



Revolving Loan Fund Application

1. Full name of person submitting this form: _____
2. Full name of department contact: _____
3. Email address: _____
4. Department requesting the project: _____
5. Associated building name: _____
6. Name of project manager: _____

a. Project managed by: *(select all that apply)*

Department or Building Facility

F&S Contractor Services

Manager Outside Contractor

F&S Capital Programs

Other Services _____

Project tentative start date _____ tentative end date _____

7. Description of utility saving measure:

8. Departments affected by the project: _____
9. Area in the building where work is to be performed: _____
10. Detailed project costs: _____

Project cost includes labor, materials, design, and administrative costs.

11. Estimated utility and greenhouse gas savings
 - i. Annual utility consumption reduction: _____
Building annual utility consumption can be found at:
<https://ebs.illinienergy.illinois.edu/EBSwebSecure/default.aspx>
 - ii. Annual dollars saved: _____
Utility rates can be found at:
<http://fs.illinois.edu/services/utilities-energy/business-operations/utility-rates>
 - iii. Annual CO2 reduction: _____
CO2 production rates can be found at:
<https://icap.sustainability.illinois.edu/project/revolving-loan-fund-rlf>

12. Describe how the project meets the selection criteria
 - i. Payback Period: Less than 10 years? _____
 - ii. Reduction of greenhouse gas emissions:
Does the project reduce campus greenhouse gas emissions?

13. Fund Size Impact: Does the project increase the fund size through grants or additional allocation: _____

14. Visibility: How visible/noticeable is the project to users of the facility?

15. Project Coordination:
Projects that can be executed in conjunction with other planned or ongoing projects. The intent of the coordination is to make the RLF project more efficient to delivery for the university and/or department.

16. Other information pertinent to the project. Example: are there other funds to help support this project. How available are the funds?

Email your completed application request to “F&S Revolving Loan Fund” at: fandsrevloanfund@mx.uillinois.edu. Also email questions or request for assistance completing this form to the same email address.

Revolving Loan Fund Application Instructions

1. Enter your name
 2. Enter the Department contact information
 3. Enter your email address
 4. Enter name of requesting Department here
 5. Enter name/s of building/s impacted by the project
 6. Enter name of person managing the project, what managing methods will be used and expected start and end date for the project.
 7. Describe what the project intends to accomplish, highlighting the utility savings aspect taking place during implementation.
Past projects have included LED lighting retrofitting, occupancy sensors that can control lights, as well as heating and cooling, HVAC items and envelope improvements.
 8. Enter names of the Dept's that will be impacted by the project's implementation
 9. List floors, rooms and spaces where the work will take place
 10. Include all Project costs- labor, material, design, and administrative costs etc.
 11. Estimated utility and greenhouse gas savings:
 - i. Annual utility consumption savings: **Email and request EBS access [here](#) Include your information and why you need access**
Calculate the current consumption based on existing equipment by metering the equipment, name plate ratings, actual usage, time operated, efficiencies, types of utilities consumed etc. to the extent necessary to prove reductions and savings.
Calculate the **expected** energy consumption after the project is completed and subtract the two totals, yielding annual consumption savings.
 - ii. Annual dollars saved: Multiply the annual consumption savings by the appropriate utility rates, the result yields annual dollars saved.
 - iii. Annual CO2 reduction: Multiply the annual consumption savings by the CO2 production rate found at the link provided
 12. Describe how the project meets the selection criteria
 - i. Payback Period: Simple payback calculation, the total project cost divided by the annual utility dollars saved = number of years to payback the original cost.
 - ii. Reduction of greenhouse gas emissions: Yes or No and Describe the GHG emission reductions in terms of either metric tons or pounds (lb.'s) of CO2
 13. Fund Size Impact: Share what impact the project will have on increasing the RLF size.
 14. Visibility: Describe occupant impacts from the project's implementation, what will they notice differently about the space, how it functions, or even will they notice a difference.
 15. Project Coordination: Include any other aspects of the project, building repairs, upgrades renovations etc. that will take place in tandem with this project.
 16. Other information pertinent to the project Share additional information that should be considered when rating the impact of this project. List any other funds available to support this project.
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