



Oct 20, 2021

Request for Proposals

For Commercial Loan Processing and
Servicing

RFP Coordinator: Athena Bi

DELAWARE SUSTAINABLE ENERGY UTILITY
500 W. LOOCKERMAN ST, SUITE 400
DOVER, DE 19904
302 883-3048

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I. Introduction

A. Purpose

The Delaware Sustainable Energy Utility (DESEU) is soliciting proposals for a third-party commercial loan processing and servicing provider in accordance with the terms and conditions set forth in this Request for Proposal (RFP). DESEU seeks loan processing and servicing support including online web-based application processing, complete servicing of loans including debt service billing and collections, staff training, system installation and configuration, default management, and ongoing support and maintenance. A provider shall be selected through DESUE's review of each response, considering the factors identified in this RFP and any other factors that it considers relevant to serving the best interests of DESEU and its mission. DESEU shall select one provider that proposes to provide all services specified in this RFP. DESEU reserves the right to reject all bids.

B. Minimum Qualifications

The Firm or Consultant must have 5 years of experience in developing and maintaining third party loan processing and servicing.

C. Period of Performance

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about January 1, 2022, and to end on June 30, 2025. Contract renewal or extensions shall be initiated at the discretion of the DESEU and subject to mutual agreement. The contract may be extended for one-year contract periods with approval of the Board of Directors.

D. Low Interest Commercial Loan Program Background

This program offers loans to businesses, non-profit organizations, and governments to finance energy efficiency and renewable energy measures.

Since starting the program in 2011, the DESEU has processed 88 loans and currently is servicing 78 loans, with average monthly interest and principal payments of \$ 246,000. Over the last five years, we have averaged 14 loans per year and average annual amount loan is \$4.6 million. At any given time, there are 5-10 loans in some stage of being processed.

The follow is a summary of our program. For more detailed information , please refer to the [DESEU's Direct Lending Activities – Policies and Procedures Manual](#).

- Loan amounts can range between \$10,000 and \$2,000,000 per project for businesses and non-profits based on availability of funds. No more than \$2,000,000 shall be outstanding to any one borrower. Governments may borrow greater than \$ 2,000,000
- Interest rates are determined by the DESEU Loan Committee and shall range between 50 and 120% of Municipal Bond Yields for 20-year bonds with AA rating.
- Energy efficiency measures must be justified by an energy assessment. Renewable energy projects require a feasibility study.
- Applicant must demonstrate the ability to repay the loan as evidenced by review of credit history, financial statements, and bank and trade references.
- Installation of eligible measures must be in/on a building/site owned or leased by the applicant.

E. Key Functions

The following is a list of the key loan processing and servicing steps currently being handled by the DESEU or its technical support staff. There are two tracks:

- Small loan track for loans \$150,000 and less. This track is intended to be faster with lower loan costs.
- Large loan track for all others.

Right columns indicate the services desired to be transferred to the 3rd party vendor and where the SEU wants to retain online oversight and approval authority.

Table A. DESEU Commercial Loan Functions - loans under \$150,000		Who	SEU Online Approval Required
Preapplication discussion with potential clients		SEU	
Receive loan application ¹ and supporting documents through online portal: corporate docs, deeds, feasibility study, contracts/quotes.		Vendor	
Review application for completeness		Vendor	X
Determine energy savings from feasibility study		SEU	
Order personal and/or corporate credit checks		Vendor	
Advise Applicant if complete; if not, email applicant and collect outstanding documents		Vendor	

¹ Refer to Attachment A for the Fillable Application. DESU is open to changes the Proposer would like to make to the application itself through the switch from Fillable PDF to Online application.

Email applicant the indicative terms once the application is deemed complete: (1) If the energy savings can support the requested amount, simply send out the indicative terms. (2) If not advise on what amount can be supported.	SEU	
Once the Applicant accepts the indicative Terms, email them to request a \$500 or 1%, whichever is higher, commitment fee.	Vendor	
Collect fees	Vendor	
Drafts loan docs: Standard Note, Construction Agreement, Security Agreement, etc.	Vendor	X
Email Applicant the Loan Docs for signature, attach the draw request form.	Vendor	
Receive signed documents for completeness	Vendor	X
Loans closes, File all the signed Loan Docs with SEU	Vendor	
Borrower submits loan draw request on portal for review and approval	Vendor	X
Draw checks sent to contractor or borrower from Vendor draw account	Vendor	
Review final draw request and certification to determine project is complete	Vendor	X
Prepares loan repayment schedule and sends to borrower advising when payments start	Vendor	X
Sends monthly debt service invoices to borrower	Vendor	
Collects debt service payments	Vendor	
Tracks payments, sends late notices if necessary	Vendor	
Upon final payment Note to Borrower marked Paid in Full	Vendor	X
Prepare monthly settlement sheet indicated principal, interest, and fees collected, servicing fee to vendor, draw account balance. Send payments to SEU	Vendor	X
Bimonthly prepares reports for SEU on loan activity, outstanding balances, number of applications, etc. Upload data to the SEU's statewide energy savings tracking software (Energy Orbit)	Vendor	X

Table. B DESEU Commercial Loan Functions - loans over \$150,000	Who	SEU Online Approval Required
Preapplication discussion with potential clients	SEU	
Receive loan application and supporting documents: 3-year financials, corporate docs, deeds, feasibility study, contractor quotes.	Vendor	
Review application for completeness and do an indicative term.	Vendor	X
Determine energy savings from feasibility study/audit report/contracts.	SEU	X
Advise Applicant if complete; if not, email applicant and collect outstanding documents	Vendor	
Order credit checks	Vendor	

Email applicant the indicative terms once the application is deemed complete: (1) If the energy savings can support the requested amount, simply send out the indicative terms. (2) If not advise on what amount can be supported.	Vendor	X
Send documents to Financial Advisor for underwriting review:	Vendor	
Collect any additional information needed for underwriting report request by FA	Vendor	
Issue underwriting report and upload on portal	FA	X
If positive underwriting report, schedule loan committee meeting	SEU	
Loan Committee approves loan, sets terms	SEU	
Email borrower informing them of committee decision, advise that commitment letter will be forthcoming	Vendor	
SEU attorney writes commitment letter and saves in portal	SEU Attorney	
Send commitment letters, asks for it to be signed and returned with 1/2% fee.	Vendor	
Collects commitment fee	Vendor	
Advise SEU attorney signed commitment letter and fee received, ask that loan docs be prepared.	Vendor	
SEU attorney drafts loan docs: Note, Construction Agreement, Security Agreement, subordination docs, etc. Exchanges docs with applicant attorney works toward loan closing	SEU Attorney	
Loans closes, closing docs filed on portal	SEU Attorney	
Advise borrower that closing is complete, notices that can proceed to request draws, send standard draw form with instructions to upload draw requests to portal	Vendor	
Review borrower's loan draw request on portal and review for approval	Vendor	X
Draw checks sent to contractor or borrower	Vendor	
Final draw request and certification project reviewed for completeness	Vendor	X
Prepares loan repayment schedule and sends to borrower advising when payments start	Vendor	X
Sends monthly debt service invoices	Vendor	
Collects debt service payments	Vendor	
Tracks payments, sends late notices if necessary	Vendor	
Upon final payment sends Note to Borrower marked Paid in Full	Vendor	X
Prepare monthly settlement sheet indicating principal, interest, and fees collected, servicing fee to vendor, draw account balance. Send payments to SEU	Vendor	X
Bimonthly and Annually SEU prepares reports for Board on loan activity, outstanding balances, number of applications, etc.	Vendor	X
Upload data to the SEU's statewide energy savings tracking software (Energy Orbit)	Vendor	X

II. Scope of Work

The Proposer shall provide a loan processing and servicing as an independent contractor and not as an agent, representative, or employee of the DESEU. The intent of the Scope of Work is to transfer the key function above to a third-party contractor. It is also the intent of the

DESEU to establish an initial draw account to be managed by the Proposer from which loan draws will be paid, the DESEU will replenish the draw account as needed. DESEU is willing to consider variations to the key functions if determined to be in the best interest of the DESEU. The software and services shall be known as “loan processing and servicing” and shall include, but are not limited to, the following areas:

- A. Complete, automated, supported, and comprehensive web-based customer facing online portal for loan processing and servicing from the date the loan application² is received to the date the loan is satisfied. The software should be transactional and track history over real-time and provide all loan management functions critical to our business, which includes comprehensive reporting capabilities, audit trails and logs, aging, detailed life of loan histories, transaction reports, and management analysis tools. A robust back up system for data will be required.
- B. The software solution is to include loan conversion from existing system, installation, configuration and, if applicable, testing of the software and hardware on the DESEU’s computer network. Data conversion to include conversion of historical loan servicing data. The DESEU currently uses a combination of excel, Energy Orbit (Salesforce Based Platform) and QuickBooks for loan servicing.
- C. Training of DESEU staff including DESEU Financial Advisor and Attorney to include end-user, and technical level training sufficient for the DESEU to operate independently. The cost of training must be clearly stated in detail in the RPF response.
- D. Ongoing technical support and software updates to provide for security patches, bug fixes, technological advances, and product enhancements.
- E. The Proposer shall be responsible for specification, installation, configuration, and testing of the software to the point of acceptance by DESEU staff.
 - a. The Proposer, as part of the proposal, shall provide support services necessary to ensure successful, ongoing operation of the system including, but not limited to acceptance testing, maintenance support for bug fixes, software enhancements, and end user and technical training.
 - b. The Proposer must also demonstrate the ability to support the system after installation is completed and accepted by the DESEU. The support must take the form of on-going support immediate to resolution of problems identified by staff. Furthermore, the on-going support must have the capacity of using internet based Remote Desktop sharing for on-line problem solving and analysis.
- F. The DESEU must have the ability to assign or remove user access as needed. Such circumstances include staffing changes and reassignment of duties.
- G. The DESEU requires the flexibility to add and/or remove software licenses as needed. Such circumstances include fluctuations in staffing levels.
- H. The successful Proposer will be required to prescribe and coordinate any prerequisite hardware and/or software purchases and/or upgrades with the DESEU. This includes

² Please refer to Attachment A for the Full Application.

any support for installation and testing of the hardware and/or software system(s)/component(s) to the point of independent operations.

I. Loan Processing and Servicing Software Specifications

- a. Each software module must provide for optimum integration to other modules, as well as to the Microsoft Office Suite, to reduce redundant data input and transcribing errors. The Proposer should discuss these integration features for each software module proposed and how they interface with other modules. Illustrations would be helpful in this matter.
- b. Each module shall have multiple levels of security access for users, including “administrator” and “read only”. The Proposer will train the DESEU staff on how to set the security level for each user and the levels of access available in each module. Written documentation for this activity shall be provided to the appropriate staff during the training. Setup questionnaires outlining the security levels and providing space for management to designate which user can access which data shall be provided to the DESEU prior to the installation of the system.
- c. Each module should provide user-defined fields for storing data elements that are specific to the DESEU. These unique data elements should be available via reports included in the reporting interface.
- d. The software should be designed to operate in a multi-user environment. All licensed users should be able to look at the same record simultaneously, but only one should be able to “edit” it at a time. Several users should be able to change and add several records simultaneously in the same database.
- e. The data stored in the Loan Servicing software solution is the sole property of the DESEU. All data must be available to the DESEU regardless of the support options the DESEU chooses to purchase. If the proposed software requires any type of activation, beyond the initial purchase, to activate or grant access to the DESEU’s loan servicing data, the Proposer’s score will be significantly lower.
- f. Client and server software should be installed on a Microsoft Windows platform and support future Microsoft operating system platforms.
- g. The processing of the system transactions should be immediate and in real-time. The software should not rely on scheduled batch routines.
- h. The software should provide audit trails, logs and reports for tracking user activities such as user authentication and data access including read only, inserts, updates and deletes.
- i. Proposer should explain what types of documentation are available with the software. At least one complete set of User Manuals must be provided with the software. Proposer should explain what on-line help screens are available and how they are accessed from within the software.
- j. The ability to copy the production software solution for training and/or testing

environments should be supported.

- k. The software should allow an unlimited number of loans and transactions.

The software should provide expansive reporting options including preconfigured reports based on loan servicing best practices and dynamic reporting based on ad hoc field selection.

III. General Information for Respondent

DESEU at its sole discretion, reserves the right to alter the dates listed below and/or add/remove scheduled activities.

A. Accessing the RFP

Entities with an interest in responding to this RFP can download a PDF copy of this document online at <https://www.energizedelaware.org/home/rfps/>. Submitted questions and answers can be found at the same location. In the event it becomes necessary to revise any part of this RFP or provide any other pertinent information, it shall be posted as an addendum to the RFP on the same location. The DESEU also reserves the right to cancel or reissue the RFP in whole or in part, prior to final award of a contract.

B. Estimated Schedule for Procurement Activities

Event	Estimated Completion Date
RFP Issued	10/20/21
Question and Answer Period	10/21 – 31/21
Proposal Due	11/15/21
Evaluate Proposals	11/15-30/21
Firm Demonstration/Oral Presentation	12/6/- 10/21
Selection of Provider	12/15/21
Negotiate Contract and Final Scope of Work	12/ 15/21- 1/12/22
DESEU Board Approval of Contract	1/21/22
Begin Contract Work	1/24/22

Applicants who have questions about information contained in this RFP may submit questions via email with “Loan Servicing Software RFP Question” in the subject line on or before the date specified on the RFP schedule to Athena Bi Athena.bi@deseu.org. The Questions submitted and DESEU’s responses will be posted at <https://www.energizedelaware.org/home/rfps/>. All proposals must be received through email on or before the date specified on the RFP schedule.

C. RFP Coordinator

Athena Bi
500 W. Loockerman St, Suite 400
Dover, DE 19904
Email : Athena.bi@deseu.org

D. Submission of Proposals

Respondents must submit **ALL** of the following:

1. An electronic copy of the entire proposal
2. Three paper copies of the entire proposal with original signatures

All proposals (electronic and paper) must be submitted to the DESEU office by 4:30 PM EST on **November 15, 2021**. Proposals received after this time will not be accepted, reviewed, or evaluated.

Email the electronic copy to: Athena.bi@deseu.org.

Mail or deliver the original signed paper copy to:

*Delaware Sustainable Energy Utility,
500 W. Loockerman Street, Suite 400
Dover, DE 19904*

E. Content of Proposals

Preparation of Proposal

Proposal should be formatted to letter size, with one-inch margins on all sides, using a font of not less than 12 points. Use recycled paper and both sides of paper sheets whenever practicable. Proposals should be provided in the same order as presented below with the same headings. This will not only be helpful to the evaluators of the Proposal but should assist the Proposer in preparing a thorough response. The major sections of the proposal are to be submitted in the order noted below:

- a. Signed Letter of Submittal
- b. Technical Proposal
 - Describe your approach to working with the DESEU to fulfill the key functions listed above.
 - Work Plan that shows the individual tasks required to deliver the key functions
 - Project Schedule that shows in a table format the approximate time needed to complete each task. The table should start with Week #1 Signing Contract.
 - List the project deliverable that would propose to provide
 - Describe the functional features of your software that makes it a superior solution. Provide samples typical reports
- c. Management Proposal
 - List the Project Team to be assigned, their principal role and how quality assurance will be managed

- Describe the assigned staff's experience and availability during the project timeline. You may attach resumes.
- Describe the overall experience of the firm including its internal accounting controls and a list of clients served in a similar capacity.

d. Cost Proposal

The proposal costs should be broken out and provided in two parts:

1) one-time up-front costs associated with start-up costs and onboarding of existing loan applications.

2) On-going annual and monthly fees and costs. The basis for calculating the annual and monthly fees should be clearly identified. Please break out costs for both start up and ongoing costs.

In estimating the cost of your proposal please base it on the following historical loan processing and servicing activity:

- The DESEU is currently servicing 78 Loans collecting \$242,000 in debt service payments per month.
- On average there are 4-6 loans in some stage of processing on any given month. Typically, there are between 1 and 4 loans draws for most projects.
- The following shows new loan activity over the past five years

Year	# Of new applications	Value of New loans
2020	15	\$2.9 million
2019	16	\$3.1 million
2018	23	\$10.2 million
2017	12	\$3.2 million
2016	5	\$3.8 million

e. References

List of two references with all necessary contact information and relationship to the Proposer.

- f. Supplemental Information – Include any additional information including resumes, client reference information, and any other material that demonstrates your company's qualification for successfully completing this project. General information provided by Respondent that is not specifically requested in this RFP should be attached separately and clearly labeled "Supporting Materials".

F. Selection Criteria for Applicant Responses

Proposals received by the submission deadline will be reviewed first for compliance with the RFP instructions and completeness. Application that passes the initial

technical compliance screening will then be read by a team of DESEU staff and rated according to the scoring criteria provided on the next page.

Technical Proposal – 35%		70 points
Project Approach/Methodology	15 Points (Maximum)	
Quality of Work Plan	15 Points (Maximum)	
Project Schedule	10 Points (Maximum)	
Project Deliverables	10 Points (Maximum)	
Functionality	20 Points (Maximum)	
Management Proposal - 30%		60 points
Project Team Structure/Internal Controls	15 Points (Maximum)	
Staff Qualifications/Experience	15 Points (Maximum)	
Experience of the Firm	30 Points (Maximum)	
Cost Proposal – 35%	70 Points (Maximum)	70 points
GRAND TOTAL FOR WRITTEN PROPOSAL		200 POINTS

G. Oral Presentation & Software Demonstrations Will Be Required

Oral presentations with a software demonstration will be utilized in selecting the winning Proposal. The DESEU, at its sole discretion, select the top scoring finalists from the written evaluation for an oral presentation and software demonstration. DESEU will contact the top-scoring proposers to schedule a date, time, and location. Commitments made by the proposers at the oral interview, if any, will be considered binding. Software demonstrations will be evaluated on the ease of use, look, feel, functionality, etc.

H. Award Process

A recommendation for awarding the contract will be made to the DESEU Board of Directors and will result in a contract award letter from the DESEU and contract acceptance conditions to be signed and returned by the contractor. The DESEU reserves the right to negotiate the final contract. Further information about the contract process will be provided to the successful proposer following the awarding of the contract.

Attachment A

Loan Application

Energize Delaware Low Interest Loan Application Form

Eligibility Requirements & Application Checklist

Project Eligibility

All proposed projects must meet the following criteria:

- The proposed project must be in a building (or in several buildings) or on land or for clean vehicles owned or leased by the borrower. Please note: the term of the loan for leased property cannot exceed the term of the lease.
- All proposed projects must be located within the State of Delaware.

If you have questions regarding the eligibility criteria, please contact Tony DePrima at (302) 883-3048

Application Document Checklist

Please check off all the documents you have submitted.

- ☐ ***Section A - E*** -Completed
- ☐ ***Section F*** -Loan Certification - Signed
- ☐ Attachment 1 -Credit Application -Signed
- ☐ Attachment 2 – Permission to Access Utility Data - Signed
- ☐ Copy of Contractor Quote as a Separate PDF
- ☐ Copy of Articles of Incorporation Submitted as a Separate PDF
- ☐ Copy of a Certified Energy Audit or Renewable Energy Feasibility Study Submitted as Separate PDF
- ☐ Application Requiring Loan Greater than \$150,000 requires three years of IRS tax forms or audited annual financial statements Submitted as separate PDF.
- ☐ Copy of the Lease if applicable Submitted as a Separate PDF

Energize Delaware Low Interest Loan Program Application Form

Section A - Applicant Information

The Requested Loan Amount: _____

Borrower (Company Name): _____

Company Address:

Street Address (with Suite # if applicable)

City

State

Zip

Contact Phone:

Office Phone with extension if applicable

Cell Phone

Email: _____

Tax ID: _____

The Borrower is a ☐ **Individual Business Owner** ☐ **Corporation** ☐ **LLC** ☐ **LP**

Authorized Representatives Information

Full Name:

First

Middle

Last

Title: _____

Mailing Address:

Street Address

Apt/Unit

City

State

Zip

Phone:

Home

Work

Cell

Email: _____

SSN#: _____

Secondary Representative Information

Full Name

First

Middle

Last

Title: _____

Address:

Street Address

Apt/Unit

City

State

Zip

Phone:

Home

Work

Cell

Email: _____

Energize Delaware Low Interest Loan Program Application Form

Section A

Attorney Information - Application For \$150,000 or More

Full Name

First

Middle

Last

Title:

Address:

Street Address

Apt/Unit

City

State

Zip

Phone:

Home

Work

Cell

Email:

- ☐ Check if your organization has previously applied for or received an Energize Delaware Direct Loan or other funding from the DESEU or the Delaware Energy Efficiency Investment Fund for this or any other project.

Describe the project briefly below:

Energize Delaware Low Interest Loan Program Application Form

Sections B – Business and Financial Information

Type of organization:

- ☐ Local Government (including public school district, charter schools, colleges, and universities)
- ☐ Non-Profit Organization (including local government, private colleges, and schools)
- ☐ For-Profit Organization (including businesses and agricultural producers)
- ☐ Other (please describe):

Describe your organization's mission and history briefly below:

How many continuous years in business have you had?

Start-Up (Less than 1 year)

1-3 Years

4-6 Years

7-10 Years

More than 10 years.

How many years does your management team have in this business?

- ☐ Less than one year
- ☐ 1-3 years
- ☐ 4-6 years
- ☐ 7-10 years
- ☐ More than 10

How competitive is your business?

- ☐ We are the only organization in this market
- ☐ We have substantial competitive advantage over existing and likely potential competitors.
- ☐ We have some competitive advantage
- ☐ We are operating in a highly competitive market
- ☐ We have are in an uncompetitive position.

Please provide the following financial information.

Equity is amount of money you could raise if all the assets were liquidated, and all the debt were paid off. What is the estimated equity is in organization?

What is the estimated total debt that the organization carries?

Financial reporting frequency:

- ☐ We produce Monthly Financial Reporting
- ☐ We produce Quarterly Financial Reporting.
- ☐ We produce Annual Financial Reporting
- ☐ We do not produce regular financial reports.

- Please note that you may be asked to provide copies of the financial report in support of your answer.

Please check and upload all the financial reports you can provide:

- ☐ Audited Annual Financial Report
- ☐ Quarterly Financial Report
- ☐ Monthly Financial Report
- ☐ Tax Return of the most recent 3 years
- ☐ Annual Budget

- Please note that you may be asked to provide copies of the financial report in support of your answer.

Energize Delaware Low Interest Loan Program Application Form

Sections C - Building and Solar System Information Worksheet

<u>Project Type:</u>	Energy Efficiency Project	Solar Generation	Both
-----------------------------	---------------------------	------------------	------

Project Address:

Street Address

City

State

Zip

Total # of Building(s) Associated with the Project: _____

Total Floor Area Associated with the Project (Sq.ft.):

The Project Area for energy efficiency improvements / with solar installed are:

Owned by the Borrower

Leased by the Borrower - Lease End Date:

Describe the general condition of the project area below

- For existing buildings, please describe the age of structures and major mechanical systems that would receive energy conservation improvements.
- For new buildings or new solar systems, please describe the new building or system.

* If you run out of space, please use a separate page titled Building Information Worksheet: Section C.

[illegible]

Energize Delaware Low Interest Loan Program Application Form

Section D – Energy Conservation/Generation Worksheet

- Attach all supporting documentation including energy conservation calculations, an energy audit for energy efficiency improvement, a technical feasibility analysis for renewable project proposal and equipment brochures as PDF.
- A licensed Professional must approve the estimates underlying the calculations on this Energy Conservation Worksheet.
- New Construction may be eligible, energy savings should be modeled between a code built project versus an energy saving enhanced project. Where the proposed term will be based on the Energy Saving Performance Contract Model a detailed sheet for the projected annual energy savings over the life of the proposed term is required.

Please summarize energy and water savings in the table below:

Previous Year Annual Electricity Use (kWh*)	
Previous Year Annual Electricity Cost (\$)	
Annual Electricity Use Savings of the Energy Efficiency Project / Annual Electricity Generation from Solar Project (kWh)	
Project Annual Electricity Cost Savings (\$)	

**Kilowatt-Hours*

Previous Year Actual Annual Fuel Use*	
Previous Year Actual Annual Fuel Cost	
Project Annual Fuel Use Savings*	
Project Annual Fuel Savings	

Specify **the type of fuel used (Natural Gas, Propane Gas, Oil) and **indicate units of measurement** (e.g., therms, gallons of fuel oil, British Thermal Units (BTUs))*

Previous Year Actual Annual Water Use (TGals)	
Previous Year Actual Annual Water Cost (\$)	
Project Annual Water Use Savings (TGals)	
Project Annual Water Cost Savings (\$)	

Total Annual Projected Energy and Water Savings (\$)	
Life Time Energy and Water Savings (\$)	

**Printed Name
of the Professional:**

First

Last

**Name of the
Certificate/
License:**

Signature:

Energize Delaware Low Interest Loan Program Application Form

Section E- Project Budget Worksheet

Energize Delaware Direct Loan Request Amount: \$ _____

Cash Contribution from the Borrower as Percentage of the Total Project Cost. _____ %

Grant Funds as Percentage of the Total Project Cost _____ %

- ☐ Check the box if this requested amount is estimated to be the minimum needed for the completion of the proposed project.
- ☐ Check the box if the financial assistance or other funding sources will only be available after the project is completed, and you are requesting bridge financing.
- ☐ Check the box if you understand there is a Energize Delaware loan processing fee of \$500 or 1% of the loan (whichever is greater) and the attorney fee (\$4,000-\$7,000 for loans more than \$150,000, depending on the complexity of loan application).

The Energize Delaware Direct Loan Program encourages borrowers to contribute towards the project. Please list the contribution(s) that your organization would make to the proposed project in the spaces below.

Borrower's Contributions	Amount (\$)
Cash	
Equipment	
Other	
Total Borrower's contribution	

Please list any other financial assistance (e.g., grants, utility rebates, federal tax incentives) that you plan to pursue for this project in the space below.

Other Financial Assistance	Amount (\$)	Date Expected	Used for Early Principal Payment	
			Yes	NO
			Yes	NO
			Yes	NO
			Yes	NO

Total	Amount
Energize Delaware Direct Loan Request (\$)	
Borrower Contributions (\$)	
Financial Assistance Amount Invested in Project\$	
Total Proposed Project (\$) *	
Total Projected Lifetime Savings (\$)	
Project Simple Payback Period (Years)**	

* Total Proposed Project should be backed up with construction quotes and estimates

**Total Proposed Project Cost ÷ Total Projected Energy Savings = Simple Payback Period

Energize Delaware Low Interest Loan Program Application Form

Section E – Project Budget Worksheet [continued]

Energize Delaware Direct Loans to non-profit organizations and businesses must be secured by some form of collateral acceptable to DESEU. Please designate the collateral being proposed to secure Energize Delaware Direct Loan Program financing.

- ☐ First Lien on Real Estate
- ☐ Second or Third Lien on Real Estate that has an unencumbered value the loan
- ☐ Equipment being installed as collateral
- ☐ Personal Guarantee from owner(s), required for loans under \$150,000
- ☐ Corporate Guarantee from affiliated organizations other than the Borrower
- ☐ Personal Guarantee from someone other than the owner(s)
- ☐ Power Purchase Agreement
- ☐ Letter of Credit
- ☐ Other (Please list below)

***Please also list here all known mortgage or lien holders (name, lien amount, contact person). If none, please state so.**

Energize Delaware Low Interest Loan Program Application Form

Section F – Project Timeline Template

Proposed Project Start Date: _____

Proposed Project End Date: _____

Please list key milestones critical to the proposed project in the table below:

Project Milestone or Energy Conservation Measures	Funding Needed	Source of Funding	Estimated Completion Date
1.			
2.			
3.			
4.			
5.			

Note: Your organization may use a project management tool to prepare another project schedule on a separate page titled Project Time-line Template: Section E.

Please provide a List of All Energy Conservation Measures of the proposed project below.

Energize Delaware Low Interest Loan Program Application Form

Section G - LOAN CERTIFICATION

I certify that the applicant possesses legal authority to carry out Energize Delaware Direct Loan Program

Further, I certify that I understand a person may not make or cause to be made any false statement or report in any document to be furnished to DESEU for use in any agreement relating to financial assistance.

I understand that the Contractors funded through this loan, with contract greater than \$50,000 must meet the requirements of the DESEU's Responsible Contractor Policy and the State of Delaware prevailing wage rates for mechanics and/or laborers. The prevailing wage rates shall be determined by the Delaware Department of Labor, Division of Industrial Affairs as prevailing in the county in which the work is to be performed. DESEU's Responsible Contractor Policy can be found at https://imageserv.team-logic.com/mediaLibrary/191/FINAL_Responsible_Contractor_Policy_7-19-12_1.pdf.

And, a person applying for or benefiting from financial assistance under the Energize Delaware Direct Loan Program may not knowingly make or cause to be made any false statement or report for the purpose of influencing the action of DESEU on an application or for the purpose of influencing the action of DESEU affecting financial assistance already provided.

I also understand that any person who violates these rules shall be subject to immediate cancellation of the loan and acceleration of the terms.

I hereby certify that I have read and understand the above regulations.

I authorize DESEU to contact the utilities designated by me in this Energize Delaware Direct Loan Program application to obtain whatever energy use data necessary to approve and monitor any loan awarded based on this application.

In witness whereof, the applicant has caused this document to be duly executed on _____

Signature of Applicant or Authorized Representative

Printed Name of Applicant or Authorized Representative

**Credit Application – Business and Non-Profit Organizations
FINANCIAL & DISCLOSURE INFORMATION**

If answer to any of the following is yes, please provide an explanation

Have applicant's expenditures exceeded revenue in any of the past three (3) years? If yes, please explain why and measures taken to correct.

Has the applicant defaulted on a loan, lease, or bond? If yes, when? _____

Has the applicant ever experienced a bankruptcy? If yes, when? _____

Is the applicant involved in any lawsuits or legal actions? If yes, please attach explanation.

Is the applicant delinquent on any federal or state debt or other obligation? (Including loans, guarantees, sales taxes and payroll taxes, etc.)

<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
<input type="checkbox"/>	No	<input type="checkbox"/>	Yes

By signing below, you agree to the following:

1. All information provided is true and complete; there are no undisclosed or contingent financial or legal liabilities; there is no undisclosed litigation, current or pending, involving any of the parties to this transaction.
2. Energize Delaware, its agent (NCALL), and designees, are authorized to review the applicants' personal and business credit profile provided by a national credit bureau in consideration this Application, and for the purpose of updates, renewal, or extension of credit to the Application or the collection of any resultant accounts. The applicant authorizes all deposit, borrowing, financial and trade information to be released to Energize Delaware by telephone or fax. A photocopy or fax of this authorization shall be valid as the original.
3. Energize Delaware and its agents are authorized to verify all information presented in this application and relating to this loan request, which may include requesting a driver's license or other documents, to identify you.
4. The applicant is duly authorized to enter into this agreement.
5. All supporting documentation relating to this application remains the property of the Energize Delaware and will not be returned to the applicant.
6. All information provided will be kept confidential by Energize Delaware and its agents. If a loan is approved, Energize Delaware is authorized to use information about this loan for its public relations purposes.
7. Loan approvals or denials are made at the sole discretion of Energize Delaware. I understand that, should the application be declined, I am entitled to receive written confirmation of the reason why if I contact you within 60 days from the date I am notified of the decision, and that said notice which will be received within 30 days of receiving my request.
8. Energize Delaware reserves the right, at our sole discretion, to change, modify or otherwise alter these terms and conditions at any time.

Signature Owner

Date of Birth

Title

Print Name

Driver's License Number

Social Security Number

Residency: _____

Co-Signature Owner/Applicant

Date of Birth

Title

Co-Printed Owner/Applicant

Driver's License Number

Social Security Number

Return to: DESEU, 500 W. Loockerman Street, Suite 400, Dover, DE 19904 or tony.deprima@deseu.org Questions? Call 302-883-3048

Notice: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against applicants on the basis of race, color, religion, national origin, sex, marital status, or age (provided the applicant has the capacity to enter into a binding contract); or because all or part of the applicants income derives from any public assistance program under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is the FDIC Consumer Response Center, 2345 Grand Boulevard, Suite 100, Kansas City, MO 64108.

Authorization to Release Utility Consumption/Billing Records

Dear Loan Applicant:

A requirement of our loan application is to allow the Delaware Sustainable Energy Utility (DESEU) permission to receive your utility billing records in order to help us evaluate energy savings from your proposed project. This form grants authorization to collect the necessary data on your behalf from your energy providers.

We respect your privacy and pledge to treat your data with the utmost sensitivity. We will not collect or store any other information. The data collected will only be pertinent to what is necessary to evaluate impact post-construction.

If you have any questions, please call us at 302-883-3048 or visit us at Delaware Sustainable Energy Utility, 500 W. Loockerman Street, Suite 400, Dover, DE 19904. Additionally, feel free to contact me, Anthony J. DePrima, Executive Director, at tony.deprima@deseu.org.

☐ *I hereby authorize the DESEU to receive from my electric/natural gas/propane/fuel oil company the volume of monthly energy use and the total invoice in dollars for the home located at:*

Utility Name	Account Number	Meter Location Address

Company Name:

Signature of Authorized Representative:

Print Name of Authorized Representative:

Title of Authorized Representative:

Date:
