



## 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
<b>Organization Overview</b> <i>Please indicate the history, mission, and services provided by the organization.</i>		
<b>Project Overview</b> <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](http://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

## 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](mailto: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.