2026 Revolving Loan Fund Application

Send questions, requests for assistance, or completed forms to F&S Revolving Loan Fund

1. Full name of requester:

2. Primary departmental contact(s) (leave blank if same):

3. Email addresses:

4. Requesting department or college:

5. Associated building (include number or physical address for confirmation):

6. Name of project manager (if different from departmental contact)

    a. Managed by: (select all that apply)

External contractor/other ☐ Facility liaison/contact ☐

F&S Contractor Services ☐ F&S Capital Projects ☐

7. Tentative start date:

8. Tentative end date:

9. Departments with space affected by the project:

10. Specific floors and rooms where the work will be performed:

11. Expected all-in project costs, including labor, materials, design, and administrative support:

12. Description of the utility-saving measure:

In this section, detail what the project intends to accomplish, highlighting the potential utility savings improvement that would take place if implemented. Past projects have included LED retrofits; occupancy sensors that can control lights, as well as heating and cooling; HVAC items and facility envelope improvements.

13. Estimate the utility and greenhouse gas savings:

a. Annual utility consumption reduction:

Building annual utility consumption can be found in the Energy Billing System (EBS). Requests for EBS access should be sent to F&S Utilities Business Operations. Current consumption can be calculated from existing equipment using meter readings, nameplate ratings, actual usage, time operated, efficiencies, types of utilities consumed, etc., to the extent necessary to prove reductions and savings. Calculate the expected energy by subtracting the two totals (current vs. anticipated), yielding an estimated annual consumption savings.

b. Annual dollars saved:

Updated utility rates are available on the F&S website. Multiply the projected annual consumption savings by the appropriate utility rates, and the result yields annual dollars saved.

c. Annual CO2 reduction anticipated:

CO2 reduction rates can be found on the Illinois Climate Action Plan (iCAP) portal website.

14. How does the project increase the fund size through grants or additional allocations?

15. Describe in as much detail as possible how the project meets the selection criteria:

Will the payback period be less than ten years, and what will the work do to reduce greenhouse gas emissions? List the reductions in terms of metric tons or lbs. of CO2.

16. Will occupants see a functionality difference in the space, or will the work be mostly unnoticeable once completed?

17. Can this project be executed in conjunction with other planned or ongoing projects, such as building improvements or future capital construction?

18. Is there any other information vital to this project that should be considered for evaluation?