



Contractor Requirements	Details
Legal Name and Website	Must be provided.
Registration with Colorado Secretary of State	Corporation or LLC must be registered and in good standing.
Years in Business	Must have been in business for at least 2 years at the time of application.
Professional license	License or certification required by the State, City or County. (see below)
Disclosure of Legal Disputes	Must disclose past or present legal disputes, including bankruptcy.
Commercial General Liability Insurance	Coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. Collective Clean Energy Fund must be listed as a certificate holder on the policy using the following address: 303 17th Avenue Suite 400 Denver, CO 80203
Workers' Compensation Insurance	Minimum of \$100,000 each accident and \$500,000 policy limit. Collective Clean Energy Fund must be listed as a certificate holder on the policy using the following address: 303 17th Avenue Suite 400 Denver, CO 80203

For prefunding during construction: Up to 50% of the loan amount paid upfront for project materials.	Prior year tax return or P&L and balance sheet and Year-to-date (YTD) P&L and balance sheet (most recent full quarter)
CCEF internal review: Online Rating or Project Proof	At least a 4-star rating online or proof of completion of 3 similar-sized projects with client contact information.
Project based: Proof of Material Procurement and Itemized Pricing	Proof of material procurement and itemized pricing (material, labor, miscellaneous) if available.

Certification and proposal requirements by technology type

Technology Type	Proposal Required Items	Required Certifications
Solar PV	☐ System description: size, location, siting details ☐ Equipment specifications including PV modules, inverters and racking ☐ System cost and cash flow analysis with estimated payback period. Note: Annual electricity inflation rate not to exceed 3% ☐ PV system analysis: estimated annual electricity production, percent energy offset and cost savings ☐ Eligibility for rebates, utility incentives and tax credits	Master Electrician License or NABCEP certified PV installation professional
HVAC	☐ Description of scope of work and total cost ☐ New equipment specifications (unit type, capacity, number of units, efficiency rating) ☐ Eligibility for rebates, utility incentives and tax credits ☐ Manual J sizing calculation	EPA Section 608 Technician Certification

Technology Type	Proposal Required Items	Required Certifications
	☐ Manual S equipment selection ☐ Replacement specifications if applicable	
Insulation	☐ Project proposal, including system description, system cost ☐ New equipment specifications (R-value) ☐ Replacement specifications if applicable	License of local jurisdiction, if required
Lighting	☐ New equipment specifications, Replacement specifications ☐ Rebate/incentive eligibility	License of local jurisdiction, if required
Battery Storage	☐ Product description, size and system cost ☐ Rebate eligibility	Master Electrician License
EV Chargers	☐ New equipment specifications ☐ Replacement specifications if available	Master Electrician License
Water Heaters	☐ Description of scope of work and total cost ☐ New equipment specifications ☐ Rebate eligibility ☐ Replacement specifications	Plumber's license
Geothermal Heat Pump	☐ Description of scope of work and total cost ☐ New equipment specifications (unit type, capacity, number of units, efficiency rating) ☐ Eligibility for rebates, utility incentives and tax credits ☐ Manual J sizing calculation ☐ Manual S equipment selection	Division of Water Resources permit for party installing ground loop system; otherwise license of local jurisdiction, if required

Technology Type	Proposal Required Items	Required Certifications
	☐ Replacement specifications if applicable	IGSHPA (CGD or Accredited Installer certification)
Roof	☐ New equipment specifications ☐ Replacement specifications	License of local jurisdiction, if required
General Contractors/Energy Consultants	☐ Full scope of work with individual project proposals for each subproject ☐ New equipment specifications (unit type, capacity, number of units, efficiency rating) ☐ Eligibility for rebates, utility incentives and tax credits ☐ Energy audit with energy savings figures ☐ Replacement specifications if applicable	License of local jurisdiction, if required