

2024 INSULATION AND AIR SEALING TRADE ALLY AGREEMENT

Complete and return the signed agreement and requested documents if you are a contractor requesting to participate in FOCUS ON ENERGY® as a residential insulation and air sealing Trade Ally. A general Focus on Energy Trade Ally application must be on file with Focus on Energy prior to being approved as an insulation and air sealing Trade Ally. Email tradeally@focusonenergy.com or visit focusonenergy.com/trade-ally to request a Focus on Energy Trade Ally application.

Program Requirements (Please initial next to each line that you have read and agree to program requirements.)

_____ **Code of conduct:** Trade Ally agrees to the Focus on Energy Trade Ally code of conduct. Visit focusonenergy.com/trade-ally/tacode to read the code of conduct.

_____ **Production level:** Trade Ally is required to complete at least five projects per calendar year with at least one project per quarter and no more than two consecutive quarters without a completed project. If production levels are not met, Trade Ally may be put on probation or terminated by Focus on Energy.

_____ **Rebate payments:** Rebates can be provided either as a direct payment to the customer or as an instant discount deduction from the final invoice.

- If the participating Trade Ally chooses to offer the instant discount option, the Trade Ally agrees that they must submit complete and final project paperwork to Focus on Energy within 60 days of completion.
- If the participating Trade Ally chooses not to offer the instant discount option, the Trade Ally agrees that they must submit complete and final project paperwork to Focus on Energy within five working days of issuing the final invoice to the customer. Trade Allies that are not compliant with this requirement, or continually provide incomplete models or documentation, will be required to only offer the instant discount.

_____ **Building Performance Institute (BPI) certification:**

In order to receive the ENERGY STAR® qualified air sealing rebate, the Trade Ally shall provide homeowners with an energy assessment and report that is consistent with American National Standards Institute (ANSI)/BPI 1100-T-2023 and the ANSI/BPI 1200-S-2017. Trade Ally executing the assessment must hold a BPI certification in any of the following: Home Energy Professional (HEP) Energy Auditor, Building Analyst Professional (BA-P), or Building Analyst Technician. Project oversight must be done by a BPI certified HEP or BA-P. For all projects, the Trade Ally is required to calculate proper building ventilation according to the American Society of Heating, Refrigerating, and Air-Conditioning Engineers 62.2-2016.

_____ **Energy assessment requirements for projects including ENERGY STAR certified air sealing:**

- A blower door test is required and must be performed before and after work is completed. Blower door testing must be done in accordance with BPI standards.
- Combustion safety testing is required and must be performed before and after work is completed. Combustion safety must be done in accordance with BPI standards.
- Digital thermography (infrared camera) testing is recommended but not required.
- A copy of the energy assessment report must be provided to homeowner.
- CO detectors must be left with every customer and placed on all floors. For jobs with no home energy assessment, a gas leak detector shall be left on the floor with the most gas piping.
- Assessment must be submitted through the Snugg Pro software.

_____ **Material and installation (M&I) guidelines:** Trade Ally shall perform all work in accordance with the program's current M&I Standards and Guidelines and any supplemental published appendix. This includes any work listed in the M&I Standards regardless of whether it is submitted to the Program or not.

1

Company Information (If your company has multiple offices in Wisconsin, please complete an agreement for each location.)

Legal Company Name (on file with the IRS and BPI):

Primary or Branch

DBA (if different than name above):

Name/Title of Authorized Company Individual:

Company Address (No PO boxes accepted):

City:

County:

State:

ZIP:

Phone Number:

Fax Number:

Year Company Established:

Number of Employees at This Location:

Company Email Address:

Company Website:

2

Certification Information (If your company's BPI Professional is not on staff, please provide the name of the company performing the testing.)

BPI Building Analyst Professional or BPI Certified Staff:

Using Subcontractor In-house None

DOE Home Energy Score Assessor:

Using Subcontractor In-house None

BPI Certified Staff Name(s) or Company and Staff Name (if using a subcontractor):

DOE Home Energy Score Assessor Staff Name(s) or Company Name (if using a subcontractor):

BPI Certification Number(s):

DOE Assessor ID Number:

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Company Information (This information will be posted on the website and provided to prospective customers.)

Company Name:

Address:

City:

County:

State:

ZIP:

Phone Number:

Fax Number:

Company Email Address:

Company Website:

Company Contact (optional):

Brief Description of Services Offered by Company:



____ **Quality assurance and quality control:** Trade Ally shall allow random field inspections by the program, or a program designee, of work performed by the Trade Ally. Trade Ally shall expect 100% of the first five and a minimum of 5% thereafter of quality control and verification inspections of all projects performed by the Trade Ally. Trade Ally, upon request of the program, and at no additional cost to the customer, shall make reasonable repairs or corrections to work or issues as a result of work that the Trade Ally has performed to bring such work up to program standards. Focus on Energy shall have sole authority in determining the necessary remedies to correct faulty work. Trade Ally shall remedy any defects of a non-emergency nature within 14 days and any defects of an emergency nature immediately upon notice by the customer or Focus on Energy. Examples considered to be emergencies are those that include, but are not limited to, conditions that might impact occupant health and safety and those conditions that would impact proper operation of any existing mechanical systems. Failure to follow the return repair timeline as stated above can result in probation and or termination.

____ **Consumer warranty:** Trade Ally shall warranty the installation of work performed for no less than one year following the date of installation.

____ **Insurance requirements:** During the term of the Trade Ally's participation in the program, the Trade Ally shall maintain insurance coverage that satisfies the minimum insurance requirements set forth below. The insurance coverage requirements must be secured before commencing the first project. Trade Ally has two months from the start of their first project to deliver the requisite documentations to the Program Implementer, and annually thereafter:

- Workers' Compensation Insurance for Trade Ally employees to the extent of statutory limits.
- Commercial General Liability Insurance as applicable to the Trade Ally's obligations under this program with industry-appropriate coverage limits.
- Automobile Liability Insurance that applies to any automobile owned, hired, or rented by Trade Ally and used in the work performed to the extent of statutory requirements.

____ **Probation:** Trade Ally may be placed on probation by Focus on Energy for not meeting or following program standards or guidelines. Trade Ally will be notified by mail, fax, or email. The probation will be effective as of the date the probation letter is received by the Trade Ally. The letter will be mailed to the company address on file. The probation period will last for a period of 90 days, at which time the Program Administrator or Program Implementer will re-evaluate the Trade Ally's program status.

____ **Termination:** Trade Ally status may be terminated without penalty by the Trade Ally or Focus on Energy for any reason and at any time. Written notice of termination must be sent to the non-terminating party by mail, fax, or email. When termination is initiated by written notice, termination will be effective as of the date the termination letter is received by the non-terminating party. Upon termination, Trade Ally, and if applicable, Trade Ally's customer, shall be eligible to receive rebate payments earned prior to the termination of the Trade Ally status. Notwithstanding anything to the contrary, no payments will be made for any anticipated profits, revenues, or the like as a result of termination.



REDUCING ENERGY WASTE ACROSS WISCONSIN

Rebates are subject to change and cannot exceed project costs. Focus on Energy, Wisconsin utilities' statewide program for energy efficiency and renewable energy, helps eligible residents and businesses save energy and money while protecting the environment. Focus on Energy information, resources, and financial rebates help to implement energy efficiency and renewable energy projects that otherwise would not be completed.

4 Company Contact Information (Please list individuals at this location who should receive program updates and information.)

Primary Contact Name: _____

Title/Department: _____

Phone Number: _____	Extension: _____
Cell Number: _____	<input type="checkbox"/> I opt in to receive program updates via text message.
Email Address: _____	State: _____ ZIP: _____

Secondary Contact Name: _____

Title/Department: _____

Phone Number: _____	Extension: _____
Cell Number: _____	<input type="checkbox"/> I opt in to receive program updates via text message.
Email Address: _____	State: _____ ZIP: _____

5 Agreement Submission Requirements (Check the box acknowledging you have read and agree to the statement.)

- A general Trade Ally application must be on file with Focus on Energy prior to applying to be an insulation and air sealing Trade Ally. To request an application, email tradeally@focusenergy.com or visit focusenergy.com/forms/ta-application.
- Focus on Energy reserves the right to deny a Trade Ally's agreement.
- Trade Ally may be asked to update company information on an annual basis. It is the responsibility of the Trade Ally to update their company information if changes occur mid-year. Changes can be emailed to homeperformance@focusenergy.com.

6 Signatures (Please read and sign. Applicants will be notified of program eligibility by phone or email.)

I have read, understand, and agree to comply with all partnership commitments described in Trade Ally Solutions – Insulation and Air Sealing Trade Ally Enrollment Agreement, including all participation statuses and all supporting policies described or referenced therein. I understand that my participation in Trade Ally Solutions is not approved until I have completed and/or submitted the necessary documents referenced therein and the program has reviewed and executed this Agreement.

I understand the provisions of this Agreement are effective through December 31, 2024. Focus on Energy reserves the right to modify, at any time during this Agreement term, the provisions of this Agreement. I certify, under penalties of law, that the statements made in this Agreement have been examined by me and are true and complete. I understand that by signing this Agreement, I consent to any other inquiry to verify or confirm the information I have provided.

Authorized Company Contact (Must match name listed in Section 1.)

Signed Name: _____	Title: _____
Print Name _____	Date: _____

Office Use Only

<input type="checkbox"/> Approved	Documentation Received
	<input type="checkbox"/> Workers' Compensation Insurance <input type="checkbox"/> Commercial General Liability Insurance <input type="checkbox"/> Automobile Liability Insurance
<input type="checkbox"/> Denied	Reasons: _____
Authorized Program Representative: _____	Date: _____