

# 2021 Trade Professional Alliance

## PARTICIPATION AGREEMENT



### What is the Trade Professional Alliance?

SDG&E's Trade Professional Alliance consists of vendors, contractors, manufacturers, installers, energy consultants and more.

### Benefits for Trade Alliance Members

By joining the Trade Alliance, Trade Professionals may:

1. Apply for rebates and incentives on behalf of Customer (when authorized by Customer)
2. Receive the latest program updates for rebate, incentive and On-Bill Financing (OBF) programs
3. Receive invitations to Trade Professional-related events and seminars to promote program collaboration and positive working relationships with other Trade Professionals

Note: SDG&E's Trade Professional Alliance does not pertain to programs delivered by third-parties under contract with SDG&E®. For information on how to participate in third-party program offerings, please contact the program implementer.

### TO JOIN THE 2021 TRADE PROFESSIONAL ALLIANCE

#### Non-Payee Requirements:

1. Attend the Trade Professional Program Essentials training annually (at least once within a 12-month period)
2. Complete the 2021 Trade Professional Alliance Participation Agreement

#### Payee Requirements:

1. Attend the Trade Professional Program Essentials training annually (at least once within a 12-month period)
2. Complete the 2021 Trade Professional Alliance Participation Agreement
3. Complete, sign with a handwritten signature and submit tax forms:
  - W9
  - 587 - Required for businesses established outside of the state of California

- 590 - Required for businesses within the state of California
- Active CSLB (California State License Board)

**Failure to submit the required aforementioned forms or attend the Trade Professional Program Essentials training could result in a delay of Trade Ally set-up and/or rebate, incentive/OBF payment(s).**

### This Trade Professional Alliance Participation Agreement

This Trade Professional Alliance Participation Agreement ("Agreement") is between San Diego Gas & Electric® ("SDG&E" or "Utility") and (insert Trade Professional official business name).

### PARTICIPATION REQUIREMENTS

1. Trade Professional shall not state or in any way imply to the customer or any other person that the Trade Professional is employed or is working on behalf of SDG&E. SDG&E does not endorse or recommend Trade Professional and does not review Trade Professional's proposals. Trade Professional must not misrepresent the nature of their role or their relationship with SDG&E.
2. Trade Professional shall not represent or otherwise indicate that any product and/or services provided by the Trade Professional or any third party are approved, authorized or endorsed by SDG&E. SDG&E does not endorse any products, services, or companies. SDG&E disclaims all liability in connection with, and makes no warranties, express or implied, regarding work performed by Trade Professional, nor shall SDG&E be in any way liable for any claims, damages, fines, settlements or judgements arising from or associated with Trade Professional contracts or work performed under such contracts. Trade Professional shall defend, reimburse, indemnify and hold SDG&E and its current and parent company subsidiaries, affiliates, and their respective directors, officers,

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shareholders, employees, agents, representatives, successors and assignees harmless for, from, and against any and all claims, losses, fines, or damages of any type, including but limited to Trade Professional's act or omissions in breach of this Agreement. Trade Professional shall not use SDG&E's name or logo in any promotional literature, advertisements or writing of any kind without the express prior written approval of SDG&E, which is not being provided under this Agreement.

3. Trade Professional shall comply with all applicable local, state, and federal laws, rules, regulations and orders in its performance of service or work for any customer under this Agreement.

All unused and waste materials (i.e., old lamps, ballasts, etc.) should be removed upon completion of a project and the area left clean. Trade Professional shall provide customers with applicable equipment warranty information for all measures installed.

4. Confidentiality - Trade Professional shall not disclose any confidential Customer Information received from customer or from SDG&E (the "Disclosing Person") to any third party or entity, without Trade Professional having obtained the prior written consent of such Disclosing Person. Trade Professional agrees to use at least the same degree of care Trade Professional uses with respect to its own proprietary or confidential information, which in any event shall result in a reasonable standard of care to prevent unauthorized use or disclosure of the Confidential Customer Information. Trade Professional shall immediately notify SDG&E of any unauthorized breach or security incident, external or internal, that has the potential to compromise the confidentiality of Confidential Customer Information. Trade Professional's access to, use of, and disclosure of Confidential Customer Information shall be the sole responsibility of the Trade Professional. Trade Professional's obligation under this Section shall remain in full force and effect in perpetuity. Trade Professional shall cause each of its directors, officers, employees, agents, and representatives to become familiar with, and abide by, the same

obligations of Trade Professional under this Section.

### TRADE PROFESSIONAL CODE OF CONDUCT

In exchange for permission to participate in SDG&E's Energy-Efficiency Programs, Trade Professional shall not:

#### 1. Misrepresent Role/Relationship with SDG&E

Including but not limited to: stating in writing or verbally that Trade Professional is an agent for Utility or otherwise 'approved' by Utility. Trade Professionals shall not use the SDG&E name or logo in any promotional literature, advertisements, email address or writing of any kind without the express prior written approval of SDG&E.

#### 2. Misrepresent SDG&E Energy-Efficiency Programs

Including but not limited to: giving a guarantee of savings and/or rebates, stating OBF program is no cost/free.

#### 3. Provide Fraudulent Documentation

Including but not limited to: use of white out, forgery of signatures, altering program forms, completing customer information on OBF loan agreement on customer's behalf, having customer sign incomplete forms, falsifying scope of work and invoices, copying and distributing of OBF forms, submitting rebate applications for measures that are not installed, etc.

#### 4. Provide Poor Quality of Work/Customer Complaints

Including but not limited to: installation not complete to scope, unsafe or potentially hazardous installation, non-functioning equipment, failure to honor installation warranty unresponsiveness to customer inquiries, unresolved customer complaints.

#### 5. Disregard Program Guidelines

Including but not limited to: purchase and/or installation of measure(s) prior to receiving Notice to Proceed (NTP), failure to disclose "Supplemental Installation Trade Professional" (sub-contractor) on program application, sending work invoices to customer or SDG&E prior to completion, submitting rebate applications prior to the installation of measures and/past participation verification.

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### VIOLATIONS OF THE TRADE PROFESSIONAL AGREEMENT OR CODE OF CONDUCT

SDG&E will maintain a log of customer complaints, issues, and other examples of non-compliance by Trade Professionals. SDG&E, in its sole discretion, may suspend or revoke Trade Professional's participation in any SDG&E program for violation of the program guidelines, program requirements and/or Alliance guidelines.

The termination shall be for a 1-year period (from the date of notification) unless otherwise specified. In extreme or egregious cases, SDG&E reserves the right to permanently terminate the Trade Professional from Alliance participation and revoke Trade Professional's qualification to participate in applicable SDG&E programs. Additionally, all affected customers will be notified should an application be received from a suspended/terminated Trade Professional.

SDG&E has no obligation to maintain, expand or continue the Trade Professional Alliance, and may terminate the Alliance at any time.

**By signing below, I, as a duly-authorized representative of Trade Professional, agree that I have read, understand and shall fully comply with the terms of this Agreement and all applicable SDG&E Energy-Efficiency Program participation guidelines.**

Signature:		Date:		Title:	
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### 2021 TIERED PARTICIPATION

The Trade Professional Alliance has implemented a tiered participation for the 2021 program cycle and beyond.

**Licensed** - Trade Professionals who hold an active license with the California Contractors State License Board (CSLB) may:

- Promote SDG&E Energy-Efficiency Programs in accordance with program guidelines
- Submit projects on behalf of customers
- Receive project updates
- Receive payment on Rebate, Incentive and On-Bill Financing (OBF) projects **when authorized in writing by duly-authorized representative of the customer**

**Unlicensed** - Trade Professionals who do not hold an active license with the California Contractors State License Board **cannot receive payment** on Rebate Incentive and On-Bill Financing (OBF) projects. However, you may:

- Promote SDG&E Energy-Efficiency Programs in accordance with program guidelines
- Submit projects on behalf of customers
- Receive projects updates

I am:  Licensed (Fill out license info below)  Unlicensed

CSLB License #:		Classification:		Expiration Date:	
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**NOTE: Trade Professionals are responsible for verifying licenses and safety for all subcontractors and installers working on projects related to SDG&E's Energy-Efficiency Programs.**

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## PARTICIPATION AGREEMENT



### TRADE ALLY COMPANY INFORMATION

Trade professional company name:		Date:		Title:	
Street address:		City:		State:	Zip:
Mailing address:		City:		State:	Zip:

### PAYEE NAME (if different than mailing address)

Payee company name:		Date:		Title:	
Street address:		City:		State:	Zip:
Mailing address:		City:		State:	Zip:

### BUSINESS TYPE & LICENSING

Contractor type:  Installer  Manufacturer  Supplier

### TRADE ALLY TAX INFORMATION

Federal Tax ID #:		SSN #	
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Filing status:  Corporation  Exempt  Individual/sole proprietor  LLC  Partnership

#### NOTE:

In accordance with California Public Utilities Code section 399.4(b)(2), if a permit is required for installation, Trade Professionals/customers must certify that the work complies with all applicable permitting requirements and that the contractor who performed the work holds appropriate license for the work performed. In addition, the Trade Professional/customer will be required to submit proof of permit closure for all HVAC-related energy-efficiency projects before receiving an SDG&E rebate or incentive payment.

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### EMPLOYEE CONTACT INFORMATION

#### Primary contact

Contact name:		Title:	
Phone number:		Email address:	

#### Administration support

Contact name:		Title:	
Phone number:		Email address:	
Contact name:		Title:	
Phone number:		Email address:	
Contact name:		Title:	
Phone number:		Email address:	

#### Sales and field representatives

Contact name:		Title:	
Phone number:		Email address:	
Contact name:		Title:	
Phone number:		Email address:	
Contact name:		Title:	
Phone number:		Email address:	

Return agreement and signed tax forms to SDG&E using Sempra's Electronic Data Transfer (EDT) application. To request access to EDT, please email [BusinessEnergySavings@sdge.com](mailto:BusinessEnergySavings@sdge.com).

# 2021 Trade Professional

## DIRECTORY QUESTIONNAIRE



SDG&E relies on Trade Professionals to help increase awareness of energy-efficiency initiatives available for our customers, including rebates, incentives and financing to save energy and reduce costs. As an added benefit to your Alliance participation, your company will be included on SDG&E's Trade Professional Directory.

If you sell, install, or service energy-efficient products and/or equipment and you would like to be listed, please complete this form so we can include your company on the Directory.

**1. Provide your company name as listed on your Trade Professional Agreement:**

**2. General/primary business contact number:**

**3. Primary business contact name to be displayed: (optional)**

**4. Contact email address: (optional)**

**5. Company web address:**

**6. Are you licensed with California's Contractors State License Board (CSLB)? If so, please provide your active license number:**

**7. Please indicate the technology(ies) you are engaged in.** (Select all applicable items)

- |                                         |                                                    |                                                   |
|-----------------------------------------|----------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Agricultural   | <input type="checkbox"/> Automated demand response | <input type="checkbox"/> Compressed air           |
| <input type="checkbox"/> Controls       | <input type="checkbox"/> Demand response           | <input type="checkbox"/> Energy management system |
| <input type="checkbox"/> Energy storage | <input type="checkbox"/> HVAC                      | <input type="checkbox"/> Lighting                 |
| <input type="checkbox"/> Motors         | <input type="checkbox"/> Natural gas               | <input type="checkbox"/> Pumps                    |
| <input type="checkbox"/> Refrigeration  | <input type="checkbox"/> Renewable energy          |                                                   |

**NOTE:**

Trade Professional must hold an active license from the Contractor's State Licensing Board (CSLB) for each Technology Type selected, unless a CSLB license is not required to perform such work.

# 2021 Trade Professional

## DIRECTORY QUESTIONNAIRE



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**8. Please indicate the customer sector you target:**

- Agricultural
- All
- Government
- Industrial

**9. Please indicate which region of SDG&E's service territory you serve.**

- Orange County
- North County
- Central County
- South County
- East County
- All

**10. Please indicate the services your company offers.** (Select all applicable items)

- Audits
- Consulting
- Design
- Engineering services
- Energy saving analysis
- Financing
- General contractor
- Installation
- Maintenance

Thank you for your interest and participation in SDG&E's Energy-Efficiency Programs and Trade Professional Alliance.

To verify Alliance participation status, customers may contact the Energy Savings Center at **800-644-6133** or [BusinessEnergySavings@sdge.com](mailto:BusinessEnergySavings@sdge.com).