



**EnergySmart Partners LLC Product Guideline
City of Fort Collins Utilities
“Home Efficiency Loan Program”
H.E.L.P.**

Eligible Borrowers:	Applicants who own residential property located in Fort Collins that is to be improved by the loan and are current City of Fort Collins electric utility customers (for qualified energy efficiency and renewable energy improvements) or water utility customers (for qualified water improvements). For energy efficiency and renewable energy improvements, customers must have scheduled or received an Efficiency Works Home Audit . Eligibility of Utility customers to participate is based on utility bill payment history and/or credit scores pursuant to other criteria and procedures adopted in administrative rules and regulations adopted by the City of Fort Collins Chief Financial Officer. All applicants claiming ownership interest in the subject property provide a valid federal tax identification number. Further eligibility defined within a classification table shown below on page three.
Loan Amount	Minimum loan amount is \$1,000; Maximum loan is \$15,000 (per utility premise). Loans can be up to 100% of eligible project costs within loan limits stated above.
Rebates	Efficiency Works Home program rebates are processed and distributed separately from the “ Home Efficiency Loan Program ” loan. The rebate check is sent directly to the property owner from the program administrator.
Property Type:	Eligible properties are detached single family dwellings, duplexes and attached townhomes (A single-family dwelling unit constructed in a group of three or more attached units in which each unit extends from the foundation to roof and with open space on at least two sides). Multistory condominium properties are not eligible. Residential rental properties are eligible with loan application from the owner. Loans issued for improvement to a non-owner occupied property will be billed directly to the property owner.
Collateral:	Loans will be secured by UCC Financing Statement filed through the Larimer County. Electric service may be discontinued for nonpayment of past-due accounts directly or indirectly related to the provision of electric service, in which event written notice shall be given in accordance with Section 26-713 of the Fort Collins Municipal Code and any Council-approved service rules and regulations.
Interest Rate:	2.50% fixed interest rate. Interest rates to be revised annually by the City Financial Officer.
Repayment:	Monthly payment of principal and interest will be collected by the City of Fort Collins Utility Billing Office as a line item on the borrower’s City of Fort Collins monthly utility bill.
Term:	Loan amounts of \$1,000 to \$15,000 are available with terms of 60, 84, 120, 180 and 240 months; and are fully amortizing, with all outstanding principal, interest and other sums due at maturity.
Loan Payoff:	Loans will be closed after receipt of all principal and interest. Loans can be prepaid in full, at any time, without penalty. Loans must be paid off if the property goes through a subsequent refinancing.

Use of Funds: Permitted capital improvement projects shall enhance the health, safety, and energy or water efficiency of the home, including installation of renewable energy systems as allowed by the City of Fort Collins Utilities On-Bill Financing Program administrator. A list of qualifying energy improvements and the rebates available can be found by accessing the links on the Home Efficiency Loan Program web page:
www.fcgov.com/utilities/residential/consERVE/financing.

Loan Fees: A one-time non-refundable application fee in the amount of \$25 shall be due and payable to ESP upon submittal of all City of Fort Collins Utilities **Home Efficiency Loan Program** loan applications. An additional origination fee in the amount of \$150 is due to ESP at time of loan settlement. Customer may choose to pay the origination fee at closing or add the amount to the loan principle (not to exceed loan maximum). Public recording fee(s) are the responsibility of the borrower and assessed at the time of loan settlement.

Origination Procedures

Application: EnergySmart Partners LLC, a wholly-owned subsidiary of Funding Partners for Housing Solutions, Inc. collectively referred to as “ESP”, will receive completed residential loan applications from applicants through ESP’s website: www.energy-smart-partners.com, a signed Authorization to Release Information and supporting documentation. A credit report and processing fee of \$25 shall be due ESP at time of application and paid by applicant on ESP website.

Processing: ESP will order third party verifications including credit report(s), and the City of Fort Collins Utilities bill payment history. Under normal circumstances and if ESP has received all required information, an applicant can expect receive information about whether the applicant is eligible to receive a loan within 24 hours or one-business day. Confirmation of credit determination, loan terms and remaining documentation requirements, as applicable, will be delivered in electronic format to the applicant for review and acceptance.

Pre-Settlement: ESP will prepare loan closing documents that shall include a Lien Waiver & Completion of Work Affidavit wherein the borrower must acknowledge the amount paid to the project contractor upon loan settlement. The project contractor is required to acknowledge that all work is or will be completed according to the Fort Collins Utilities program standards and in a good and workmanlike fashion within the agreed-upon timeframe. The project contractor is required to verify that all suppliers and/or subcontractors for the project are paid in full with no further recourse to the borrower, and furnish lien waivers to that effect.

Fees Collected: Origination, public recording and other third party fees shall be assessed and included in the total loan amount.

Settlement: ESP will present all loan documents to borrower at the time of loan settlement.

Funding: Upon receipt and acceptance of completed and signed Lien Waiver & Completion of Work Affidavit and Efficiency Works Home Rebate Application forms from the project contractor(s) and, if applicable, subcontractors, ESP shall release loan proceeds directly to project contractor(s) upon confirmation that all work is complete. Dependent upon the scope of the proposed project, ESP will disburse funds to all applicable contractors and will disburse payment directly to the borrower for any deposits the borrower has paid to the contractor upon

receipt of a paid receipt. Execution of a lien waiver affidavit, and a completed Rebate Application sent to Fort Collins Utilities, is required from all applicable contractors prior to each distribution of loan proceeds.

Post Closing: ESP shall retain all original documents and permanent loan file, UCC filings, process and issue subsequent project draw requests, and issue release of collateral obligations upon final satisfaction of the Note. Copies of all executed loan documents will be provided to City of Fort Collins after loan settlement.

Loan Qualifications: ***In order to obtain a loan from ESP under the City of Fort Collins “Home Efficiency Loan Program”, a borrower must meet the following requirements:***

Utility Bill History <i>(if available reviewed by Fort Collins Utility staff)</i>	6 months timely payments
Minimum FICO	640
Bankruptcy, Foreclosure, Repossession	None in the last 5 years
Unpaid Collection Accounts, Judgments, Tax Liens	No more than \$2,500
Loan Amounts	\$1,000 to \$15,000