

Please include a copy of this form with all uploaded documents for Contractor Registration

Contractor Information

Contractor Business Name		Contractor Representative Printed Name	
Contractor Business Email		Contractor Phone	
Contractor Business Mailing Address			
City	State	ZIP	

NEW REGISTRATION or **RENEWAL REGISTRATION**

Thank you for your interest with the Home Performance with ENERGY STAR® Program.

Please register your company by visiting <https://tradeally.energynavigator.com>. For step-by-step instructions view *Efficiency Navigator Guide - Trade Ally - How to Register as a Trade Ally (attached)*.

If you are a NEW CONTRACTOR to the program, no work should be conducted within the program or under the appearance of the program, including any contracts or expectations with any customers until your company has completed the registration process and received an approval from the program. If you have any other questions, please feel free to email DEGeneral@FranklinEnergy.com or call **877-524-1339**.

Existing contractors who are RENEWING with the program must send updated and signed documentation by July 31st, 2019. If an existing contractor does not send their updated documentation within the allowable window their participation will be discontinued and their company name removed from the program website.

Required documents to upload into Efficiency Navigator:

Please upload each named document separately into the “certificate of general liability insurance” upload documents area of Navigator.

- Signed final page of the Contractor Participation Agreement (CPA)
- Signed final page of the Contractor Operations Manual (COM)
- Copy of Delaware business license
- Copy of General Liability Certificate of Insurance with minimum of \$1,000,000 coverage and naming Delaware Sustainable Energy Utility and Franklin Energy Services, LLC as additionally insured (see sample Appendix C)
- Business Plan (NEW Contractors only)
 - o This should include your Delaware specific staffing levels, your anticipated assessment and/or HVAC/ Weatherization installation volumes annually. Also, please include your customer acquisition methodology or marketing plan if applicable. (See CPA for further detail)

List email addresses to receive monthly newsletters and program updates:

	Name	Email Address	Title/Role
1			
2			
3			
4			
5			