

Contractor FAQs – refer all questions/inquiries to the GEM\$ website or HGIA phone number.

Q: What are the eligibility requirements to be an Approved Contractor?

A: Contractors must meet the following requirements:

1. Furnish Hawaii Green Infrastructure Authority with a “Compliant” Certificate of Vendor Compliance from the State of Hawaii Department of Accounting and General Services to show business registration and tax liability compliance.
2. Possess appropriate current and active contractor’s license(s) issued by the State of Hawaii. For non-licensed trades, contractors will be required to provide evidence of appropriate certifications.
3. Provide proof of insurance in the following amounts and list the State as an additional insured:
 - a. General liability insurance of at least \$1,000,000 per occurrence / \$2,000,000 aggregate.
 - b. Worker’s Compensation Insurance.
 - c. Furnish Hawaii Green Infrastructure Authority with Certificates of Insurance naming HGIA as an additional insured.
4. Be in good standing with the Better Business Bureau with no unresolved complaints.
5. Have demonstrated relevant experience with installation of similar projects.
6. Have completed a GEM\$ orientation and training provided by Hawaii Green Infrastructure Authority.
7. Furnish Hawaii Green Infrastructure Authority with a signed Contractor Participation Agreement.
8. Ensure that any subcontractors are properly licensed/certified and adequately insured. The Approved Contractor will be responsible for any and all work performed by their employees and subcontractors.



Q: How do I apply to become a participating contractor?

A:



You can apply by completing a Contractor Application and submitting it along with the other required documents identified on the Contractor Application Checklist, which can be found at <https://gems.hawaii.gov/wp-content/uploads/2018/06/Contractor-Application-Packet.pdf>.

Q: How do participating contractors submit a project?

A: During the GEM\$ Contractor Orientation and Training, HGIA will provide the Contractors with instructions and access to submit project documents.

Q: What items do I need to provide in the project package?

A: Information required depends on the Energy Improvement being requested. During the GEM\$ Contractor Orientation and Training, HGIA will inform Contractors of the required information.

Q: What is the project approval process?

A: As detailed on HGIA's website: <http://gems.hawaii.gov/participate-now/for-homeowners/>

Step 2 – Project Eligibility requires:

- 1) Proposed Energy Improvement is on GEM\$ Approved List;
- 2) Contractor must be a GEMS Approved Contractor; and
- 3) Post-Installation, the Energy Improvement must provide an estimated minimum 10 percent utility bill savings;
- 4) As applicable, the project meets all GEM\$ Program requirements and guidelines.