

7606.0050 APPLICATION CONTENTS.

Subpart 1. **In general.** An applicant shall submit a complete application to the commissioner on a form provided by the commissioner. An application must be signed in ink by an authorized official of the applicant, must include the authorized official's title, and must be dated.

Subp. 2. **Contents.** An application must contain, at a minimum:

- A. the name and complete mailing address, including county, of the applicant;
- B. a contact person's name, title, telephone number, and e-mail address;
- C. a list of buildings included in the application and the dollar amount requested per building;
- D. the name, address, and total floor area in square footage of each building;
- E. the original construction date and addition construction dates of each building;
- F. the state legislative districts affected by the application;
- G. a summary description of each proposed conservation measure, including its estimated cost, financing amount proposed, estimated annual energy cost savings, estimated annual fuel and electric savings, estimated payback, and estimated dates the conservation measure will be started and completed; and
- H. a resolution of the governing body of the applicant that:
 - (1) designates and authorizes a representative to enter into and sign contracts associated with the financing;
 - (2) guarantees that the applicant will use all financing funds solely for the approved conservation measures; and
 - (3) assures that it will comply with parts 7606.0010 to 7606.0080.

Subp. 3. **Technical support materials.** All applications for financing must also contain:

- A. fuel and electric consumption data and the energy benchmark for the most recently completed calendar or fiscal year, for each building in the application;
- B. a description of the current condition of the building and the building component, equipment, or system to be improved, and a description of each proposed conservation measure;
- C. an engineering analysis sufficient to determine the technical feasibility and payback of each proposed conservation measure and how energy savings will be measured, on a form prescribed by the commissioner.

Subp. 4. **Assurances.** An applicant must also submit assurances that:

A. it has provided for the proper and efficient operation and maintenance of the proposed conservation measures;

B. the work performed with financing funds will meet all Minnesota Building Code requirements;

C. it has provided funds to pay any portion of the project cost not eligible for program funds, specifically identifying the source of those funds;

D. it has met requirements for voter approval, if applicable; and

E. it is able to accept and repay the proposed financing without exceeding applicable debt and levy limits.

Subp. 5. **Incomplete applications.** If an incomplete application is received, the commissioner shall notify the applicant of specific deficiencies in the application. The applicant has 30 days from the date of the commissioner's notification to complete the application. If the application is not completed and received by the commissioner within 30 days, the application is considered withdrawn. To be further considered, the applicant must reapply.

Statutory Authority: *MS s 216C.09*

History: *13 SR 2762; 31 SR 1605*

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