

Energy Program Intake: AO Technicians to Screen Initial Inquiries, Send Application Packet, Update Share File Application Recipients List, Send Lead to Named AO Specialist(s) for follow up.

Applicant Name: _____

Applicant Address: _____

Location of Project (Farm or Business Name, Street Address, Town/City, County, Zip Code):

Project Location Must be in Eligible Rural Area: All of VT is eligible, parts of southern NH are ineligible. See eligibility identifier for addresses in Hillsborough, Rockingham and Merrimack Counties in NH - (<http://www.ers.usda.gov/data/LoanLookup/>).

Contact Name and Telephone Number: _____

Contact Email Address: _____

I. Type of Applicant:

- **Rural Small Business:** Yes or No Organization Type: Sole Prop/Partnership/LLC/Corporation/Coop
Parent/Affiliate/Subsidiaries: Yes or No % US Citizenship Ownership: _____
Name of Owners including individuals/entities/corporate parents/affiliates/subsidiaries:

Federal Tax ID: _____ Other related Tax IDs or SS#:
Husband or Wife _____
Significant Other _____
Corporate Guarantor _____

Business Activity NAICS Code or Activity: _____

(<http://www.sba.gov/size/summary-what-is.html>)

http://www.sba.gov/idc/groups/public/documents/sba_homepage/serv_sstd_tablepdf.pdf

NAICS Code Limit: _____

With Parent/Affiliates/Subsidiaries:

Total 2008 Gross Receipts: \$ _____ Total # Current Employees: _____

Additional Employees needed for energy project: _____

Applicant may not have outstanding Federal Judgments/Delinquencies/Federal Debt: Yes or No

- **Agricultural Producer** directly engaged in the production of agricultural products where 50% or more of their gross income is derived from the agricultural operations: Yes or No

Organization Type: Sole Prop/Partnership/LLC/Corporation/Coop _____

% US Citizenship Ownership: _____

Name of Owners including individuals/entities:

Indicate Federal Tax ID or SS# if Sole Prop: _____

Other related Tax IDs or SS# if loan guarantee:

Husband or Wife _____

Significant Other _____

Corporate Guarantor _____

2008 Gross Income from Agricultural Production: \$ _____

2008 Gross Non-Agricultural Income On-farm: \$ _____

2008 Gross Off-farm Income of Applicants: \$ _____

2008 Total Gross Income of Applicants: \$ _____

Total # Current Employees on Farm: _____

Additional Employees needed for energy project: _____

Applicant may not have outstanding Federal Judgments/Delinquencies/Federal Debt: Yes or No

II. Type of Project:

_____ **Renewable Energy**

- _____ **Bioenergy** (produces fuel, thermal energy or electric power from a biomass source, including crops, trees, wood waste, plants, grass, fibers, animal waste and fats/oils/greases)
- _____ **Anaerobic Digester** (uses animal waste or organic substrates to generate thermal or electrical energy via anaerobic digestion)
- _____ **Geothermal Electric** (uses geothermal energy to produce steam to generate electric power)
- _____ **Geothermal Direct Use** (systems that use thermal energy directly from a geothermal source)
- _____ **Hydrogen** (produces H or uses H as transport medium)
- _____ **Small Solar** (10kW or less, 240 gallons or less w/ collection area 1k s.f. or less)
- _____ **Large Solar** (>10kW, >240 gallons or >1k s.f. collection area)
- _____ **Small Wind** (100kW or less with hub height 120' or less)
- _____ **Large Wind** (>100kW)
- _____ **Small Hydroelectric** (<10 megawatts connected to grid or direct use)

*RE project costs >\$200,000 require an independent business level feasibility study

*Minimum RE grant request is \$2,500 for a minimum RE project cost of \$10,000

_____ **Stand Alone Renewable Energy Feasibility Study Only**

_____ **Energy Efficiency** (improvements to a facility, building or process that reduces energy consumption)

*Energy *Assessment* required if total project costs = or < \$50,000

- applicant may opt to do audit for more points in competition

*Energy *Audit* required if total project costs > \$50,000 (Certified Energy Manager or P.E.)

*Minimum EE grant request is \$1,500 for a minimum project cost of \$6,000 for EE.

All **proposed technology** must be either **pre-commercial or commercially available**, through R&D with a proven operating history, established design and installation procedures, with warranties available for parts, labor and performance. SAP applications must only use commercial technology and agree to one lump sum payment at completion of project.

Only approved post-application purchase and installation of equipment (new, refurbished, or remanufactured) is eligible. Used equipment, agricultural tillage equipment, and vehicles are not eligible.

Only approved post-application construction or project improvements are eligible. **Residential applications are not eligible.**

All applicants must own the project, control its operation and maintenance, and have long-term site control: Yes or No. If energy efficiency, site ownership is important if EE is fixture—lessees cannot apply for facility improvements for buildings they do not own. Lessees may apply for equipment improvements for equipment they will own.

An applicant may apply for both an Efficiency and Renewable project during the same year, but separate applications are required.

An applicant may apply for a grant and loan guarantee combination package, but these applications must be coordinated so that total project budgets should be the same in both applications with grant and loan guarantee costs properly identified, including closing costs and loan fees on the loan side of the budget as applicable. This helps match funding score. Encourage combos for projects of \$40k and above. Combos must be submitted to NO simultaneously.

- Ask Name/Contact/Phone # of Lender: _____
- Give Applicant Name/Phone # of USDA Guaranteed Loan Specialist: Kevin Morehouse 802-828-6002 or Steve Epstein 603-223-6041

Encourage applicants to submit environmental information *early* so that the Agency may conclude its assessment pre-competition. All EAs must be determined “feasible” by Area Office staff in order for the application to proceed to National Office for competition. AO technicians will complete Civil Rights Compliance Review Impact Analysis, and begin CRCR 400-8 data collection at time of environmental reviews, to include form preparation and contacts outreach.

Include appropriate EA form in application packet:

_____ Environmental Short Form
(Most Cat X – Not in Flood Plain/Not Historical Building/Not Changing Footprint)

_____ RD Form 1940-20 (Most Class I and II)

Include CRCR Worksheet in application packet, with request for individual and community contacts information.

III. Refer applicant to other potential resources for technical (including grant writing, scoring, and feasibility documentation), as well as financial assistance. See resource guide.

IV. Estimated Total Eligible Project Costs to Purchase and Install RE System or EE Improvements:

_____ **\$200,000 or less** = Simplified Application Process (**SAP**) with **Appendix A Technical Report** requirements for technology type. Must use commercial technology and agree to **a one lump sum payment following project completion and Certified Operational Testing.**

_____ **Over \$200,000** = Full Application Process (**FULL**) with **Appendix B Technical Report** requirements for technology type. May use pre-commercial or commercial technology and loan specialist will determine grant reimbursement schedule, which may be pro rata or lump sum depending on project circumstances.
*RE project costs >\$200,000 require a business level feasibility study
*Project costs >\$400,000 require an In-State Licensed Professional Engineer
*Project costs >\$1.2MM require a qualified independent review of technical report

Eligible project costs include post-application purchase and installation of RE and EE equipment, construction or improvements; energy audits or assessments; permit fees, interconnection fees, PPA fees; energy feasibility studies and business plans; retrofitting; construction of a new facility only when used for the same purpose, is same size, and will provide more energy savings than improving the existing facility. **For EE: only audit items are eligible. For RE: only what is necessary to produce and deliver the RE is eligible.**

Encourage applicants to work with their vendor/manufacturer/design engineer of choice to complete the Technical Report requirements in the application.

V. Applicant is interested in applying for:

- _____ Grant Only (SAP or FULL)
 - *Maximum 25% grant up to \$500k for eligible project costs for RE.
 - *Maximum 25% grant up to \$250k for eligible projects for EE.

 - _____ Combination Grant and Guaranteed Loan (SAP COMBO or FULL COMBO)
 - *COMBO applications must be submitted simultaneously
 - *Guaranteed Loan application is Commercial Lender-driven, USDA only guarantees the loan.
 - *Maximum 75% of eligible project costs for COMBO projects (g-loan & grant)
 - *Guaranteed Loans may include costs for capital improvements to an existing RE system, working capital to operate the system, and land acquisition costs necessary for the system. It may also include closing costs, loan fees or application fees. Be sure all applicable costs are included in the total project budget for both grant and loan guarantee, so that match amounts can be properly determined for maximum score.
- 75% non-federal match funds required for grant only projects at time of application. Letters of commitment from source is required documentation, need letter from applicant documenting how much money they are putting into project in form of cash plus copy of bank statement showing availability of cash.

VI. Timeframe for Project (check all that apply):

- _____ Just beginning to explore the options, casual interest
- _____ High need for project, serious interest but just starting research
- _____ High need for project, have selected vendor/manufacturer/design engineer of choice: If identified at time of application, will reduce need to document for competitive sourcing.
- _____ 50% - 75% match funding is readily available from applicant cash, bank loan, other
- _____ Expect to build/install within one year
- _____ Please note other circumstances

VII. Please provide name and phone number of Loan Specialist to prospective applicant

- _____ SAP Grant VT = Sherry Paige, 802-828-6034
- _____ FULL Grant VT = Cheryl Ducharme, 802-828-6083
- _____ SAP Combo Grant VT = Sherry Paige, 802-828-6034 and Kevin Morehouse, 802-828-6002
- _____ FULL Combo Grant VT = Cheryl Ducharme, 802-828-6083 and Kevin Morehouse, 802-828-6002

- _____ SAP Grant NH = Scott Johnson, 603-223-6058
- _____ FULL Grant NH = Steve Epstein, 603-223-6041
- _____ All Combo Grants NH = Steve Epstein, 603-223-6041

- _____ Date application package mailed to applicant and f/u sent to Specialist(s)