



Energy Efficiency Revolving Loan Fund (EERLF) Pre-Application

Program Overview

The West Virginia Office of Energy (WVOE) has been awarded a \$5.7 million capitalization grant through the Department of Energy's (DOE) Energy Efficiency Revolving Loan Fund (EERLF) program, which is funded by the Bipartisan Infrastructure Law (BIL) Section 40502. This significant federal funding will allow West Virginia to establish a self-sustaining revolving loan fund to finance energy efficiency upgrades and retrofits for commercial buildings across the state. The program aims to enhance energy savings, reduce utility costs, and leverage private capital to administer loans. Eligible activities include the installation of insulation, HVAC upgrades, energy-efficient lighting, and window or door replacements.

The WVOE intends to specifically focus on directing benefits and expanding access to capital for small businesses and non-profit organizations that conduct and derive at least 50% of their operational activities and revenue within West Virginia, thereby improving building performance and reducing energy expenses statewide.

Eligibility Criteria

1. An entity who owns or operates a commercial (non-residential) building, has 500 employees or less, and conducts the majority of its business in West Virginia.
2. Upgrades or retrofits recommended in a qualifying Energy Audit completed for a commercial (non-residential) building/facility (including publicly- or privately-owned buildings used by a commercial business, non-profit organization, institution, or state of local government with 500 employees or less and where the organization conducts the majority of its business in West Virginia).
3. The project's cost must be life-cycle cost-effective, which shall be demonstrated on the energy audit report showing that the estimated lifetime energy savings from the project upgrades/retrofits will be at least equal to the total project cost. Program Sponsor shall reserve the right to approve an alternative method of demonstrating cost-effectiveness if deemed acceptable.
4. The project must address at least one of the following:
 - a. the energy efficiency of the building/facility;
 - b. the physical comfort of the building/facility occupants; or
 - c. the quality of the air in the building/facility.
 - i. NOTE: Based on the criteria above, geothermal heating systems are eligible, but solar/PV systems would need to be paired with energy storage or designed to provide operation during utility electricity grid outage to be eligible.
5. The project must lead to at least one of the following outcomes:
 - a. reduce the energy intensity of the building/facility; or
 - b. improve the control and management of energy usage of the building/facility to reduce demand during peak times.
 - c. Loans may include any portion of the cost of Energy Audit paid for by the Eligible Borrower (not subsidized by Program Sponsor)

Pre-Application Overview

The Energy Efficiency Revolving Loan Fund (EERLF) provides financing to support energy efficiency improvements for eligible organizations, including nonprofits, rural hospitals, small businesses, and licensed daycares. This pre-application is the first step in determining eligibility and project readiness. It is not the full loan application. Applicants who meet initial program criteria will be invited to complete the full financial application through our lending partner.

A qualifying energy audit will be required during the next phase of the application process. Audits must be performed using Audit Template or other auditing software approved by the US Department of Energy. Applicants who have not yet completed an audit may still submit a pre-application; however, no project can advance to full underwriting without this requirement.

Pre-Application Fields

Applicant Information

- Federal Tax ID
- Business Name
- Business Ownership: Public/Private
- SAM Registration/UEI
- Applicant Address
- Project Address (same as above option)
- Business Primary Contact Name
- Business Primary Contact Phone number
- Business Primary Contact Email Address

Project Overview

- Organization Overview
Please indicate the history, mission, and services provided by the organization.
- Project Overview
Please indicate the energy efficiency measures that grant funds will be used to pay for, such as HVAC upgrades, lighting retrofits, building envelope improvements, energy management systems, or other eligible measures. A short description of proposed improvements is required.
- Expected Project Start Date
- Expected Project Completion Date
- Has an energy audit been completed?

Budget

- Total Project Cost
- Projected Loan Request
- Projected Energy Savings

Eligibility Confirmation

Applicants must confirm that they meet basic eligibility criteria, understand that this is a pre-application, and acknowledge the program's requirements, including the energy audit requirement and the need to provide additional documentation if requested.

Authorization

A digital signature from an authorized representative is required to complete the submission.

Pre-Application Paper Submission

1. Download the application form.
2. Fill out the form and submit all required information.
3. Mail the application to our office, at:

ATTN: WVOE EERLF PGM
1900 Kanawha Blvd. East
Bldg. 3, Suite 500
Charleston, WV 25305

Pre-Application Electronic Submission

1. Download the application form.
2. Fill out the form and attach all required information into one document.
3. Email the application to our office, at:

To: wvoeinfo@wv.gov
Subject: EERLF Pre-Application

What Happens After Submitting a Pre-Application

1. **Eligibility Review:**
The West Virginia Office of Energy will review the submission to confirm program eligibility, proposed project type, and basic project readiness.
2. **Preliminary Determination:**
Applicants will receive notification indicating whether their project is conditionally approved to move forward or whether additional information is required.
3. **Energy Audit Requirement:**
Applicants without a qualifying energy audit will receive instructions for obtaining one. The audit must be completed before full financial application and underwriting. Financing is available for energy audits.
4. **Referral to Lending Partner:**
Eligible applicants will be referred to our lending partner to complete the full financial application, including underwriting and financial review.
5. **Loan Decision:**
Final loan approval will be determined by our lending partner based on underwriting, project viability, and completion of all program requirements. This decision will be communicated by the West Virginia Office of Energy.



Energy Efficiency Revolving Loan Fund (EERLF) Pre-Application

Applicant Information

Federal Tax ID		
Business Name		
Business Ownership	<input type="checkbox"/> Public	<input type="checkbox"/> Private
Applicant Address		
Project Address		

Business Primary Contact

Name	
Phone Number	
Email Address	

Project Overview

Has an energy audit been completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Organization Overview <i>Please indicate the history, mission, and services provided by the organization.</i>		
Project Overview <i>Please indicate the energy efficiency measures that grant funds will be used to pay for, such as HVAC upgrades, lighting retrofits, building envelope improvements, energy management systems, or other eligible measures. A short description of proposed improvements is required.</i>		
Expected Project Start Date		
Expected Project Completion Date		

Budget

Visit energywv.org to obtain a copy of the budget template. Please complete the form and attach to your application.

Total Project Cost	
Projected Loan Request	
Projected Energy Savings	

Eligibility Confirmation

Applicants must confirm that they meet basic eligibility criteria, understand that this is a pre-application, and acknowledge the program's requirements, including the energy audit requirement and the need to provide additional documentation if requested.

☐ I confirm that basic eligibility criteria has been met, understand this is a pre-application, and acknowledge the program's requirements. I will provide additional documentation if requested.

Authorization

I affirm under penalty of perjury/law that this information is accurate and does not constitute a false pretense under West Virginia Code §61-3-24.

I confirm that I am authorized to enter into this Agreement.

By signing this document electronically, I agree that my electronic signature is the legal equivalent of my manual/handwritten signature on this document. I further agree that my signature on this document is as valid as if I signed the document in writing. By providing my electronic signature using any device, means, or action, I consent to the legally binding terms and conditions of this document.

Signature

Date