

**Project Manager Qualification Form
AFFIDAVIT OF EXPERIENCE**

AUTHORITY (Select One)

- For applicants that are business entities, including corporations, LLCs, partnerships, trusts, sole proprietorships:**

I hereby affirm that I, _____ (*full name of affiant*) am the _____ (*title*) and duly authorized representative of _____ (*name of business entity*) (the “Applicant”) and that I possess the legal authority to make this affidavit on behalf of the Applicant.

- For individual applicants:**

I, _____ (*full name of affiant who is also the applicant*) (the “Applicant”), am over the age of 18 years and competent to attest to the facts and matters herein.

AFFIRMATION OF EXPERIENCE

I AFFIRM THAT:

1. The Applicant has acted as a project manager for at least three (3) multifamily energy efficiency retrofit projects in the State of Maryland within the past 5 years.

2. The Applicant has at least one year of experience with the following:

- coordinating or assisting with the coordination of submitting required documents for funding, financing, or rebate programs.
- procuring or assisting with the procurement of contractors.
- obtaining and reviewing product specification sheets.
- inspecting completed energy efficiency work for quality control purposes.
- scheduling contractors to perform energy efficiency work?
- coordinating the scheduling of contractors with property management to allow contractor access to tenant units.
- using video conferencing software on-site or in remote locations.

3. At the request of the Department of Housing and Community Development, I will provide any documentation requested to verify the above statements.

4. Additional information (not required):

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

By: _____

Print name of Affiant

DATE: _____

Signature of Affiant