C-PACE Program
Project Application Guide

This Project Application Guide is a tool provided by the Efficiency Maine Green Bank to facilitate project submissions within the Efficiency Maine C-PACE Program. Prior to submitting an application, project stakeholders should complete the following:

- **Review all program materials:** Please make sure you have reviewed the C-PACE Program Guidelines, supporting documents, and any other information on the C-PACE Program webpage (efficiencymaine.com/C-PACE)
- **Pay the Application Fee:** The Efficiency Maine Green Bank will not review the project until the Application Fee has been successfully deposited. Application Fees are non-refundable.

The following steps are provided to help project applicants complete the application process on the online C-PACE Project Application Portal. Click here to access the portal.

**STEP 1: Getting Started**

Welcome to the online application portal for Efficiency Maine's Commercial Property Assessed Clean Energy (C-PACE) Program.

For detailed instructions on how to use this application, refer to the following Application Guide (suggestion: right-click to open the link in a separate tab): www.efficiencymaine.com/c-pace_application_guide

**Step 1 Checklist:**

- Read the full prompt
- Click “Next”
**STEP 2: Customer and Property Information**

- **Customer Class**: Commercial
- **Business Name of Property**: Business
- **Name**: Applicant
- **Name on Tax Return**: Business Name
- **Tax ID / SSN**: 1111111
- **Tax ID Type**: EIN
- **Electric Service Provider**: 
- **Electric Account Number**: 
- **Gas Service Provider**: 
- **Gas Account Number**: 
- **Phone**: 
- **Alt Phone**: 
- **Fax**: 
- **Email**: 

**Step 1**: Getting Started

**Step 3**: Installer Information

**Step 4**: Measure Information

**Step 5**: Upload Documents

**Step 6**: Terms and Conditions

**Step 7**: Review and Submit

**Step 8**: Confirmation
Step 2 Checklist:

☐ Populate ALL fields to the best of your ability, and not just the fields indicated as required with two red asterisks (**). Make sure the fields are populated with the correct information.

Field descriptions for clarity:

 o Customer Name – The name of the property owner or the business name of the property owner if applicable
 o Applicant First/Last Name – The name of the individual completing this online application
 o Tax ID – the Tax ID of the entity (or individual) identified in the “Customer Name” field
Name On Tax Return – The legal name of entity (or individual) identified in the “Customer Name” input field, as it appears on their tax return.

Email – Provide the email address of the Applicant or the best contact for the project (Required Field)

☐ Provide additional information in the Comment fields, including, but not limited to:
  o The estimated finance closing date
  o The estimated finance amount ($)
  o More information on the Applicant (e.g. the Applicants relationship to the project)
  o Identify all parties to the application including the Participating Municipality, the Property Owner(s), the Registered Capital Provider, associated contractors or developers, etc.
  o Brief project summary including background information on the project and scope of work and the Technical Reviewer. Note: More detailed information will be requested later in the application

☐ Click “Next”

☐ Verify Address – The Installation Address is the physical address of the project. All addresses require verification. If the address is NOT verified, you will get an error message similar to the error message in the image below. If the address is NOT verified, you can:

  o 1. If the address contains an error, click “Return to page” and fix the error.
  o 2. If a suggested address is the correct address, select the suggested address and then click “Use selected address”.
  o 3. If the address is entered correctly and the address is NOT available as a suggested address, select Original Address and click “Use selected address”.

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STEP 3: Selecting Registered Capital Provider

Step 3 Checklist:

- Select the Registered Capital Provider associated with the project from the “Company Name” dropdown menu. Helpful notes below:
  - For this C-PACE Program Application Portal, the term “Installer” means Registered Capital Provider
  - Do NOT select “Unlisted Participating Contractor” from the dropdown menu
  - Do NOT select “Add another contractor”
  - If you do not see your Registered Capital Provider in the dropdown menu, please contact Efficiency Maine

- Click “Next”
**STEP 4: Energy Savings Improvement Information**

**Step 4 Checklist:**

- Click “Add Measure” and select all measure categories that apply from the list. Sample list shown below:

```
- Appliances and equipment
- Construction of a new building or facility
- C-PACE Eligible Energy Savings Improvements
- Electric vehicle supply equipment
- Energy storage system
- Renewable Energy Installation
- Space heating equipment
- Weatherization
- Audit Costs
- Development and Application Fees
```

**Helpful notes below:**

- The term “Measure” means Energy Savings Improvement as defined in the Efficiency Maine C-PACE Program Guidelines (available at efficiencymaine.com/C-PACE).
○ If the project has more than one Energy Savings Improvement in a given category, click “Add Measure” again to select the category a second time.

❑ For each Measure, populate all of the fields
○ Description – The description field for each measure should demonstrate why that particular measure meets the Energy Savings Improvement standards set in the guidelines. The description field has a character limit of 1,000.
○ Related Enrollment Number – If the project is receiving any Efficiency Maine rebates, please fill in the effRT enrollment number.
○ Energy Savings Improvement Cost – The total itemized cost associated with the specific measure or Energy savings Improvement

❑ REMINDER: C-PACE financing may cover up to 100% of an Energy Savings Improvement’s costs, including the costs of any audits, development and application fees directly associated with the improvement, less any rebate or other financial incentive provided by the Efficiency Maine to the Property Owner. The sum of all Energy Savings Improvements itemized costs should be approximately equal to the total C-PACE financing amount.

❑ Click “Next”
STEP 5: Documentation

**Step 5 Checklist:**

- Read the entire prompt detailing the required document uploads
- Follow the process below to upload documents:
Click “Choose File” and select a document you wish to upload
Select the associated Document Type from the dropdown menu
Input any comments about the document, if applicable
Click “Upload”
Repeat until all required documents have been uploaded
Upload any additional supporting documentation related to the project that will help Efficiency Maine better review your application

When you have completed uploading all documents, you should verify that you see all documents in the uploaded document table shown below:

If you are missing any documents, please upload them.
If you need to delete any documents, click the red “X” next to the document
When ready, click “Next”
**STEP 6: Terms and Conditions**

**Step 6 Checklist:**

- Read the entire prompt
- Agree to the Terms and Conditions by selecting “I Agree”
- Click “Next”
**STEP 7: Application Review and Submission**

- **Step 1:** Getting Started
- **Step 2:** Customer and Property Information
- **Step 3:** Installer Information
- **Step 4:** Measure Information
- **Step 5:** Upload Documents
- **Step 6:** Terms and Conditions

**Step 7 Checklist:**

- Review the application information
- When ready, click “Submit”
STEP 8: Application Confirmation

Step 8 Checklist:

- Take note of your Enrollment Number. This is your application reference number.
- Save a copy of your application by clicking “Print a summary of your application”. Share the document with all relevant project stakeholders.
- If you have not already done so, submit your Application Fee.

https://www.efficiencymaine.com/c-pace/