

Energy Resource Conservation Loan Procedures

Procedure Checklist

- _____ 1. The member requests loan information from Cooperative
- _____ 2. The member and the Cooperative set up time to do energy audit and discuss project plan.
- _____ 3. The member must get written estimate from contractor(s) or if planning to do the project himself, the member must get material cost estimate.
- _____ 4. The member completes the loan application and returns it to the cooperative along with the contractor's estimates and/or material cost. (The estimates will be used to support loan amount)
- _____ 5. The loan application must be submitted 14 days before a regularly scheduled board meeting.
- _____ 6. The Cooperative will approve or reject the loan request and will notify the member.
- _____ 7. If the loan request is approved, the energy conservation measures can be completed. Upon completion, the member will notify the cooperative and submit final bills to justify the loan amount.
- _____ 8. The Cooperative will inspect the energy conservation measures and complete the promissory note requirements and issue the check(s). The check will be issued jointly to the member and the contractor or material supplier.