**Instructions:**

* This form is to be used by Companies with interest of being part of the CEWRI-HH Program’s Renewable Energy Installation Company Roster for installation of photovoltaic systems and battery storage systems for the Community Energy and Water Resilience - Households Program (**CEWRI-HH**) under the Community Development Block Grant for Mitigation (**CDBG-MIT**).
* All documents indicated below must be included as an attachment to this Enrollment Submittal Form for the review of the CEWRI-HH Program.
* The form and its attachments must be submitted for CEWRI Program approval as a single document through the following link: <https://app.smartsheet.com/b/form/d5930aac1bf84a57b21e3ae3241b3a43>.

|  |  |  |
| --- | --- | --- |
|  | **Company Information** |  |
|  |  |  |  |
|  | 1. **Company Legal Name:**
 |       |  |
|  | 1. **Employee Identification Number :**
 |       |  |
|  | 1. **Unique Entity Identifier (assigned by sam.gov):**
 |       |  |
|  | 1. **Company Physical Address:**
 |       |  |
|  |  | *(Street Address Line 1)* |  |
|  |  |       |  |
|  |  | *(Street Address Line 2)* |  |
|  |  |       |  |       |  |       |  |
|  |  | *(City)* |  | *(State)* |  | *(Zip)* |  |
|  | 1. **Company Postal Address:**
 |       |  |
|  |  | *(Street Address Line 1)* |  |
|  |  |       |  |
|  |  | *(Street Address Line 2)* |  |
|  |  |       |  |       |  |       |  |
|  |  | *(City)* |  | *(State)* |  | *(Zip)* |  |
|  | 1. **Company Phone Number:**
 |       |  |
|  | 1. **Company Email Address:**
 |       |  |
|  |  |  |  |
|  | **Authorized Representative Information** |  |
|  |  |  |  |
|  | 1. **Authorized Representative Legal Name:**
 |       |  |
|  | 1. **Authorized Representative Position:**
 |       |  |
|  | 1. **Authorized Representative Phone Number:**
 |       |  |
|  | 1. **Authorized Representative Email Address:**
 |       |  |
|  |  |  |  |

*[Remainder of Page Left Blank Intentionally]*

**The following documents must be included with the Enrollment Submittal Form.**

|  |  |
| --- | --- |
|  | **Programmatic Documents** |
|  | **[ ]**  | Renewable Energy Installation Company Enrollment Submittal Form (filled and completed) |
|  | **[ ]**  | Commitment of Compliance with CEWRI-HH Terms and Conditions Sworn Statement |
|  | **[ ]**  | A PRDOH New Vendor Request Form (accompanied by its associated forms and documentation) |
|  | **Organizational Documents** |
|  | **[ ]**  | Evidence of Registration with the Department of Consumer Affairs (DACO for its Spanish acronym) |
|  | **[ ]**  | Evidence of Enrollment in the Federal Government’s System of Award Management (SAM) |
|  | **[ ]**  | Certificate of Good Standing from the Puerto Rico Department of State |
|  | **[ ]**  | Debt Certificate from the Puerto Rico Department of Treasury |
|  | **[ ]**  | Certificate of Income Tax Returns from the Puerto Rico Department of Treasury |
|  | **[ ]**  | Account Statement from the Municipal Revenue Collection Center |
|  | **[ ]**  | Evidence of at least one (1) Employee being a Certified Installer under Regulation No. 7796 |
|  | **[ ]**  | Evidence of Public Liability Insurance to cover damages for projects in an amount no less than $1,000,000 by occurrence and $1,000,000 by aggregate as required under Section 9.5.2.4(e) of Regulation No. 9233, or its equivalent regulation at the time of submission. |
|  | **[ ]**  | Renovation Firm Certificate[[1]](#footnote-1) issued by the Environmental Protection Agency |
|  | **Others:** |
|  | **[ ]**  | Other Documents (Specify below) |
|  |  |       |

**The undersigned hereby certifies that the above information is accurate, and the required documents set forth above, as applicable, are included and attached to this Enrollment Submittal Form for the PRDOH’s evaluation and determination.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Certified By:** |  |  |  |  |  |
| Company Representative Printed Name |  | Signature |  | Date |

1. Requests for Enrollment into the CEWRI-HH Roster may be submitted without the Company being an EPA Certified Renovation Firm at the time of the request. The Program will evaluate these requests and, if found to comply with all other requirements, conditionally approve the Company as a REIC. The conditional approval will be subject on the Company submitting evidence of being a Certified Renovation Firm. A conditionally approved REIC will not be able to work with Program applicants until evidence of it being a Certified Renovation Firm is submitted to the Program. [↑](#footnote-ref-1)