

PROPERTY ASSESSED CLEAN ENERGY PROGRAM

FRAMEWORK FOR INITIATING A PROGRAM

TRACK 1: SUBSTANTIVE

- ★ Form a working group (2 weeks)
 - Key personnel
 - Legal
 - Economic development
 - Tax
 - Procurement
 - Sustainability
 - Designate Leadership Committee Chair
 - Assigns tasks
 - Schedules bi-weekly update meetings
 - Sets meeting agendas
- ★ Create a Program Report, Resolution of Intent and Resolution Establishing a PACE program, (models available) (8 weeks)
- ★ Create Owner Contract, Lender Contract and Notice of Assessment Lien (models available)(8 weeks)
- ★ Select Administrator (4 weeks)
 - Note: Texas PACE Authority will administer open-market programs at no cost to local government
- ★ Sign Administrator Contract (2 weeks)

TRACK 2: POLITICAL

- ★ Meet Individually with Judge/Mayor and all Commissioners/Council Members (6 weeks)
- ★ Find a Sponsor (6 weeks)
 - Councilman or Commissioner
- ★ Pass Resolution of Intent (4 weeks)
- ★ Hold Public Hearing (4 weeks)
- ★ Pass Resolution establishing a PACE Program (4 weeks)

TRACK 3: COMMUNITY OUTREACH

- ★ Build Community of Business & other stakeholder Support (14 weeks)
 - Create a letter that supporters sign (model available)
- ★ Community Outreach (16 weeks)
 - External members on committee
 - Contact Business Associations and other stakeholders
 - “Lunch and Learns”
 - Note: Texas PACE Authority and Keeping PACE in Texas are available to present or provide advocacy materials

START WEEK	TRACK 1: SUBSTANTIVE	TRACK 2: POLITICAL	TRACK 3: COMMUNITY OUTREACH			
Week 1	Form a Working Group <i>(2 weeks)</i> 1. <u>Key Personnel</u> a. Legal b. Economic Development c. Tax d. Procurement e. Sustainability 2. <u>Designate Leadership Committee Chair</u> a. Assigns Tasks b. Schedules bi-weekly update meetings c. Sets Meeting Agendas	Draft Program Report and Resolutions <i>(8 weeks)</i> 1. RECOMMENDATION: Use Travis County Report as model (see LINKS) Create Owner Contract, Lender Contract, and Notice of Assessment Lien [see Links] <i>(8 weeks)</i>	Meet Individually with Judge/Mayor and all Commissioners/Council Members <i>(6 weeks)</i> Find a Sponsor <i>(6 weeks)</i> 1. Councilman or Commissioner	Build Community of Stakeholder Support <i>(14 weeks)</i> 1. RECOMMENDATION: Create a letter that supporters sign (Model Available)	Community Outreach <i>(16 weeks)</i> 1. External members on Committee 2. Industry Associations & "Lunch and Learns" 3. RECOMMENDATION: Texas PACE Authority is available to present or provide advocacy materials	
Week 2						
Week 3						
Week 4						
Week 5						
Week 6						
Week 7						
Week 8						
Week 9						
Week 10						
Week 11	Select Administrator <i>(4 weeks)</i> 1. RECOMMENDATION: Texas PACE Authority will administer open-market program at no cost to local government					
Week 12						
Week 13						
Week 14						
Week 15	Sign Administrator Contract <i>(2 weeks)</i>					
Week 16						

Timeline

	2 weeks	4 weeks	6 weeks	8 weeks	10 weeks	12 weeks	14 weeks	16 weeks
Form Working Group (2 weeks)								
Draft Program Report & Resolutions (8 weeks)								
Create Contracts & Lien Notice (8 weeks)								
Industry Support Letter (10 weeks)								
Community Outreach (10 weeks)								
Meet Individually With Commission/Council and Find Sponsor” (6 weeks)								
Pass Resolution of Intent (4 weeks)								
Public Hearing (4 weeks)								
Pass Resolution to Establish Program (4 weeks)								
Select Administrator (4 weeks)								
Sign Administrator Contract (2 weeks)								

Substantive	
Political	
Community Outreach	



LINK TO MODEL DOCUMENTS:

- ★ [PACE in a Box Model Documents](#)
- ★ [Travis County PACE Webpage](#)

KEY ISSUES TO RESOLVE:

- ★ Who will administer program?
 - RECOMMENDATION – Texas PACE Authority will administer open-market program on a not-for-profit basis at no cost to local government
- ★ How will assessments be collected? (3 options)
 - Government
 - Administrator
 - Lender
- ★ How are defaults handled?
- ★ Community Outreach