



Nebraska Energy Office Dollar and Energy Saving Loans

Steps to Obtain a Low-Interest Loan Using an Energy Saving Improvement Analysis

OVERVIEW

If you want to make an energy-saving improvement which is not listed on Form 1, Replacement Household Appliance, Form 2, Door, Window, Wall and Ceiling Projects, Form 3, Heating, Cooling and Water Heating Projects, or Form 4, Lighting Projects, you must demonstrate the improvement's eligibility by showing that it will save enough on your energy bills to pay for itself within:

- 15.0 years for energy-saving home & building improvements
- 5.0 years for replacement household appliances and
- 10.0 years for all other projects.

Eligibility is demonstrated by means of a "Technical Analysis" which may be a comprehensive study of the affected system, building or operation or a limited, single-project analysis in cases where you already know what improvement you want to undertake. Forms 32 and 33 may be used for single-project analysis, following the steps listed below.

If you have questions, contact the Energy Office by phone: (402) 471-2867, fax: (402) 471-3064 Email: energy@nebraska.gov Loan Program: <http://www.neo.ne.gov/loan/index.html>

Please keep this page for your files. You will need to refer to the following steps during the processing of your application for a low-interest loan.

Project Phase	Responsibilities
INITIAL APPLICATION	<p>YOU gather information for the energy saving improvement analysis:</p> <ol style="list-style-type: none"> 1. Name and address of participating Nebraska lender, and lender's contact person. 2. Copies of actual fuel bills for previous 12 months. 3. Copies of bills for future fuel source if changing, or quote if future fuel was not purchased in the past. 4. Bid(s) for installed cost of proposed improvement which represent a complete project and which gives complete brand and model information on any proposed equipment purchases. 5. Third party test data supporting efficiency claims. 6. Statement as to how the existing equipment will be disposed of, by trading, selling, selling as junk, etc., and how this will be verified — existing equipment may not be kept by borrower. 7. Calculations of current energy use and cost, and energy use and cost after completion of the proposed improvement — use only energy costs. <p>YOU fill-out Energy Saving Improvement Analysis, Form 32 and Energy Consumption History, Form 33, sign and date.</p> <p>YOU mail information you have gathered and completed Forms 32 and 33 to Energy Office at this address:</p> <p style="text-align: center;">Technical Adviser Nebraska Energy Office P.O. Box 95085 Lincoln, NE 68509-5085</p>
TECHNICAL REVIEW LOAN APPLICATIONS	<p>ENERGY OFFICE reviews the analysis. If there are problems, Energy Office contacts you for more information. If OK, Energy Office mails Technical Analysis Acceptance, Form 6, to your lender.</p> <p>YOU and LENDER complete section of Form 6, titled "Selected Improvements," sign and date.</p> <p>YOU give LENDER a copy of the supporting bid(s).</p> <p>YOU and LENDER negotiate terms of repayment (within parameters of this program).</p>
FINANCIAL REVIEW	<p>LENDER reviews application and checks creditworthiness.</p> <p>LENDER decides to approve loan, pending Energy Office commitment of funds.</p> <p>LENDER completes Commitment Agreement, Form 10, and Loan Summary, Form 12.</p> <p>LENDER mails ORIGINALS of completed Forms 6, 10 and 12 to the Nebraska Energy Office.</p> <p>ENERGY OFFICE reviews documents and verifies acceptance of project.</p> <p>ENERGY OFFICE mails signed loan Commitment Agreement to Lender.</p>
APPROVAL COMPLETION	<p>LENDER notifies you of final project approval.</p> <p>YOU contact bidder(s) selected for the Form 6 improvements and have work completed as proposed (note - work may not be started before Energy Office has signed the Commitment Agreement. If it is, the improvement is not eligible for funding under the program).</p>
LOAN SIGNATURE	<p>YOU sign Lender's loan papers.</p>

(order of Completion/Loan Signature may be reversed).