

MONTANA C-PACE
USER GUIDE



Produced by:

Yellowstone Bend
Citizens Council

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BEFORE APPLYING

If you answer "Yes" to the following questions, your project may be eligible for C-PACE financing.

- Are you the legal property owner?
- Are you current on mortgage and tax payments and not currently insolvent or bankrupt?
- Do you hold an undisputed title to the property to be subject to a CPACE assessment?
- Will the proposed improvements improve energy efficiency and be permanently fixed to the property (ex. solar panels, boilers, insulation)?
- Will the expected monetary savings from the improvements likely exceed their costs?

APPLICATION INSTRUCTIONS

Further details can be found in the MT C-PACE Program Guidelines at <https://lastbestpace.com/shared/docs/MTPACE-Guidelines-12-2021.pdf>

1. Initial Inquiry to MFFA

Send an email to Seth Lutter and Adam Gill at the Montana Facility Finance Authority (MFFA) with a short summary of your property and what you intend to do. This step ensures that you won't proceed only to find out that something disqualifies the property or the proposed project.

seth.lutter@mt.gov adamgill@mt.gov

2. Complete an Energy Assessment

Reach out to a certified Energy Auditor and have an energy assessment done on the property. If the assessment shows the improvements will be cost effective, proceed with applying. Further details can be found on page 17 of the Guidelines, and qualified Energy Auditors can be found at <https://deq.mt.gov/energy/Programs/statebuilding>.

3. Complete the Application

Complete the Application, which is a four page document that can be found on page 33 of the Guidelines.

4. Complete the Renewable Energy Feasibility Study

If your C-PACE project includes installing renewable energy, you must submit a Renewable Energy Feasibility Study. This can be a separate study or can be combined with the Energy Assessment. For more info, see page 10 of Guidelines.

5. Choose a Lender

You may approach various lenders and select the group you wish to work with, or MFFA can put your project out to bid, and you may select between those lenders. See page 15 of the Guidelines for further information.

6. Choose a Contractor

You may choose your own contractor or select from the list provided by MFFA. You can also choose to start working with your contractor from the beginning of the application process. Guidelines can be found on page 16.

7. Independent Review

Once project design and a final calculation of the expected costs and savings is completed, it will be reviewed by a qualified independent reviewer. Yellowstone Bend Citizens Council can assist in selecting an Independent Reviewer if desired. Further info can be found on page 14 of the Guidelines.

8. Lender Files an Assessment with the County

Park County will enter into a written contract with you and your lender. The contract will impose a property tax assessment on your property that will repay the financing of the Energy Efficiency Improvements over time. Page 20 of the Guidelines offers more details.

9. Proceed with your C-PACE Project!

Congratulations! You have now joined Montanans who are using energy savings to build their businesses, improve their bottom line, provide for their families and contribute to their communities.

C-PACE FEES

Application Fee

A \$250 application fee is due to MFFA at the time the full application is submitted for review.

Program Fee

The Program Fee is paid to MFFA at or prior to the C-PACE financial closing date. This is a one-time administrative processing fee that equals one percent (1.00%) of the C-PACE financing amount. The Program Fee shall be no less than \$1,000 and no greater than \$75,000. The final fee will be reduced by \$250 to account for the initial application fee. This fee may be capitalized into the C-PACE financing amount through your lender.

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APPENDICES

ITEMS NEEDED TO APPLY

Throughout the C-PACE Application Process, you will be asked to provide the following documents:

- Property Tax Assessor/Collector ID or Reference Number
- Mortgage Lender Consent (Appendix A)
- Proof of Good Standing from MT Secretary of State (Appendix B)
- Current Title Report

APPENDIX A, MORTGAGE LENDER CONSENT

All property owners must provide the written consent of an existing mortgage lender or other real property lienholder of record on the eligible property prior to closing. The lender consent must be given no more than three months prior to closing of the C-PACE financing. The lender consent template that property owners need to complete can be found on page 60 of the Guidelines.

APPENDIX B, PROOF OF GOOD STANDING

All property owners must provide Proof of Good Standing from the State of Montana. To request Business Certificates or certified copies of business documents, follow the steps outlined below:

1. Go to sosmt.gov
2. From sosmt.gov, scroll down to click on the Business Online Filing Portal.
3. On the portal home page, search for the business you wish to request certified copies of business documents or request business certificates for.
 - Search for a business by entering folder ID or business name into the search bar and click the search button.
4. In search results, click on the business name to open the record.
5. On the right, click on Request Information. Click on Request Details, fill in the required Requester Details information, and select the Certified Copies of Documents or the Business Certificate you would like to request.
 - For Certified Copies of Documents, when you click on the search button you can select all or one document for \$10.
 - You can click on the Question Mark icon to see more information about the different request types and their filing fees.
6. Pay with credit/debit card, or e-check.