## Energy Independence Program
### Contractor Information Sheet

<table>
<thead>
<tr>
<th>BUSINESS NAME</th>
<th>DBA (MUST BE REGISTERED WITH CSLB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OWNER NAME</td>
<td>PRIMARY CONTACT</td>
</tr>
<tr>
<td>BUSINESS STREET ADDRESS</td>
<td></td>
</tr>
<tr>
<td>MAILING ADDRESS</td>
<td></td>
</tr>
<tr>
<td>PRIMARY PHONE NUMBER</td>
<td>PRIMARY FAX NUMBER</td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td>WEBSITE URL (IF APPLICABLE)</td>
</tr>
</tbody>
</table>

Do you employ **at least one full-time employee** at this business?  
[ ] Yes  [ ] No

<table>
<thead>
<tr>
<th>CONTRACTOR LICENSE NO</th>
<th>LICENSE CLASSIFICATION(S)</th>
</tr>
</thead>
</table>

### Services offered:

- [ ] General Contractor (B)
- [ ] Electrical
- [ ] Pool, Hot Tub
- [ ] Solar Thermal
- [ ] Water Heating
- [ ] Insulation
- [ ] Rainwater Cistern
- [ ] Whole House Energy Audit
- [ ] Lighting
- [ ] Roofing
- [ ] Ventilation
- [ ] Windows, Doors, Skylights
- [ ] Exterior Siding
- [ ] Outdoor Irrigation and Controllers
- [ ] Heating, Ventilation, Air Conditioning (HVAC)
- [ ] Renewable Generation, other than solar electric
- [ ] Solar Electric
- [ ] Water Conservation
- [ ] Weatherstripping and Air Sealing
- [ ] Plumbing
- [ ] Whole House Rating

Revised 11/05/2018
Energy Independence Program
Contractor Standards and Information

To ensure that the Energy Independence Program protects the interests of the County and its residents, individual contractors must meet the following minimum criteria:

**Local Bid Requirement:**
If a participating contractor does not operate a business office within Sonoma County, the property owner applicant must obtain at least two bids. One bid must be from a local contractor. If the participating contractor maintains a local business office, only one bid is necessary. Local business address is defined as being maintained by the parent company and open to the general public. Residential addresses are unable to be qualified as a local unless the home is occupied by a sole proprietor listed on the contractor’s CSLB license.

**Compliance with Program Requirements:**
Contractors shall be aware of and comply with the requirements set out in the Energy Independence Program Administrative Guidelines and Program Policies.

**Liability Insurance:**
Contractors shall possess $1,000,000 minimum coverage each for Commercial General Liability insurance for the work to be performed, to be maintained in full force and effect during the period of performance.

**Workers’ Compensation:**
Contractor shall, prior to initiating any work on an Energy Independence Program funded project, and at all times during its activities with any such project, obtain and keep in full force and effect California Statutory Workers’ Compensation insurance (at or above the minimum limit required by law) for all persons whom the Contractor employs in carrying out its activities for which Energy Independence Program funding is anticipated.

**Employee Requirements:**
Contractors shall not knowingly assign any worker to a Sonoma County customer worksite who has been convicted of a felony within the last 7 years, or who is impaired by illegal drugs or alcohol, excluding any lawfully prescribed medications.

Contractors shall use their best efforts to hire workers residing in Sonoma County for all Energy Independence Program funded projects.

**Notice to Proceed:**
Work may not begin on an Energy Independence Program funded project until at least 3 business days after the Assessment Contract has been signed by the applicant and the County of Sonoma or its representative, and the applicant has received the Notice to Proceed.
**Permits:**
All improvements, including those normally exempt from permit requirements, will require a permit from the local jurisdiction (town, city, unincorporated area). All work funding with PACE financing will require a copy of the finaled permit paperwork at the time of disbursement.

**Payment:**
Upon submission of all necessary documentation, payments of the Energy Independence Program funds shall be made directly to the applicant, not the contractor, following Energy Independence Program disbursement procedures.

**Licensing and Certification:**
Contractors must at all times while working on an Energy Independence Program funded project, be in compliance with all applicable state and local licensing laws and requirements, be in good standing with the Contractors State License Board (CSLB), and possess the license or licenses required by the state of California for the specific improvements they install and any other work they perform as specified in the California Business & Professions Code, Division 3, Chapter 9, Article 4.

Contractors shall obtain a valid business license in any city where they perform work where a business license is required, in accordance with applicable codes and regulation of each city.

Home Improvement Salespersons (HIS) must at all times, while soliciting work for an Energy Independence Program funded project, be registered with the Contractors State License Board (CSLB) as an HIS. The HIS may be exempt from registration if listed as a part of the CSLB’s official personnel records for the contractor’s license.

**Payment of Subcontractors:**
Contractor shall timely pay all subcontractors and vendors any undisputed amounts due, and shall take all steps necessary to prevent mechanics liens from being enforced against Energy Independence Program customers because of Contractor’s failure to pay a subcontractor or vendor.

**Representations:**
Contractor and its representatives, employees and agents must not represent themselves as agents, representatives, contractors, subcontractors, or employees of the Energy Independence Program, or claim association or affiliation with the Energy Independence Program. Further, Contractor shall not make false claims about performance or savings, nor engage in fraudulent or deceitful conduct in the sale or installation of Energy Independence Program funded projects. Contractor and its representatives, employees, and agents must not imply through discussion, calculation methodologies, or otherwise, that the full assessment payment amount may be tax deductible.
The Energy Independence Program reserves the right to deny funding for any project to be performed by a Contractor who has not agreed to these terms and conditions, or who has failed to abide by these standards. At the discretion of the Program Administrator, a Contractor may be given an opportunity to cure an identified deficiency before being banned from participation in Energy Independence Program funded projects.

__________________________________________________________________________
DATE

__________________________________________________________________________
CONTRACTOR SIGNATURE

__________________________________________________________________________
NAME (PLEASE PRINT)

__________________________________________________________________________
BUSINESS NAME

Please return with:

☐ Copy of General Liability Insurance
☐ Copy of Contractor's License

Energy Independence Program
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