MGB ACADEMY

C-PACE FOR PROPERTY MANAGEMENT COMPANIES

Deferred Maintenance to C-PACE Screening Worksheet

Turning the list you already maintain into a project pipeline

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WHY THIS WORKSHEET EXISTS

You are not prospecting. Every candidate project in your portfolio is already written down — in reserve studies, deferred maintenance schedules, capital plans and the inspection reports you file every year. This worksheet is a way of reading those documents a second time, with C-PACE eligibility in mind.

Work one property at a time. A portfolio pass is a week of work; a single building is an afternoon.

STEP 1 — ASSEMBLE THE SOURCE DOCUMENTS

For each managed property, pull the following. If a document does not exist, note that — the gap is itself useful information for the owner conversation.

- ☐ Current reserve study, including the funding schedule and any noted shortfall.
- ☐ Deferred maintenance schedule or capital needs list, however informally kept.
- ☐ Last three years of unplanned or emergency repair invoices.
- ☐ Utility data — twelve to twenty-four months of electric, gas and water billing.
- ☐ Any energy audit, retro-commissioning report or benchmarking submission.
- ☐ Equipment inventory with install dates and remaining useful life estimates.
- ☐ The rent roll and lease abstracts, for the pass-through question in JA-06.

STEP 2 — SCORE EACH LINE ITEM

Enter every open capital item on the property. Score the four columns quickly and do not agonise — this is a triage instrument, not an analysis.

COLUMN	WHAT TO ENTER	SCORING
Item and system	Roof, chiller, lighting, envelope, water, electrical, resiliency	Descriptive
Est. cost	Order of magnitude from the reserve study or a contractor budget	Descriptive

COLUMN	WHAT TO ENTER	SCORING
Urgency	Years until failure or until code, insurance or tenant pressure forces action	H = 0–2 yrs, M = 3–5, L = 6+
Eligibility read	Does it appear on the JA-02 checklist and pass the JA-03 permanence test?	Y / N / Check
Benefit sources	Energy, water, avoided replacement, maintenance, insurance, tenant retention, asset life	Count how many apply
Owner posture	Has this owner refused it before? Why?	Descriptive

STEP 3 — RANK THE CANDIDATES

The best first project is rarely the largest. It is the one that is unambiguously eligible, plainly beneficial, and owned by someone who already trusts you.

Strong candidate

- High urgency and clear eligibility, so the conversation is about method rather than merit.
- Three or more benefit sources, which makes the economic benefit case robust to any single assumption failing.
- An owner who has already said no on cost grounds — the objection C-PACE actually answers.
- A system whose failure would generate emergency-rate spend, giving you an avoided-cost figure with a real number behind it.

Weak candidate — deprioritise

- Anything that fails the permanence test in JA-03, including tenant equipment and portable systems.
- Cosmetic or purely aesthetic scope with no operating benefit.
- A property the owner is actively marketing for sale within the next few months, where the disclosure and consent sequence in JA-08 will collide with the closing timeline.
- A property where you have not yet read the leases and the owner is unusually sensitive to tenant recovery questions.

STEP 4 — BUILD THE PACKAGE

Single measures often struggle. Packages usually do not. The twenty-year term compresses the annual assessment on long-lived measures, and a fast-payback measure inside the same package carries the ones that would not stand alone. Use JA-05 to construct the package before you take anything to an owner.

THE PACKAGING INSTINCT

Pair the measure the owner wants to avoid with the measure that pays for itself. The roof goes in with the lighting and the controls. The chiller goes in with the building automation. You are not disguising a weak project — you are building the one that actually performs.

PORTFOLIO SUMMARY — CARRY TO THE OWNER MEETING

PROPERTY	CANDIDATE MEASURES	EST. PACKAGE COST	BENEFIT SOURCES	PRIORITY

Next step. Take your top-ranked candidate to MCED as a conversation, not a submission. The administering authority would rather help you shape a candidate than receive a package that misses.

Markets set in motion. It all starts with collaboration.

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