

Tab 14: Addendum – Important Supporting Documentation

The following documents should be included in your application above or be included here as supporting documentation. They are all mentioned above in the template as items to be provided. All too often they may be overlooked or omitted, so this provides you with an added checklist.

Document checklist.

- Applicant's most recent tax returns – at a minimum, provide (as applicable):
 - IRS Forms 1120 (corporations)
 - IRS Form 1120S, ("S" corporations)
 - IRS Form 1065 (partnership)
 - IRS Schedule C (business)
 - IRS Schedule F (farm)
- Detailed project budget listing expense items/categories.

Interim funding sources (evidence of readiness to proceed with the project):

- Bank statement to document availability of borrower cash on hand for project.
- Loan commitment letter to document availability of loan funds for project. (if applicable)
- Commitment letter to document availability of other interim funds for project. (if applicable)

Post-completion incentives (evidence of public support and faster return on investment):

- BETC tax credit application or preliminary award
- Energy Trust incentive application or preliminary award (if applicable)
- Local utility incentive application or preliminary award (if applicable)

Technical Documentation

- Copy of warranties on major components
- Preliminary specifications, design drawings, and process flowcharts for the project
- Copy of permits
- At least one-year's utility bills (or a utility report) showing the past annual energy utilization by the systems associated with this project
- Resume or credentials of each important technical experts (system designer, project developer, etc.)