|  |  |  |  |
| --- | --- | --- | --- |
|  | Submit by Email | |  |
|  | | | |
| bcit-rgb-no-type_small.png | Sustainable Energy  Revolving Loan Fund  CLOSEOUT FORM | Project # | | Date Received | |
|  | |  | |

|  |  |
| --- | --- |
| **I. Project Information** | |
| **Project Title** | **Submitted By:** |
|  | Name: |
| Dept: |
| phone: |
| email: |

|  |  |  |
| --- | --- | --- |
| **II. Project Update and Cost Summary** | | |
| **Project Schedule Update** | Actual Start Date: | Actual Completion Date: |
| **Project Finance Summary** | Original Estimated Project Costs | $ |
| Actual Project Costs | $ |
| % Difference\* | % |
| \* If estimated and actual project costs differ by **more than 10%**, please provide more detail in **Appendix A** on page 2 | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **III. Loan Repayment Schedule** | | | | | | | |
| **Loan Repayment Details** | Estimated first payment  date and amount:  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Estimated last payment  date and amount:  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Original Loan Amount:  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Annual Payment Amount:  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Number of recurring Payments: \_\_\_\_\_\_ | | | | Total repayment amount: $ \_\_ \_\_\_\_\_\_\_\_\_\_ | | |
| **Applicant’s Accountant contact information:** | |  | |  | | |  |
|  | | Name | | Phone | | | Email |

|  |  |  |  |
| --- | --- | --- | --- |
| **IV. Project Closeout Agreement** | | | |
| By signing Section V below, the Applicant (project owner) attests that the project is substantially complete and consents to the payback terms and timing found in Section III above.  By signing Section V below, the BCIT Sustainability Committee accepts the Applicant’s assertion that the project is substantially complete and agrees that the payback terms and timing found in Section III above are hereby in effect. | | | |
| **V. Review and Approval** | | | |
| Applicant’s authorized representative | | Please print name | |
| Dean or Director | Sustainability Committee Co-Chair | | Facilities Management |

|  |  |  |  |
| --- | --- | --- | --- |
| **APPENDIX A: Revised Total Project Costs (from Sustainability and other sources)** | | | |
| **Cost Category (provide details):** | | | **Actual Cost** |
| Materials: | | | $ |
| Labour: | | | $ |
| Engineering: | | | $ |
| Other: | | | $ |
| Total Project Costs: | | | $ |
| Total Amount of Sustainability Funding Applied | | | $ |
| Additional detail of actual costs attached on a separate sheet? | * Yes | * no | |

|  |  |
| --- | --- |
| **OTHER FUNDING SOURCES (provide source name):** | **Actual Cost** |
|  | $ |
|  | $ |
|  | $ |
| **Project Costs Revision Comments: (optional)** | |
|  | |