



Requirements for RENU and Electrify and Save On-Bill Repayment

All contractors must fill out the [online application](#). This document lays out the documents that the online application will ask for as well as an explanation of the contractor onboarding process.

Required Documents for RENU

- Certificate of insurance for your commercial general liability policy
 - Minimum of \$1 million per occurrence and \$1 million aggregate
 - **Colorado 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**
- Certificate of workers' compensation insurance policy that is indicated as per statute
 - Contractors who are not required to carry workers' compensation insurance (e.g. sole proprietors, companies with no employees, etc.) may instead sign the [CCEF Workers' Compensation Form](#)
- Professional licenses and / or certifications as required by state and/or local regulations
 - Refer to the table below

Required Documents for Electrify and Save

- Certificate of insurance for your commercial general liability policy
 - Minimum of \$1 million per occurrence and \$1 million aggregate
 - **Colorado 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**
- Certificate of workers' compensation insurance policy that is indicated as per statute
 - Contractors who are not required to carry workers' compensation insurance (e.g. sole proprietors, companies with no employees, etc.) may instead sign the [CCEF Workers' Compensation Form](#)
- Executed [W-9 Form](#) for Business



- Completed [ACH Authorization Form for direct deposits](#) from Impact Development Fund for Electrify and Save Program
- Professional licenses and / or certifications as required by state and/or local regulations
 - o Refer to the table below

Prefunding Requirements *(For both RENU and Electrify and Save)*¹

CCEF offers prefunding to contractors who complete the following Authorization steps. Prefunding grants access to funds, *up to 50% of the project cost*, prior to installation.

- Submission of a company Profit & Loss (P/L) Statement: *must be a YTD of at least 6 months; or, the most recent closed year.*
- Submission of a company Balance Sheet: *must be a YTD of at least 6 months; or, the most recent closed year.*
- List of residential projects completed in the last 6 months, *minimum of 2*, with customer contact information
 - o *Contractors may sub this criteria if they can provide a reference to their supplier/distributor and have an active account for at least 6 months*

License and Certification Requirements

License/Certification	CCEF Requirement
Air Source Heat Pump	License of local jurisdiction, if required
	EPA Section 608 Certification
Battery Storage	Electrician's license from contractor or subcontractor <i>(Minimum of a Wireman's and Electrical Contracting</i>

¹ Please note, prefunding is not required to become an authorized contractor with CCEF. You may proceed with becoming authorized without submitting prefunding documentation, but please note that your business will only be paid **upon full projection completion** and no disbursements of funding will be made prior. Full funding for a project is received within 5-10 days of project completion.



	<i>License Required)</i>
Central A/C	License of local jurisdiction, if required
	EPA Section 608 Certification
Duct Sealing	License of local jurisdiction, if required
Electric Panel Upgrade	Electrician's license from contractor or subcontractor <i>(Minimum of a Wireman's and Electrical Contracting License Required)</i>
EV Charging	Electrician's license from contractor or subcontractor <i>(Minimum of a Wireman's and Electrical Contracting License Required)</i>
Evaporative Cooling	License of local jurisdiction, if required
Furnace	License of local jurisdiction, if required
Geothermal Heat Pump	Division of Water Resources permit for party installing ground loop system; otherwise license of local jurisdiction, if required
Insulation & Air Sealing	BPI Certification (or completion of the NAIMA insulation training video if applying for Electrify and Save On-Bill Repayment program)
Lighting	n/a <i>(Minimum of a Wireman's License Required if replacing fixtures)</i>
Solar PV	Electrician's license from contractor or subcontractor <i>(Minimum of a Master and Electrical Contracting License Required)</i>
Water Heater	License of local jurisdiction, if required
	Plumber's License from contractor or subcontractor
Whole House Fan	License of local jurisdiction, if required



Onboarding Process for Contractors: **What to Expect**

1. Application Submission

- a. Upon submission, contractors must allow five business days for a response to be provided from CCEF
 - i. [Click here](#) to complete the online application

2. Application Approval

- a. Should an approval be issued, the next steps will occur:
 - i. Program training (~ 1 hour, conducted virtually with CCEF)
 1. Contractors are asked to schedule this through a link CCEF provides
 - ii. Gaining access to your Contractor Financing Portal

3. Training Completed

- a. With training completed, the contractor will be asked to complete their Contractor Portal set up.
 - i. The invitation will be sent to contractors via email.
 - ii. This setup must be completed before a contractor can be authorized
 1. **For RENU**, CCEF must wait until the contractor's account is complete before authorization can be requested by the credit unions.

4. Fully Authorized

- a. With all steps completed, contractors will receive a Congratulations Email welcoming them to the program.



Business Organization Requirements

- 'Good Standing' with Colorado Secretary of State
- Public Facing Reputation
 - Contractor cannot have < a 4 Star average rating across any review site (Google, Facebook, Yelp, etc.)
 - If contractor has < 5 total online reviews, 2 projects completed within the last 6 months must be submitted as references with client contact info provided (phone and email)

Notes:

- In the event an application is denied, contractors will receive a notice within that same five business day timeline assigned to #1 above
- Overall, we suspect the full onboarding process to be completed within 7-10 business days from submission of an application. This is, of course, dependent upon the contractor submitting a fully completed application and their program training availability.

Application Disclosure

CCEF reserves the exclusive right to approve or deny any application. This decision will be made following a thorough review of the applicant's submitted documents and financial statements should an application be submitted for Pre-Funding approval. The approval process includes, but is not limited to, an evaluation of the applicant's financial health, completeness of documentation, and overall compliance with CCEF's criteria. Submission of required documents does not guarantee approval for Pre-Funding. CCEF's decisions are final and not subject to appeal.

Submit all questions to contractors@cocleanenergyfund.com.

Visit cocleanenergyfund.com/products/residential-products for additional information on the CCEF residential finance programs.