



# Project Application

Welcome to Delaware C-PACE! We're delighted you're considering the C-PACE program for your project. To get started, simply submit this completed application to [info@delawarecpce.org](mailto:info@delawarecpce.org). (Multifamily projects and projects that will use tax credits require additional information—see Appendices for supplemental forms).

Before you fill out this application, remember that to be eligible for the C-PACE financing, a property must:

- Be located in a county that opted-in to the C-PACE District ([Participating Counties](#))
- Require financing for [eligible improvements](#)
- Be current on property taxes and municipal assessments
- Not be in bankruptcy, foreclosure, or mortgage default
- Not have any delinquency on any trust deed or other lien on the property
- Be used for commercial purposes.

Questions? Contact us at [info@delawarecpce.org](mailto:info@delawarecpce.org) or (302) 883-3048.

Name \_\_\_\_\_  
 Company name \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ ZIP Code \_\_\_\_\_

I am a:

- |   |  |
|---|--|
| <input type="checkbox"/> Building owner                       | <input type="checkbox"/> Capital provider      |
| <input type="checkbox"/> Building/property manager            | <input type="checkbox"/> Real estate developer |
| <input type="checkbox"/> Contractor/auditor/project developer | <input type="checkbox"/> Other: _____          |

Project type:

- |   |  |
|---|--|
| <input type="checkbox"/> Existing building retrofit | <input type="checkbox"/> New construction                    |
|   | Does the developer have any plans to subdivide the property? |
|   | <input type="checkbox"/> Yes <input type="checkbox"/> No     |

**II. PROPERTY INFORMATION**

Name of property owner (building owner's corporate identity) \_\_\_\_\_

Property address \_\_\_\_\_

Gross square footage \_\_\_\_\_

What year was the property acquired by the current owner? \_\_\_\_\_

Property type:

- Commercial
- Industrial
- Hotel
- Agricultural
- Nonprofit
- Multifamily with five or more units (submit Appendix I with this form)

Does the owner have clear title to the property with no encumbrances?

- Yes
- No

Is there a mortgage on the property?

- Yes
- No

If yes, are mortgage payments current?

- Yes
- No

Is the existing mortgage an SBA loan?

Yes    If yes, is it a:    504    7a

Mortgage company name \_\_\_\_\_

Mortgage company contact \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Mortgage closing date \_\_\_\_\_

Principal outstanding \_\_\_\_\_

Term \_\_\_\_\_

Monthly payment \_\_\_\_\_

Interest rate \_\_\_\_\_

Fixed or variable? \_\_\_\_\_

Amortization schedule \_\_\_\_\_

Balloon date \_\_\_\_\_

What is the property's:

Appraised value \_\_\_\_\_

Assessed value \_\_\_\_\_

Appraisal year \_\_\_\_\_

Assessment year \_\_\_\_\_

Are there any outstanding tax liens or notices of default?

- Yes
- No

Other than the proposed project, are there other major (\$100,000 or more) capex expenditures planned over the next five years?

- Yes. They include \_\_\_\_\_
- No

Over the last five years, what has been the property's highest and lowest vacancy rate?

Low: \_\_\_\_\_%

High: \_\_\_\_\_%

### III. PROJECT INFORMATION

What type of improvements will be financed?

- Energy efficiency upgrade(s)
- Renewable energy system, e.g. solar PV, solar thermal, cogeneration, fuel cell, biomass, geothermal, wind (Complete Appendix II to qualify for the federal investment tax credit and MACRS depreciation benefits.)
- Other \_\_\_\_\_

Describe the energy efficiency measures and/or renewable energy system in the proposed project:

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What is the estimated cost of the project?     \$ \_\_\_\_\_

Have you selected a contractor to design and install the project?

- Yes
- No

If yes:

Company name \_\_\_\_\_

Contact name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Have you conducted a recent energy audit on the building?

- Yes, an ASHRAE Level I Date\_\_\_\_\_
- Yes, an ASHRAE Level II Date\_\_\_\_\_
- Yes, an ASHRAE Level III Date\_\_\_\_\_
- No

For renewable energy systems, has a feasibility study been prepared?

- Yes Date\_\_\_\_\_
- No

Have you contacted your utility for incentives, if applicable?

- Yes
- No

Have you selected a qualified capital provider to finance the project?

- Yes
- No

If yes:

Company name \_\_\_\_\_ Contact name \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

Please sign and date this application and email it to [info@delawarecpace.org](mailto:info@delawarecpace.org).

\_\_\_\_\_  
Property owner signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property owner printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Company

\_\_\_\_\_  
Company address

# APPENDIX I

## Supplementary Application

### Multifamily/Apartment Properties

Number of buildings in complex \_\_\_\_\_  
Number of rental units in complex \_\_\_\_\_  
Number of owner-occupied units in complex \_\_\_\_\_  
Year built \_\_\_\_\_

Property type:

- Rental
- Condo
- Co-op
- Congregate housing (apartments or group accommodations that provide support services for residents, including the elderly and disabled)

Affordability:

- Market rate
- Mixed-income
- Privately financed affordable (serves low-income, but has no public subsidies)
- Subsidized affordable
- Public housing authority (HFA/state-financed)
- Public housing authority (HUD-financed)

Financial structure (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Privately financed        | <input type="checkbox"/> CMBS                                      |
| <input type="checkbox"/> Fannie Mae                | <input type="checkbox"/> Low-income housing (tax credit financing) |
| <input type="checkbox"/> Freddie Mac               | <input type="checkbox"/> Section 8                                 |
| <input type="checkbox"/> FHA-insured loan          | <input type="checkbox"/> No debt on property                       |
| <input type="checkbox"/> Other HUD financing _____ | <input type="checkbox"/> Other _____                               |

Source of heating fuel:

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Oil         | <input type="checkbox"/> Propane  |
| <input type="checkbox"/> Natural gas | <input type="checkbox"/> Electric |
| <input type="checkbox"/> Other _____ |                                   |

Who pays the fuel bill?

- Owner
- Tenant

Estimate of annual fuel bill \_\_\_\_\_

Hot water source:

- Oil
- Natural gas
- Propane
- Electric
- Other \_\_\_\_\_

Who pays the water bill?

- Owner
- Tenant

Estimate of annual water bill \_\_\_\_\_

Electricity is metered at the:

- Building level
- Individual apartment level

Who pays the electric bill?

- Owner
- Tenant

Estimate of annual electric bill \_\_\_\_\_

## APPENDIX II

# Federal Tax Credits Associated with Clean Energy Installations

C-PACE participants may be eligible for relevant federal tax credits, including the investment tax credit and modified accelerated cost recovery system (MACRS) depreciation benefits. C-PACE participants who seek to take advantage of such benefits should confirm their eligibility to monetize those benefits within the timeframe allowed by federal law. Consult your tax advisor, if necessary, for further details regarding federal tax credits and MACRS depreciation benefits.

Check one or both boxes below:

- As of this date and to the best of my knowledge, my company will be able to fully monetize the value of the federal investment tax credit.
- As of this date and to the best of my knowledge, my company will be able to fully monetize the value of the federal MACRS depreciation benefits.