

CLEAN ENERGY FINANCE GUIDE, THIRD EDITION

DECEMBER 9, 2010

Chapter 15.

Contracts, Agreements, and Other Resources

CLEAN ENERGY FINANCE GUIDE, THIRD EDITION**Chapter 15.
Contracts, Agreements, and Other Resources**

Three documents—a Request for Proposal (RFP), a Loan Loss Reserve Fund Agreement (LRF Agreement), and an EE Loan Program Agreement—are vital for developing a clean energy financing program with a loan loss reserve fund. As a state or local government, the ARRA grantee typically conducts a competitive procurement procedure to award the LRF funds to a financial institution (FI) partner. An RFP must be prepared to solicit proposals from interested financial institutions. Once the FI is chosen, an LRF Agreement is negotiated and developed to address the deposit and use of the LRF monies. The final and less formal agreement, the EE Loan Program Agreement between the FI partner and the ARRA grantee and/or other program partners, addresses the full EE/RE loan origination cycle, including cooperation in loan marketing, credit screening and analysis, and other steps involved in loan origination. More detailed information on the process can be found in Chapter 5 of this Finance Guide.

The following list provides a brief description of the template agreements and sample documents that follow in the attachments:

Agreement or Sample	Description
DOE Template Financial Institution RFP	A template competitive procurement procedure to award the LRF funds to a financial institution (FI) partner.
DOE Template Loan Loss Reserve Agreement	A template agreement demonstrating how to address the deposit and use of the LRF monies.
DOE Template Program Agreement	A template agreement that addresses the full EE/RE loan origination cycle.
Sample RFP: City of Independence, Missouri	A sample competitive procurement procedure to award the LRF funds to an FI partner.
Sample LRF Agreement: Michigan SAVES	A sample LRF agreement between a grantee and an FI setting the terms and conditions of the loan loss reserve fund.
Sample Guide for Residential Program Design	A sample set of steps to follow in defining and elaborating on the specifics of a clean energy loan program.

The next 103 pages of this chapter include the six documents above. Samples are used courtesy of the respective city or state program.