



Be SMART CONTRACTOR APPLICATION and CHECKLIST

LEGAL NAME OF BUSINESS: _____ TAX I.D. #: _____

TRADING AS or DBA NAME: _____

PRIMARY CONTACT NAME: _____ CELL PHONE #: _____

PRIMARY CONTACT EMAIL: _____

PARENT COMPANY (if any): _____

COMPANY ADDRESS: _____

MAILING ADDRESS (if not the same as location address): _____

PHONE #: _____ FAX #: _____

WEBSITE: _____

LEGAL FORM: ___ Corporation ___ Partnership ___ Sole Proprietor NUMBER OF EMPLOYEES: _____

SERVICES PROVIDED (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> HEATING
<input type="checkbox"/> COOLING
<input type="checkbox"/> WINDOWS/DOORS
<input type="checkbox"/> SIDING/ROOFING
<input type="checkbox"/> GENERAL REMODELING
<input type="checkbox"/> SOLAR PV <input type="checkbox"/> SOLAR THERMAL <input type="checkbox"/> GEOTHERMAL | <input type="checkbox"/> OIL <input type="checkbox"/> GAS <input type="checkbox"/> PROPANE <input type="checkbox"/> OTHER FUEL
<input type="checkbox"/> WEATHERIZATION AUDITING & IMPROVEMENTS
<input type="checkbox"/> PLUMBING
<input type="checkbox"/> AIR SEALING/INSULATION
<input type="checkbox"/> ELECTRICAL/LIGHTING
<input type="checkbox"/> APPLIANCE INSTALLATION |
|--|--|

COUNTIES YOU SERVICE: (1) _____ (2) _____ (3) _____

APPLYING FOR:

<input type="checkbox"/> Be SMART ENERGY STAR PROGRAM	<input type="checkbox"/> Be SMART HOME COMPLETE PROGRAM
<p style="text-align: center;">For ENERGY STAR appliance upgrades, & energy efficient heating & cooling systems, ventilating fans, programmable thermostats, ceiling fans, windows and doors.</p> <p style="text-align: center;"><u>MUST BE:</u></p> <p style="text-align: center;">LICENSED, INSURED & RRP CERTIFIED</p>	<p style="text-align: center;">For improvements recommended by a Certified Energy Audit, may include: air infiltration reduction, insulation in attic, floors& walls, hot water system improvements, furnace maintenance or replacement, and lighting retrofit.</p> <p style="text-align: center;"><u>MUST BE:</u></p> <p style="text-align: center;">LICENSED, INSURED, BONDED, Certified by the Building Performance Institute (BPI)*, have completed Weatherization training, and RRP certified.</p>

CONTRACTOR APPLICATION

***Building Performance Institute (BPI) certifications and Weatherization training through the Construction and Energy Technologies Education Consortium (CETEC) or its equivalent, to include successful completion of Weatherization Tactics, Home Energy Analysis, Advanced Envelope and Lead: Renovation, Repair and Painting courses.**

HERS RATER # [if applicable]: _____

MHIC or RELEVANT LICENSE #: _____

DUNS #: _____

INSURED: YES NO AMOUNT: \$ _____

Please check below all certifications that apply:

- BPI NAME OF CERTIFIED INDIVIDUAL (s): _____
- RESNET NAME OF CERTIFIED INDIVIDUAL (s): _____
- AEE NAME OF CERTIFIED INDIVIDUAL (s): _____
- NATE NAME OF CERTIFIED INDIVIDUAL (s): _____
- ASHRAE NAME OF CERTIFIED INDIVIDUAL (s): _____
- WAP NAME OF CERTIFIED INDIVIDUAL (s): _____
- RRP NAME OF CERTIFIED INDIVIDUAL (s): _____
- State-specific NAME OF CERTIFIED INDIVIDUAL (s): _____
- Other NAME OF CERTIFIED INDIVIDUAL (s): _____

TRADE ASSOCIATION MEMBER: _____

THREE CUSTOMER REFERENCES:

Name	Address	or E-mail
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

I certify that the above information is true and correct and understand that the Maryland Department of Housing and Community Development may make reference inquiries and that it may order credit reports, Better Business Bureau and/or Dun and Bradstreet reports, and/or independent background investigations on the company and principals. By signing here and Attachment A, I agree to follow all program rules, special terms and conditions, and contractor's responsibilities for reporting information required by the Department of Energy through the Maryland Department of Housing and Community Development. Furthermore, I agree to follow the Waste Management Plan that is signed and affixed to this application package.

Authorized Signer [Signature] _____ **Date:** _____

CONTRACTOR APPLICATION

Print Name: _____ Title: _____

DOCUMENTS REQUIRED FOR PROCESSING

BE SMART CONTRACTOR APPLICATION

PLEASE NOTE:

- **MUST BE LICENSED, INSURED, and RRP CERTIFIED FOR ENERGY STAR PROGRAM**
- **MUST BE LICENSED, INSURED, BPI, WAP, and RRP CERTIFIED FOR HOME COMPLETE PROGRAM**

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- APPLICATION - **SIGNATURE REQUIRED**
 - RETURN COPY OF LAST PAGE OF ARRA SPECIAL TERMS AND CONDITIONS (ATTACHMENT A) WITH APPLICATION - **SIGNATURE REQUIRED**
 - WASTE MANAGEMENT PLAN (APPENDIX D-1, PRE-CONSTRUCTION WMP) – **SIGNATURE REQUIRED**
 - COPY OF MHIC or RELEVANT LICENSE
 - EVIDENCE OF LIABILITY INSURANCE
 - EVIDENCE OF BOND
 - COPY OF BPI CERTIFICATE (minimum requirement for home complete program participation)
 - RRP CERTIFIED (minimum requirement for energy star program participation)
 - COPY OF WEATHERIZATION TRAINING CERTIFICATES or other equivalent training