

BUSINESS ENERGY SAVINGS FUND
PROGRAM GUIDELINES

I. Statement of Purpose

The Business Energy Savings Fund (BESF) Program is designed to incentivize the energy efficiency improvements to businesses in the City of Pittsburgh. The BESF provides low interest financing to businesses based on a number of factors outlined as follows.

The BESF is part of the Urban Redevelopment Authority's (URA) strategy to promote opportunities for those groups who have not had ready access to business financing in the City of Pittsburgh, including minority- and woman-owned businesses.

II. Program Funding

The BESF may be funded in part through the City of Pittsburgh, the Commonwealth of Pennsylvania Department of Community and Economic Development, and the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) sources.

III. Eligibility

The following criteria will be used to determine whether an applicant is eligible for a BES loan:

A. Area Eligibility

BESF projects must be located within the City of Pittsburgh.

B. Types of Businesses

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

Banks, savings and loan associations, no-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 BESF loans.

C. Other Eligibility Requirements

- a. Loans must satisfy the conflict of interest and any other requirements established by the CDBG regulations.

- b. The applicant must not be delinquent or in default on federal, state or local taxes or any existing private or publicly financed loan and will be required to sign an affidavit to that effect.
- c. The proprietor, partner, director or any shareholder of the business must not have been convicted of a felony within the last 5 years.

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

Action	Documentation
Participate in Duquesne Light's <u>Small Commercial Direct Install Program</u>	Copy of Survey With Recommended Actions and Cost Estimates*
Conducting a Third Party Energy Assessment of Property	Energy Assessment With Recommended Actions and Cost Estimates
Pledging the <u>Pittsburgh 2030 District</u>	Copy of Executed Pledge
Installation of <u>ENERGY STAR</u> Rated Equipment	Equipment Specifications And Vendor Quote or Purchase Order
Participation in CCI's <u>Energize Small Biz Program</u>	Membership Agreement <i>or</i> Audit Agreement With Recommended Actions and Cost Estimates

*Project net utility rebate when rebates are available.

IV. Eligible Activities

- A. Building envelope improvements including air sealing (i.e. energy efficient rated windows and doors, insulation and duct sealing).
- B. High efficiency lighting improvements.
- C. Purchase and installation of solar panel system.
- D. High efficiency equipment including HVAC (space heating and cooling), refrigeration, water heating, and other "built in" systems.
- E. Water conservation measures.
- F. Purchase and installation of ENERGY STAR rated equipment.

Loan proceeds may not be used for: refinancing existing debts (including leveraged buy-outs); acquiring real estate; or distribution or payment to the owners, partners, shareholders, or beneficiaries of the applicant or members of their families.

V. Parameters of Loan

- A. Loan Size: The maximum loan amount is \$50,000.00. The minimum loan amount is \$2,000.00.
- B. Equity Requirements: Each project shall contain a minimum cash equity investment by the applicant of 10 percent (10%) or higher of the total project cost.
- C. Loan Security: All loans must be fully secured with a pledge of assets, which include but are not limited to, lien positions on land, buildings, personal residence and/or any other assets. Personal guarantees required.
- D. Insurance: Borrower shall be required to maintain insurance providing adequate coverage against the perils of fire, hazard, extended coverage, public liability and other insurance as the URA may require: in form and substance satisfactory to the URA naming URA as Mortgagee (where applicable), Lender Loss Payee and additional insured. Further, title insurance and collateral assignment of life insurance may be required.
- E. Term: Up to 5+ years.
- F. Interest Rate: Generally, the interest rate will be 3%. Energize Small Biz participants will be charged a reduced interest rate of 2% to help offset the cost of the membership.
- G. Fees:
 - a. Application Fee: The application fee of \$350 is non-refundable. The fee counts towards the applicant's equity requirement.
 - b. Due Diligence Fee: Two percent (2%) of the total URA loan, which may be financed as part of the total project cost. Upon acceptance of a loan commitment, one-half (1/2) of the due diligence fee is due and is non-refundable.
 - c. Loan Servicing Fee: All BESF loans are assessed an annual loan servicing fee of one-half of one percent (0.5%) of the outstanding principal balance, due and payable annually with the January payment. The initial fee, based on the original loan amount, will be paid at closing and can be financed.
 - d. Construction Inspection Fee: One-half of one percent (0.5%). If URA financing is applied towards construction costs, then a URA construction monitor is required. If the construction inspection is provided by a private lender, no URA construction inspection fee is required. The construction inspection fee will be eligible for financing through BESF loans.

- e. Filing Fees: All filing fees will be the responsibility of the applicant (i.e. Mortgages, UCCs, Assignments of Leases and Rents).

VI. Conditions of Loan

- A. 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 business for less than six (6) months.
- B. Fifty-one percent (51%) or more of the new non-supervisory full-time equivalent jobs created by the project shall be made available to low- and moderate-income persons. The applicant will be required to fill all new entry level, non-supervisory jobs by first considering for employment, and interviewing, candidates referred by CareerLink; or, alternatively, applicants secured through independent means that satisfy the criteria of the Workforce Investment Act (WIA). WIA eligibility may only be determined by CareerLink.
- C. Evidence of savings to be provided on an annual basis. If participating in the 2030 District Partnership, compliance with Portfolio Manager required.
- D. If any of the BESF loan is used for leasehold improvements or façade renovations, the applicant must ensure that federal prevailing wage rates are paid for the entire project.
- E. Any project over \$250,000.00 in total must comply with the URA's requirements for a Minority- and Woman-owned Business Enterprise (MWBE) Plan. The MWBE Plan will document the applicant's strategy to purchase materials and services from minority- and woman-owned businesses. The MWBE Plan must be approved prior to loan closing.
- F. If your project involves a construction contract of \$200,000 or more, you may be required to comply with the Pittsburgh Works ordinance (Ordinance No. 18 of 2000) which requires that 35% of all employee work hours on the project be performed by City of Pittsburgh residents. Subcontractors with contracts exceeding \$25,000 are also subject to the ordinance. A copy of the ordinance is available upon request.
- G. Any use of loan funds must comply with Federal, State and local regulations concerning historic properties and environmental review.
- H. URA reserves the right to require loan applicants to find and use technical assistance in such areas as business planning, marketing, accounting, cash management, and inventory control. When determined appropriate, the URA will contract a third-party provider for this technical assistance.

VII. Standard Application Evaluation Criteria

A. Business Evaluation

The historical performance of the business, if applicable, and the proposed owners will be evaluated to assess the ability to repay the loan specifically, this evaluation will include:

- a. Financial Performance of the Business: If applicable, this involves an evaluation of prior three (3) years financial performance, including an examination of tax returns, balance sheets, income statements and cash flow statements.
- b. Financial Performance of the Owners: This involves an evaluation of the personal tax returns of the prior three years, a personal financial statement, and a credit bureau check.
- c. Market Performance: This involves an evaluation of the relevant local and national markets and a demonstration of the expectation for a strong potential market for the product or service.
- d. Management Ability: This involves an evaluation of the experience and skills of the proprietor, partners, or directors. This includes general business experience as well as specialized experience in the particular industry.

B. Project Evaluation

The merits of the proposed uses of the funds will also be assessed to determine the ability to repay the loan. Early stage companies must demonstrate sufficient cash flow in order to repay the loan. Specifically, this evaluation will include:

- a. Projected Income and Expenses: This involves an assessment of the validity and risk of the income and expense projections.
- b. Projected Financial Statements: A thorough credit analysis will be performed using both historical and projected financial statements.
- c. Value of the Assets and Collateral: Appraisals, when appropriate, will be required to assist URA in evaluating the ability to secure the loan.
- d. Changes in Market Strategy and/or Management Strategy: A complete business plan will be required. Any proposed significant changes in the business plan, market strategy, or management team will be reviewed.

C. Public Benefit Evaluation

Loan applicants will be evaluated based on additional criteria measuring public benefits.

- a. The nature of jobs created and/or retained per URA dollar invested.
- b. The percentage of jobs going to low- to moderate-income persons and the quality of those jobs in terms of skill levels, salary, stability, etc.
- c. The total number of jobs created.
- d. The percentage of sales or receipts generated outside of Pittsburgh.
- e. The projected tax revenues to the City, if applicable.
- f. The impact on the neighborhood and quality of life.
- g. The support of minority- or woman-owned business enterprises.

URA loans are made for the purpose of certain public benefits. Failure to meet requirements set forth herein may result in an assessment by the URA of liquidated damages.

VIII. Waiver of Provisions

The Executive Director or the Board of Directors of the URA may waive certain provisions of these guidelines based on a determination of the private and public benefits of the project.

IX. Notification

URA reserves the right to:

- A. Notify the appropriate community-based organization of applications received from businesses in their neighborhoods.
- B. Announce all loan commitments publicly.

The Urban Redevelopment Authority of Pittsburgh does not discriminate on the basis of race, color, sex, religion, marital status, disability, age, sexual orientation, gender identity, or national origin. No person solely on the basis of any of the above factors, shall be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under the loan and grant programs operated by the Center for Innovation and Entrepreneurship of the Urban Redevelopment Authority of Pittsburgh.

Center for Innovation & Entrepreneurship
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