



## Louisville Energy Project Assessment District (EPAD) LIST OF FORMS AND DOCUMENTS Roles and Responsibilities

### SUBMIT WITH THE INITIAL ELIGIBILITY FORM<sup>1</sup>

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- 1 Initial Eligibility Form ([OS FORM 001](#))**  
Form obtained from: [Louisville EPAD website](#)  
Completed by: Property Owner
- 2 List of all Property Owners of Record**  
Information obtained from: [County Clerk's website](#)  
Completed by: Property Owner  
Submitted as: Attachment A  
Note – There is not a form for this information; property owner must type information to submit.
- 3 Energy Audit**  
Document obtained from: Energy Auditor  
Completed by: Energy Auditor  
Note – The energy audit is optional

### SUBMIT WITH THE FORMAL PROGRAM APPLICATION

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- 4 Formal Program Application ([OS FORM 002](#))**  
Form obtained from: [Louisville EPAD website](#)  
Completed by: Property Owner
- 5 Legal Description of the Property**  
Information obtained from: [County Clerk's website](#)  
Submitted as: Attachment B  
Note – There is not a form for this information; property owner must type information to submit.
- 6 Energy Savings Performance Contract**  
Document obtained from: EPAD Contractor  
Submitted as: Attachment C  
Note – A copy of the Energy Savings Performance Contract only needs to be submitted if the property owner is completing an energy savings performance contract.
- 7 Energy Project Summary ([OS FROM 003](#))**  
Form obtained from: [Louisville EPAD website](#)  
Completed by: Property Owner and/or EPAD Contractor  
Submitted as: Attachment D  
Note – This form is completed using information from the Written Project Estimate.
- 8 List of Contractors**  
Information obtained from: EPAD Contractor  
Completed by: Property Owner and/or Contractor  
Submitted as: Attachment E  
Note – There is not a form for the information. This document should include a list of all engaged contractors, engineers, architects and equipment vendors and their contact information.

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<sup>1</sup> The *Initial Eligibility Form* is not required if a contractor and lender have been selected, an agreed upon project scope is finalized, and if mortgage lien holder consent has been obtained, or if the property does not have an existing mortgage.



**9 Written Project Estimate (Signed Bid)**

Document obtained from: Contractor  
Completed by: Contractor  
Submitted as: Attachment F

Note – This document should include, at minimum, a cost estimate for the project; energy, water and monetary savings estimates per project improvement; and the estimated project timing. For the purpose of the Initial Eligibility Form, a ballpark estimate is sufficient. A formal estimate is required at the time of application.

**10 Project Budget**

Information obtained from: Property Owner and/or EPAD Contractor  
Completed by: Property Owner and/or EPAD Contractor  
Submitted as: Attachment G

Note – There is not a form for this information; the property owner or contractor must type information to submit. This document should include a list all other sources of funds that will be obtained and the date they will be available, including utility rebates, tax credits, or other incentive program participation for each qualifying improvement.

**11 Property Appraisal**

Information obtained from: Hired Appraiser or Property Documents  
Submitted as: Attachment H

Note – This document can be a copy of the most recent appraisal or a similar statement of value.

**12 Title Search Results**

Information obtained from: Property Owner or Third Party Hired to Complete the Title Search  
Submitted as: Attachment I

Note – The title search must reveal all recorded mortgage lien holders.

**13 Notice of EPAD Special Assessment ([OS FORM 004](#))**

Form obtained from: [Louisville EPAD website](#)  
Completed by: Property Owner  
Sent to: All Mortgage Lien Holders

Note: The title search will reveal all recorded mortgage lien holders. This document should be sent to all existing Mortgage Lien Holders by the authorized Owner(s) jointly with the Mortgage Lien Holder Consent form

**14 Mortgage Lien Holder Consent to Special Assessment ([OS FORM 005](#))**

Form obtained from: [Louisville EPAD website](#)  
Completed by: Mortgage Lien Holder  
Submitted as: Attachment J

Note: The title search will reveal all recorded mortgage lien holders. This document should be sent to all existing Mortgage Lien Holders by the authorized Owner(s) jointly with the Notice of EPAD Special Assessment. The Mortgage Lien Holder should complete the document and return it to the Property Owner. The Property Owner will submit all signed Mortgage Lien Holder Consent forms as Attachment J in the *Formal Program Application*.

**15 1-3 Photographs**

Photographs taken by: Property Owner  
Submitted as: Attachment K

**16 Eligibility Certification ([OS FORM 006](#))**

Form obtained from: [Louisville EPAD website](#)  
Completed by: Property Owner



## **PREPARE AFTER PROJECT APPROVAL, IN ADVANCE OF FINANCIAL CLOSING**

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### **17 Final Contractor Agreement(s)**

Document obtained from: EPAD Contractor  
Executed by: Property Owner(s) and Contractor

Note –This document should include:

- (1) Detailed list of the equipment, materials and labor to be performed;
- (2) Project milestones and payment draw schedules,
- (3) Estimated project timing, and
- (4) Relevant required permits needed for the project.

### **18 Financing Commitment Letter**

Document obtained from: EPAD Lender

Note – The letter should be addressed to the Property Owner(s). This document serves as the initial agreement between the EPAD Lender and the Property Owner.

### **19 Final EPAD Assessment Schedule ([OS FORM 007](#))**

Form obtained from: [Louisville EPAD website](#)

Completed by: EPAD Lender

### **20 Energy Usage Tracking**

Information obtained from: LG&E (includes monthly electricity and natural gas usage)

Completed by: Property Owner using the U.S. EPA's ENERGY STAR [Portfolio Manager](#)

Data shared with: The Louisville Metro Office of Sustainability

## **EXECUTE AT THE FINANCIAL CLOSING**

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### **21 EPAD Program Financing Agreement ([OS FORM 008](#))**

Document obtained from: [Louisville EPAD website](#)

Executed by: Property Owner(s), EPAD Lender and the Office of Sustainability

## **COMPLETE AFTER THE FINANCIAL CLOSING**

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### **22 Energy Project Completion Certificate and Photos ([OS FORM 009](#))**

Form obtained from: [Louisville EPAD website](#)

Executed by: Property Owner(s) and the EPAD Contractor

Submitted to: The Office of Sustainability within 30 days of project completion

Note – This form should be submitted with a least three (3) photos of the completed improvements

### **23 Annual Survey**

Survey received from: The Louisville Metro Office of Sustainability annually

Completed by: Property Owner

Returned to: The Louisville Metro Office of Sustainability