



Cascade Natural Gas Conservation Incentive Program Trade Ally Application

Applicant Information

Company Name _____ DBA _____

Site Address _____ City _____ State _____ ZIP _____

Mailing Address _____ City _____ State _____ ZIP _____

Website _____ Years in Business _____ Under Current Ownership _____

No. Employees _____ CCB Lic. # _____ Exp. Date _____ Fed Tax ID _____

Business Type Individual/Sole Proprietor Partnership, LLC, LLP Corporation Other _____

PRIMARY COMPANY CONTACT

Contact Name _____ Title _____

Phone _____ Cell _____

Email _____ Fax _____

ADDITIONAL CONTACTS (IF MORE CONTACTS ARE DESIRED YOU CAN REPRINT THIS PAGE)

Contact Name _____ Title _____

Phone _____ Email _____

Contact Name _____ Title _____

Phone _____ Email _____

Contact Name _____ Title _____

Phone _____ Email _____

Business Information

Business/Program Type Commercial Residential Both

Company Type Architect Builder Contractor Distributor
Check all that apply Engineer Manufacturer Manufacturer Rep Retailer

Services Offered Appliances Insulation HVAC Boilers
Check all that apply Radiant Heat Water Heaters Food Service Equip. ENERGY STAR® Builder
 Building Design Energy Analysis Energy Modelling Duct Sealing
 Other _____

Utility Service Areas Aberdeen Burlington Marysville Sunnyside
 Anacortes Camano Island Moses Lake Walla Walla
 Arlington Ferndale Mount Vernon Wenatchee
 Bellingham Kennewick Northwest - Coastal Whidbey Island
 Blaine Longview Oak Harbor Yakima
 Bremerton Lynden

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Insurance Information

COMMERCIAL GENERAL LIABILITY

Insurance Company _____ Policy # _____ Exp. Date _____

WORKERS' COMPENSATION

Insurance Company _____ Policy # _____ Exp. Date _____

BUSINESS AUTOMOTIVE LIABILITY

Insurance Company _____ Policy # _____ Exp. Date _____

Technical Certifications

If your company has employees with any of the certifications listed below please fill out the appropriate information

Certification	Type	Technician Name(s)
PTCS	<input type="checkbox"/> Duct Sealing	
RESNET	<input type="checkbox"/> Home Energy Rater (HERS Rater) <input type="checkbox"/> Home Energy Survey Professional (HESP)	
ENERGY STAR	<input type="checkbox"/> ENERGY STAR Verifier Certification	

Trade Ally Requirements and Benefits (Terms & Conditions)

Trade Ally will receive benefits from CNGC based on their active or inactive status.

Trade Ally Requirements

1. Trade Ally is responsible for properly assisting participants in applying for cash incentives for energy efficient equipment under the Cascade Natural Gas Conservation Incentive Program.
2. Trade Allies who are ENERGY STAR verifiers, energy raters or PTCS testing contractors shall have the appropriate certification from WSU Energy Program, RESNET or PTCS as applicable.

Trade Ally Requirements (Continued)

3. Trade Allies and any subcontractors must supply a valid Washington Contractors Registration number, comply with laws applicable to them (such as workers compensation and employment laws) and maintain appropriate licenses and certifications for the work they are performing.
 - A. State required workers' compensation insurance must be maintained as well as acceptable occurrence based general liability, not less than \$1,000,000 and commercial automobile liability insurance not less than \$500,000.
 - B. Trade Ally will provide evidence of insurance to CNGC in the form of a certificate for each required coverage. Trade Ally insurance certificates shall include "Cascade Natural Gas Corporation" as additional insured. The insuring agency will notify CNGC if it no longer has any license certification or insurance which may be required to be a Trade Ally in the program. Self-insured builders must provide documentation of their insurance program that confirms their insurance is comparable to the \$1,000,000 and \$500,000 requirements. This document is subject to review prior to Trade Ally enrollment and acceptance.
4. Trade Ally will indemnify, defend and hold harmless CNGC and their affiliates as well as the directors, officers and employees of each, from any claims of any kind, including attorney fees, arising out of or connected in any way with any act or omission of the Trade Ally, its employees, agents or subcontractors of any tier, in the performance or nonperformance of services as a part of the conservation program.
5. CNGC's liability in connection with the conservation program shall be limited to payment of earned monetary incentives. Under no circumstances shall CNGC be liable to Trade Ally for any further amounts in connection with the conservation program under any legal theory, including any special consequential, incidental or indirect damages.
6. Trade Ally understands that there will be random quality control and verification of Trade Ally work by or on behalf of CNGC so that performance can be evaluated. Trade Ally must cooperate with these inspections and verifications and must perform conservation program services at standards set by CNGC in their sole discretion. Inspections will verify the project for program purposes only, and do not represent any inspections to verify safety or building codes.
 - A. New Trade Allies will be targeted for inspections until they establish a precedent.
 - B. All residential incentives in excess of \$2,500 will be inspected.
 - C. All commercial and industrial incentives in excess of \$5,000 will be inspected.
 - D. Trade Allies who fail one or more inspections will be selected for quality assurance mentoring and possible termination.
7. Trade Ally agrees to act and represent its business as an independent contractor and at no time will Trade Ally or any of the Trade Ally's employees represent its business as an employee, agent, partner or representative of CNGC. Trade Ally has no right or power to bind CNGC or act on its behalf when dealing with customers or third parties. Trade Ally or CNGC shall not exercise any control or supervision of one another, nor be responsible for each other in the performance of any service.
8. Trade Ally understands that CNGC is not endorsing Trade Ally's business, or warranting or endorsing any equipment that may be sold by the Trade Ally. Under no circumstances shall CNGC be liable to the Trade Ally for any direct or indirect losses, costs or damages arising from or related to any equipment or installation under the program.
9. Trade Ally may discontinue participating as a Trade Ally by notifying CNGC in writing of that decision. CNGC may end Trade Ally's participation at any time, at their sole discretion, by notifying Trade Ally in writing of that decision.

Trade Ally Benefits

Trade Ally benefits are subject to change at the sole discretion of CNGC. Trade Ally must maintain active status with the program in order to qualify for full privileges and benefits.

- A. Active status requires Trade Ally to submit five completed energy-efficiency projects to the CNGC Conservation Incentive Program, in accordance with program requirements, within each calendar year.
- B. In addition to the five completed energy-efficiency project threshold, active Trade Allies must have a 100 percent quality control pass rate following QC inspection recommendations (where deemed necessary by the QC inspector). Quality control history will be evaluated annually during the third quarter of the year by the Trade Ally coordinator in order to determine continued active status.
- C. Inactive Trade Allies - Trade Allies who have delivered less than five completed energy-efficiency projects within one year will be included on the list of Trade Allies on the CNGC website, but will not be eligible for other benefits until five or more completed energy-efficiency projects are submitted in the same calendar year.
- D. One full year of inactive status with no qualifying rebates processed may result in Trade Ally's removal from the CNGC Trade Ally program and website listing. Contractors who have been removed from the program will need to reapply for Trade Ally status during open enrollment the following year.
- E. Foodservice Vendors - Reference the Foodservice Trade Ally Addendum for more information about the program benefits that are specific to the Foodservice industry.

- 1. Customer Leads:** Active Trade Allies will be eligible to receive customer leads or referrals resulting from CNGC customer requests generated through the online Trade Ally directory or inquiries received through the Conservation Incentive Program call center.
- 2. Training Grants / Scholarships:** All active Trade Allies have the option of participating in the Training Grants / Scholarship and Bonus Coupon Programs. Trade Allies choosing to participate in the Training Grants / Scholarship Program, may receive up to a \$1,500 reimbursement from CNGC for attending pre-approved trainings relevant to the Conservation Incentive Program. Reimbursement will be provided following the receipt of a paid-in-full invoice from the training facility. The invoice must be received by CNGC within 30 days from the time the training takes place. ***Trade Allies choosing to participate in both the Training Grants / Scholarship and Bonus Coupon Programs can use any combination of Training Grants / Scholarships and Bonus Coupons up to \$1,500/year.***

3. Bonus Incentives:

- A. All active Trade Allies participating in the Bonus Coupon Program will receive fifteen (15) specialized bonus coupons worth up to \$100 each (\$100 if submitted by August 1 and \$50 if submitted after August 1) to provide their customers towards the purchase of incentive rebate qualified measures. These coupons are for designated, tariff-approved conservation measures. CNGC will only accept one coupon per measure, per customer. Coupon must be attached to the incentive rebate invoice and application and have the Trade Ally's signature. Funds will be distributed to the customer in the bonus amount following the processing and approval of a measure for which the bonus coupon is qualified. The bonus amount will be included with the customer incentive. Coupons are nontransferable and are for distribution solely by the designated Trade Ally and will be available until program allocated funds are exhausted.
- B. Active Trade Allies will have access to "Good Form" Rewards to help customers provide complete information when submitting paperwork to CNGC. Trade Ally will receive \$5.00 for every complete (no missing information) rebate-qualified Program application received within the same calendar year and processed for projects installed by the Trade Ally. Checks for the balances of the "Good Form" rewards will be issued to the participating Active Trade Allies, twice annually.

- 4. Cooperative Marketing Funds:** CNGC may provide active Trade Allies with funds to offset a portion of pre-approved advertising / marketing costs, per the terms and conditions described in the Cooperative Marketing Program implementation guidelines.

- 5. Sales, Marketing & Business Development Training:** Active Trade Allies will have access to quarterly webinar trainings on industry best practices in sales, marketing and business development and ongoing program updates and marketing tools to increase sales through participation in the CNGC Conservation Incentive Program.

Trade Ally Benefits (Continued)

- 7. Trade Ally Newsletter/ Best Practice Case Studies:** Trade Allies receive the Trade Ally Newsletter highlighting conservation program updates, case studies on contractor implementation and marketing best practices.
- 8. Website Listing:** All Trade Allies, both active and inactive, will be listed on the CNGC website as a preferred Trade Ally so that customers know a Trade Ally is a contractor who can assist them in measure installation and obtaining CNGC incentives, federal or state tax credits and other benefits offered to participants through the conservation program.
- 9. Authorized Trade Ally Logo:** Active Trade Allies are authorized to use the CNGC Trade Ally logo consistent with the following CNGC usage guidelines:
- Trade Ally must submit all proposed materials using the CNGC logo for review and approval by CNGC. Trade Ally shall discontinue all use of CNGC's Trade Ally logo upon written notice from CNGC or upon Trade Ally discontinuance as a participant in CNGC's Conservation Incentive Program. Trade Ally may use the logo in connection with and solely for the purpose of promoting CNGC's Conservation Incentive Program. Trade Ally may use the Trade Ally logo on material that involves natural gas, and/or natural gas equipment only.
 - The logo must be sized so that all text in the logo is readable.
 - No aspect of the Trade Ally logo may be changed by the Trade Ally.
 - CNGC logo may not be used in conjunction with any other utility or company other than the Trade Ally without authorization from CNGC.

Applicant Electronic Signature Terms & Conditions

- I represent that the information I have provided is true and (i) I will notify Cascade Natural Gas Corporation immediately of any changes, and (ii) acknowledge that I have read, understand and consent to the Trade Ally Benefits and Requirements.
- I agree to the terms and conditions outlined above.

Authorized Representative Signature

Date

Required Documents

The following must be submitted with your completed Trade Ally Application:

- W-9 Form
- Proof of General Liability insurance (\$1 million minimum coverage)
- Proof of Auto insurance (\$500k minimum coverage)
- State-required workers' compensation insurance must be maintained (per statutory levels)
- Trade Allies must list the following as additionally insured: (Certificate holder needs to be)

Cascade Natural Gas Corporation
1600 Iowa St.
Bellingham, WA 98229

Submit enrollment application by mail to:

**Cascade Natural Gas Conservation Incentive
Trade Ally Program**
1600 Iowa St
Bellingham, WA 98229

You may also submit your paperwork via fax or email to:

Fax: 360-788-2396

Email: Sheila.McElhinney@cngc.com