



## Collective Clean Energy Fund Application Preparation Checklist

*The following is a checklist of the materials to prepare alongside the full loan application to request funding from the Colorado Clean Energy Fund (CCEF). These materials will be requested along with a completed loan application to begin the formal underwriting process.*

### FOR ENERGY PROJECT ACCELERATOR LOAN (Energy PAL: 2-to-10 Years)\* APPLICANTS:

- For Funding Requests of \$149,999 and Under\*\***
  - Completed Loan Application
  
- For Funding Requests of \$150,000 and Above**
  - Completed Loan Application
  - Business tax returns or audited financial statements for the most recent two years.
  - Internally prepared year to date financial statements.
  - Articles of Organization/Incorporation, bylaws, and IRS 501(c)3 status notification letter (if nonprofit).
  - Applicant Certification (see final page of application).

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### FOR ALL OTHER COMMERCIAL LOAN APPLICANTS:

- All Borrowers:**
  - Project Proposal, including a Project Development Budget and/or a Sources and Uses budget for the project
  - Applicant Certification (see final page of the full, formal application)
  - Pictures and/or renderings of the site and/or proposed project (digital files such as tif, gif, or jpg preferred) (if available)
  - Additional funding source commitments (if applicable)
  - Property operating expenses and budget (if applicable)
  - Property Appraisal or Market Study (if available)
  
- For Profit Borrowers:**

**\*Energy Project Accelerator Loan (Energy PAL) is a product designed for small commercial and nonprofit borrowers seeking funding for clean energy and energy efficiency improvement projects that result in reduced utility costs, reduced greenhouse gas emissions, increased electrification or electrification readiness, and/or increased renewable energy generation.**

**\*\*Applicants will need to have a listed business credit report on [Creditsafe](#) in order to qualify for this fast-track.**



- Audited balance sheets and income statements for the three most recent fiscal years (preferred)
  - If audited financials are not available, please have tax returns for the three most recent years readily available
- Internally prepared financial statements (year to date)
- Organizational Documents: Articles of Organization/Incorporation, and bylaws
  
- Non-Profit Borrowers:**
  - List of current board members and their occupations
  - Articles of Organization/Incorporation, bylaws, and IRS 501(c)(3) status notification letter (if applicable)
  
- Low-Income Housing Tax Credit (LIHTC) Applicants:**
  - LIHTC Package