



**HAWAII GREEN INFRASTRUCTURE AUTHORITY (HGIA)**  
**Green Energy Money \$aver On-Bill Program**  
**Application for Tenants of Commercial Property**

**GEM\$ On-Bill Program.** This GEM\$ Application (Application), for entities or organizations who lease or rent the commercial space on which the requested Energy Improvement will be installed, must be submitted and approved prior to purchasing or installing the equipment. Approval of this Application does not guarantee funding. GEM\$ funding requires completed installation of the approved Energy Improvement and fulfillment of all terms and conditions contained in this Application and the GEM\$ Program documents by you and the property owner.

Please complete all fields. Incomplete Applications may delay processing. Only approved Energy Improvements, which have not yet been installed, are eligible for GEM\$. Please submit this completed Application to HGIA along with a **copy of your most recent electric utility bill, organizational documents** (as applicable), and **driver's license or other valid government identification**. Should you have any questions while completing this Application, please call HGIA at 808-587-3868.

**Checklist:** Please submit the following documents and information with the completed application.

**Organizational Documents** (as applicable)

**Corporation:** Articles of Incorporation & Bylaws; **Partnership:** Partnership Agreement with exhibits;

**Limited Liability Company:** Articles of Organization & Operating Agreement; **Nonprofit Corporation:** Articles of Incorporation & Bylaws

**1. PRE-APPLICATION SURVEY**

The mission of Hawaii Energy, the Public Benefits Fund Administrator contracted by the Public Utilities Commission, is to empower island families and businesses to make smarter energy choices to reduce energy consumption, save money and pursue a 100% clean energy future. Hawaii Energy may provide cash rebates for qualifying energy efficiency retrofits. Would you be interested in having Hawaii Energy contact you to explore further energy cost reductions through energy efficiency?  No  Yes

If Yes, please indicate which equipment at your facility were upgraded over the past three years? (check all that apply).

Lighting  Air Conditioning  Motors  Other Energy Consuming Equipment: \_\_\_\_\_

Is there anyone you know that could benefit from lowering their energy costs?  No  Yes If yes, please indicate below.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. ENERGY IMPROVEMENT**

Which Energy Improvement would you like to install? (check all that apply)

Water Heating  HVAC  Thermal Storage Pumps  Motors  Building Envelope  Refrigeration  
 Control Systems  Solar PV System  Other: \_\_\_\_\_

**3. CONTRACTOR INFORMATION**

Have you met with a GEMS Approved Contractor regarding this installation?  No  Yes If yes, please indicate

Contractor Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

**4. RATEPAYER INFORMATION** The entity named on the electric utility account should be the Applicant.

Name on Utility Account (first, middle, last)	Utility Account Number:
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Utility Rate Schedule (check only one):

G (General Service Non-Demand)  J (General Service Demand)  
 DS (Large Power Directly Served)  P (Large Power Service)

**5. INSTALLATION ADDRESS** This is the address at which the proposed Energy Improvement will be installed.

Street Address (Street, City, State, Zip)	Size (square feet) of interior space
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On which island is this located? (check one box)

Oahu  Maui  Lanai  Molokai  Hawaii

What type of space or building will the Energy Improvement be installed in? (check only one)

Office  Retail  Industrial  Restaurant  Warehouse  Cold Storage  
 Grocery  Hotel/Motel  Other: \_\_\_\_\_

**6. LANDLORD OR PROPERTY MANAGER INFORMATION** Attach additional tenant/PM information as required.

Landlord Name (first, middle, last)	Email	Home Phone	Cell Phone
Property Manager Contact Name (first, middle, last)	Email	Work Phone	Cell Phone

Property Management Company Name

Property Management Company Street Address (Street, City, State, Zip)

**7. BUSINESS APPLICANT INFORMATION** This is the Entity named on the electric utility account.

Name of person completing application on behalf of the entity (first, middle, last)	Title (or Relationship to Entity)
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Email		Mobile Phone		
Company/Organization Name		DBA (if applicable)		
Mailing Address (if different from Installation Address)				
Business Phone	Fax	EIN/TIN	Hawaii GET Number	Date Established
Business NAICS code:	Business Gross Revenue (as of most recent calendar year):		Employee Count (as of most recent calendar year):	

Type of Entity (check one):  Proprietorship  Partnership/LLP  Limited Liability Company  C-Corporation  
 Non-Profit  Joint Venture  S-Corporation  Other: \_\_\_\_\_

**8. DISCLOSURE AND AGREEMENT REGARDING GEM\$ APPLICATION**

By completing and submitting an Application, I certify that I have read, understand, and agree to all of the terms and conditions of the GEM\$ Program. By signing below, I certify that all information provided on this Application is true, correct and complete. If necessary, I further agree to provide additional information to HGIA to review this Application. I hereby authorize HGIA to retain this Application whether or not it is approved.

I further agree that HGIA may communicate and share with my landlord and/or property manager and the Contractor identified in Section 3 above, or subsequently identified by me to HGIA, and disclose orally and/or in writing, the following information regarding this Application: energy usage history; whether this Application has been pre-approved by HGIA and any additional items requested by HGIA in order to complete the processing of my request; whether this Application has been approved by HGIA so that my landlord and/or property manager and Contractor(s) can proceed with scheduling the work; and whether this Application has been denied so that the landlord and/or property manager and Contractor(s) can determine if there is other financing available and whether I intend to proceed.

I understand and agree that HGIA does not guarantee the security of any data submitted electronically and will not be held responsible or liable for interception by third parties. I understand and agree that in no event will HGIA be liable for any technical, hardware or software failure of any kind, any interruption in the availability of this service, any delay in operation or transmission, any incomplete transmission, computer virus, loss of data, or other similar loss.

As an agency of the State of Hawaii, HGIA is subject to section 92F-12(a)(8) of the Hawaii Revised Statutes, which requires agencies to collect and make available upon request "the name, address and occupation of any person borrowing funds from a state or county loan program and the amount, purpose, and current status of the loan."

I also authorize and grant HGIA unrestricted permission to share the information provided on this Application and subsequent Program information related to the on-bill obligation (OBO), which is the amount financed by HGIA to install the approved Energy Improvement, until the OBO is paid in full, with HGIA's Servicing Agent, HGIA's Board of Directors, my electric utility, the Public Benefits Fund Administrator (currently known as Hawaii Energy) and the State of Hawaii.

I understand I must meet all eligibility criteria and requirements, including at least an estimated 10% net utility bill savings for each Energy Improvement requested and utilize a GEMS Approved Contractor in order to participate in GEM\$.

The federal Equal Credit Opportunity Act (ECOA) prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission Consumer Response Center Washington, DC 20580 1-877-FTC-HELP (1-877-382-4357) TDD: 1-866-653-4261 [www.ftc.gov](http://www.ftc.gov).

By signing this Application, I confirm that I have received HGIA's Privacy Notice as part of this Application packet. I also agree that I may, but am not required to, agree to and accept the terms of this Application by electronic means, and that my submission of this Agreement by electronic means shall be sufficient evidence of my agreement to do so by electronic means.

NOTE: If the Ratepayer in Section 4 of this Application is a corporation, this Application must be signed by its authorized officer(s) as indicated in its articles of incorporation, by-laws or corporate resolution; if the Ratepayer is a partnership, this Application must be signed by all general partners; if the Ratepayer is a Limited Liability Company, this Application must be signed by all members or by the manager(s) if this is a manager managed LLC; if the Ratepayer is an individual, this Application must be signed by that individual.

COMPANY: \_\_\_\_\_

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

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

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



**AUTHORIZATION FOR RELEASE OF INFORMATION**

**HGIA Green Energy Money \$aver On-Bill Program (Eligibility and Ongoing Participation)**

Customer Name: \_\_\_\_\_  
**(Please print name exactly as it appears on your utility bill)**

Service Address: \_\_\_\_\_  
**(Please print Service Address exactly as it appears on your utility bill)**

Island (**must select one**):

- Oahu
- Maui
- Molokai
- Lanai
- Hawai'i Island

Utility Account Number: \_\_\_\_\_

I am applying to participate in the Hawaii Green Infrastructure Authority's ("HGIA") Green Energy Money \$aver On-Bill Program ("Program"). As part of the Program, HGIA needs access to my utility bill information. I understand that information about my utility bill will be shared with HGIA, both initially to evaluate my application and on an on-going basis for as long as I am a participant in the Program. I hereby authorize the utility indicated above to release the following information to HGIA and any of its representatives, agents, and contractors for the Program:

- Information to identify my account, including account numbers and identifiers for my service address.
- Bill history information, including prior disconnection notices, months of active service, the start date and any future move-out date.
- Information about my current bill and payment, including the dates, amounts, and document numbers.
- Rate information, including whether there is an interconnection agreement for this location, the rate schedule and tariff.
- Information on existing solar system, as applicable, including the system size (kW), year system was placed in service and existing interconnection program.

Information about my utility bill will be handled confidentially by HGIA, its representatives, agents and contractors for the Program.

I understand that my authorization will remain effective from the date of my signature until my application evaluation is complete, and for as long as I am a participant in the Program and an on-bill obligation is outstanding at the service address identified above. I also understand that information and data collected may be used to assess the Program's effectiveness and results, which will be anonymized and aggregated, and may be included in Program reports provided to the Hawaii Public Utilities Commission.

I have read and understand the nature of this authorization.

\_\_\_\_\_  
Name of Customer **(Please print exactly as it appears on your utility bill)**

\_\_\_\_\_  
Signature of Customer  
**(Please sign your name exactly as it appears on your utility bill)**

\_\_\_\_\_  
Date

<b>FACTS</b>		
<b>WHAT DOES THE HAWAII GREEN INFRASTRUCTURE AUTHORITY DO WITH YOUR PERSONAL INFORMATION?</b>		
<b>Why?</b>	Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.	
<b>What?</b>	The types of personal information we collect and share depend on the product or service you have with us. This information can include: <ul style="list-style-type: none"> <li>▪ Social Security number and employment information</li> <li>▪ account balances and payment history</li> <li>▪ account transactions and transaction or loss history</li> </ul>	
<b>How?</b>	All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons Hawaii Green Infrastructure Authority chooses to share; and whether you can limit this sharing.	
Reasons we can share your personal information	Does Hawaii Green Infrastructure Authority share?	Can you limit this sharing?
<b>For our everyday business purposes</b> – such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	Yes	No
<b>For our marketing purposes</b> – to offer our products and services to you	Yes	No
<b>For joint marketing with other financial companies</b>	Yes	No
<b>For our affiliates' everyday business purposes</b> – information about your transactions and experiences	Yes	No
<b>For our affiliates' everyday business purposes</b> – information about your creditworthiness	Yes	Yes
<b>For our affiliates to market to you</b>	Yes	Yes
<b>For nonaffiliates to market to you</b>	Yes	Yes
<b>To limit our sharing</b>	<ul style="list-style-type: none"> <li>▪ Call <b>(808) 587-3868</b></li> <li>▪ Visit us online: <a href="https://gems.hawaii.gov/wp-content/uploads/2018/05/HGIA-Initial-Privacy-Disclosure_v3.pdf">https://gems.hawaii.gov/wp-content/uploads/2018/05/HGIA-Initial-Privacy-Disclosure_v3.pdf</a> or</li> <li>▪ Mail the <b>form</b> below</li> </ul> <p>Please note: If you are a <i>new</i> customer, we can begin sharing your information 30 days from the date we sent this notice. When you are <i>no longer</i> our customer, we continue to share your information as described in this notice.</p> <p>However, you can contact us at any time to limit our sharing.</p>	
<b>Questions?</b>	Call (808) 587-3868	



<b>Mail-in Form</b>		
<p><b>If you have a joint account, your choice(s) will apply to everyone on your account unless you mark below.</b></p> <p><input type="checkbox"/> <b>Apply my choices only to me</b></p>	<p><b>Mark any/all you want to limit:</b></p> <p><input type="checkbox"/> Do not share information about my creditworthiness with your affiliates for their everyday business purposes.</p> <p><input type="checkbox"/> Do not allow your affiliates to use my personal information to market to me.</p> <p><input type="checkbox"/> Do not share my personal information with nonaffiliates to market their products and services to me.</p>	
	<b>Name</b>	
	<b>Address</b>	
	<b>City, State, Zip</b>	
	<b>Account No.</b>	
		<p><b>Mail to:</b> Hawaii Green Infrastructure Authority P.O. Box 2359 Honolulu, HI 96804</p>

Who we are	
Who is providing this notice?	Hawaii Green Infrastructure Authority
What we do	
How does Hawaii Green Infrastructure Authority protect my personal information?	To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.
How does Hawaii Green Infrastructure Authority collect my personal information?	<p>We collect your personal information, for example, when you</p> <ul style="list-style-type: none"> <li>▪ apply for a loan or apply for financing</li> <li>▪ provide account information or provide employment information</li> <li>▪ show your government issued I.D.</li> </ul> <p>We also collect your personal information from others, such as credit bureaus, affiliates, or other companies.</p>
Why can't I limit all sharing?	<p>Federal law gives you the right to limit only</p> <ul style="list-style-type: none"> <li>▪ sharing for affiliates' everyday business purposes – information about your creditworthiness</li> <li>▪ affiliates from using your information to market to you</li> <li>▪ sharing for nonaffiliates to market to you</li> </ul> <p>State laws and individual companies may give you additional rights to limit sharing. See below for more on your rights under state law.</p>
What happens when I limit sharing for an account I hold jointly with someone else?	Your choice will apply to everyone on your account unless you tell us otherwise.
Definitions	
Affiliates	<p>Companies by common ownership or control. They can be financial or non-financial companies.</p> <ul style="list-style-type: none"> <li>▪ <i>Our affiliates are other agencies of the State of Hawaii, such as the Hawaii Public Utilities Commission and the Department of Business, Economic Development and Tourism.</i></li> </ul>
Nonaffiliates	<p>Companies not related by common ownership or control. They can be financial or non-financial companies.</p> <ul style="list-style-type: none"> <li>▪ <i>Nonaffiliates we share with can include banks and other financial institutions, public benefit fund administrator, electric utility companies.</i></li> </ul>
Joint marketing	<p>A formal agreement between nonaffiliated financial companies that together market financial products or services to you.</p> <ul style="list-style-type: none"> <li>• <i>Our joint marketing partners include banks and other financial institutions, public benefit fund administrator, electric utility companies.</i></li> </ul>
Other Important Information	
<p>As a state agency, the Hawaii Green Infrastructure Authority is subject to chapter 92F, Hawaii Revised Statutes, which limits disclosure of certain records but also requires disclosure of certain records, including the name, address and occupation of any person borrowing funds from a state or county loan program, and the amount, purpose, and current status of the loan. However, to the extent that such state law requirements are inconsistent with federal law, the federal law requirements will apply.</p>	