



Applicant Information

Amount Requested \$

\$100.00 Application Fee

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any other person or entity providing a guaranty on the loan.

Name:

Mailing Address:

City, State, Zip:

Home Phone: Business Phone:

Date of Birth:

Employer: Years Employed:

Gross Annual Salary (before taxes):

Have you ever borrowed from DEQ? YES NO

Have you guaranteed or endorsed the debts of any other person? YES NO

Have any actions or suits been filed against you or any unsatisfied judgments or decrees entered against you?

Have you filed for bankruptcy in the last 14 years or made any assignments for creditors? YES NO

If yes, explain:

Name and phone numbers of three references: (Employers and business contacts, i.e. vendors, banker, etc.)

Name: Phone:

Name: Phone:

Name: Phone:

Co-Applicant Information

Name:

Address:

City, State, Zip:

Home Phone: Business Phone:

Date of Birth:

Employer: Years Employed:

Gross Annual Salary (before taxes):

Have you ever borrowed from DEQ? YES NO

Have you guaranteed or endorsed the debts of any other person? YES NO

Have any actions or suits been filed against you or any unsatisfied judgments or decrees entered against you, have you filed for bankruptcy in the last 14 years or made any assignments for creditors? YES NO

If yes, explain: \_\_\_\_\_

Name and phone numbers of three references: (Employers and business contacts, i.e. vendors, banker, etc.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant's Signature(s) Information Release**

I (we) hereby affirm that the foregoing information contained in this financial statement is presented for the purpose of obtaining credit as of the date indicated and is true, complete and correct. I understand the Lender is relying on this statement of my financial condition in making loan(s) to me. Lender is authorized to make any investigation of my credit or employment status either directly or through any agency employed by Lender for that purpose. I agree to inform Lender immediately of any matter that will cause any significant change in my/our financial condition. I understand that Lender will retain this financial statement whether or not credit is granted. I (we) also give permission for the above-mentioned information to be presented to the Loan Review Organization as a part of the project.

**Consent** The Lender may be relying on: 1) income from an individual who is not an applicant for the business loan, or 2) an individual co-borrower, owner, partner, officer or guarantor, for the business loan. Because of your relationship to the loan applicant or your role in the accommodation for the loan, your personal creditworthiness is a factor in the evaluation of the application or accommodation for the loan. By signing below, I authorize this institution to obtain a consumer credit report on me for the purpose of evaluating the loan application. Should MDEQ enter into a loan agreement with applicant(s), MDEQ may at any time check applicant(s) credit reports during the duration of the loan agreement.

**Reporting Requirement**

DEQ received American Recovery and Reinvestment Act (ARRA) funds to invest in the Alternative Energy Revolving Loan Program. The program may use ARRA funds or state funds, as available, for this applicaton. The following items are required to be posted on DEQ's web site and reported to the Department of Energy (DOE) when ARRA funds are used: Name of Business, City, County, loan amount and type of technology used.

\_\_\_\_\_  
Applicant's Signature                      Date

\_\_\_\_\_  
Co-Applicant's Signature                      Date

**Project Information**

Please use a separate sheet to describe your project, including the type of equipment, interconnection strategy, wells or loop field locations and dimensions. Please detail what you plan to do and how it will be accomplished. Attach product brochures, manufacturer’s data and all contractor or dealer bids.

Location of project (Site address): \_\_\_\_\_

County: \_\_\_\_\_

Legal description or property (Township Range, Section, ¼ Section, etc.): \_\_\_\_\_

**Attach a map of the project showing the location of all equipment being installed and the area to be disturbed.**

Local electric utility: \_\_\_\_\_

Will the project be connected to the grid? \_\_\_\_\_

List any consultants’ names and telephone number(s):

Architect/Engineer: \_\_\_\_\_

Contractor: \_\_\_\_\_

Dealer: \_\_\_\_\_

Have you ever had an energy audit? What energy measures were installed?  
\_\_\_\_\_  
\_\_\_\_\_

How much energy is your project expected to produce or save? Provide a site assessment with energy savings or production \_\_\_\_\_

**Sign Requirement**

All projects which are funded by the American Recovery and Reinvestment Act (ARRA) are required to display a sign throughout the construction phase that indicates the project is funded by the American Recovery and Reinvestment Act. Signs for AERLP loan projects will be provided by DEQ and must be displayed during the construction of the project.

**Davis-Bacon Wage Requirement**

Federal wage rates and related regulations apply to projects funded with ARRA funds. All laborers and mechanics employed by Contractor or subcontractors shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor of the United States Department of Labor (DOL) in accordance with subchapter IV of chapter 31 of title 40, United States Code (Davis-Bacon and related acts).

Contractor and subcontractors are required to obtain wage determinations from the DOL and comply with DOL guidance and regulations implementing wage rate requirements applicable to Recovery Act funds. Prevailing wage rates for Montana are available online at <http://www.access.gpo.gov/davisbacon/mt.html>, or from the DOL. Contractors and sub-contractor’s will be required to submit certified time sheets on a weekly basis.

Initial \_\_\_\_\_ Date \_\_\_\_\_

**COST ESTIMATE:**

- 1) Attach a separate sheet detailing all project costs, including structures, equipment, material, labor, etc.

2) Please summarize all contractor bids on one sheet.

**EXPENSE ITEM**

**COST**

_____	\$ _____
_____	\$ _____
_____	\$ _____
<b><u>Application fee (\$100)</u></b>	\$ _____
<b><u>Closing cost estimate 2% of loan request; \$250 minimum</u></b>	\$ _____
Total Project Costs	\$ _____

Use additional sheet if necessary.

Estimate energy project useable life: \_\_\_\_\_

Date construction is expected to start: \_\_\_\_\_

Estimated completion Date: \_\_\_\_\_

Describe any land disturbing activities associated with your project (provide square feet or acres), distance to streams or rivers, depth to groundwater, any groundwater discharge, any sensitive animal or plant species, any scenic or recreational areas associated with the project. Is the project associated with a historical building? (please use additional sheets of paper if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Business Information**

Legal Name (name you use to file taxes): \_\_\_\_\_

Physical Address: \_\_\_\_\_

City, State, Zip, County: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Type of Business (circle ONE): Ag/Forestry/Fishing    Construction/Mining    Transportation    Wholesale Trade

Retail Trade Service Finance/Insurance Manufacturing Other: \_\_\_\_\_

Business or DBA Name: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_ Date Business was established: \_\_\_\_\_

Annual Revenue: \$ \_\_\_\_\_ Annual Net Profit: \$ \_\_\_\_\_

Type of Ownership (circle one): Partnership Sole Proprietor Corporation Non-profit LLC

Initial and Date \_\_\_\_\_

**Management** (proprietor, partners, officers, directors, all holders of outstanding stock – 100% of ownership must be shown) Use separate sheet if necessary)

Name and Position Title	Complete Address	% of Ownership

**Business Liabilities**

Payable To:	Original Amount	Original Date	Present Balance	Rate of Interest	Maturity Date	Monthly Payment	Security	Current or Past Due

List of primary and secondary sources of repayment for this loan:

\_\_\_\_\_

\_\_\_\_\_

Sources and Uses of Funds:	DEQ	Bank	Applicant Investment	Other	Total
Land & Building Acquisition					
Site Improvement					
Construction					
Machinery or Equipment					
Vehicle					
Furniture & Fixtures					
Inventory					
Working Capital					
Other					
<b>TOTAL</b>					

**INDIVIDUAL FINANCIAL STATEMENT**

STATEMENT OF FINANCIAL CONDITION of \_\_\_\_\_ As of \_\_\_\_\_,

<b>Schedule A</b>		Location and Status of Bank Accounts	
Checking Account Info Account Number	Bank & Branch Location	Balance	Is this account pledged for any loans?
		Total	\$

<b>Schedule B</b>		Savings and Investments	
Description/Account type (stocks, bonds, cds, etc)	Registered in Name of	Total Value	Where Located
		Total	\$

<b>Schedule C</b>		Life Insurance			
Insured	Primary Beneficiary	Face Amount	Cash Value	Loans on Policy	Name of Insurance company
		Totals	\$	\$	\$

**Schedule D Accounts and Notes Receivable (what others owe you)**

Due From	Collateral	Due Date	Total Due	How Paid
				\$ /
				\$ /
				\$ /
Total			\$	

**Schedule E Real Estate**

Address/Location	Owners (s)	Appraisal Value	Date Acquired
Total		\$	

\*Attach additional sheets if necessary

Applicants: Please complete this application, and the following miscellaneous forms if applicable:

- \_\_\_ Child Support Payment Investigation Form. Child support payment delinquency may affect applicant's loan eligibility.
- \_\_\_ Debarment Certification. If you have been suspended from performing work for the government, you may not be eligible.
- \_\_\_ Civil Rights monitoring information. DEQ needs this information to insure compliance to our loan program funders.
- \_\_\_ Credit Report Verification and Authorization to release information. DEQ needs this form to verify information in the loan application.

Initial and Date \_\_\_\_\_

(Financial Information Continued)

**Schedule F Other Assets and Personal Property**

Automobiles	Market Value	Recreation vehicles	Market Value	Personal Property	Market Value
Yr:      Make:	\$	Yr:      Make:	\$	Furniture/Fixtures	\$
		Ft:			
Yr:      Make:	\$	Yr:      Make:	\$	Equipment	\$
		Ft:			
Yr:      Make:	\$	Yr:      Make:	\$	Other (list)	\$
		Ft:			
Yr:      Make:	\$	Yr:      Make:	\$	Other (list)	\$
		Ft:			
Total		Total		Total	
	\$		\$		\$

**Schedule G** Notes and Loans Payable to Banks and Others (What you owe others)

Payable to	Interest Rate and Maturity	Total Due	Collateral	How Paid
		\$		\$ per
		\$		\$ per
		\$		\$ per
		\$		\$ per
Total		\$		

**Schedule H** Accounts and Bills Payable (including credit cards)

Payable to	Total Balance Due	Interest Rate	How Paid
			\$ per
Total		\$	

**Schedule I** Other Liabilities (Taxes, Collections, etc)

Payable to	Total Balance Due	Collateral	Interest Rate	How Paid
				\$ per
Total		\$		

**\*\*Please attach a list explaining any unsatisfactory accounts that may appear on your credit report.**

Initial and Date \_\_\_\_\_

Your Assets (What you own)		Amount	Your Liabilities (What you owe to others)		Amount
<b>Schedule A</b> from page 4			<b>Schedule G</b> from page 5		
Total		\$	Total		\$
<b>Schedule B</b> from page 4			<b>Schedule H</b> from page 5		
Total		\$	Total		\$
<b>Schedule C</b> from page 4			<b>Schedule I</b> from page 5		
Total		\$	Total		\$
<b>Schedule D</b> from page 4			<b>Taxes</b>		
Total		\$	Federal, State, Local Taxes Owed		\$
<b>Schedule E</b> from page 4					
Total		\$			
<b>Schedule F</b> from page 5					
Total		\$			
<b>1 -- TOTAL ASSETS</b>		<b>\$</b>	<b>2 -- TOTAL LIABILITIES</b>		<b>\$</b>
			<b>NET WORTH</b> (difference between total assets & total liabilities) 1-2		
			<b>\$</b>		

Recap of Personal Income and Expenses				For Year	
*see notice below before completing Other Income					
MONTHLY INCOME		MONTHLY EXPENSES		CONTINGENT LIABILITIES	
Salary or Wages	\$	Property Taxes	\$	Endorser on Notes	\$
Dividends or Interest	\$	Fed & State Taxes	\$	Guarantor on Notes	\$
Rentals (Gross Income)	\$	Mortgage Payments/Rent	\$	Taxes	\$
Business (Net Income)	\$	Auto Loans	\$	Other (Describe)	\$
Other Income (Describe)*	\$	Other Secured Loans	\$		\$
	\$	Credit Card Payments	\$	<b>TOTAL</b>	<b>\$</b>
<b>TOTAL INCOME</b>	<b>\$</b>	Utility Payments	\$		
		Food/Entertainment etc.	\$		
		Estimated General Expenses	\$		
		<b>TOTAL EXPENSES</b>	<b>\$</b>		
*Alimony, child support or separate maintenance payment income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation					

**Applicant**

Amount of alimony, child support and other separate maintenance payment income. NOTE: Alimony, child support, or other separate maintenance payment income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.

Income: (salary, pension, social security, maintenance, etc.)

Source #1: \_\_\_\_\_ Per month: \$ \_\_\_\_\_ Source #2: \_\_\_\_\_ Per month: \$ \_\_\_\_\_

Source #3: \_\_\_\_\_ Per month: \$ \_\_\_\_\_

**Co-Applicant**

Amount of alimony, child support and other separate maintenance payment income. NOTE: Alimony, child support, or other separate maintenance payment income need not be revealed if you do not wish to have it

Income: (salary, pension, social security, maintenance, etc.)

Source #1: \_\_\_\_\_ Per month: \$ \_\_\_\_\_ Source #2: \_\_\_\_\_ Per month: \$ \_\_\_\_\_

Source #3: \_\_\_\_\_ Per month: \$ \_\_\_\_\_

Initial and Date \_\_\_\_\_

**Disclosure and Confidentiality Statement**

For the purpose of promoting its loan program, Montana Department of Environmental Quality (DEQ) will make available for public information sources, certain information concerning the application for financial assistance. This information include the names of the applicant(s), including principals; the amounts, types, and general terms of financial assistance; description of products or businesses benefiting from the financial assistance; the number of jobs and the amount of tax revenues projected in connection with the project; and the names of financial institutions participating in the project.

Except as noted above, Montana Department of Environmental Quality will take reasonable steps to protect the privacy of the applicant. However, since government funds are involved in the loan programs available through Montana Department of Environmental Quality, DEQ must submit reports to government agencies. DEQ's records must be available for review or audit. As a result of the reporting, review or audit process, applicant information may become part of the public record, accessible by the general public.

If an applicant desires certain information be kept confidential, the applicant should clearly identify what information or documents s/he wished kept confidential. The applicant must also explain in writing the basis for his/her request that the material be kept confidential. Where the applicant asserts that the basis for confidentiality is that release of the information could cause a business or competitive disadvantage, the applicant must provide DEQ with sufficient information to enable DEQ to determine independently the likelihood of such detriment. Applicants may wish to consult an attorney regarding any matters related to this application and possible loan agreements. The information contained in this application and attachments are submitted for purposes of inducing DEQ to extend credit to the undersigned.

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Co-Applicant Date



## **Montana Department of Environmental Quality Alternative Energy Revolving Loan Program**

### **What Kind of Projects Does DEQ Finance?**

Projects must produce useful energy from a renewable source for a Montana non-profit, small business, or government entity. Examples of projects include:

1. Photovoltaic or active solar systems.
2. Wind generators.
3. Small hydroelectric generators
4. Geothermal heating systems.

Many other projects are possible as well.

### **What Can Loan Funds Be Used For?**

Loan funds **can** be used for:

1. Equipment, installation, and other energy project construction costs.
2. Normal loan fees and closing costs.

Loan funds **cannot** be used for:

1. Cost of acquiring a buildings or land.
2. Back-up system costs (like a conventional electric furnace or a fossil fuel-powered generator.)

Only the energy project can be financed. For example, AERLP loans cannot pay for a new building, but can be used for the specific costs of the solar or other renewable energy elements to be built into a new or existing building.

### **What Loan Security Must Be Offered?**

In some cases an applicant may be able to secure the loan with the alternative energy system components. Typically AERLP will lend on a first or a junior mortgage if the applicant has adequate equity in a property. Vehicles with a clear title, business equipment not subject to other liens, or combinations may be used at the discretion of the loan officer.

### **What Technical Information is Required?**

1. A description of the proposed project.
2. A site assessment and energy production or savings calculations with assumptions.
3. A map of the project with locations of the various types of equipment to be installed. Include distance and dimensions of excavations, trenches, pads, etc.
4. Product brochures, equipment specifications, and all dealer or contractor bids.

### **How Long are Loan Terms?**

Loan terms are for ten years, or may be adjusted to a shorter term. The loan officer will work with each borrower individually.

### **How Is The Application Processed?**

1. DEQ analyzes the request. DEQ reviews the project's technical merit, then sends the application packet to the financial contractor for financial review and approval.
2. DEQ or financial contractor will request any additional information needed to approve the loan application. The application process will be suspended until any requested information is received.
3. The financial contractor will evaluate financial information and recommend approval or denial. DEQ makes the final decision.
4. Upon approval, DEQ will notify the applicant if funds are available. If there are no funds available at that time, the application will remain active for up to one year. The applicant will be notified when funds become available.
5. Applicants that are not recommended for approval will be notified of the decision and the reason.
6. On approval, the applicant will receive a commitment listing the items needed before loan closing. For example, permits and insurance binders are normally needed.
7. Loan funds will be issued promptly after final loan documents are signed.

### How Is The Money Received?

Loan funds are usually paid to the borrower within a week of the time the final loan documents are signed. Keep itemized receipts to document the loan was used only to pay for project costs. Installations will be documented to assure that loan funds are used as proposed.

### What Is the AERLP Interest Rate?

The interest rate for 2012 is 3.75 %. Interest remains fixed for the term of the loan. Current interest rates are posted on [www.energizemontana.com](http://www.energizemontana.com).

### What Other Loan Costs Are There?

Borrowers pay all costs of operating the loan program. Applicants should expect to pay the following:

1. **Application Fee:** There is a non-refundable application fee that must accompany application, which pays for the credit report. The fee is \$100.
2. **Underwriting Fee:** A 2% fee will be charged at closing.
3. **Filing Fees:** Fees vary depending on the type of security used. Filing fees will be defined on the commitment statement. The loan officer may estimate fees upon request.
4. Fees may be financed with the loan, but the maximum loan amount cannot exceed \$40,000.

**IMPORTANT:** After a loan is approved, it cannot be increased without going through an approval process. Feel free to estimate loan costs with DEQ.

### How Are Energy Tax Credits Received?

Many projects funded by **AERLP** are eligible for a state and federal energy tax credits for the tax year a project is placed into service. (Tax credit criteria are not the same as loan criteria, so tax credit approval does not necessarily insure loan approval.) Tax credit forms are available with other tax forms from the Montana Department of Revenue, Internal Revenue Service, and on the Energize Montana web site.

### Will AERLP Insure That The Project Is a Good One?

**No, the Montana Department of Environmental Quality May Not:**

1. Act as an attorney, engineer, financial or tax consultant. The applicant should hire any professional needed.
2. Guarantee the project is a good investment.
3. Endorse any project, manufacturer, contractor, or component. All evaluations are made only for loan purposes. The applicant should shop for bids and use professional help if necessary.
4. Compel a contractor or engineer to remedy defects in construction or to live up to any contracts they make with you.
5. Insure that any project is safe, feasible, or operable. Inspections are for loan purposes only. Each applicant should inspect all work carefully for their own protection.

Applicant(s) need to provide written notice if any application information is to be considered exempt from public disclosure.

### Where Is The Application Sent or Where Is More Information?

**Montana Department of Environmental Quality  
Renewable Energy and Air Quality  
Alternative Energy Revolving Loan Program  
1100 North Last Chance Gulch  
P.O. Box 200901  
Helena, Montana 59620-0901  
(406) 841-5243 or (406) 841-5200  
[www.energizemontana.com](http://www.energizemontana.com)**