

DC PACE Application Process

Thank you for your interest in the DC PACE Program. Urban Ingenuity, the program administrator for DC PACE, working on behalf of the District Department of Energy and Environment (DOEE), is here to help you through the application process. Contact us with questions about the application process, to identify contractors and capital providers, or to get started today.

Five Steps to Complete Your Project
1. Check Eligibility
2. Define a Project
3. Complete Application
4. Get Approved & Close on Financing
5. Improve

1. **Check Eligibility:** DC PACE is available for property owners of office, multifamily, institutional, non-profit and industrial properties. To check if your property is eligible, fill out the form at dcpace.com. We will get back to you within two business days with either a *Letter of Preliminary Eligibility* and next steps, or a notice about any problems.
2. **Define a Project:** Work with your selected contractor or energy services provider to assess your building, identify energy conservation measures, and define a scope of work. If needed, DC PACE maintains a list of approved contractors on the website. DC PACE also provides a full list of eligible measures and project requirements in the *DC PACE Program Guidelines*.
3. **Complete Application:** You can get started on an application whether or not you have a capital provider selected by following one of the two pathways below.

Option A: I already have a PACE capital provider identified → Your capital provider will work with you to submit the items on the *Application Checklist* in our *Program Guidelines*.

Option B: I *don't* have a PACE capital provider identified, and would like to see a range of indicative terms → We can help you find one who meets your priorities.

- a. Complete an *Application for PACE Financing* provided by DC PACE.
- b. We will circulate a term sheet solicitation to capital providers registered with the program, and all interested capital providers will have the opportunity to respond with indicative terms.
- c. Select your preferred capital provider, who will conduct final underwriting.
- d. Work with us to submit the items on the *Application Checklist*.

4. **Get Approved and Close on Financing:** We will review your project to confirm it meets all applicable criteria, and submit a Project Approval Report to DOEE. Then, you are ready to move into a financial closing.
 - a. Agree on final terms and conditions with your capital provider.
 - b. Enter into closing agreements with the District and your capital provider.
 - c. A memorandum of the special assessment is recorded in the land records, making your project a closed project.

5. **Improve:** After closing, you are ready to start construction on your project.
 - a. You or your contractor can draw on the funds per the disbursement requirements established prior to closing.
 - b. After project completion, start making your semi-annual PACE payments. The Office of Tax and Revenue will send the bill for semi-annual PACE Assessment at the same time as your real estate taxes, if you pay real estate taxes (although they will come in separate envelopes). For more information on DC's tax billing, please visit <http://otr.cfo.dc.gov/page/real-property-tax-bills-due-dates-and-delayed-bills>.
 - c. Participate in benchmarking or M&V for two years post-completion.

Questions? Visit dpace.com or contact us today.

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