility entrance - 2 points</li> </ul> </li> <li>• If no, than 0 points will be credited for this response.</li> </ul>	5	
<b>Maximum Base Score</b>	100	
<b>Total Score Assigned By Applicant</b>		
<b>Total Score Assigned By SECO</b>		