



focus on energy
Partnering with Wisconsin utilities



HOME ENERGY SCORE TRADE ALLY SCORER ENROLLMENT APPLICATION

Complete and return signed application and requested documents if you are a contractor requesting to participate in the Home Performance with ENERGY STAR® Program as a Home Energy Scorer. A general Focus on Energy Trade Ally application must be on file with Focus on Energy prior to applying to be a Home Energy Scorer. To request a Focus on Energy Trade Ally application, email tradeally@focusonenergy.com or visit focusonenergy.com/tradeally.

SECTION 1: COMPANY INFORMATION (If your company has multiple offices in Wisconsin, please complete an application for each location)

Legal Company Name (on file with the IRS):		<input type="checkbox"/> Primary or <input type="checkbox"/> Branch	
DBA (if different than name above):		Name/Title of Authorized Company Individual:	
Company Address (No PO Boxes accepted):			
City:		County:	State: Zip Code:
Phone Number:	Fax Number:	Year Company Established:	Number of Employees at this Location:
Company Email Address:		Company Website:	
Brief description of services offered by company:			

SECTION 2: CREDENTIAL INFORMATION

Accreditation Organization (Example: American Society of Home Inspectors):	Accreditation ID Number:
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SECTION 3: COMPANY INFORMATION (This information will be posted on the website and provided to prospective customers.)

Same information as Section 1

Company Name:			
Address:			
City:		County:	State: Zip Code:
Phone Number:		Fax Number:	
Email Address:		Website:	
Company Contact (optional):			
Brief description of services offered by company:			

SECTION 4: COMPANY CONTACT INFORMATION (Please list individuals at this location that should receive program updates and information)

Primary Contact Name:		Title/Department:	
Phone Number:	Extension:	Cell Phone:	
Email Address:		State:	Zip Code:
Secondary Contact Name:		Title/Department:	
Phone Number:	Extension:	Cell Phone:	
Email Address:		State:	Zip Code:

SECTION 5: SERVICE AREAS (Select the counties that this company location primarily services. Please limit your selection to nine counties.)

<input type="checkbox"/> Adams	<input type="checkbox"/> Douglas	<input type="checkbox"/> Kewaunee	<input type="checkbox"/> Ozaukee	<input type="checkbox"/> Taylor
<input type="checkbox"/> Ashland	<input type="checkbox"/> Dunn	<input type="checkbox"/> La Crosse	<input type="checkbox"/> Pepin	<input type="checkbox"/> Trempealeau
<input type="checkbox"/> Barron	<input type="checkbox"/> Eau Claire	<input type="checkbox"/> Lafayette	<input type="checkbox"/> Pierce	<input type="checkbox"/> Vernon
<input type="checkbox"/> Bayfield	<input type="checkbox"/> Florence	<input type="checkbox"/> Langlade	<input type="checkbox"/> Polk	<input type="checkbox"/> Vilas
<input type="checkbox"/> Brown	<input type="checkbox"/> Fond du Lac	<input type="checkbox"/> Lincoln	<input type="checkbox"/> Portage	<input type="checkbox"/> Walworth
<input type="checkbox"/> Buffalo	<input type="checkbox"/> Forest	<input type="checkbox"/> Manitowoc	<input type="checkbox"/> Price	<input type="checkbox"/> Washburn
<input type="checkbox"/> Burnett	<input type="checkbox"/> Grant	<input type="checkbox"/> Marathon	<input type="checkbox"/> Racine	<input type="checkbox"/> Washington
<input type="checkbox"/> Calumet	<input type="checkbox"/> Green	<input type="checkbox"/> Marinette	<input type="checkbox"/> Richland	<input type="checkbox"/> Waukesha
<input type="checkbox"/> Chippewa	<input type="checkbox"/> Green Lake	<input type="checkbox"/> Marquette	<input type="checkbox"/> Rock	<input type="checkbox"/> Waupaca
<input type="checkbox"/> Clark	<input type="checkbox"/> Iowa	<input type="checkbox"/> Menominee	<input type="checkbox"/> Rusk	<input type="checkbox"/> Waushara
<input type="checkbox"/> Columbia	<input type="checkbox"/> Iron	<input type="checkbox"/> Milwaukee	<input type="checkbox"/> Sauk	<input type="checkbox"/> Winnebago
<input type="checkbox"/> Crawford	<input type="checkbox"/> Jackson	<input type="checkbox"/> Monroe	<input type="checkbox"/> Sawyer	<input type="checkbox"/> Wood
<input type="checkbox"/> Dane	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Oconto	<input type="checkbox"/> Shawano	
<input type="checkbox"/> Dodge	<input type="checkbox"/> Juneau	<input type="checkbox"/> Oneida	<input type="checkbox"/> Sheboygan	
<input type="checkbox"/> Door	<input type="checkbox"/> Kenosha	<input type="checkbox"/> Outagamie	<input type="checkbox"/> St. Croix	

SECTION 6: APPLICATION SUBMISSION REQUIREMENTS (Check the box signifying 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 a Home Energy Scorer. To request an application, email tradeally@focusonenergy.com or visit focusonenergy.com/tradeally.
- To be considered an active Home Energy Scorer, this application must be completed, signed and returned to us along with a W-9 form. Scorers must also maintain insurance coverage that satisfies the minimum requirements set forth below and must provide copies of the insurance policy two months from the date of the Scorer's first project and on an annual basis thereafter.
- Focus on Energy and the Home Performance with ENERGY STAR Program reserve the right to deny a Scorer's application.
- Scorer may be asked to update company information on an annual basis. It is the responsibility of the Scorer to update their company information if changes occur mid-year. Changes can be emailed to HomeEnergyScore@focusonenergy.com.

SECTION 7: PROGRAM REQUIREMENTS (Please initial next to each line that you have read and agree to program requirements)

This Enrollment Application sets forth the requirements for participating in the Home Performance with ENERGY STAR Program as a Home Energy Scorer.

____ **PRODUCTION LEVEL:** Scorer is required to complete at least one project every 180 calendar days. If production level is not met, Scorer may be put on probation or terminated by Focus on Energy. If home is not scored within 180 days and active certification status is lost, Scorer must complete Department of Energy Home Energy Score refresher training to be reinstated into the program.

____ **HOME ENERGY SCORE REPORT REQUIREMENTS:**
• Home Energy Score Report must be provided to and results discussed with customer within five (5) business days of data collection.
• Data needed to complete a project in the program's approved software is required.

____ **QUALITY ASSURANCE AND QUALITY CONTROL:** Scorer shall allow random field inspections by the program, or a program designee, of work performed by the Scorer. Scorer shall expect quality control and verification inspections of 5 percent of all projects performed by the Scorer. Scorer, upon request of the program, and at no additional cost to the customer or program, shall make reasonable corrections to Home Energy Scores and other issues to bring work up to program standards. Focus on Energy shall have sole authority in determining the necessary remedies to correct faulty work.

____ **INSURANCE REQUIREMENTS:** During the term of the Scorer's participation in the program, the Scorer shall maintain insurance coverage that satisfies the minimum insurance requirements set forth below. Scorer shall arrange for the insurer(s) of all required insurance to prepare a certificate(s) of insurance in favor of **CLEARresult Consulting, LLC**, the Program Implementer for Focus on Energy's Home Energy Score Program. The Commercial General Liability Policy must include Waiver of Subrogation. Certificates will be on the ACORD form and will provide the name of the carrier, policy number, effective and expiration dates and limits of liability. The insurance coverage requirements must be secured before commencing the first project. Scorer 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 Scorer's employees to the extent of statutory limits.
• Commercial General Liability Insurance as applicable to the Scorer's obligations under this program with industry-appropriate coverage limits.
• Automobile Liability Insurance which applies to any automobile Scorer owned, hired or rented, used in the work performed to the extent of statutory requirements.

____ **PROBATION:** Scorer may be placed on probation by Focus on Energy for not meeting or following program standards or guidelines. Scorer will be notified by mail, fax or email. The probation will be effective as of the date the probation letter is received by the Scorer. 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 Scorer's program status in accordance with the Trade Ally Code of Conduct.

____ **TERMINATION:** Scorer status may be terminated without penalty by the Scorer 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, Scorer, and if applicable, Scorer's customer, shall be eligible to receive Scores earned prior to the termination of the Scorer's status. Notwithstanding anything to the contrary, no payments will be made for any anticipated profits, revenues or the like as a result of termination.

SECTION 8: SIGNATURES (Please read and sign. Applicants will be notified of program eligibility by phone or email, followed by a letter sent via U.S. Mail.)

I have read, understand and agree to comply with all partnership commitments described in the Focus on Energy HOME ENERGY SCORE TRADE ALLY SCORER ENROLLMENT APPLICATION, including all participation statuses, and all supporting policies described or referenced therein. I understand that my participation in the Home Performance with ENERGY STAR Program 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, 2018. 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

Approved

Documentation Received			
<input type="checkbox"/> Workers' Compensation Insurance	<input type="checkbox"/> Commercial General Liability Insurance	<input type="checkbox"/> Automobile Liability Insurance	

Denied Reason(s): _____

Authorized Program Representative: _____ Date: _____

FORM SUBMITTAL – RETURN SIGNED, COMPLETE SCORER APPLICATION AND REQUESTED DOCUMENTS TO:

Mail: Focus on Energy Trade Ally Management, 3113 West Beltline Highway, Suite 100, Madison, WI 53713

Email: HomeEnergyScore@focusonenergy.com **Questions:** 800.762.7077