



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

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:
Review and Submit

Step 8:
Confirmation

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

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Step 1 Checklist:

- ☐ Read the full prompt
- ☐ Click "Next"

STEP 2: Customer and Property Information



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Customer Information

Customer Class **

ST&T ☐

Generator ☐

Customer Name **

Business Type **

Applicant First Name **

Applicant Last Name **

Tax ID / SSN **

Tax ID Type ☒ EIN ☐ SSN **

Name on Tax Return **

Tax Status **

Electric Service
Provider

Electric Account
Number

Gas Service Provider

Gas Account Number

Phone

**

Alt Phone

Fax

Email

Address Information

Installation Address

Street Name **
Unit
City **
State ** Zip Code - **

Is the mailing address the same as the installation address?

☒ Yes ☐ No

Property Information

Premise Square Footage
Structure Type **
Structure Type Age **
Year Built
Air Conditioned
Number of Employees
Weekly Hrs of Operation
Facility Type **

Comments

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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:

- Customer Name – The name of the property owner or the business name of the property owner if applicable
- Applicant First/Last Name – The name of the individual completing this online application
- 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:
 - The estimated finance closing date
 - The estimated finance amount (\$)
 - More information on the Applicant (e.g. the Applicants relationship to the project)
 - Identify all parties to the application including the Participating Municipality, the Property Owner(s), the Registered Capital Provider, associated contractors or developers, etc.
 - 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:

Verify Address
✕

Address entered was not found.
Please see suggestions below.

Installation Address

Notes:
✔ Matched street and city and state
✗ Confirmed without secondary

Original Address
● 54 Cumberland Ave 3, Portland ME 04101-04101

Suggested Addresses

- ☐ 54 Cumberland St Ste 3, Brunswick ME 04011-1829 ✔
- ☐ 54 Cumberland St, Brooklyn NY 11205-1088 ✔
- ☐ 54 Cumberland St, Springfield MA 01107-1874 ✔

Return to page

Use selected address

- 1. If the address contains an error, click “Return to page” and fix the error.
- 2. If a suggested address is the correct address, select the suggested address and then click “Use selected address”.
- 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”.

STEP 3: Selecting Registered Capital Provider

The screenshot displays a multi-step process for selecting a Registered Capital Provider. On the left, a vertical list of steps is shown: 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 (Review and Submit), and Step 8 (Confirmation). Step 3 is highlighted with a green arrow. The main content area is titled 'Installer Information' and features a 'Company Name' dropdown menu with the placeholder text 'Type or Select One...'. Below the dropdown is a link to 'Add another contractor' with a plus icon. At the bottom of the main area are 'Back' and 'Next' buttons. The 'Next' button is green and highlighted.

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Installer Information

Company Name


Add another contractor


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Step 3 Checklist:

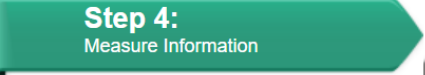
- ☐ Select the Registered Capital Provider associated with the project from the “Company Name” dropdown menu. Helpful notes below:
 - For this C-PACE Program Application Portal, the term “Installer” means Registered Capital Provider
 - Do NOT select “Unlisted Participating Contractor” from the dropdown 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 1:**
Getting Started

**Step 2:**
Customer and Property Information

**Step 3:**
Installer Information

**Step 4:**
Measure Information

Step 5:
Upload Documents


Step 6:
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Measure Information

Click the Add Measures button and select all Measures that you plan to Install or have Installed

 Add Measure


Project Installation is Complete

☐ Yes ☐ No **


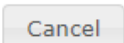
 

Step 4 Checklist:

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

Add Measure 

<input type="checkbox"/>	Appliances and equipment
<input type="checkbox"/>	Construction of a new building or facility
<input type="checkbox"/>	CPACE Eligible Energy Savings Improvements
<input type="checkbox"/>	Electric vehicle supply equipment
<input type="checkbox"/>	Energy storage system
<input type="checkbox"/>	Renewable Energy Installation
<input type="checkbox"/>	Space heating equipment
<input type="checkbox"/>	Weatherization
<input type="checkbox"/>	Audit Costs
<input type="checkbox"/>	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 1:

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Step 2:

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Step 3:

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Step 4:

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Upload Document

The following documents are required for a C-PACE application. Please upload any additional documents you would like to include in your application.

a. Savings to Investment Ratio (SIR) Certification – Completed and signed by the Technical Reviewer.

b. Technical Reviewer Credentials – Proof that the Technical Reviewer is a licensed Professional Engineer in the State of Maine.

c. Mortgage Lender Consent to C-PACE Assessment – Signed by each financial institution holding a lien, mortgage or security interest in or other collateral encumbrance on the Property on which the project is located (if applicable.)

d. C-PACE Assessment Agreement – Signed by the Property Owner, Capital Provider and Participating Municipality.


e. Title Report – A recent (within thirty days) title report of the real property where the Energy Savings Improvement(s) will be located, identifying all Property Owners and all mortgages, liens and other encumbrances of record.

f. Tax Assessor Statement – A current tax assessor property card showing tax map and lot number and describing the property on which the Qualifying Project is located, along with any additional documentation confirming that the project is located on a Qualifying Property and that tax Article IV.

Path of Document to Upload

No file chosen

Document Type







(Click to Select) 

Comments

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:

File Name	Document Type	Comments
 Appendix-D_C-PACE-Assessment-Agreement_8-21-2023 (1).docx	C-PACE: Mortgage Lender Consent	
 Appendix-D_C-PACE-Assessment-Agreement_8-21-2023 (1).docx	C-PACE: Capital Provider Certification	
 Appendix-D_C-PACE-Assessment-Agreement_8-21-2023 (1).docx	C-PACE: SIR Certification	
 Appendix-D_C-PACE-Assessment-Agreement_8-21-2023.docx	C-PACE: Title Report	
 Appendix-D_C-PACE-Assessment-Agreement_8-21-2023.docx	C-PACE: Current Tax Assessor Property Card	
 Appendix-D_C-PACE-Assessment-Agreement_8-21-2023.docx	C-PACE: Proof of Technical Reviewer Credentials	

- ☐ 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 1:

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Step 2:

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Step 3:

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Step 4:

Measure Information



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Terms and Conditions

An applicant may be the Property Owner, Registered Capital Provider, Technical Reviewer, associated improvement contractor, or any dedicated third party coordinating with the Property Owner, Registered Capital Provider, or Technical Reviewer.

I certify that I meet the above criteria and am authorized to submit this application on behalf of the property owner listed.

To the best of my knowledge the information included in this application is correct and complete.

☐ I Agree **

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Next

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:

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Step 4:

Measure Information



Step 5:

Upload Documents



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Quick Summary

Click on the pencil icon to edit information that you would like to change.



Customer and Property Information

Customer Name: Business Name of Property Owner
Account Class: Commercial
ST&T: No
Generator: No
Business Type: Business
Applicant Name: Applicant Name
Tax ID: 123456789
Tax ID Type: EIN
Name on Tax Return: Business Name
Tax Status: Corporation
Electric Provider: Central Maine Power Company
Electric Account:
Phone: (555) 555-5555
Email Address:

Address:
54 Cumberland Ave # 3
Portland, ME 4101



Measure Information

CPACE Eligible Energy Savings Improvements

Quantity: 1
Description: Energy Savings Improvement
Related enrollment number:

Project Installation is Complete: No



Uploaded Document(s)

File Name	Document Type	Comments
Appendix-D_C-PACE-Assessment-Agreement_8-21-2023 (1).docx	C-PACE: Mortgage Lender Consent	
Appendix-D_C-PACE-Assessment-Agreement_8-21-2023 (1).docx	C-PACE: Capital Provider Certification	
Appendix-D_C-PACE-Assessment-Agreement_8-21-2023 (1).docx	C-PACE: SIR Certification	
Appendix-D_C-PACE-Assessment-Agreement_8-21-2023.docx	C-PACE: Title Report	
Appendix-D_C-PACE-Assessment-Agreement_8-21-2023.docx	C-PACE: Current Tax Assessor Property Card	
Appendix-D_C-PACE-Assessment-Agreement_8-21-2023.docx	C-PACE: Proof of Technical Reviewer Credentials	

Submit

Step 7 Checklist:

- ☐ Review the application information
- ☐ When ready, click "Submit"

STEP 8: Application Confirmation



Step 1:
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Confirmation



Enrollment Number: **1485850**

Date Submitted: 08/22/2023

[Print a summary of your application:](#)



Thank you for submitting your application.

You should receive an email confirmation shortly.

For more information on how to submit your application fee, click here:
<https://www.efficiencymaine.com/c-pace/>

Efficiency Maine WILL NOT begin its review of the project until the Application Fee has been successfully deposited.

If you have any questions or follow up please reach out to C-
PACE@efficiencymaine.com or 1-866-376-2463.

[Start New Application](#)

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.