

	<b>Alternative Energy Revolving Loan Program (AERLP)</b>
	Business Application Checklist

## Required Application Materials & Supporting Documentation

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- ☐ Completed, initialed, and signed [Business Application Form](#).
- ☐ Project proposal including itemized bid or invoice listing model(s) and quantities of equipment.
- ☐ Energy analysis, including projected annual energy production, and annual energy consumption at facility where energy project will be located, based on recent energy bills or usage history. For off grid or new construction projects, include a load sheet documenting major sources of energy usage (i.e., HVAC, lighting, appliances, etc.).
- ☐ Product brochures for each major piece of equipment to be financed (i.e., PV panels and inverter).
- ☐ Site map showing where equipment will be installed, including area of all excavation. A copy of an internet-based satellite map with project location and soil disturbance indicated is sufficient.
- ☐ Copy of asbestos inspection report completed by an accredited asbestos inspector, excluding installations on new construction or residential buildings with 4 or fewer dwelling units.
- ☐ Copy of most recent fiscal year-end business profit and loss statement, balance sheet, and tax return.
- ☐ Copy of business organizational documents, e.g., articles, bylaws, operating agreement.

### **Additional documentation may be required upon request.**

## Application Submittal

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Applications may be submitted electronically, by mail, or in person. Due to personally identifiable information, applications are **not** accepted by email. However, a secure electronic file submittal is accepted through the Montana File Transfer Service ([transfer.mt.gov](https://transfer.mt.gov)). For questions regarding the File Transfer Service please contact program staff.

Applications and supporting documents may also be mailed or delivered to:  
 Alternative Energy Revolving Loan Program  
 Department of Environmental Quality  
 1520 East 6<sup>th</sup> Avenue  
 Helena, MT 59601

## Program Contacts

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