

Energy Loan Fund Online Pre-Application Step-by-Step Instructions

The Ohio Department of Development, Office of Energy created the online pre-application tool to provide a quick and easy format for applying to and approving loans. This pre-application is a **REQUIRED** step in the Energy Loan Fund application process. In the pre-application, the potential applicant must provide an overview of the proposed project and the applicant's qualifications, budget, and project timeline. This information will assist the Office of Energy in determining the eligibility of proposed projects. Those projects meeting program eligibility requirements will be selected to move forward with submitting a full application.

****PLEASE BE SURE TO READ THE [ENERGY LOAN FUND GUIDELINES](#) THOROUGHLY BEFORE YOU START THE ONLINE PRE-APPLICATION PROCESS****

Step 1

The applicant will need to create a username and password in order to register with the online tool. Passwords must be a minimum of six characters. Please keep this username and password for your records – it will be needed again if you are selected to move forward with a full application.



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LOG IN

Please enter your username and password. [Register](#) if you don't have an account.

Account Information

Username:

Password:

Keep me logged in

Forgot your [password](#)?

Click here to register with a new username and password.

Returning users, type your username and password here.

If you forget your password, it can be retrieved by clicking here.

Step 2

Once registered, you are ready to begin filling out the pre-application. Information with an * is required. Once you have completed the required fields, you can click the “Save” or the “Next” button to move to the next page. You can also move through the application pages by clicking on the tabs.

The information entered will be saved unless you log out before submitting the application. If you save your information, you can finish the application at a later date.



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Welcome Guest ! [Log Out]

[Home](#)

PRE-APPLICATION

Please complete all required fields in the pre-application. Click the save button under each tab. To submit the pre-application, click save and then submit.

INFORMATION ON ALL THREE TABS IS REQUIRED (*)

[Start](#) [Customer Info](#) [Project Summary](#) [Print](#)

NAICS AND UTILITIES INFORMATION

Residential Non-Residential *

NAICS Code:* [NAICS Help](#)

Project Site Electric Utility:*

Other:

[Save](#) [Next](#)

Information with an * is required.

You can move through pages of the pre-application by clicking “Next” or clicking on the tabs.

If you need to look up your NAICS code, click here.

If you select “Other” in the Project Site Electric Utility drop-down list, you must enter the name of your utility here.



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INFORMATION ON ALL THREE TABS IS REQUIRED (-)

Start CustomerInfo Project Summary Print

CUSTOMER INFORMATION

Customer* Parent Company (if different)

Company Ownership* Public Private

Applicant Address*

Address Line 1 Address Line 2

City Select*

Project Address* (Must be located in state of Ohio)

Copy Applicant Address to the Project Address if the same

Address Line 1 Address Line 2

City OH

The "Copy" button will copy the Applicant Address into the Project Address fields.

The Project Address must be located in the State of Ohio to qualify for the Energy Loan Fund.

CONTACT INFORMATION

+ Add new record					Refresh
First Name	Last Name	Title	Email	Type	
No records to display.					

Additional project contacts can be added here. You must have at least one contact listed.

Save Next



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Start Customer Info Project Summary Print

PROJECT SUMMARY *

Thank you for submitting your pre-application. Provide a brief summary of the project details including number and type of planned energy measures or technologies, potential energy savings in cost and usage, economic and environmental impact, evidence of project readiness and total project cost.

Spell Check

Projected Loan Request (\$)*	<input type="text"/>	
Expected Project Start Date*	<input type="text"/>	<input type="text"/>
Expected Project Completion Date**	<input type="text"/>	<input type="text"/>
Number of Sites**	<input type="text"/>	
Annual Electric Use: (KWH)*	<input type="text"/>	Cost*: <input type="text"/>
Annual Gas Use: (MMBTU)*	<input type="text"/>	Cost*: <input type="text"/>
Annual Other Use**	<input type="text"/>	Cost*: <input type="text"/>

Other:

Number of Employees**

Major Business and Industry Issues*

Major Processes*

Current Energy Management Programs*

Other Management Programs *

Quality: ISO 9000 or Other: Yes No

Environmental: ISO 14000 or Other: Yes No

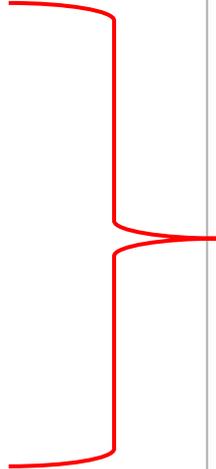
5-Star Safety: Yes No

Other:

Energy Issues*

As the authorized representative, I, (first and last name) from (company name), hereby submit this pre-application to the Office of Energy in the State of Ohio, Department of Development's Community Services Division. I have read and understand the program eligibility guidelines and also understand that this document in no way constitutes a commitment of funds by the State of Ohio for any of its programs. Further, I hereby represent that the foregoing and the information provided in the pre-application, to the best of my knowledge and belief, is true, complete and accurately describes the proposed project for which the financial assistance is being sought.

Save Submit Pre-Application



Based on your NAICS code, you may need to provide additional project location information.

Step 3

Once you have filled out the required information and are ready to submit your pre-application, you “sign” your pre-application by entering your name and company name into the authorization form. **Only an authorized representative may submit a pre-application on behalf of the eligible entity.**

Once submitted to the Office of Energy, no changes can be made to your pre-application.



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[Spell Check](#)

Projected Loan Request: (\$)

Expected Project Start Date:

Expected Project Completion Date:

As the authorized representative, I, first and last name from company name, hereby submit this pre-application to the Office of Energy in the State of Ohio, Department of Development's Community Services Division. I have read and understand the program eligibility guidelines and also understand that this document in no way constitutes a commitment of funds by the State of Ohio for any of its programs. Further, I hereby represent that the foregoing and the information provided in the pre-application, to the best of my knowledge and belief, is true, complete and accurately describes the proposed project for which the financial assistance is being sought.

[Save](#) [Submit Pre-Application](#)

You must “sign” your application by entering your name and company here.

You will not be able to make changes once you click “Submit Pre-Application”.

Step 4

Once the pre-application is submitted, you will automatically be directed to a confirmation screen where you are able to print a copy of the pre-application for your records. A confirmation email will also be sent to you, along with a PDF copy of your pre-application.



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Start Customer Info Project Summary Print

Please retain a copy of the pre-application for your records. You will receive an email confirmation shortly that will explain the next steps in the application process.

>> Print the Pre-Application Form

Information Submitted on 12/30/2011 3:29:39 PM.

Click here to print a copy of the pre-application.

The Office of Energy will evaluate your pre-application and will contact you via email with the next steps.

To review the Energy Loan Fund Guidelines, please [click here](#). To start your pre-application, go to <http://development.ohio.gov/EnergyLoanFund>.