



Project Approval Checklist

See "AK C-PACE Program Handbook" for project and technical standards, program fees, and application details, found at the [Alaska C-PACE website](#). Applicants should submit a complete application packet to [the participating C-PACE program](#) inclusive of the following documents.

	Application Requirements	Indicate if included in application
1	C-PACE Project Application Cover Sheet: The information submitted through the application cover sheet must exactly reflect the information supported by the rest of the application package.	
2	Certificate of Eligibility: Certification executed by the borrower, confirming that the property is not insolvent or in bankruptcy proceedings and that the property is current on all tax and mortgage payments.	
3	Property Card: Submit a current assessor property card to confirm that the project is located on a qualifying property.	
4	Title Report: The title report must include the entire Land Records' history of the property for which the applicant wishes to access C-PACE financing. The title search report must have been executed within 60 days of application approval.	
5	Mortgage Holder Consent Form, if applicable: The applicant shall give each holder of a mortgage lien on the property at least 30 days' written notice of the intention of the property owner to utilize C-PACE financing and obtain a written consent from each holder of a mortgage lien on the property. Such consent must be for not less than the total financed amount of the C-PACE assessment.	
6	Mortgage Release, if applicable: Submit copies of filed releases for any mortgages that appear on the title search but have since been released. Any releases which cannot be obtained must be addressed through a title affidavit acceptable to the C-PACE program in its sole discretion.	
7	Proof of Insurance: The applicant must hold insurance against damage to the energy improvement project for the life of the assessment.	



8	Disclosure of Risk Form: Submit an executed Disclosure of Risk Form.	
9	Certificate of Eligible Improvements: Submit a Certificate of Eligible Improvements as described in “Technical Requirements” in the AK C-PACE Program Handbook.	
10	Variance and Savings to Investment Ratio (SIR) Waiver Form, if applicable: Submit form if a waiver is requested for the maximum Loan to Value or Savings to Investment Ratio requirements as described in “Financial Requirements” in the AK C-PACE Program Handbook; include an appraisal if submitting this form.	
11	Capital Provider Offer to Fund: Provide documentation indicating that a capital provider has offered to provide C-PACE financing for the applicant’s C-PACE project (such documentation may be evidenced by a signed term sheet or commitment letter).	



C-PACE Project Application Cover Sheet

1	Property Owner Details	
	Legal name of property-owning entity	
	Name of property owner (primary signatory on program documents)	
	Phone number	
	Email address	
	Name of primary contact (if different from property owner)	
	Phone number	
	Email address	
Location (City, State)		



Property Eligibility	
2	Property address
	Property parcel # (from property card)
	Property type
	Is the proposed project site an existing building? (y/n)
	Is the property current on all property taxes and municipal assessments?
	Can you confirm that the property is neither insolvent nor in bankruptcy proceedings? (y/n)
	What is the assessed value of the property?
	What is the year of assessment?
	What is the appraised value of the property, if applicable?
	What is the year of the appraisal, if applicable?
	Who is the mortgage holder, if applicable?
	What is the outstanding balance of the mortgage, if applicable?
	Can you confirm that the property is current on all mortgage payments, if applicable? (y/n)



Qualifying Improvement Details	
3	Are the financed improvements intended to reduce energy consumption or demand? (y/n)
	Are the financed improvements intended to generate electricity, provide thermal energy, or regulate temperature? (y/n)
	If the proposed C-PACE project includes energy generation, please specify the source and size of the energy system.
	Are the financed improvements intended to reduce emissions affecting local air quality? (y/n)
	What is the Savings to Investment Ratio (SIR) for this C-PACE project? (Most capital providers can provide this calculation)

Financing Details	
4	Total project cost
	Total amount of C-PACE financing requested
	Term of the assessment



5	Capital Provider Details	
	Legal name of entity	
	Name of contact person	
	Phone Number	
	Email Address	
	Location (City, State)	

6	Energy Auditor Details	
	Legal name of entity	
	Name of contact person	
	Phone Number	
	Email Address	
	Location (City, State)	



Proposed C-PACE Project: Signature Page

By signing below, the applicant affirms that the information and documentation provided are true and correct to the best of their ability and that they have read the disclosures and disclaimers attached to this application and understand the risks of participating in the C-PACE program; further, that the applicant affirms that neither the borough or municipality, its governing body, executives, nor employees are personally liable as a result of exercising any rights or responsibilities granted under this program.

APPLICATION FORM SIGNED AND DATED

SIGNATURE ON BEHALF OF PROPERTY OWNER: _____

NAME: _____

TITLE: _____

DATE: _____

TO BE COMPLETED BY PROGRAM ADMINISTRATOR

APPLICATION (APPROVED/CONDITIONALLY APPROVED/DENIED): _____

SIGNATURE ON BEHALF OF PROGRAM ADMINISTRATOR: _____

NAME: _____

TITLE: _____

DATE: _____