



## PRE-APPLICATION

The first step to participate in the Philadelphia C-PACE program is completing this Pre-Application and submitting it to the Philadelphia Energy Authority, the Program Administrator. The Pre-Application gives Property Owners the opportunity to establish eligibility for participation in Philadelphia C-PACE before investing in project development.

This form must be prepared by a Property Owner or its designated representative and submitted to [CPACE@philaenergy.org](mailto:CPACE@philaenergy.org). Once a Pre-Application is submitted, the Program Administrator will determine if the Property is eligible for the C-PACE Program and if the project falls within the parameters of the Program Guidelines. This review will typically be completed within ten (10) business days of receipt of a completed Pre-Application.

To qualify for the program, a proposed project must meet the following basic criteria:

- The property is located in the City of Philadelphia
- The estimated C-PACE Financing amount is \$100,000 or higher
- The property is an agricultural, commercial, or industrial property (not a residential, multifamily or government building)
- The proposed measures reduce energy consumption, water consumption, and/or increase the production of on-site renewable energy
- The proposed measures are permanently affixed to the property

The Property Owner must also meet the requirements described on Page 5 of this application and adhere to the requirements described in the Program Guidelines. Before submitting this application, Property Owners are strongly encouraged to read the Philadelphia C-PACE Program Guidelines carefully to ensure compliance with Philadelphia's specific provisions.

Once the Program Administrator notifies the Property Owner that the Pre-Application has been approved, the Property Owner should move forward with the project development. Please note, prior to approval of the Final Application, the Property Owner must receive consent of the current mortgage/lien holder(s).

If you have any questions about the Pre-Application or the Philadelphia C-PACE Program in general, please feel free to contact the Program Administrator:

Philadelphia C-PACE Website	<a href="http://PhiladelphiaCPACE.org">PhiladelphiaCPACE.org</a>
PEA Website	<a href="http://www.philaenergy.org">www.philaenergy.org</a>
Email	<a href="mailto:CPACE@philaenergy.org">CPACE@philaenergy.org</a>
Phone	215-686-4483



## **PRE-APPLICATION INSTRUCTIONS**

### Pre-Application Form Instructions:

#### Applicant Information:

The Property Owner or its designated representative may fill out and submit the Pre-Application. If a designated representative is handling the application, please attach an explanation of the relationship to the Property Owner and provide proof of authorization to take action and make representations on behalf of the Property Owner.

#### Property Information:

Philadelphia C-PACE has a lien-to-value limitation of 95%, meaning that the total encumbrances on the Property (including all mortgages and the C-PACE financing amount) must be less than 95% of the assessed or appraised value of the Property. Property Owners are asked to list the total amount of all obligations secured by the Property as an attachment.

Property Owners may use their City-assessed value or the value from a private appraiser. The assessed or appraisal value used in the lien-to-value calculation may be based on the property value as is, or the projected property value after completion of the C-PACE project. In the case of new construction or gut rehab, the property value used in the lien-to-value calculation may be based on the projected property value upon completion of all planned work.

#### Project Information:

Please provide the best estimate for the project's expected financing amount and annual savings from water and energy efficiency. PEA recognizes that these numbers are subject to change as the project scope is refined prior to submitting the Final Application.

### Pre-Application Self-Certification:

The Property Owner must comply with certain requirements in order to be eligible for the C-PACE Program. By checking the boxes on Page 5 and signing this form, the Property Owner is certifying that it is in compliance with these requirements. Please see the Program Guidelines for more information.

### Diversity and Inclusion Plan:

As part of the *Final Application*, the Property Owner must submit a statement outlining the ways in which the Property Owner and Qualified Contractor engaged on the C-PACE Project are committed to local and diverse workforce and business ownership. Because equity and inclusion are a core principle of the work of the Philadelphia Energy Authority and are of paramount importance to the City of Philadelphia, we are sharing this requirement in this *Pre-Application* as a preview of what is necessary to submit with the Final Application.



# PRE-APPLICATION FORM

Submission Date: \_\_\_\_\_

## APPLICANT INFORMATION

Name \_\_\_\_\_ Company Name \_\_\_\_\_  
 Title \_\_\_\_\_ Email Address \_\_\_\_\_  
 Phone \_\_\_\_\_ EIN \_\_\_\_\_

I am a:  Property Owner  
 Designated Property Owner Representative. Please explain: \_\_\_\_\_

## PROPERTY INFORMATION

Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Property Owner Name (if different from Company name listed above) \_\_\_\_\_  
 OPA Account Number \_\_\_\_\_ Assessed or Appraised Value \_\_\_\_\_  
 Mortgage Lender Name \_\_\_\_\_ Assessment or Appraisal Date \_\_\_\_\_  
 Estimated Mortgage Balance \_\_\_\_\_ Source of Assessment or Appraisal \_\_\_\_\_

If the Property is used to secure other debts and/or obligations, what is the total amount of encumbrances on the Property? **Please attach a list of all lien holders and lien amounts on Page 4**

Has Property Owner obtained lienholder consent for C-PACE project yet?      Yes                      Not Yet

## PROJECT INFORMATION

<u>Project Type:</u>	<u>Work to be financed by C-PACE:</u>
New Construction/Gut Rehab	Energy efficiency      Estimated C-PACE Financing Amount
Retrofit	Water efficiency      Estimated C-PACE Project Start Date
Retroactive Financing	Renewable energy      C-PACE Capital Provider (if known)

<u>Property Type:</u>	<u>Estimated Annual Savings (\$):</u>
Agriculture      Industrial	Energy
Data Center      Laboratory	Water
Education      Office	Gas
Food Service      Religious	Other
Hospital      Retail	Total Estimated Annual Savings
Hospitality      Warehouse	Estimated Annual Renewable
Other	Energy Generation (kWh)

**Please attach a brief summary of the project and any relevant analysis already performed (if any) on Page 4.**



## PRE-APPLICATION FORM

### ADDITIONAL INFORMATION

Philadelphia C-PACE has a lien-to-value limitation of 95%, meaning that the total encumbrances on the Property (including all mortgages and the C-PACE financing amount) must be less than 95% of the assessed or appraised value of the Property. **Please list of all lien holders and lien amounts below to confirm adherence to the 95% lien-to-value limitation.**

Philadelphia C-PACE can be used to financing energy efficiency, water conservation and clean energy projects. Please see Section 4 and Appendix C of the Program Guidelines for more detail. **Please attach a brief summary of the project and any relevant analysis already performed (if any).**



## PRE-APPLICATION SELF-CERTIFICATION

To be eligible for the C-PACE program, a Property Owner must verify the following statements. By checking the boxes below and signing this form, the applicant certifies that the Property Owner is in compliance with these requirements.

The Property Owner:

Possesses the most recent recorded deed, fee title or land contract vendee's interest of an Eligible Property as shown by the records of the Philadelphia Department of Records. Alternatively, if the applicant will become the Property Owner of the Property upon closing of the C-PACE Financing, documentary evidence showing such anticipated transfer reasonably satisfactory to the Program Administrator would be required. All Property Owners of the fee simple title to the subject property, or their legally authorized representatives, must sign the Final Application. Therefore, before submitting the Pre-Application, the applicant should ensure that all owners (or their representatives) of the subject Property agree to participate in the C-PACE Financing on the agreed upon terms and in accordance with the Program Guidelines.

Has already or will obtain the written affirmative consent of the holders of any mortgages, liens, or other encumbrances secured by the Property to participate in Philadelphia C-PACE.

Certifies that it (and its corporate parent if the Property Owner is a single-purpose entity) is solvent and that no proceedings are pending or threatened in which the Property Owner (or the corporate parent, as applicable) may be adjudicated as bankrupt, become the debtor in a bankruptcy proceeding, be discharged from all of the Property Owner's (or corporate parent's, as applicable) debts or obligations, be granted an extension of time to pay the Property Owner's (and the corporate parent's, as applicable) debts or be subjected to a reorganization or readjustment of the Property Owner's (and the corporate parent's, as applicable) debts. The Property Owner must also certify that the Property Owner (or any corporate parent if the Property Owner is a single-purpose entity) has not filed for or been subject to bankruptcy protection in the past two years.

Is current in the payment of all obligations secured by the subject Property, including any City or School District of Philadelphia taxes, property taxes, special assessments (including C-PACE Special Assessment), special taxes, other tax liens, or water or sewer charges, fees, rents or claims, or any penalties or fines related to the property owner's business for which the property owner is responsible, unless the property owner has entered into an agreement to pay any such delinquency and is abiding by the terms of such agreement. Proof of compliance by submission of a Tax Clearance Certificate as defined in Section 9-101 of The Philadelphia Code shall be required prior to the origination of any financing. The Program Administrator may review public records, including the real property records, to verify compliance with this requirement.

Has no involuntary liens on the Property, including, but not limited to, construction or mechanics liens, lis pendens or judgments against the Property Owner, or eminent domain proceedings. The Program Administrator and its financing partners may review public records, including the real property records and court documents, to verify compliance with this requirement.

Has no notices of default or delinquency on property-based debt that have been recorded and not cured.

Certifies that it is not a party to any litigation or administrative proceeding of any nature in which the Property Owner has been served with notice of pending litigation, and that no such litigation or administrative proceeding is pending or threatened that, if successful, would materially adversely affect the Property Owner's ability to operate its business or pay the contractual C-PACE Special Assessment when due, or which challenges or questions the validity or enforceability of the C-PACE Statement of Levy and Lien Agreement or any other documents executed by Property Owner in connection with the Property Owner's participation in Philadelphia C-PACE.



## **PRE-APPLICATION SUBMISSION**

By submitting the Philadelphia C-PACE Pre-Application \_\_\_\_\_ [Property Owner or designated representative] hereby represents under penalty of perjury that the information contained within this application is true and correct.

\_\_\_\_\_ [Property Owner or designated representative] is aware that if it presents any material matters as true which are known to be false, it may be subject to penalties prescribed for perjury under the laws of the Commonwealth of Pennsylvania. Furthermore, the signer herein is authorized to make such representations on behalf of \_\_\_\_\_ [Property Owner].

Signature

Printed Name

Title

Company Name

Date

## Diversity and Inclusion Plan Requirements

As part of the *Final Application*, Property Owner must submit a statement outlining the ways in which the Property Owner and Qualified Contractor engaged on the C-PACE Project are committed to local and diverse workforce and business ownership. Equity and inclusion are a core principle of the work of the Philadelphia Energy Authority and are of paramount importance to the City of Philadelphia.

Property Owner should explain steps being taken to engage diverse, local suppliers and workforce, which could include actions such as (but not limited to) the following:

- a. Recruiting applicants for new or contracted positions who reside in the City of Philadelphia, who identify as minority, women, disabled, returning citizens, and/or veterans.
- b. Seeking descriptions from contractors of how they encourage diverse applicants when hiring.
- c. Engaging contractors and subcontractors to perform commercially useful functions who qualify as Minority Business Enterprises (“MBE”), Woman Business Enterprises (“WBE”) and Disabled Business Enterprises (“DBE”) (collectively, “M/W/DBE”). The M/W/DBE subcontractors must be certified by a Certifying Agency.
- d. Engaging contractors and subcontractors to perform commercially useful functions who are located geographically in or near the City of Philadelphia.
- e. Seeking contractors and subcontractors who employ a diverse, local workforce.
- f. Asking contractors to provide data on the diversity and residence of their employees.

Property Owner may choose to submit information in whatever format it deems most appropriate for its specific plan. The Program Administrator is seeking evidence of a thoughtful approach to diversity and inclusion, and how each project provides value and promotes equity for the City of Philadelphia. Plans must be specific to the proposed project. Generic plans will not be accepted. Property Owners, Capital Providers or Contractors may request a pre-review with the Program Administrator to ensure compliance.