

# Sustainable Building Design Revolving Loan Application

Construction Loan Approval applies to all state agency renovation projects on state owned facilities which exceed \$250,000. Please complete and return to the address provided below. Incomplete submittals will not be considered.

<b>1. AGENCY DATA</b>
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State Agency Name	State Agency #			
Mailing Address				
Street	City	County	State	Zip Code

<b>2. LOAN CONTACT PERSON</b>
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Name	Title	Phone#	Fax#
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<b>3. ENERGY CONTACT PERSON</b>
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Name	Title	Phone#	Fax#
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**4. General Information**

Please attach the following information to this form.

1. Have licensed plans been approved by the ABA Design Review? If yes, have the plans been sent to the ABA Construction Section?
2. Describe the proposed facility project and the proposed project budget costs.
3. Provide a written, detailed, substantial justification for the proposed facility projects.
4. What method of contracting does the agency plan to use?

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5. Total Loan Amount Requested	÷	6. Estimated Annual Savings	=	7. Simple Payback
\$ <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>		\$ <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>	=	<span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>

**8. AGENCY CERTIFICATION**

I do hereby certify that I am duly authorized to submit this application to the Director of ABA for a loan to be approved on the basis of financial, sustainable and technical grounds on behalf of my state agency. I further certify that the information presented is true, correct and accurate to the best of my knowledge.

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STATE AGENCY

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DIRECTOR SIGNATURE

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DATE

**MAIL APPLICATION MATERIALS TO:  
ABA Sustainable Revolving Loan Fund Manager  
Arkansas Building Authority  
501 Woodlane, Suite 101N  
Little Rock, AR 72201**

**SUSTAINABLE BUILDING DESIGN REVOLVING LOAN FUND  
AGREEMENT**

No. \_\_\_\_\_ Date of Issue \_\_\_\_\_ \$ \_\_\_\_\_

That on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_, a state agency, hereby acknowledges itself to owe and for

value received hereby promises to reimburse and remit to pay to the Arkansas Building Authority, the sum of:

\_\_\_\_\_ Dollars ( \$ \_\_\_\_\_ ), payable on a monthly basis

as set forth below. Furthermore, an origination fee of \_\_\_\_\_ is hereby remitted to Arkansas Building Authority payable on a monthly basis as set forth below.

The State Agency agrees to submit proper documentation acceptable to ABA prior to any loan disbursement by ABA. The loan shall be disbursed in installments, no more frequently than monthly, following documentation presented by the State Agency to ABA of requests for disbursement to pay the costs associated with the renovation. Each request for disbursement shall be made on a form of voucher approved by ABA and DFA, supported by actual bills, statements or invoices to be paid with the Loan Installment. Under no circumstances shall the total of all installments disbursed by ABA to the State Agency exceed the amount of the Loan. Furthermore, State Agencies by their signature below hereby certify that it will not make additional requests from general revenue for funding to be used for repayment of the project loan.

State Agencies shall adhere to the all state and federal rules, regulations and laws and shall receive all requisite and necessary approvals prior to the start of any work for the renovation.

The ABA Director shall withhold all or any part of the apportionment due the Agency if it defaults in making payment as scheduled and apply the same as reimbursement of the amount issued. This Agreement is made pursuant to Arkansas Code Annotated §22-3-1901 et seq. Notification of any defaults shall be made by ABA to the Department of Finance and Administration and to the Governor.

The origination fee shall be \$ \_\_\_\_\_ and shall be due within 30 days of ABA approval. The principal payments shall begin on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. The years for reimbursement shall be \_\_\_\_\_ (not to exceed 10 years) with the final payment ending on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. Nothing shall prohibit an agency from prepayment prior to the final payment ending date.

IN WITNESS WHEREOF the heads of the State Agency have caused this Agreement to be executed in the name and on behalf of their respective state agencies and hereby affirm that they have the authority to enter into this Agreement.

State Agency:

Arkansas Building Authority

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ABA SUSTAINABLE BUILDING DESIGN DISBURSEMENT REQUESTS**  
**Submitted to ABA Revolving Loan Fund Manager**

Your loan authorizes your agency to implement specific renovation energy conservation measures and to receive loan funds up to the amount designated for each project. The following paragraph within the loan agreement describes the disbursement of the loan:

“The State Agency agrees to submit proper documentation acceptable to ABA prior to any loan disbursement by ABA. The loan shall be disbursed in installments, no more frequently than monthly, following documentation presented by the State Agency to ABA of requests for disbursement to pay the costs associated with the renovation. Each request for disbursement shall be made on a form of voucher approved by ABA and DFA, supported by actual bills, statements or invoices to be paid with the Loan installment. Under no circumstances shall the total of all installments disbursed by ABA to the State Agency exceed the amount of the Loan. Furthermore, the state agency certifies that it will not make any future requests for additional funding which will be used directly or indirectly to pay off the project loan.”

**PLEASE PRESENT YOUR REQUEST FOR LOAN DISBURSEMENT IN THE FOLLOWING MANNER:**

1. **Cover Letter.**
2. **Voucher Information Summary Sheet**, this sheet has to be completely filled out and signed by the appropriate authority.
3. **Disbursement Summary Sheet**, listing each project and its individual authorized loan amount, the current request for payment, total of all requests, retainage if applicable, and balance remaining for each project. Columns should be totaled to show balances for the entire loan. (See attached example.)
4. **Supporting Documents**, with signatures verifying that the project items have been delivered and that payment for them has been made by the State Agency. Copies of summary bills signed by the Contractor, plus copies of paid vouchers are normally sufficient.
5. **Mail Disbursement Attention to:**  
**ABA Sustainable Revolving Loan Fund Manager**  
**Arkansas Building Authority**  
**501 Woodlane, Suite 101N**  
**Little Rock, AR 72201**

Requests are processed on a quarterly basis.

**VOUCHER INFORMATION SUMMARY SHEET**

AGENCY: \_\_\_\_\_

REVOLVING LOAN FUND NUMBER: \_\_\_\_\_

PERIOD COVERED BY CLAIM: \_\_\_\_\_ THROUGH \_\_\_\_\_

TOTAL AMOUNT COVERED OF THIS REQUEST: \$ \_\_\_\_\_

ITEMIZATION OF THIS REQUEST BY BUDGET CONTRACT:  
(ATTACH LIST)

I HEREBY CERTIFY THE INFORMATION HEREIN AND WHICH IS ATTACHED  
HERETO IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
AGENCY DIRECTOR

\_\_\_\_\_  
DATE