



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskien

DBA Revolving Loan Fund Applicant:

Thank you for considering the Division of Building Authority – Sustainable Building Design Program, Revolving Loan Fund (RLF) as a funding option for your proposed energy project. This is an interest free loan program created by the Arkansas Legislative Task Force on Sustainable Design and Practices of the Arkansas General Assembly and adopted by the Arkansas General Assembly through Act 1372 of 2009. The loan program provides a funding mechanism for state agencies, boards, commissions, and institutions of higher learning that own facilities and would like to accomplish energy initiatives that exceed \$250,000. The DBA RLF is designed to supplement or enable those state entities who do not have sufficient appropriation and/or funding to complete their desired energy initiatives as outlined in their Strategic Energy Plans (StEP) mandated by the Governor's Executive Order 09-07.

This manual has been created to assist you through the loan application process and subsequent administrative processes related to the construction of your capital improvement project. We acknowledge there are a large number of forms, agreements, and other documents required as a result of the Revolving Loan Fund Rules; all of which can make this process laborious and challenging. We are hopeful that this manual will provide you with some insight into the process and answers to many of your questions as you are getting started. We have included a sample of each form, agreement and/or submittal that will be used in the process, as well as an electronic copy of the same for your convenience. We invite you and your project team members to feel free to contact the DBA Revolving Loan Fund Manager, Daniel Hutchison, as questions arise during your review of the manual. We want to assist you the best we can so that this will be worthwhile experience for you and your agency. You may reach DBA or Daniel Hutchison at 501-682-5537 or daniel.hutchison@arkansas.gov.

I wish you the best in your energy efficiency endeavors and hope that you will find your decision to participate in the Sustainable Building Design Revolving Loan Fund was well worth your efforts.

Best regards,

A handwritten signature in blue ink, appearing to read "Anne W. Laidlaw", is written over a circular blue stamp that partially overlaps the signature.

Anne W. Laidlaw, Director
Division of Building Authority