



## WASHINGTON COUNTY COMMERCIAL PROPERTY ASSESSED CLEAN ENERGY (CPACE) PROJECT APPLICATION

Washington County administers a Commercial Property Assessed Clean Energy (CPACE) financing program. The CPACE Program allows owners of eligible commercial property to obtain long-term financing from private capital providers for certain qualified improvements. While the financing is repaid to the Capital Provider, the CPACE Act directs the County to impose a voluntary benefit assessment and record a lien (the “CPACE Lien”) on the property.

The Washington County CPACE program was established in 2022 (Washington County Code Chapter 3.27 and is administered through the Economic Development Office.

The steps of Washington County’s CPACE application process is as follows:

1. Property owner develops an energy efficiency, renewable energy, water conservation, and/or seismic rehabilitation project idea.
2. Property owner identifies a capital provider for their project.
3. Property owner and capital provider coordinate to complete application materials and submit to Washington County’s CPACE/Economic Development team ([economic\\_development@washingtoncountyor.gov](mailto:economic_development@washingtoncountyor.gov))
4. Washington County staff reviews the Project Application and issues a returned copy with approval, conditional approval, or denial within 10 business days.
5. Upon approval, property owner pays the Administrative Fee to Washington County.
6. Washington County staff releases the agreements to the property owner for signature.
7. Signed documents are collected and recorded by the County.
8. Capital provider funds the project.
9. After project completion, applicant provides a signed certification form to the capital provider and the Washington County CPACE team.

# CPACE Project Application

## Property Owner Information

Legal Name (s): \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Property Information

Property Address: \_\_\_\_\_

Parcel Numbers: \_\_\_\_\_

Property Description: \_\_\_\_\_

Property Type:  Commercial  Industrial  Agricultural

Multi-family (with five or more dwelling units)  Other \_\_\_\_\_

Building uses: \_\_\_\_\_

Qualifying owner:  Limited Liability Company  Corporation  Trust

General or limited partnership  Individual/Sole proprietorship

If multi-family, please provide the following information:

Number of total units  Number of below-market (“affordable”) units

## Property Owner Questionnaire

(1) What is the primary reason that you are using CPACE financing for your project?

Sustainability                       Building resilience (For example, seismic systems or renewable energy backup systems)                       Better project financing

To save on operational costs

Other: \_\_\_\_\_

(2) What additional benefits does CPACE financing provide to your project?

\_\_\_\_\_  
\_\_\_\_\_

(3) Do you plan to use any additional development incentives or energy/water efficiency programs or incentives? If so, which ones:

\_\_\_\_\_  
\_\_\_\_\_

(4) For new construction,

- What have been your primary development related challenges?

\_\_\_\_\_  
\_\_\_\_\_

- How does the ease and cost of development in Washington County compare to other parts of our region/state?

\_\_\_\_\_  
\_\_\_\_\_

## Qualifying Improvement Certification

The improvements sought are (check all that applies):

- Energy Efficiency    Renewable Energy    Water Conservation  
 Seismic Rehabilitation

i. If Energy Efficiency, improvement is: \_\_\_\_\_

- HVAC System    Windows & Doors    Temperature Control System    Lighting  
 Siding/Insulation/Roofing    Appliances    Other \_\_\_\_\_

ii. If Renewable Energy, improvement is:

- Solar Panels    Thermal    Other \_\_\_\_\_

And if Renewable Energy, improvement is (check one):

- Direct Purchase  
 Power Purchase Agreement

iii. If Water Conservation, improvement is:

- Lead Reduction    Low-flow fixtures    Irrigation System    Control System  
 Water Collection & Reuse    Other \_\_\_\_\_

iv. If Seismic Rehabilitation, improvement is:

- Seismic Retrofit    Other \_\_\_\_\_

## Capital Provider Information

Legal Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Must answer 'Yes' to at least one of the following and provide required documentation per Program Application Checklist:

Federal or state-chartered bank or credit union:  Yes  No

Registered capital provider in more than two states:  Yes  No

Qualified to do business in Oregon:  Yes  No

Lienholder Consent Form (signed and notarized)

Attached  Delivered at closing

If consent form will be executed at closing, conditional approval is given. If consent is delivered at closing, applicant must hold county-executed closing documents in escrow until consent is obtained. At discretion of this office, this application may be amended and returned with copy of consent attached.

**CPACE Program Fee Calculation**

The County, as compensation for time and costs incurred in the establishment of the CPACE Program as well as for reviewing a Project Application for completeness and executing the Benefit Assessment Agreement, CPACE Lien, and Assignment, is entitled to a fee equal to 1% of the amount financed by the Property Owner, or a minimum of \$2,500 and capped at a total of no more than \$15,000. The Property Owner must pay this fee to the County at the closing of the transaction between the Property Owner and the Capital Provider, and such payment is a condition precedent to recording. The Program fee is inclusive of County Recording fees.

What is the total construction cost of the project? \$ \_\_\_\_\_

What is the total amount to be financed with CPACE? \$ \_\_\_\_\_

One percent of amount to be financed through CPACE = \$ \_\_\_\_\_

Minimum Fee of \$2,500  Maximum fee of \$15,000  Unique Fee \$ \_\_\_\_\_

## Application Signatures

By signature below, the applicants (Property Owner and Capital Provider) affirm that the information and documentation are true and correct to the best of their knowledge and ability and that the applicants understand the risks of participating in the CPACE program and are voluntarily entering the same. Further, the applicants affirm that neither the County, its governing body, executives, nor employees are personally liable as a result of exercising any rights or responsibilities granted under this program.

Application signed and dated on: \_\_\_\_\_  
On behalf of property owner: \_\_\_\_\_  
Name and title: \_\_\_\_\_  
On behalf of capital provider: \_\_\_\_\_  
Name and title: \_\_\_\_\_

## TO BE COMPLETED BY AUTHORIZED COUNTY OFFICIAL

Application:  Approved  Conditionally Approved  Denied

On behalf of Washington County: \_\_\_\_\_  
Name and title: \_\_\_\_\_  
\_\_\_\_\_

Conditions of approval, if applicable: \_\_\_\_\_  
\_\_\_\_\_