

FINAL APPLICATION

Overview

The Final Application for a C-PACE Project should be prepared and submitted by a Property Owner or its designated representative after receiving Pre-Application approval from the Philadelphia Energy Authority (PEA). Before submitting this application and the required attachments, be sure to review the Program Guidelines thoroughly and consult the application checklist on Page 2 of this document. Applicants are asked to submit all documents through an online file hosting service. Access to this service will be granted after PEA's approval of the project's Pre-Application.

PEA will review the Final Application and its attachments to ensure compliance with the Program Guidelines, the Pennsylvania C-PACE legislation and the Philadelphia C-PACE ordinance. PEA will typically provide the Property Owner with written Notice of Philadelphia C-PACE Approval or request for more information within fifteen (15) business days of submitting a completed Final Application, unless the project's technical features require additional technical review. If PEA finds that the Property Owner's Final Application is incomplete, PEA will notify the Property Owner who will have the opportunity to complete any missing information. Upon resubmission of a completed Final Application, the Program Administrator will typically complete its review within fifteen (15) business days and respond in writing with written Notice of Philadelphia C-PACE Approval or with an explanation of why the project did not receive final approval.

Upon receipt of the Notice of Philadelphia C-PACE Approval, the Property Owner, Capital Provider, City of Philadelphia and PEA may enter into the C-PACE Statement of Levy and Lien Agreement to officially create the C-PACE Assessment. The Property Owner will have submitted an execution-ready version of the C-PACE Statement of Levy and Lien Agreement with its Final Application. Once the Property Owner and Capital Provider sign, PEA will sign the agreement and will facilitate the City's signature. PEA will then submit the fully-executed C-PACE Statement of Levy and Lien Agreement to the Philadelphia Department of Records. At that point, the Property Owner and Capital Provider may proceed with closing the C-PACE Financing.

If you have any questions in the course of preparing or submitting your Final Application, please feel free to contact the Program Administrator:

Website	http://www.cpacephiladelphia.org
PEA Website	www.philaenergy.org
Email	CPACE@philaenergy.org
Phone	215-686-4483

FINAL APPLICATION

Instructions & Application Checklist

The Property Owner or its designated representative may fill out and submit the Final Application. If a designated representative is handling the application, 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.

The Philadelphia C-PACE program 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 Property's value. Property Owners are asked to list the total amount of all obligations secured by the Property. 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.

The below items must be submitted with this completed Final Application. See Section 8 of the Program Guidelines for more details:

- 1) ECM Survey
- 2) Signed Mortgage/Lienholder Consent Form
- 3) Title Report
- 4) Capital Provider Statement regarding Qualified Contractor
- 5) Qualified Contractor Certification to Capital Provider, if applicable
- 6) Execution-Ready Statement of Levy and Lien (with complete set of exhibits and attachments)
- 7) Plan for Payment of Program Expenses
- 8) Diversity and Inclusion Plan
- 9) Signed Program Administrator Disclosure and Release Form
- 10) Property Owner Information Disclosure Confirmation
- 11) Qualified Contractor Terms and Conditions Self-Certification
- 12) Property Owner Certification of Eligibility
- 13) Other documents:
 - a. Property Description
 - b. Detailed Project Budget
 - c. Tax Clearance Certificate
 - d. Verification of Property Enrollment in EPA Portfolio Manager
 - e. Philadelphia License & Inspection Department Records (if applicable)
 - f. Zoning/ Planning Approvals (if applicable)

FINAL APPLICATION FORM

1. PROPERTY INFORMATION

Address

City, State, Zip Code

EIN

OPA Account #

Property Type / Description

2. POINT OF CONTACT INFORMATION

Contact Name

Company Name

Title

Email Address

Phone Number

Mailing Address

(if different than property address)

3. PROPERTY OWNER INFORMATION

Legal Entity that owns the Property

Business Classification of Property Owner

Key Principal Name *(if different from point of contact)*

Key Principal's Title *(if different from point of contact)*

Has the Property Owner ever filed for bankruptcy?

No

Yes

If Yes, date of filing:

If Yes, explain:

4. PROJECT TYPE (CHECK ALL THAT APPLY)

Project Type:

New Construction/Gut Rehab

Retrofit

Retroactive Financing

Work to be financed by C-PACE:

Energy Efficiency

Water Efficiency

Renewable Energy

If you are not installing renewable energy, explain if it was considered and why you decided against it:

FINAL APPLICATION FORM

5. CONTRACTORS AND SERVICE PROVIDERS

Primary Contractor(s)

Qualified Engineering Professional / Firm

Estimated Project Completion Date

Explain Contractor / Qualified Engineering Professional's involvement in the Diversity and Inclusion Plan submitted as part of this application, if any

6. MORTGAGE/LIEN HOLDER(S)

Name of Financial Institution or Lienholder

Total Outstanding Lien Balance
(If there is more than one lienholder on the property, attach a list of all lienholders and lien amounts)

Assessed or Appraised Value of Property

Date of Assessment or Appraisal

Source of Assessment or Appraisal
(Attach supporting documentation)

Total Encumbrances (Incl. C-PACE Financing Amount) as a Percentage of Property Value (95% maximum per Program Guidelines)

Have you received consent from Mortgage / Lienholder?

Yes

Not Yet

Mortgage / lienholder consent is a requirement for Approval of Final Application

7. PROJECT IMPACT

Projected Annual Financial Savings (\$):

Projected Annual Efficiency and Generation Metrics:

Energy

Energy Saved (kwh)

Water

Water Saved (mgd)

Gas

Renewable Energy Generated (kwh)

Other (specify)

Other (specify)

Total Projected Annual Savings

Projected Emissions Impact:

Annual MtCO₂e reduction

Lifetime MtCO₂e reduction

FINAL APPLICATION FORM

8. PROJECT COSTS

Installation Contract(s)

Engineering and Design Work

Project Development Fees

Capital Provider Fees

Program Fees

Legal Fees

Capitalized Interest

Other (Specify)

TOTAL PROJECT COST

9. CAPITAL SOURCES

C-PACE Financing Amount

Estimated Utility Rebates

Grants

Property Owner Cash Contribution

Other Loans

Other (Specify)

TOTAL CAPITAL SOURCES

10. C-PACE FINANCING INFORMATION

Capital Provider Name

Contact Name

Interest Rate

Term (Yrs)

C-PACE Project Simple Payback in Years

(Total C-PACE Financing Amount divided by Total Expected Annual Financial Savings)

Weighted Average Useful Life of Equipment Installed

Expected Project Start Date

Expected Project Completion Date

Annual C-PACE Payment Amount (\$)

FINAL APPLICATION FORM

11. INFORMATION RELEASE CONSENT

The Property Owner attests that the C-PACE Contractor or the C-PACE Capital Provider has provided the following information, as required under the Program Guidelines:

- Annual and lifetime CO2-e reductions measured in metric tons
- Total energy/water saved and/or total energy generated
- Annual financial savings
- Total C-PACE financed amount
- Annual C-PACE payment
- Disclosure that property can be foreclosed on in the event C-PACE payment is not made

Yes

Furthermore, the Property Owner hereby grants permission to the Program Administrator to make available to the public the following information about the project:

- Annual and lifetime CO2-e reductions measured in metric tons
- Total energy/water saved and/or total energy generated
- Annual financial savings
- Total C-PACE financed amount
- Annual C-PACE payment
- Disclosure that property can be foreclosed on in the event C-PACE payment is not made
- The legal description of the property
- The name of each property owner
- The total amount of the qualified C-PACE Project and a complete description of the project
- The assessment needed to satisfy the C-PACE Financing
- The financing rate, the total amount of the C-PACE Financing and any financing charges

Yes

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FINAL 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 the Property Owner (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.

FINAL APPLICATION SUBMISSION

By submitting the Philadelphia C-PACE Final Application _____
[Property Owner or designated representative] hereby represents under penalty of perjury
that the information contained within this application form and any additional submitted
document is true and correct to the best of their knowledge. _____

[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.

Signature

Printed Name

Title

Company Name

Date