ENERGY EFFICIENCY REVOLVING LOAN FUND
PROGRAM NARRATIVE

State of West Virginia
Bipartisan Infrastructure Law
Section 40502

June 2026

WEST VIRGINIA
OFFICE OF
ENERGY

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West Virginia Office of Energy: A Division of the West Virginia Department of Commerce
1900 Kanawha Blvd. East | Bldg. 3, Suite 500 | Charleston, WV 25305

1. 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.

2. Eligibility Criteria

- 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.
- 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)
- 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.
- The project must address at least one of the following:
  - the energy efficiency of the building/facility;
  - the physical comfort of the building/facility occupants; or
  - the quality of the air in the building/facility.
    - NOTE: Based on the criteria above, geothermal heating systems are eligible, but solar/PV systems would need to be paired with energy storage systems.

2.1 Examples of Eligible Projects Include

- Lighting (inlcuding LED retrofits)
- Heating, Ventilation, and air conditioning (HVAC) systems (upgrading, repairing, or replacing equipment)
- Insulation and building envelope improvements (e.g., air sealing)
- Window and door upgrades

3. Pre-Application

3.1 Applicant Information

Applicant Information	
Federal Tax ID	
Business Name	
Business Ownership	☐ Public ☐ Private
Applicant Address	
Project Address	

3.2 Business Primary Contact

Business Primary Contact	
Name	
Phone Number	
Email Address	

3.3 Project Overview

Project Overview	
Has an energy audit been completed?	☐ Yes ☐ No
Is this a commercial building?	☐ Yes ☐ No
What year was the building constructed?	
Is the property listed on, or has it been determined eligible for, the National Register of Historic Places or a State Historic Register?	☐ Yes ☐ No
Is the property located within a designated local or National Historic District?	☐ Yes ☐ No
Organization Overview: Please indicate the history, mission, and services provided by the organization.	

Project Overview	
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	

3.4 Budget

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

Budget	
Total Project Cost	
Projected Loan Cost	
Projected Energy Savings	

3.5 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 this organization is a small business with 500 employees or less.***

☐ ***I confirm that this organization conducts the majority of their business in West Virginia.***

☐ ***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.***

3.6 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***

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4. Submission Instructions

4.1 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

4.2 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

5. 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.