



**BUSINESS ENERGY SAVINGS PROGRAM**

As an incentive to help your small or medium sized business become more energy efficient, the URA offers the Business Energy Savings Loan Program. Under this program, you can receive low interest financing up to \$50,000 for energy efficiency improvements, which will help lower your utility bills and save money. Based on a recent Pilot study, businesses save an average of 15% or \$3,000 per year on their utility bills. Additional savings may be available through local and state program rebates. This program is for existing buildings. New construction is not eligible.

**Eligible Energy Efficiency Loan Improvements:**

- Building envelope improvements including air sealing (i.e. energy efficient rated windows and doors), insulation and duct sealing ;
- High efficiency lighting improvement;
- High efficiency equipment including HVAC (space heating and cooling), refrigeration, water heating, and other “built in” systems;
- Water conservation measures; and
- Equipment upgrades to ENERGY STAR rated equipment.

Prequalification Requirements (only one of the following is needed):

Action	Documentation
Conducting a Third Party Energy Assessment of Property	Energy Assessment with Recommended Actions and Cost Estimate
Pledging the <u>Pittsburgh 2030 District</u>	Copy of Executed Pledge with Recommended Actions and Cost Estimate
Participation in <u>Duquesne Light's Small Commercial Direct Install Program</u>	Copy of Survey with Recommended Actions and Cost Estimate
Installing <u>ENERGY STAR</u> Rated Equipment	Equipment Specifications and Vendor Quote or Purchase Order

The URA will review your Prequalification Documentation to determine your loan eligibility. If eligible, the URA will provide you with the appropriate loan application forms.

If you receive URA loan approval, the recommended actions and/or equipment installation can then be completed by your contractor. The URA or its designee will inspect the property to verify that the energy efficiency work was properly completed.

Businesses must be located in the City of Pittsburgh and be current on all federal, state and local taxes and existing private or publicly financed loans. Loan terms: 3% interest; term of 3 to 5+ years or matching energy savings with personal guarantees; larger projects secured by liens.

The Small Business Energy Savings Program is funded through the URA's Pittsburgh Business Growth Fund (PBGF) and must satisfy the PBGF requirements as well.

Eligible businesses are defined to include wholesale and retail trades, service enterprises, commercial and industrial businesses, advanced technology concerns, and manufacturing firms.

Banks, savings and loan associations, non-independently owned gas stations, used car lots, bars, adult entertainment establishments, beer distributors, non-profit organizations, check cashing outlets, and furniture and appliance rental shops are not eligible for PBGF Loans.

The applicant must generate one (1) new full-time equivalent job for each \$30,000 of URA loan proceeds within three (3) years of the date of closing of funds to the applicant. New employment is defined as first-time hires, or employees who have been employed by the businesses for less than six (6) months.

#### Information Required to Evaluate Loan Application:

- Most recent three (3) years personal Federal Income Tax returns (1040) for each owner with twenty percent (20%) or greater ownership.
- Resumes for operating managers.
- A complete Business Energy Savings Program Loan Application.
- A copy of your company's organizational documents (i.e. Articles of incorporation, By-Laws, Partnership Agreement, Fictitious Name Documents, etc.)
- Certificate of Good Standing from the Commonwealth of Pennsylvania for your business.
- A business plan.
- Balance sheets for the last three (3) years.
- Income Statements for the last three (3) years.
- Cash Flow Statements for the last three (3) years.
- Federal Income Tax returns prepared for the business for the last three (3) years.
- Projected Balance Sheets, Income Statements and Cash Flow Statements for three (3) years (first year on a month-by-month basis for new businesses).
- Most recent interim Balance Sheet, Income Statement and Cash Flow Statement for your business.
- A copy of your lease agreement or a proposed lease agreement (tenant leases for real estate projects). Prior to closing, a fully executed lease agreement and landlord's waiver will be required.
- Copies of all lender commitment letters detailing the terms and conditions of such.
- \$250.00 application fee as required.
- Aging of Accounts Receivable & Payable dated within 90 days of filing for application.
- List containing the original date and amount, present balance owed, interest rate, monthly payment, maturity and security for each outstanding loan or debt of your business. Please indicate whether loan(s) is(are) current or delinquent.
- List of vendor/supplier cost estimates (including installation) of machinery, equipment, furniture or fixtures to be purchased with the loan.

- An appraisal to and a copy of the property sales agreement if your project includes the acquisition of land or building(s).
- List of construction project costs including dated contractor's estimates if your project involves building renovation or new construction.
- Details if you, other stockholders or partners ever defaulted on loan obligations or have been involved in bankruptcy proceedings.
- Details if your present company(ies) or any of your past business enterprises ever defaulted on loan obligations or filed for bankruptcy.
- Details if you or your business is involved in any pending lawsuits.
- Name of your company's affiliates or subsidiaries and their relationship with your company along with current balance sheets, operating statements, and addresses for each.
- Details if you buy from, sell to, or use the services of any concern in which someone in your company has a significant financial interest.
- A copy of the franchise agreement if your business is a franchise.
- Minority/Women Business Enterprise Plan (for projects over \$250,000).

If you meet these qualifications, please complete the attached form and return it to:

CENTER FOR INNOVATION & ENTREPRENEURSHIP  
200 Ross Street, 11<sup>th</sup> Floor, Pittsburgh, PA 15219  
Phone: 412-255-6547 ~ website: [www.ura.org](http://www.ura.org)

**BUSINESS ENERGY SAVINGS PROGRAM LOAN APPLICATION**

**APPLICANT INFORMATION:**

URA ID#: \_\_\_\_\_

Borrower Name: \_\_\_\_\_

Type of Borrower: Individual \_\_\_\_ Business \_\_\_\_ Fictitious Name \_\_\_\_

Borrower Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_ City Tax ID: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Industry: Industrial \_\_\_\_ Wholesale \_\_\_\_ Retail \_\_\_\_ Service \_\_\_\_ Other \_\_\_\_\_

Minority Owned:	Yes ____	Woman Owned:	Yes ____
	Certified ____		Certified ____
	No ____		No ____

Legal Entity: Sole Proprietorship \_\_\_\_  
S Corporation \_\_\_\_  
C Corporation \_\_\_\_  
LLC \_\_\_\_  
Partnership \_\_\_\_

Employee Information: # Current \_\_\_\_\_ # to be created (within 3 years) \_\_\_\_\_

Program: Assessment \_\_\_\_  
DL – SCDI \_\_\_\_  
2030 District \_\_\_\_  
Energy Star \_\_\_\_

Proposed Energy Saving Actions: \_\_\_\_\_  
\_\_\_\_\_

Brief Description of Project Scope: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Amount Requested from URA: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature/Title: \_\_\_\_\_

Date: \_\_\_\_\_

CENTER FOR INNOVATION & ENTREPRENEURSHIP  
200 Ross Street, 11<sup>th</sup> Floor, Pittsburgh, PA 15219  
Phone: 412-255-6547 ~ website: [www.ura.org](http://www.ura.org)

**URA BUSINESS ENERGY SAVINGS PROGRAM**  
**LOAN APPLICATION**

**CERTIFICATONS & DISCLOSURES:**

1. I/We will and have provided all information requested to the best of my knowledge, and I have real and fully understand the requirements of the Business Energy Savings Program.
2. That I/we are current on all City, County, State and Federal taxes.
3. That I/we will not discriminate on the basis of race, color, sex, religion, marital status, disability, age, sexual orientation or national origin.
4. That I/we do not have a business relationship (as a stockholder, partner, member, agent, representative or employee) or family relationship with anyone who is or was, within one (1) year prior to the date of this application, an employee of the URA.
5. That I have not offered and shall not offer anything of value, including a promise of future employment or contract, to any person currently employed by the URA.
6. Criminal Disclosure: That no owner, partner, director or shareholder of the business has ever been convicted of a felony, except as follows (explain crime and when convicted):  

---
7. Effect of Non-Disclosure: That I/we acknowledge that my application may be summarily rejected in any information I have supplied is false or misleading.
8. Assurance of Compliance with Grant/Loan Requirements: That I/we give the assurance that I/we/the company will comply with the requirements that apply to this program, under which this application is made.
9. That I am not related to an employee of the City or URA of Pittsburgh nor am I employee of the City or URA of Pittsburgh.

\*\*\*\*\*

**DISCLOSURE – COMPLETE ONLY I FYOU ARE RELATED TO OR ARE A CITY/URA EMPLOYEE**

**All applicants for loans or grants from the Urban Redevelopment Authority of Pittsburgh are requested to disclose if they are employees or related to employees of the RUA or the City of Pittsburgh.**

**If you are an employee or related to a City or URA employee, a formal Conflict of Interest waiver must be presented to the URA’s Board of Directors. If the source of funding for your URA financing is the U.S. Department of Housing and Urban Development (HUD), then you must also submit a formal Conflict of Interest waiver to City Planning and to HUD for approval.**

PLEASE CHECK AND COMPLETE APPROPRIATE BOX

I am an employee of the:  
 City of Pittsburgh \_\_\_\_\_ Department  
 URA of Pittsburgh

I am related to (Employee's name) \_\_\_\_\_, an employee of the:  
 City of Pittsburgh \_\_\_\_\_ Department  
 URA of Pittsburgh

My relationship to the employee:  Spouse;  Father;  Mother;  Daughter;  
 Son;  Other \_\_\_\_\_ (specify relationship)