

APPENDIX B: APPLICATION OUTLINE

Below you will find an outline of the application for the 2022 Clean Energy Fund. Applications are accepted on a rolling basis through our online Grants Management System ('GMS') (www.nhcdagrant.org). Hard copy or emailed applications will not be accepted.

I. General Information

- **Primary Contact**
- **Authorized Official/Authorized Official email**
- **Organization Information**
- **DUNS# / Executive Council District**

II. Ownership and Corporate Information

- **Business/ Organization Description**
Please describe your organization including the ownership structure, the type of organization (e.g. 501 (C) 3, LLC, Partnership, etc.); years in business, additional locations, and a detailed explanation of what you do. The Organization and the Borrower should be the same.
- **Number of Full Time Employees**
- **Number of Part Time Employees**
- **Annual Revenues**
- **Ownership Information**
Owner Name(s) and % Ownership
- **Related entities** (Businesses and Non-Profit applicants only)
List and describe all entities related to the applicant that might require underwriting and how they are structured/connected (i.e. fiscal sponsor, subsidiary, other businesses owned by same entity/individual, etc).

III. Project Information

- **Project Description**
Please describe your project, and provide a breakdown of how the funds are going to be used i.e. what will the loan funds be used for?
- **Project Timeframe**
What are the expected start and completion dates for project construction?
- **Approvals and Permits**
Summarize the approval/permitting requirements, timeline, and status for the project.
- **Utility Consultation (Energy efficiency projects only)**
Describe any communication with your utility about potential incentives for your project.
- **Project Benefits**
What will be the economic benefits to the organization or business from funding this project? Where will the savings be redirected once the loan has been repaid?
- **Low-Moderate-Income Benefit**

Will the project provide a benefit to LMI households or individuals, or other community benefits? Please explain.

- **Management Experience**

Has this organization ever undertaken a similar project?

Who will oversee the project? Please provide the experience of the individuals overseeing the project.

- **History with CDFA**

Has the borrower ever received a grant or loan from CDFA? If so, please explain.

IV. Property Information

- **Add the following property information for each building related to the project**

- Street
- Town, City
- Legal Owner
- Year Built
- Subsidized Multi Family Property?
- Architectural/ Historical Significance?
- Square Footage of Conditioned (heated and cooled) space
- Type of Roof
- Age and Condition of Roof

- **Property Site Control (select one)**

- Currently Owned by Applicant
- Currently Leased by Applicant
- Under Purchase Agreement
- Other (Explain)

- **Have you already completed an energy audit on your building in the past 3 years?** (Select Yes or No)

If you answer “yes”, attach a copy of the energy audit under other attachments.

If you answer “no,” please be aware that, a level II energy audit may be required for energy efficiency upgrades.

- Briefly describe any significant energy upgrades you have completed in the past 10 years on the property.

- **Energy Use and Procurement**

Please describe your current sources of heat and electricity for your building. Note all fuel types used and name of vendor/utility/ competitive supplier)

V. Project Budget (Sources and Uses)

- **Total Loan Request**
- **Uses** (Provide Brief Description and Amount for applicable rows)
 - Equipment
 - Renovations
 - Engineering/Architect/ Consultant
 - Renewable Energy Installation
 - Insulation/Weatherization
 - Lighting
 - Heating System
 - Other
- **Sources** (Provide Amount, Funding Entity, Rate, Term, Collateral for applicable rows)
 - Clean Energy Fund Loan
 - Other Loans
 - Utility Rebates
 - Equity Injection
 - Grants
 - Other
- **Budget Narrative (description of Sources and Uses)**. Use this section for any additional budget information.
- **Proposed Security for loan** (i.e. mortgage on a property, UCC on equipment)
- **Outstanding Debt**
Enter the following information for each source of debt:
 - Name of Creditor/Bond
 - Amount
 - Origination Date
 - Purpose
 - Term
 - Rate
 - Payment
 - Balance
 - Collateral

VI. Requested Documents

Upload the Following Documents based on your entity type below (Businesses will email documents).

All Borrowers	
	Energy Audit including estimated costs and annual energy & cost savings (Energy Efficiency Projects only).
	Electric Bills: Minimum of two years of electric bills and/or data (include usage and cost). All pages of a single bill showing 12 months of use on graph acceptable.
	Fuel Bills: Minimum of two years of heating fuel bills and/or data (include usage and cost). Note: Fuel bills not required for lighting-only or solar-only projects
	Clean Energy Project Proforma – Show at least 10 yrs. of estimated project cash flows including overall project cost, net cost, annual savings, and incentives. Show the simple payback in years. (This can be part of contractor proposal).
	Contractor proposals or signed contracts
	Corporate Resolution or Municipal meeting minutes authorizing Borrower and Signer
	If building owner is different from applicant: Written permission from building owner to complete project.
Municipality	
	Three Years of audited financial statements.
	Current year budget.
Non-Profit Corporation	
	Operating Budget – Current FY
	Operating Budget-to-Actual – Previous FY
	Three years' financial statements Audited (>\$1,000,000 Operating budget) Compilation or Review (between \$500,000 & \$1,000,000) IRS Form 990 (org. does not have Audited, Reviewed or Compiled Financial Statement)
	Organization Purpose/Mission. Brief history of organization and program overview
	IRS Letter - Copy of 501c(3) determination letter
	State Licenses. Attach copy as applicable (child care license, residential facility, etc.)

Corporate Articles of Incorporation and By-Laws
For-Profit Business
<p><u>Please note:</u></p> <p>Collateral will be required for all loans</p> <p>A Personal Guarantee will be required for any person that has a 20% or more ownership share in the company.</p>
<p>Download Checklist for financial documents (for each entity related to the applicant): E-mail completed checklist with financial documents to underwriting@nhcdfa.org</p>
<ul style="list-style-type: none"> • Three years of company tax returns. • Year to date financial statements and current year budget • Personal Financial Statement for all owners of 20% or more of the borrowing entity. • Two years of personal tax returns for all owners of 20% or more of the borrowing entity. • Personal credit reporting authorization (if not included on personal financial statement form). • If there is a related real estate holding company pledging collateral that files Partnership or Trust tax return, include three years of tax returns for that entity. • Entity Formation Documents <p>If applicable to business:</p> <ul style="list-style-type: none"> • Three years of accountant prepared financial statements (compilation, review or audit) • Current Accounts Receivable / Accounts Payable Aging • Lease with Tenant or Landlord • Rent Rolls

I. CERTIFICATION – Electronic Signature

- **Certification: [Yes/No]**
- **Full Name of Authorized Official***
- **Title of Designated Authorized Official**