

APPENDIX A: APPLICATION OUTLINE

Below you will find an outline of the application for the Small Business Energy Audit Fund. Applications are accepted on a rolling basis through our online Grants Management System ('GMS')(www.nhcdfragrants.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. Organization Information for Eligibility

Please describe your organization including the ownership structure, the type of organization (e.g. 501 (C) 3, LLC, Partnership, etc.); years in business and a detailed explanation of what you do. Please note the USDA eligibility requirement mandates a small business be either an agricultural producer or located in a rural area. Contact CDFR for more details.

- **Briefly describe your business.**
- **NAICS code for applicant (see www.census.gov/naics - then use "Search" feature on left)**
- **Number of Full Time Employees**
- **Number of Part Time Employees**
- **Annual Revenues**
- **Related entities** List and describe all entities related to the applicant and how they are structured/connected (i.e. subsidiary, other businesses owned by same entity/individual, etc).
- **Provide name and contact for energy auditor company (or "to be determined").**

III. Ownership Information

- **Owner Name(s) and % Ownership**

IV. Property Information

- **Add the following property information for each building related to the project**
 - Legal Owner of building
 - Name of building and Address of Building
 - Year Constructed
 - Historical Significance
 - Square Footage of Conditioned (heated and cooled) space
 - Owned or Leased?

V. Required Documents

- **Recent Electric Bill (All Pages)**
- **Recent Natural Gas Bill (All Pages)**
- **12 months of delivered fuel bills (oil, propane, wood pellets) or spreadsheet overview**
- **Energy Audit Proposal**

VI. CERTIFICATION – Electronic Signature

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