



# Contractor Application Checklist for CCEF Residential Programs

## RENU and Electrify and Save On-Bill Repayment

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Please refer to the checklist below to become an authorized contractor in the Colorado Clean Energy Fund's (CCEF) Contractor Network for the Residential Energy Upgrade (RENU) Loan program and the Electrify and Save On-Bill Repayment program.

Contractors may opt to become authorized in RENU and/or Electrify and Save. Documentation requirements are the same, though contractors will have to complete separate trainings for each program.

### Document Requirements

- A Completed and executed [CCEF - Contractor Application and Participation Agreement form](#)
- Certificate of insurance for your commercial general liability policy
  - Minimum of \$1 million per occurrence and \$1 million aggregate
  - CCEF must be listed as a certificate holder on the policy using the following address: **P.O. Box 1304, Ridgway, CO 81432**
- Certificate of workers' compensation insurance policy that is indicated as per statute
  - Contractors 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 license as required by state and/or local regulations
  - Refer to the [CCEF Residential Finance Program Contractor Requirements](#) document for further information on licensing requirements
- Executed W-9 Form for Business (*Electrify and Save On-Bill Repayment program only*)
- Completed [ACH Authorization Form for direct deposits](#) from Impact Development Fund for Electrify and Save Program (*Electrify and Save On-Bill Repayment program only*)



- Relevant certifications (only required for the measures below):
  - Air sealing / insulation = BPI certification; completion of the [NAIMA insulation training video](#) accepted in lieu of BPI certification for Electrify and Save
  - Solar PV = NABCEP certification (*RENU only*)
  - Energy assessment / audit = RESNET or BPI certification

### **Business Organization Requirements**

- 'Good Standing' with Colorado Secretary of State
- B- rating of higher with Better Business Bureau (BBB); business does not need an accredited standing with the BBB

### **Training Requirements**

- Completion of program training (separate trainings for RENU and Electrify and Save)
- Completion of technical training (*Electrify and Save On-Bill Repayment program only*)
- Completion of MerchantLinQ loan portal training and account setup

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Submit all required documents and/or questions to [contractors@cocleanenergyfund.com](mailto:contractors@cocleanenergyfund.com).

Visit [cocleanenergyfund.com/products/residential-products](http://cocleanenergyfund.com/products/residential-products) for additional information on the CCEF residential finance programs.