

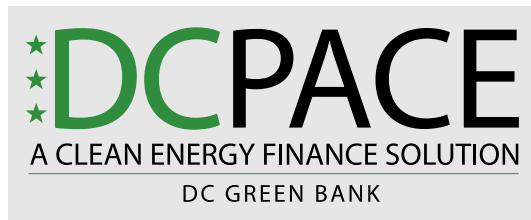


DC PACE Application Process

Thank you for your interest in the DC PACE Program. DC Green Bank (DCGB) 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.

Six Steps to Complete Your Project
1. Check Eligibility
2. Define a Project
3. Select a Capital Provider
4. Complete Application Checklist
5. Get Approved & Close on Financing
6. 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 [here](#). We will get back to you within three 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. **Select a Capital Provider:** Choose from one of the registered capital providers listed [here](#).
 - a. You will complete a financial application with selected capital provider
 - b. Capital provider will provide a term sheet with indicative terms.
 - c. Upon execution of term sheet, DC PACE will provide an Agreement to Program Terms and Disclosure of Risks. The application fee is due at this time.
 - d. Capital provider will engage with a third-party technical validator to obtain technical validation report.
 - e. Capital provider will conduct final underwriting.
4. **Complete Application Checklist:** Work with your preferred capital provider to submit the items on the *Application Checklist*.
5. **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 DCGB. 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 agreement 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.
6. **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 <https://otr.cfo.dc.gov/page/real-property-tax-bills-due-dates-and-delayed-bills>.
 - c. Participate in benchmarking or Measurement & Verification for two years post-completion.

Questions? Visit www.dcgreenbank.com or contact us today.

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