



## Contractor Application Checklist

The following is a checklist of the documents required to be submitted as part of the application process to become an Approved Contractor under the Hawaii Green Infrastructure Authority's ("HGIA") Green Energy Market Securitization ("GEMS") financing program (the "PROGRAM"). Approved Contractors are eligible to install energy improvements for all HGIA programs, including the Green Energy Money Saver On-Bill Program. Please see the *Contractor Qualifications & Application Process, Contractor Application Form*, and other Program documents for full details. All Program documents are available on HGIA's website at: [www.gems.hawaii.gov](http://www.gems.hawaii.gov)

### Step 1: Application and Supporting Documents.

Mail the following to HGIA (see address below):

- Completed and signed **Contractor Application Form**;
- Check in the amount of \$100.00 payable to Hawaii Green Infrastructure Authority (for payment of a one-time non-refundable application processing fee);
- Certificate of Vendor Compliance provided by the State of Hawaii Procurement Office (dated within 6 months of the application date);
- Listing of all branch locations including physical address and contact person (if applicable);
- List of Residential and/or Commercial Solar PV Installations completed over the past year;
- Copy of a valid General Liability Certificate of Insurance;
- Copy of a valid Workers Compensation Certificate of Insurance or proof of insurance from employee leasing company and/or a Self-Insurance Letter;
- Copy of valid trade license(s) issued by the State of Hawaii;
- Completed and signed W-9 Form Request for Taxpayer Identification Number and Certification;
- Sample Sales Contract; and
- Workmanship and Manufacturer's Warranties over equipment installed.

### Step 2: HGIA review of Application.

HGIA will review your application and supporting documentation and will notify you if any additional information is needed. Upon approval, HGIA will send you (1) an Approval Letter; (2) an Approved Contractor Participation Agreement; (3) Request for Certificate of Insurance Form to provide to your Insurance Agent(s); and (4) an Authorization to Remit Funds. Please submit the following to HGIA:

- Executed **Contractor Participation Agreement**;
- General Liability and Worker's Compensation Certificates of Insurance with HGIA named on your policies; and
- Completed and signed Authorization to Remit Funds.

### Step 3: Contractor Training.

Upon receipt of the items in Section 2, HGIA will schedule a program orientation and training session.

- Upon completion of the Orientation and Training Session, you will be a GEMS Approved Contractor.

### Contact Information:

Hawaii Green Infrastructure Authority  
Attn: Contractor Enrollment  
PO Box 2359  
Honolulu, HI 96804  
[Dbedt.gems@hawaii.gov](mailto:Dbedt.gems@hawaii.gov)  
Phone: 808-587-3868

## Contractor Qualification & Application Process

The following is a summary of the minimum required qualifications and application process for contractors to become an “Approved Contractor” in the Hawaii Green Infrastructure Authority (“HGIA”) Green Energy Market Securitization (“GEMS”) financing program. GEMS is a green financing initiative to make clean energy improvements more affordable and accessible for Hawaii consumers. The program provides low-cost capital to finance solar photovoltaic systems, solar thermal hot water heaters and other clean energy improvements for those who may otherwise have difficulty obtaining financing for these projects. Low-credit homeowners and renters, as well as non-profits and small businesses are among those who may qualify for project financing through GEMS.

### Becoming an Approved Contractor

In order to become an Approved Contractor under the Program, a contractor must meet certain minimum requirements (detailed on [Table 1](#) below), complete the **Contractor Application Form** (the “APPLICATION”), and submit same along with other required documents to HGIA for review and approval.

Once approved by HGIA, the contractor must agree to adhere to the terms, conditions and requirements of the Program evidenced by executing the **Approved Contractor Participation Agreement**. All Approved Contractors must follow the guidelines outlined in the respective GEMS or GEM\$ Loan Financing Product Sheet(s).

**Table 1: Minimum Contractor Qualification Requirements**

Category	Description	Documentation Required
<b>Business Organization Status and Insurance Requirements:</b>		
State of Hawaii Business Registration and Tax Liability Compliance	Required for all types of business entities (including sole proprietors)	Certificate of Vendor Compliance issued by the State of Hawaii Procurement Office (dated within 6 months of the application date)
Workers' Compensation Insurance	Amounts and coverage required under workers' compensation, disability and similar employee benefit laws applicable to Contractor	Certificate of Insurance, proof of insurance from an employee leasing company and/or a Self Insurance Letter; or explanation regarding applicable exemption (e.g., sole proprietor, no employees)
General Liability Insurance	Required with minimum coverage of \$1,000,000 per occurrence, \$2,000,000 aggregate	Certificate of Insurance
Add Hawaii Green Infrastructure Authority as “Additional Insured”	Submit <b>Request for Certificate of Insurance</b> form to insurance carrier(s) to add HGIA as additional insured	Certificate(s) of Insurance and copy/ies of endorsement(s) to insurance policies naming HGIA as an additional insured
<b>License/Certification</b>		
Skilled Trade License	Active license in applicable trade (see Table 2), as required by law with no pending actions against the licensee	Copy of license; representation that there are no pending actions (or unresolved complaints) in Application (which HGIA may verify)
Track-record and experience	A proven track record of successful installation of energy improvement (i.e. solar system, energy efficiency retrofit).	List of residential and/or commercial projects completed over the last year and reference contact information.

Training/Education		
HGIA Program orientation and training	Orientation and training session on GEMS and GEM\$ requirements and financing	Confirmation of contractor's participation in an orientation and training

Approved Contractors may use subcontractors, as long as the Approved Contractor is acting as a general contractor on the job. Approved Contractor shall be responsible for the work of any subcontractor.

**Table 2: Summary of State Licensing Requirements for Approved Contractors**

All valid licenses appropriate for equipment to be installed and financed. Relevant licenses include but are not limited to the following:

Solar Electric Installations:	Solar Thermal Installations:	Energy Efficiency (EE) Installations:
State of Hawaii C-13 Electrical Contractor license	State of Hawaii C-61 Solar Energy Systems Contractor license	State of Hawaii license(s), as applicable to the type of EE being installed
State of Hawaii C-60 Solar Power Systems Contractor license	State of Hawaii C-61a Solar Hot Water Systems Contractor license	
	State of Hawaii C-37 Plumbing Contractor license	

**Process to Become an Approved Contractor**

To perform work under the Program, contractors must apply to HGIA by submitting the Application and required supporting documentation detailed in the **Contractor Application Checklist**, and pay a one-time non-refundable \$100.00 application fee (make checks payable to Hawaii Green Infrastructure Authority). The **Application** and **Contractor Application Checklist** together with all Program documents are available on HGIA's website at: [www.gems.hawaii.gov](http://www.gems.hawaii.gov)

HGIA will review all applications received and verify all documentation. If any information is missing or incomplete, HGIA will contact the contractor's representative designated in the Application for the updated or missing information.

Once an applicant is determined to meet the minimum requirements of an Approved Contractor, HGIA will add the contractor to the GEMS Approved Contractor List upon receipt of: (a) the contractor-executed **Contractor Participation Agreement**; (b) confirmation of the contractor's participation in the Program orientation and training session; (c) the receipt of the Certificate(s) of Insurance and related endorsements to contractor's insurance policies evidencing that contractor has the requisite insurance coverage and has named HGIA as an additional insured; and (d) executed and completed Authorization to Remit Funds form.

Application and documentation review should take approximately one to two weeks from the date the application and all documentation are received. Missing information and documentation will extend the length of the review process. HGIA updates and other notifications will be emailed to contractors.

**Changes and Other Updates to Contractor Information**

Approved Contractors must immediately notify HGIA of any changes in the information provided in Contractor's original Application, including, but not limited to, changes in business status, contact information, licenses, insurance, or certification. Failure to notify HGIA of any such changes could result in contractor's suspension or termination as an Approved Contractor under the Program.



### Program Training

All contractors must participate in a Program orientation and training session before being recognized as an Approved Contractor and performing any work under the Program. At least one designated employee for each contractor **must** attend the orientation session. That individual will serve as the contractor's point person to train other employees. While they are not required to do so, other employees having direct contact with customers, particularly those promoting financing associated with the Program, are **strongly encouraged** to attend the orientation session.

The Program orientation session covers the following topics:

- Role of Approved Contractors in the Program
- Program Guidelines, including eligible improvements
- Customer eligibility and enrollment process
- Use of Program forms
- Marketing and communications guidelines
- Quality assurance process

HGIA will coordinate dates and locations of Program orientation sessions when the contractor's Application is approved.



CONTRACTOR INFORMATION

Legal Name of Business ("Company"): \_\_\_\_\_

DBA (as applicable): \_\_\_\_\_

Business Address (Street, City, State, Zip): \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Federal I.D. No.: \_\_\_\_\_ Hawaii GET No.: \_\_\_\_\_

Business Type (check one box):

- checkbox Sole Proprietorship checkbox S-Corporation checkbox C-Corporation checkbox Partnership
checkbox Limited Liability Company checkbox Other: \_\_\_\_\_

State of Hawaii License Types (check all that apply):

- checkbox C-61, Solar Energy Systems checkbox C-61a, Solar Hot Water Systems checkbox C-37, Plumbing
checkbox C-13, Electrical checkbox C-60, Solar Power
checkbox Other: \_\_\_\_\_

PRIMARY COMPANY CONTACT

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

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

BUSINESS OWNERSHIP INFORMATION:

List all individuals with 20% or more ownership interest in the company (add additional sheets, as applicable):

Table with 3 columns: Name, Title, % Owned



**ONLINE PORTAL ADMINISTRATOR INFORMATION (if different from Primary Contact):**

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

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

List other employees you authorize to have Portal Access (add additional sheets, as applicable):

Name	Title	Email Address

**SERVICES OFFERED (check all that apply):**

- Solar PV
- Heat Pump Water Heater
- Commercial Lighting
- Other: \_\_\_\_\_
- Solar PV Hot Water
- Energy Storage
- Building Envelope
- Solar Thermal Hot Water
- HVAC
- Refrigeration

Counties Served (check all that apply):

- City & County of Honolulu
- Maui County
- Hawaii County

**INSURANCE INFORMATION:**

**General Liability Insurance:**

Insurance Company: \_\_\_\_\_

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

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

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Worker's Compensation Insurance:**

Insurance Company: \_\_\_\_\_

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

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

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_



ACKNOWLEDGEMENT:

I/We certify that all of the information included herein and the accompanying documentation is true and correct and that I/We, as owners of the Company, are authorized to sign this Contractor Application form on behalf of the Company. I consent to any inquiry appropriate and necessary to verify or confirm the information I have provided.

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

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

Date: \_\_\_\_\_

Return this completed Contractor Application form, along with your \$100.00 Application Fee payable to the Hawaii Green Infrastructure Authority and copies of the required documents requested on the Contractor Application Checklist to:

Hawaii Green Infrastructure Authority  
Attn: Contractor Enrollment  
PO Box 2359  
Honolulu, Hawaii 96804