

## **Revolving Loan Fund**

### **APPLICATION FOR GREEN DEVELOPMENT FINANCIAL ASSISTANCE**

**Citywide, limited to Small and Midsized businesses in Jersey City**

**For Projects Starting On or After April 22, 2011**

*The JCRA Leaf Program Revolving Loan Fund supports home owner, small and midsized businesses within the geographic boundaries of Jersey City, New Jersey who have shown an interest in reducing their environmental impact and ensuring financial sustainability and money saving with a Revolving Loan which allows a maximum award per applicant of \$75,000.*

#### **A. APPLICANT- TO BE ELIGIBLE**

All types of commercial small and medium enterprises can secure a loan. This program is designed to get small and midsized businesses into the energy efficiency improvement landscape in a sustainable and affordable way. Loans may be used only by commercial enterprises to fully or partially finance energy efficiency projects within buildings owned and operated by the commercial enterprises. It must be noted that the enterprise must provide written proof of building ownership or receive written permission from the owner of the building that they have a lease for the duration of the proposed project where structural changes and additions are proposed.

#### **B. LOAN TERMS**

The maximum amount that maybe approved by the Board for any single energy efficiency project is \$75,000. The minimum amount that be borrowed is \$5,000. The funds can be used for up to 75% of the total project cost. Term of the loan is a maximum of twenty years. Interest rates will be fixed at annual rate of 2.5% of the loan.

#### **C. INSTRUCTIONS FOR COMPLETING LOAN APPLICATION**

1. Read over the application packet including terms & conditions.
2. Attach an administrative fee of \$250 per application.
3. Keep copies of all required exhibits listed on pg 2.
4. Mail original application form alone with the above mention documents to address below:

**The Jersey City Redevelopment Agency**  
**30 Montgomery Street, Suite 900**  
**Jersey City, NJ 07302**  
**Phone: 201-547-5810 Fax: 201-547-4876**

#### **D. APPLICATION APPROVAL TIMELINE**

1. Application form submitted with all required exhibits
2. The Agency will review and evaluate the merits of each application in light of all materials submitted according to the following criteria:
  - a. The feasibility and practicality of the project;
  - b. The projected energy cost payback period of the project;
  - c. The energy savings and energy cost savings attributable to the project;
  - d. Any supplemental information contained in the appendices.
3. The Agency will provide advice and recommendations to the Board. It is not vested with the authority to make decisions regarding the public's business in connection with the Fund. The Board is the decision making authority with regard to the award of loans from the Fund.
4. Based upon the Agency's evaluations and recommendations, the Board will approve or deny loans.

## List of Exhibits

Application will not be processed until all required exhibits are submitted. Completed applications will be reviewed 30-60 days after submission of all required exhibits.

**Applicant Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

### The following information is required:

#	√	Required Item
1		Project Summary
2		Completed Application
3		Project Description
4		Project Cost & Savings
5		Certification of Incorporation or Partnership Agreement (if applicable)
6		Business financial statements and federal tax returns for previous three years (if applicable)
7		Personal financial statements and federal tax returns for past two years from all owners with 10% or more ownership
8		Financial Commitment Letters (If Applicable)
9		Non-refundable Application Fee

## I. Project Summary

Please submit a cover letter summarizing the entire application.

## II. Application

### A. Primary Applicant Contact Information

Name/Title:
Address:
City:
State:
Zip Code:
Phone& Fax:
Email:
Company Name:
Legal Structure: ( ) C Corporation ( ) S Corporation ( ) Sole-Proprietorship ( ) Partnership ( ) LLC
Date Business Established:

### B. Accountant

Name:
Address:
City:
State:
Zip Code:
Phone & Fax:
Email:

### C. Mortgage Company or Land Lord

Name:
Address:
City:
State:
Zip Code:
Phone & Fax:
Email:
Monthly Rent or Payment:
Lease Term and Expiration Date:

### D. Primary Bank

Name:
Account#
Contact Name:
Address:
City:
State:
Zip Code:
Phone & Fax:
Email:

## E. Property Location & Information

Tax ID:
Street Number:
Street Name:
Zip Code:
Property Area (Square Feet)
Block & Lot

## F. Project and Construction Type:

Type: ( <input type="checkbox"/> ) New Construction ( <input type="checkbox"/> ) Renovation
Description:
Existing Conditions:
Projected Costs:
Equipment or Material Needed:
Projected Savings:

## G. Estimated Milestones

Estimated Start Date:
Estimated Completion:

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## III. Project Description

**Please include a brief description of the green development project to be undertaken and discussion of the project's environmental benefits to the community, including existing conditions, specific measures to be undertaken, and total projected cost. Also, include a schedule of project activities such as expected commencement, construction duration, expected completion, etc.**

## IV. Project Costs & Savings

- A. Please provide calculations and demonstrations of the projected energy savings. Be sure to include the measures used to calculate, comparative projected & current energy consumption, monetary costs & savings. Also include an explanation and justification of the following data.

## V. Sources and Uses of Funds

	Source	Amount	Commitment Expiration Date	Describe Use of Funds
<b>Equity Contribution</b>				
<b>Private Financing</b>				
<b>Public Financing</b>				
<b>Leaf RLF</b>				
<b>TOTAL</b>				

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## **VI. Certification of Application**

**I hereby authorize Jersey City Redevelopment Agency (JCRA) to investigate my credit history and to obtain from credit reporting agencies any information that it deems relevant to my application. JCRA will furnish the name and address of the consumer agency furnishing this information upon written request. This information will remain your property whether or not credit is extended.**

**All information provided in this application is true, correct and complete and any willful misrepresentation may result in criminal action.**

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

## VII. Important Terms and Conditions

1. **Administrative Fee:** An administrative fee may be charged to loan receipts to defray the cost of servicing loan accounts. The administrative fee is assigned to each project which is spread out over the term of the loan. The administrative fee is: \$250 per application.
2. **Applicant:** All types of commercial small and medium enterprises
3. **ARRA:** Funding for this loan program is provided through the American Recovery and Reinvestment Act (ARRA). Due to the federal source of funds, applicants will subject to special ARRA terms and conditions as described in this document.
4. **The Board:** The Jersey City Redevelopment Agency Board of Commissioners
5. **Eligible Costs:** May include but not limited to building materials; doors, windows, and skylights; Mechanical systems and components including HVAC and hot water; Electrical systems and components including lighting and energy management systems; labor necessary for the construction or installation of the energy efficiency project; soft costs such as legal, permit, planning, and engineering.
6. **Non- Eligible Costs:** The Costs of a construction or renovation project that are not directly related to energy efficient measures. Costs incurred from the acquisition of financing for the project. In cases for which the applicant receives a financial incentive or rebate from a utility or other third party for under taking some or all measures in an energy efficient project, such incentives or rebates are to be deducted from the costs that are eligible for financing from the Fund. No loans made from the Fund may exceed the final cost incurred by for the project. For an energy efficiency project undertaken as part of the renovation of existing building, building components or systems that are covered by the prescriptive requirements of the State Energy Code must exceed the minimum Energy Code requirements in order for their costs to be eligible for a loan from the fund. Solar panels or photovoltaic panels that generate renewable electricity for on-site use or for export for grid.
7. **Limitation:** Failure to provide any of the required information will prevent the processing of the application.
8. **Loan Amount:** The maximum amount that maybe approved by the Board for any single energy efficiency project is \$75,000. The minimum amount that be borrowed is \$5,000. The funds can be used for up to 100% of the total project cost. Term of the loan is a maximum of twenty years. Interest rates will be fixed at annual rate of 2.5% of the loan.
9. **Loan Repayment:** Loan repayment periods will be set to any term desired by the applicant between two and twenty years. The loan repayment period for a specific energy efficiency project begins with the first day of the next quarter after all of the loan funds have been disbursed. Loan repayments will be due at the beginning of each quarter. Quarterly loan repayment amounts will be calculated as follows:  $\{ \text{Total loan amount} + (\text{annual administrative fee} \times \text{loan repayment period}) / \text{loan repayment period} \} / 4$
10. **Modifications of Program:** Loan application procedures, requirements, and eligible costs are subject to change or cancellation without notice.
11. **Post- Application Approval:** After approval of loan application by the Board, an enterprise has one year in which to complete the energy efficiency project. If at the end of one year the enterprise is unable to meet this time limitation, it may request an extension from the Board of no more than six additional months.
12. **Post-Disbursal of Loan Funds Report:** After loan funds have been completely disbursed, the borrower district shall complete and provide annual reports due at the beginning of the calendar quarter in which the anniversary of the loan repayment period began.
13. **Post-Disbursal of Loan Funds Report Requirements:** A description of the performance of the building and of the performance of the measures included in the project. A description of any notable problems that have occurred with the building or the project. A description of any notable changes to the building or its operations that would cause a significant change in its energy consumption. Documentation of building energy consumption and cost in the prior year.
14. **Post-Project Completion:** Once a project has been completed; the enterprise shall provide documentation of actual costs incurred, such as invoices from contractors, as well as information on any third party financial incentives received. The final loan amount will be equal to actual costs incurred for project minus the value of any third party incentives received.
15. **Project:** A renovation or new construction that promotes energy efficiency and other environmentally sustainable initiatives that benefit the community.
16. **Prior-Completion Report:** In the period between project approval and project construction completion, the borrower shall complete and provide to the fund administrator a report at the beginning of each quarter.

17. **Prior-Completion Report Requirements:** Report shall include information on the progress in completing the energy project, its most-current estimate for the time of completion, what proportion of the loan award has been disbursed in the quarter and total to date, total energy expected to be achieved, total green house gas savings as well as any notable problems or changes in the project since approval such as construction delays or cost overruns.
18. **Revolving Loan Fund(RLF):** A source of money from which loans are made. Loans are made to borrowers in line with standard lending practices. Loans are repaid by the borrowers, the money is returned to the RLF to make additional loans becomes an ongoing or "revolving" financial tool. The interest and fees paid by the RLF borrowers support program administration.
19. **Termination:** Due to the limited availability of funds, the program will terminate at the earlier of when funds are exhausted. Program termination will be posted on [thejcra.org](http://thejcra.org)