

## ENERGY LOAN PROGRAM APPLICATION PROCESS

1. Access the website at <https://energy.mo.gov/assistance-programs/energy-loan-program>
2. If a loan cycle is open, click **Apply today!** In the banner.
3. Watch the instructional video “**Applying for the Energy Loan Program**”.
4. Please read the six requirements.
5. If you agree to follow the six requirements, click **Agree** and the application will download.
6. Open the application and click **Enable Editing** and/or **Enable Content** and save the application at the desired location on your computer.
7. Review the **Instructions** and **Requirements for Participation** tabs.
8. Complete the **Application Authorization Form**.
9. Compile your last twelve months of utility bills relating the meter(s) which will be affected by your energy saving project(s).
10. Complete the **Fuel Use Summary**.
11. Complete the **ECM Summary**.
12. Complete the appropriate **ECM Worksheet(s)**. Vendor/Contractor quotes or other cost estimates can be used as a basis for ECM costs. Vendors/Contractors may assist in the completion of the worksheets. **\*\*See NOTE below**
13. Have the **Application Authorization Form** signed by an authorized official.
14. Scan and email or photocopy and mail the required documents to the Division of Energy, PO Box 1766, Jefferson City, MO 65102 or [energy@ded.mo.gov](mailto:energy@ded.mo.gov) prior to application deadline.

### NOTE:

For complex projects and/or projects which may not be suitable for the ECM Worksheets, a customized Technical Assistance Report (TAR) may be required. A TAR is a specialized engineering report, subject to approval by the department, that identifies and specifies the quantity of energy savings and related energy cost savings that are likely to result from the implementation of one or more energy conservation or renewable energy measures. Examples of such instances include complex energy projects, such as variable air volume, constant air volume, chillers, water towers, multi-zone cooling systems, building automation systems, air handling distribution systems, or bubble diffusers for a water treatment facility.

The TAR does not need to be prepared by an architect or professional engineer for projects where the energy savings and related energy cost savings can be determined with sufficient inputs on the loan application worksheets or for simple energy projects. Examples may include lighting upgrades, boiler upgrades, water heater upgrades, window replacements, insulation, photovoltaic solar systems, motor upgrades, or appliance replacements for an entire building.

The TAR must be prepared by an architect or professional engineer with demonstrated energy-related competency when identifying and specifying the project's likely energy savings and

related energy cost savings requires education, training, and experience in a manner consistent with sections 327.091 and 327.181, RSMo.

At a minimum a TAR should contain the following items subject to the approval of the Division of Energy:

- Fuel usage summary and analysis of energy costs.
- Detailed description of each ECM.
- Detailed estimate of ECM cost of implementation.
- Detailed analysis of energy savings from each ECM.
- Simple pay back of each ECM.
- Cumulative simple pay back of all ECMs.
- An energy audit must meet the minimum of Level 2 audit per most recent ASHRAE Procedures For Commercial Building Energy Audits.