



## **Commercial Property Assessed Clean Energy and Resiliency (C-PACER) Program**

Thurston County administers a Commercial Property Assessed Clean Energy and Resiliency (“C-PACER”) financing program under Section [36.165](#) of the Revised Code of Washington (RCW) (the “C-PACER Act”). The C-PACER Program allows owners of eligible commercial property to obtain long-term financing from private capital providers for certain qualified energy efficiency and resiliency improvements. The C-PACER program agreements create a property assessment and assign collection of the assessment to the capital provider or lender.

The Thurston County C-PACER program was established in 2022 (Ordinance No. 16184). The County designated a representative from the Office of County Commissioners as C-PACER Program Lead, and the Community Planning & Economic Development Department (CPED) as Program Administrator.

The following highlights the steps of the C-PACER application process:

### **Part 1: Application**

1. Property Owner develops an idea for a C-PACER project that includes energy efficiency, renewable energy, water conservation, and/or resiliency improvements, and identifies a qualified C-PACER Capital Provider for the project.
2. Property Owner and Capital Provider (“Applicant”) complete all C-PACER application materials, including the Project Application Checklist, and submit to Thurston County’s C-PACER Program Lead with application fee of \$500.
3. Program Lead conducts preliminary review for completeness, then brings application to CPED to review. CPED issues a notice of approval, conditional approval, denial, or request for additional information to the Applicant (within 15 business days of receiving the application).

### **Part 2: Recordation**

4. Upon approval, applicant drafts Closing Documents and submits to Program Lead to coordinate review and signatures of approval.
5. CPED notifies Applicant that agreements are ready for recordation and will be released upon payment of C-PACER program fees.
6. Applicant submits C-PACER program fees to CPED (*fees are 1% of the financing amount of the C-PACER transaction, with a minimum fee of \$2,500 and a cap of \$15,000*). Final Closing Documents are then returned to Applicant who records them at the Thurston County Auditor’s Office (standard [recordation fees](#) apply). Applicant provides recordation number to CPED.

### **Part 3: Project Completion**

7. After project completion, Property Owner submits a signed Certificate of C-PACER Completion to the Program Lead and to the Capital Provider.
8. The Property Owner makes assessment payments per the Assessment Agreement and in accordance with the Financing Agreement (a separate contract between the Property Owner and Capital Provider).



**THURSTON COUNTY**  
Office of County Commissioners  
3000 Pacific Ave.  
Olympia WA 98501  
360-867-2938

## Commercial Property Assessed Clean Energy and Resiliency (C-PACER) Project Application

### Applicant/Agent:

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

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

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

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

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

**Property Owner(s) Information (legal names):** ☐ Same as Applicant above

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

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

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

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

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

*\*If Applicant or Contact information changes please submit an updated Fee/Agent authorization form for each change.*

### **Property Information:**

#### **1. Property location and description:**

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

Tax Parcel Number(s) (APN): \_\_\_\_\_

Property description: \_\_\_\_\_

#### **2. Property type:**

☐ Commercial ☐ Agricultural ☐ Industrial ☐ Multi-family of 5+ units

☐ Other \_\_\_\_\_

Building use(s): \_\_\_\_\_

#### **3. Qualifying Owner**

☐ Limited liability company ☐ General or limited partnership ☐ Corporation

☐ Individual/Sole proprietorship ☐ Trust

**Proposed Qualified Improvements:**

4. The improvements sought are for:

- ☐ Existing Building  
☐ New Construction

5. The improvements sought are (check all that apply):

☐ Energy Efficiency   ☐ Renewable Energy   ☐ Water Efficiency   ☐ Building Resiliency

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 is to be purchased via:*

- ☐ Direct Purchase   ☐ Power Purchase Agreement   ☐ Lease   ☐ Other Service Contract

iii. If Water Efficiency, improvement is:

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

iv. If Building Resiliency, improvement is:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Seismic retrofits | <input type="checkbox"/> Flood mitigation    | <input type="checkbox"/> Stormwater Management |
| <input type="checkbox"/> Fire suppression  | <input type="checkbox"/> Wildfire resistance | <input type="checkbox"/> Wind resistance       |
| <input type="checkbox"/> Energy storage    | <input type="checkbox"/> Energy microgrids   | <input type="checkbox"/> other _____           |

**Capital Provider Information:**

6. 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 as per Project Application Checklist:

- |  |  |
|--|--|
| a) Federal or state-chartered bank or credit union               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b) Registered C-PACER Capital Provider in two or more states:    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c) Private company qualified to do business in Washington state: | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**7. Lienholder Consent Form (signed and notarized)**

- ☐ Attached ☐ Delivered at close

IF CONSENT WILL BE EXECUTED AT CLOSING, CONDITIONAL APPROVAL IS GIVEN.

IF CONSENTS ARE DELIVERED AT CLOSING, APPLICANT MUST HOLD COUNTY-EXECUTED CLOSING DOCUMENTS IN ESCROW UNTIL CONSENTS ARE OBTAINED. AT DISCRETION OF THIS OFFICE, THIS APPLICATION MAY BE AMENDED AND RETURNED WITH COPIES OF CONSENTS ATTACHED.

**Signature on Application:**

BY SIGNATURE BELOW, THE APPLICANTS (THE PROPERTY OWNER AND CAPITAL PROVIDER) AFFIRM THAT THE INFORMATION AND DOCUMENTATION ARE TRUE AND CORRECT TO THE BEST OF THEIR ABILITY AND THAT THE APPLICANTS HAVE READ THE DISCLOSURES AND DISCLAIMERS ATTACHED TO THIS APPLICATION AND UNDERSTAND THE RISKS OF PARTICIPATING IN THE C-PACER PROGRAM; FURTHER, THAT 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 FORM SIGNED AND DATED ON: \_\_\_\_\_

ON BEHALF OF PROPERTY OWNER: \_\_\_\_\_

NAME & TITLE: \_\_\_\_\_

ON BEHALF OF CAPITAL PROVIDER: \_\_\_\_\_

NAME & TITLE: \_\_\_\_\_

**TO BE COMPLETED BY AUTHORIZED COUNTY OFFICIAL**

APPLICATION: ☐ APPROVED      ☐ CONDITIONALLY APPROVED      ☐ DENIED

ON BEHALF OF COUNTY: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

CONDITIONS OF APPROVAL (IF APPLICABLE): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_