ENERGY CONSERVATION LOAN PROPOSAL REQUIREMENTS & CONTRACTOR INFORMATION

Clay Electric Cooperative, Inc.

LOAN AMOUNT - Minimum $1,500; Maximum-$10,000. (Max term is 84 months; length of term is based on amount financed, and the interest rate will be determined by the member(s)' credit information.)

APPROVED MEASURES - The following energy efficiency improvements may be eligible for financing through Clay Electric Cooperative (CEC).

- HVAC Heat Pump Systems (Central Air, Mini-Split systems and/or Package Units – Heat Pump models only)
- Duct Diagnosis & Repair/Duct Insulation
- Insulation Improvements - Ceiling, Floor, Wall, Duct – Batt, Loose-Fill, and/or Spray Foam
- Eligible Appliances - Heat Pump Window Units & Electric Hybrid Heat Pump Water Heaters only (must meet current U.S. Department of Energy "DOE" minimum efficiency standards)
- Thermal Double Pane Windows
- Metal Roofing - High Reflectance Metal Roofing (Galvanized only)

All measures are subject to approval by Clay Electric Cooperative (CEC).

Energy Loan Requirements – (Please note: Refinancing existing loans are not eligible for this program.)

- The member(s)/account must be active with Clay Electric Cooperative (CEC) for at least 12 continuous months. (Once an application is received, the member must act upon their Clay Electric Cooperative (CEC) credit approval within 30 days and is responsible for completing the loan process within 90 days. If the application must be resubmitted, an additional $25 loan processing fee will apply.)
- Application must be completed and signed jointly if: 1) your CEC account is listed jointly, or 2) if both incomes are being used to show ability to repay. If only one name appears on the account and only their income is being used to show ability to repay loan, one signature is required. (The "Joint/Co-Maker" can only be the spouse of the member applicant and must also be listed on the CEC account.)
- Loans to be granted require an energy survey to be conducted by a CEC representative within the past 12 months. (Other loan types may be excluded from the Energy Survey requirement.)
- Member's CEC account must be set up on standard residential billing. (Prepaid/Budget/TOU billing programs must be converted prior to loan disbursement.)
- Members must have two forms of communication: active phone number and email address.
- Final loan documents must be signed by the member(s) after completion of their equipment/service installation. (If member(s) refuse to complete final loan documentation after equipment/services are performed, financial liabilities will be between the member(s) and their contractor/retailer. Loan funds are issued after final CEC inspection and loan documents have been signed by the member(s).)
- All CEC Energy Loans **must be paid in full before an account is closed and/or changed.**

REQUIREMENTS FOR ALL Quotes/Estimates/Proposals/Receipts -
Formal Quote/Estimate/Proposal/Receipt must include contractor/business info, member's name, address of service, date of service, and details of the services/equipment (Brand and Model #) to be provided, and total cost. (ALL equipment/services must be "new" condition - scratch and dent/damaged/refurbished/etc. equipment does not qualify.)

- Each application requires a formal proposal signed by a licensed contractor with the following information included with the proposal:

HVAC HEAT PUMP (Central, Mini-Split, or Package Unit) LOAN REQUIREMENTS -

(a) A "Manual J" load calculation for equipment sizing must be included as an estimated cost within the contractor's proposal. Once the member receives credit approval for the loan, the contractor will be required to complete the load calculation. A copy of the completed "Manual J" calculation must be submitted with the formal proposal, and all new equipment must be sized according to those results.

(b) Brand name and all model numbers of indoor and outdoor units to be installed.
(c) Seasonal Energy Efficiency Ratio (SEER2/AHRI Ref#) and Heating System Performance Factor (HSPF) efficiency ratings as listed in the latest American Refrigeration Institute (ARI) manual. Clay Electric's minimum efficiency requirements are those set forth by the Florida Energy Code.
(d) A metal grandstand, insulated platform box or wall hanging assembly is required for split system air handler installations.
(e) All equipment will be installed to meet current Florida Energy Codes and NEC requirements. (Local surge protection is recommended at the equipment termination points but not required.)
(f) Duct system will be inspected for leaks by your contractor and proposed repair/replacement costs itemized separately.
(g) The duct system, when modified, shall meet current Florida Energy Code.
(h) HVAC retrofit in conventional-built homes with less than R-19 attic insulation will be required to have the insulation level increased to meet the current energy code minimum. Clay Electric recommends ≥ R-38 for attic applications.
(i) Open free air area of return grill(s) coupled with return ductwork shall be properly sized to meet manufacturing specifications for unit being installed.

INSULATION IMPROVEMENTS LOAN REQUIREMENTS – Attics, Floor, Wall, Duct – (Batten/Loose-Fill/Spray Foam)
(a) Insulation improvements are for HVAC conditioned areas only; unconditioned spaces do not qualify. (Barns/sheds/garages/porches/metal bldgs./etc. do not qualify).
(b) Insulation upgrades shall be improved up to a minimum of current Florida Energy Codes. (CEC recommends ≥ R-38 for attic applications/≥ R-15 for walls/≥ R-19 for floors.)
(c) Quote/Estimate/Proposal/Receipt must also indicate the pre & post R-value improvements, and materials/type of insulation used, and total square footage.

ELIGIBLE APPLIANCES LOAN REQUIREMENTS – (Heat Pump Window HVAC Units, Electric Hybrid Heat Pump Water Heaters)
(a) Appliances must be listed to meet current U.S. Department of Energy minimum efficiency standards.
(b) Quote/Estimate/Proposal/Receipt must indicate all the required information as described above and be utilized at the member's account location.

THERMAL DOUBLE PANE WINDOW LOAN REQUIREMENTS –
(a) Windows must be double-pane and meet or exceed applicable U-Factor and Solar Heat Gain Coefficient (SHGC) requirements for U.S. Department of Energy climate zone compliance. Windows shall be properly installed and sealed to minimize air infiltration. Low-E coatings and gas-filled glazing are recommended for improved energy efficiency.

HIGH REFLECTANCE METAL (Galvanized only) ROOFING LOAN REQUIREMENTS -
Each application for high reflectance metal roofing requires the following information included with the proposal:
(a) A reroofing permit whereby the county inspects upon completion of said work. Proof of passed/completed inspection shall be provided to CEC – Energy Services.
(b) The metal roofing shall be installed only by a Registered Licensed roofing contractor or State Certified Roofing Contractor.
(c) Installation shall meet current Florida Building Code criteria.

Please return the completed forms by emailing energyservices@clayelectric.com, (or) by mail to the Energy Services Division, Clay Electric Cooperative Inc., P.O. Box 308, Keystone Heights, FL, 32656; (or) deliver to the nearest District Office of the Cooperative, (or) by fax to 352-473-1731.
If you have any questions, please contact the Energy Services Division at (352) 473-8000, ext. 8263, or at energyservices@clayelectric.com.