



Colorado C-PACE Project Pre-Qualification Submission Form

Please fill out the following Project Pre-Qualification Submission form. Respondents must submit the completed form and all attachments through email to service@copace.com.

For additional Information

Colorado C-PACE Program Manager

E-mail: service@copace.com

Telephone: (877) 325-1882

Visit: <http://www.copace.com>

Or contact us with any questions:

To read the C-PACE Program Guidelines, visit <http://www.copace.com>.

To read the policy concerning the [Colorado Open Records Act \(CORA\)](#), visit http://www.sos.state.co.us/pubs/info_center/cora.html

I. PROPERTY ELIGIBILITY *(check all that apply)*

Learn about C-PACE Eligibility Requirements in our [program guidelines](#).

- Property requires financing for energy improvements.
- Property is non-residential
(multi-family properties of five or more units are eligible).
- Property is located in a participating C-PACE county
(see [participating counties list on website](#)).
- Property is current on all property taxes and county assessments.
- Property is not in bankruptcy.
- Property is not in mortgage default.

II. PROPERTY INFORMATION

1. Who is submitting this form?

a. Contact Person _____

b. Email _____

c. I am a:

Property Owner

Contractor/Auditor/Project Developer

Property/Building Manager

Capital Provider

Other: _____

2. Who is the property owner? i.e. owner's corporate identity (e.g. John Doe LLC)

3. Property Address

a. Street Address Line 1 _____

b. Street Address Line 2 _____

c. City _____

d. State **Colorado**

e. Zip Code _____

4. Property Size _____ (gross square feet)

5. Property Type

Office

Hotel

Industrial/Manufacturing

Non-Profit

Warehouse/Storage

Education

Healthcare
(inpatient)

Retail

Multi-Family/Apartment
(>5 Units)*

Healthcare
(outpatient)

Religious/Worship

Other _____

6. Do you have a mortgage on the property?

Yes

- a. Mortgage lender name _____
- b. Mortgage closing date _____
- c. Mortgage payments current (Yes/No) _____
- d. Principal outstanding _____
- e. Current monthly payment _____
- f. Interest rate (*fixed or variable*) _____
- g. Term of mortgage _____
- h. Amortization schedule _____
- i. Balloon date (*if applicable*) _____

No

7. What is the estimated value of the property?

- a. Appraised value _____
- b. Appraisal year _____
- c. Assessed value (*e.g. county assessment value*) _____
- d. Assessment year _____

8. Do you have clear title to the property with no encumbrances?

Yes

No

After confirming property eligibility, the Program Manager will request documentation evidencing commitment of title insurance issued by a duly licensed Colorado title insurance company.

9. Are there any outstanding tax liens or notices of default?

Yes

No

10. When was the property acquired by the current owner(s)? _____

11. Other than the proposed project, are there any other major (>\$100,000) capex expenditures planned for the next 5 years? _____

12. What has the vacancy rate range of the property been over the last 5 years?

Low _____%

High _____%

III. PROJECT INFORMATION

1. What type of project do you plan on financing?

Energy efficiency upgrade

Renewable energy system

(solar PV, Solar thermal, cogeneration, fuel cell, biomass, geothermal, wind)

Other: _____

2. Describe the planned energy efficiency measures and/or renewable energy system in your proposed project

3. What is the estimated cost of your project? _____

4. Have you selected a C-PACE Registered Contractor to design and/or install your project?

Yes

a. Contractor Company _____

b. Contractor Name _____

i. First Name _____

ii. Last Name _____

c. Contractor Email _____

d. Contractor Phone _____

No

5. Have you conducted a recent energy audit on the building?

No

Yes

ASHRAE Level I

ASHRAE Level II

ASHRAE Level III

Other: _____

6. Date of the energy audit _____

7. For renewable energy systems, has a feasibility study been prepared for the project?

Yes

No

8. Date of feasibility study _____

9. Have you contacted your utility for incentives, if applicable?

Yes

No

10. Have you selected a Capital Provider to finance your project?

Yes

a. Company name _____

b. Contact person

i. First name _____

ii. Last name _____

iii. Email _____

iv. Phone _____

c. Is the Capital Provider a C-PACE Qualified Capital Provider? Yes No Unsure

No, I would like the Program Administrator to request financing term sheets from participating Qualified Capital Providers to support my selection.

Property Owner signature _____ Date _____

Property Owner printed name _____

Title _____

Company _____

Company address _____

Email _____

Phone _____

IV. MULTI-FAMILY/APARTMENT BUILDING INFORMATION

Fill in this section for **multi-family/apartment buildings only**

- a. Number of Buildings in Complex _____
- b. Number of Units in Complex _____
 - i. Rental Units _____
 - ii. Owner-occupied Units _____
- c. Year Built _____
- d. Date of Last Major Renovation _____
- e. Property Condition

Poor Condition – significant capital improvements needed, including emergency repairs

Good Condition – systems generally work adequately; no immediate capital improvements needed or planned in the next 3 to 5 years

Excellent Condition – all systems work well; no major capital improvements needed or planned in the next 5 to 10 years; property could be described as new or “almost new” condition

- f. Property Type (*check*)

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

- g. Affordability (*check all that apply*)

- Market Rate Housing
- Mixed Income Housing
- Privately Financed Affordable Housing
(*serves low-income tenants, but no public subsidies*)
- Subsidized Affordable Housing
(*units are subsidized and rented to income-eligible tenants*)
- Public Housing Authority – HFA/State Financed
- Public Housing Authority – HUD Financed

- h. Financial Structure (*check all that apply*)

- Privately Financed (*Please indicate mortgage holders*)
- Fannie Mae Financing
- Freddie Mac Financing
- FHA Insured Loans

- Other HUD Financing (*please indicate type*)
- CMBS
- Low Income Housing (*tax credit financing*)
- Section 8 Rental
- No Debt on Property
- Other (*please indicate type*) _____

i. Utility Information:

i. What is the source of heating fuel?

- Oil
- Natural Gas
- Propane
- Electric
- Other (*please indicate*) _____

ii. Who pays the fuel bill?

- Owner
- Tenant

iii. Rough estimate of annual fuel bill _____

iv. What is the source of hot water?

- Oil
- Natural Gas
- Propane
- Electric
- Other (*please indicate*) _____

v. Who pays the water bill?

- Owner
- Tenant

vi. Rough estimate of annual water bill _____

vii. Is electricity metered at the building or individual apartment level? _____

viii. Who pays the electric bill?

- Owner
- Tenant

ix. Rough estimate of annual electric bill _____

V. DOCUMENTATION OF ABILITY TO MONETIZE FEDERAL TAX CREDITS ASSOCIATED WITH CLEAN ENERGY INSTALLATIONS

C-PACE applicants can apply the value of all relevant federal tax credits (including the Investment Tax Credit and MACRS depreciation benefits) towards their projects' estimated savings.

However, all applicants seeking to have the value of such tax benefits credited towards their projects' estimated savings must demonstrate the ability to monetize those benefits within the timeframe allowed by federal law.

Please check either or both of the 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 federal MACRS depreciation benefits.

Note: After confirming the property's eligibility and prior to finance closing, the C-PACE program administration team will request the following supporting documentation:

- Prior year federal tax return, for the corporate entity that will be taking advantage of the federal tax benefits associated with the clean energy installation at the property. If the corporate entity that will be taking the tax credits is not the direct owner of the property, the program administrator will request additional documentation that demonstrates the legal relationship between the parent corporate entity and the subsidiary owner of the property.