

To be completed by Trade Ally Applicant

**Introduction**

This Addendum Application allows you to become a trade ally in Energy Trust of Oregon's New Homes program (the Program). The Program is administered by Portland Energy Conservation, Inc. (PMC) for Energy Trust. Please provide all requested information below, read the terms and conditions, and sign and date this application. Return the completed application form and appropriate insurance documentation to Energy Trust at the address below. After a final review of your Addendum Application, Energy Trust will provide written notice of your trade ally status. A request for additional information may be needed to complete your Addendum Application if it is not completed entirely or a professional certification is required to become a trade ally.

**Applicant Information**

Company Name	DBA (if applicable, for website listing)
Contact Name	Email (mandatory for all communication)

**Trade Ally category for which company is applying for (check all that apply)**

<input type="checkbox"/> Heating, Ventilation & AC	<input type="checkbox"/> Heating, Ventilation & AC (continued)	<input type="checkbox"/> Insulation Installer
<input type="checkbox"/> Duct Sealing*	<input type="checkbox"/> HVAC – Gas Furnace	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Duct Testing*	<input type="checkbox"/> HVAC – Geothermal Heat Pump	
<input type="checkbox"/> Heat Pump Commissioning*	<input type="checkbox"/> HVAC – Heat Pump	

Check here if you perform services for New Multifamily Construction

*\* In order to be listed on Energy Trust's website with one of the above listed Services or Specialties, appropriate training documentation or proof of license must be provided to the Program. See Licenses and Certifications section below.*

**Licenses and Certifications**

Please list all relevant licenses and certifications, specific to **each technician** that will be associated with the Program. Attach additional sheets as necessary. List license numbers and expiration dates if applicable.

Certification	Technician Name(s)	Specify	License #	Exp. Date (m/d/yr)
RESNET Certification		<input type="checkbox"/> RESNET Certified Rater		/ /
PTCS (Performance Tested Comfort System)		<input type="checkbox"/> Duct Sealing/Testing- New <input type="checkbox"/> Duct Sealing/Testing- Existing <input type="checkbox"/> Heat Pump		/ /
CheckMe!™		<input type="checkbox"/> Heat Pump Commissioning		/ /
Other (Specify)				/ /

**Terms and Conditions for Participation**

1. All terms and conditions set forth in the **Form 1171A: Trade Ally Enrollment Application** are part of this Addendum Application and hereby incorporated by reference.
2. Once approved, Applicant will be eligible to receive applicable Program incentives which Energy Trust offers for energy efficiency measures.
3. Once approved, Applicant will be offered training in energy efficient technologies, installation techniques, and discounts on diagnostic equipment.

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4. Once approved, Applicant will receive periodic program updates including information about limited time offers. Additionally, Applicant will be able to access specialized Program staff available for technical and procedural assistance.
5. Once approved, trade allies must complete not less than **one (1)** project qualifying for Energy Trust incentives annually to remain active within the Trade Ally Network and be listed on Energy Trust's website.
6. Applicant must have, and agrees to maintain, state-required workers' compensation insurance as well as acceptable occurrence-based commercial general liability (including contractual liability and completed operations coverage) with not less than \$1,000,000 per occurrence for bodily injury and property damage liability, with an annual aggregate limit of not less than \$1,000,000. Applicant's commercial general liability policy must include (i) an "additional insured" provision providing that Energy Trust of Oregon, Inc. and its directors, officers and employees are included as an Additional Insured, and include (ii) cross liability and waiver of subrogation clauses, and (iii) an acknowledgement that in the event of a loss, Applicant's policy will be primary.
7. Evidence of insurance for the workers' compensation and commercial general liability coverage, as described above, must be submitted to Energy Trust, in the form of a certificate of insurance, along with this application. The certificate of commercial general liability coverage must clearly identify "Energy Trust of Oregon, Inc." as an additional insured. Once approved, Applicant must promptly provide such certificates of insurance to Energy Trust on an ongoing basis during the term of the agreement.
8. Applicant must maintain adequate automobile liability insurance and, upon request, must promptly provide evidence of such coverage satisfactory to Energy Trust in its sole discretion.
9. Applicant must be licensed by the Construction Contractors Board (CCB) if required by law or regulations and maintain such CCB licensing once approved as a trade ally, comply with laws applicable to them (such as workers' compensation and employment laws), and continuously maintain all appropriate licenses and certifications for the work they perform as a trade ally.
10. Once approved, Applicant will indemnify, reimburse, hold harmless and defend Energy Trust and PMC, as well as the directors, officers, employees, agents and other consultants from any claims of any kind including, but not limited, to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other disputed resolution costs arising out of or connected in any way with any act or omission of Applicant, its employees, agents, or subcontractors of any tier or any other entity or person for whom Applicant is liable, in the performance or nonperformance of services as a part of the Program.
11. Once approved, Applicant shall respond to customer inquiries within three (3) business days and offer bids on all job requests. Applicant agrees to establish and maintain a professional relationship with builders, subcontractors, customers and Program partners and personnel.
12. Once approved, Applicant shall be subject to all Program performance specifications and quality control requirements as set forth in the program guideline information provided to trade ally at Program trade ally trainings.
13. Once approved, Applicant shall be an independent contractor and participation in the trade ally network is not intended to make trade ally an employee, agent, partner or joint venture of either Energy Trust or PMC.

**Authorized Signature**

By signing this application, I represent that (i) I am duly authorized to submit this Addendum Application on behalf of the Applicant; (ii) the information provided in the **Form 1171A: Trade Ally Enrollment Application** (the Enrollment Application) continues to be true, accurate and complete; (iii) the information provided in this **Form 671H: New Homes Trade Ally Addendum** Application is true, accurate, and complete, (iv) I have read the Enrollment Application and this Trade Ally Addendum Application in their entirety; (v) I understand, and accept the terms and conditions contained in the Enrollment Application and this Trade Ally Addendum Application; and (vi) I understand and accept that all such terms and conditions continue to apply and control upon my approval as a Trade Ally. I further understand and accept that approval or rejection of this Trade Ally Addendum Application is in the sole discretion of Energy Trust and that only upon receipt of any Application Approval Notice will Applicant be a Trade Ally of Energy Trust. NOTE: Trade and/or customer references may be requested.

Name of Company	Authorized Representative <i>(printed name)</i>	Title
Signature	Date	