

## Application instructions

Complete all required fields in this application (the “Application”) and submit it, along with a copy of your business’ proof of insurance and other required supporting documents, by email to [cleantech@torontohydro.com](mailto:cleantech@torontohydro.com). Please ensure that the business information you include in this application aligns with your business’ **Better Business Bureau (BBB)** account information.

### Next steps after submitting the Application:

1. Once you’ve submitted the Application, Toronto Hydro will review it (with support from third-party verification partners, as applicable) and notify applicants by email about whether it has been denied or requires more information.
2. If Toronto Hydro is prepared to accept the Application, Toronto Hydro will provide the applicant with a Cleantech Services Network Agreement and Release Form (which, together with the Cleantech Services Network Comprehensive Membership Guide, shall form the “Agreement”) for the applicant’s review and signature.
3. Once the Agreement is signed and received by Toronto Hydro, Toronto Hydro will arrange a virtual onboarding session (details to be provided by email).
4. Upon successful completion of the onboarding session, the Cleantech Services Network Member (“Member”) and their business profile will be added to the Directory.

## Cleantech Services Network overview

Toronto Hydro’s Cleantech Services Network is composed of qualified contractors, consultants, professionals and financial institutions that specialize in implementing low-carbon solutions such as:

- Electrifying heat, hot water and transportation
- Solar and energy storage systems
- Energy-efficient equipment upgrades
- Electric vehicle supply equipment (EVSE) installations
- Project funding and financing
- Planning and reporting

If you’re accepted as a Member, you’ll be provided with:

- A listing on Toronto Hydro’s searchable online Cleantech Services Directory
- Access to industry-specific educational opportunities and networking events
- Notice about offers and rebates that could benefit your customers

## Section A: Applicant information

Information required about the business for the purpose of reviewing your Cleantech Services Network application.

Full legal business name	
Street address	
City	
Province	
Postal code	
Approximate number of employees	
Workplace Safety and Insurance Board (WSIB) account number	

## Section A: Applicant information (continued)

Electrical Contractor Registration Authority (ECRA)/Electrical Safety Authority (ESA) license number (if applicable) Required for businesses listed as Licensed Electrical Contractors in Toronto Hydro's Cleantech Services Directory.	
Certificate of Authorization number issued by Professional Engineers Ontario (if applicable) Refer to <i>Section G: Terms and Conditions</i> for membership requirements.	
Practice name listed on the Ontario Association of Architects Directory (if applicable) Refer to <i>Section G: Terms and Conditions</i> for membership requirements.	
Commercial General Liability Insurance expiration date	
Automobile Insurance expiration date	
Errors and Omissions Insurance expiration date (if applicable)	

## Section B: Primary contact information

The main point of contact throughout the application process and onwards, if accepted as a Member.

First name	
Last name	
Job title	
Postal code	
Primary phone number	
Alternate phone number (optional)	
Email address	

## Section C: Secondary contact information (optional)

An additional contact who will receive Cleantech Services Network application updates and future program communications, if accepted as a Member.

First name	
Last name	
Email address	

## Section D: Cleantech Services Directory profile information

Information that will be displayed on the customer-facing searchable online directory.

Doing Business As (DBA) name If you're doing business under a name that's different than your legal business name, please indicate it here.	
Business website	
Business phone number	
Business email address	

## Section D: Cleantech Services Directory profile information (continued)

Information that will be displayed on the customer-facing searchable online directory.

<b>Street address</b> If your business has multiple locations, please choose one as your primary business address to appear in the directory.	
<b>City</b>	
<b>Province</b>	
<b>Postal code</b>	
<b>Business description</b> This description will be included in your profile to provide customers with a brief introduction to your business. Please keep the description to 50 words maximum.	

### Service area

The service area(s) your business operates in. Select all that apply.

- Etobicoke
- North York
- Scarborough
- Toronto and East York
- Entire Toronto area

### Customer type

The customer type your business provides goods and/or services to. Select all that apply.

- Residential customers
- Commercial customers
- Industrial customers

### Building or sector expertise

The building or sector type that your business provides goods and/or services to. Select all that apply.

- Single-family dwellings
- Multiplex dwellings
- Residential subdivision or townhouse dwellings
- Mixed-use buildings
- Condominium or apartment buildings
- Small and/or medium commercial buildings
- Large commercial buildings
- Institutional buildings
- Industrial buildings
- New buildings
- Transportation

## Section D: Cleantech Services Directory profile information (continued)

### Services

The types of goods and/or services your business offers. Select all that apply.

- |  |                                       |
|--|---------------------------------------|
| Air sealing                              | Fleet vehicle infrastructure          |
| Architecture and building design         | Heat pumps – air-to-air               |
| Building assessments                     | Heat pumps – air-to-water             |
| Building automation                      | Heat pumps – ground source            |
| Building envelope                        | Heat pumps – pool heaters             |
| Building recommissioning                 | Heat pumps – water heating            |
| Custom builds                            | HVAC design and/or consulting         |
| District energy                          | HVAC installation                     |
| Electric vehicle supply equipment (EVSE) | Incentive/program application support |
| Electric water heating                   | Insulation installation               |
| Electrical appliances                    | Licensed Electrical Contractor        |
| Energy audits                            | Lighting and/or lighting controls     |
| Energy management                        | Refrigeration                         |
| Energy storage                           | Solar                                 |
| Engineering studies and/or consulting    | Supplier and/or manufacturer          |
| Financing                                | Waste heat recovery                   |
|  | Windows and doors                     |

### Additional languages

Languages (excluding English) that you or your employees can communicate to customers in. Select all that apply.

- |                        |            |              |
|------------------------|------------|--------------|
| Afrikaans              | Gujarati   | Romanian     |
| American Sign Language | Hebrew     | Russian      |
| Arabic                 | Hindi      | Serbian      |
| Bengali                | Hungarian  | Somali       |
| Cantonese              | Italian    | Spanish      |
| Croatian               | Japanese   | Swedish      |
| Dutch                  | Korean     | Tamil        |
| Farsi                  | Kurdish    | Tibetan      |
| Filipino               | Mandarin   | Turkish      |
| French                 | Polish     | Ukrainian    |
| German                 | Portuguese | Urdu         |
| Greek                  | Punjabi    | Vietnamese   |
|                        |            | Other: _____ |

## Section E: Self-identification (optional)

Toronto Hydro acknowledges the historical and systemic barriers that equity-deserving groups have encountered. A voluntary self-identification section is included to help understand and enhance the diversity of the Cleantech Services Network. This will help us tailor supports, design inclusive programs and ensure equitable access to opportunities.

If the business is owned or operated by persons belonging to any of the following groups, please select all that apply:

Indigenous, First Nations, Métis and/or Inuit

Women

2SLGBTQIA+

Racialized persons/persons of colour

Persons with disabilities (visible or invisible)

Other (please describe): \_\_\_\_\_

## Section F: Project examples

Please provide two examples of services provided or technologies installed (including the size and scope) that demonstrate the business' commitment to enabling electrification. The examples can relate to any of the service categories listed in this Application form.

Project one	
Service provided or technology installed	
Date completed	
Project location (city or neighbourhood)	
Project description (200 words maximum)	

## Section F: Project examples (continued)

Please provide two examples of services provided or technologies installed (including the size and scope) that demonstrate the business' commitment to enabling electrification. The examples can relate to any of the service categories listed in this Application form.

Project two	
Service provided or technology installed	
Date completed	
Project location (city or neighbourhood)	
Project description (200 words maximum)	

## Section G: Terms and conditions

### 1. Introduction

In order to be considered for acceptance as a Member of Toronto Hydro's Cleantech Services Network and listed on Toronto Hydro's Cleantech Services Directory, the business identified in Section A of this application (the "Applicant" or "you") hereby submits this form (the "Application") to Toronto Hydro and agrees to comply with these terms and conditions (the "T&Cs" and collectively with the Application, the "Applicant Agreement").

### 2. Applicant selection

At a minimum, the Applicant must:

- i. Complete all the fields in this Applicant Agreement;
- ii. email the completed Applicant Agreement to [cleantech@torontohydro.com](mailto:cleantech@torontohydro.com);
- iii. provide Toronto Hydro with a copy of the Applicant's certificate of insurance which satisfies all minimum insurance requirements noted in Section 3 of these T&Cs below; and
- iv. provide documentation supporting a Certificate of Authorization issued by Professional Engineers Ontario or a Certificate of Practice issued by Ontario Association of Architects, if applicable.

Toronto Hydro reserves the right in its sole discretion to determine whether to accept or refuse any Applicant as a Member of the Cleantech Services Network. In addition, Toronto Hydro may refuse Applications that are incomplete, inaccurate or do not meet Toronto Hydro's requirements, as determined by Toronto Hydro in its sole discretion. Toronto Hydro is not responsible for lost, delayed, misdirected, damaged, illegible or incomplete Applications.

### 3. Proof of acceptance

The Applicant will become a Member of the Cleantech Services Network only after Toronto Hydro issues the Applicant a Cleantech Services Network Agreement and Release Form and the Applicant signs and emails the aforementioned form to [cleantech@torontohydro.com](mailto:cleantech@torontohydro.com), satisfying any and all conditions therein (including completing onboarding training).

## Section G: Terms and conditions (continued)

### 4. Member requirements

Successful Applicants to Toronto Hydro's Cleantech Services Network must, at a minimum:

- i. be registered and up to date with the Workplace Safety and Insurance Board;
- ii. be accredited by the **Better Business Bureau (BBB)**, hold a Certificate of Authorization from Professional Engineers Ontario or hold a Certificate of Practice from the Ontario Association of Architects (accreditation and/or authorization requirements will be reviewed by Toronto Hydro on a case-by-case basis);
- iii. hold the Heat Pump Champion designation from the **Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI)** (applicable if offering heating, ventilation and air conditioning [HVAC] systems services);
- iv. maintain minimum insurance requirements for the Applicant's business type as stated in the following table:

Insurance type	Businesses serving residential customers only	Businesses serving commercial or large customers (including industrial customers)	Professional services firms and consultants
Commercial General Liability (CGL) coverage amount	\$2 million CAD	\$5 million CAD	\$5 million CAD
Automobile coverage amount	\$2 million CAD	\$2 million CAD	\$2 million CAD
Errors and Omissions (E&O) and any legally required insurance coverage amount	N/A	N/A	Varies depending on the nature of your business*

\*Businesses must maintain E&O and any legally required insurance in an amount consistent with industry best practices or as specified by Toronto Hydro in its sole discretion.

- iv. within thirty (30) days of the date that Toronto Hydro confirms to the Applicant that the Applicant has been approved to proceed with the process of becoming a Member of Toronto Hydro's Cleantech Services Network, the Applicant will sign and return via email to [cleantech@torontohydro.com](mailto:cleantech@torontohydro.com) a Toronto Hydro Cleantech Services Network Agreement and Release Form;
- v. attend a virtual onboarding session (details to be provided by Toronto Hydro through email). Upon successful completion of the onboarding session, Toronto Hydro will advise the Applicant whether the Applicant has officially become a Member and add the Applicant's business profile to the Cleantech Services Directory; and
- vi. comply with ongoing Member requirements, including, but not limited to:
  - i. Completing at least one training session (amounting to at least two hours) related to climate action, decarbonization or energy efficiency each year that this Applicant Agreement remains in effect. Training and professional development opportunities undertaken by the Member must be reported to Toronto Hydro through a Cleantech Services Network Training and Professional Development Log. Submissions for training and professional development opportunities undertaken during the year prior are required by the following January 31.
  - ii. Reporting to Toronto Hydro, through a Cleantech Services Network Completed Projects Log, the total number and types of services provided by the Member that arise out of the Cleantech Services Directory. This reporting requirement must be fulfilled twice a year, as per the following schedule:
    - Projects completed between January 1 and June 30 must be reported to Toronto Hydro by July 31 of the current year
    - Projects completed between July 1 and December 31 must be reported to Toronto Hydro by the following January 31

## Section G: Terms and conditions (continued)

### 5. Applicant acknowledgments

By submitting this Application, you, the Applicant, hereby represent, warrant, acknowledge and agree that:

- a. You have read and understood the Application and have taken such professional advice as you consider necessary to understand your rights and obligations herein;
- b. you have the necessary power, authority and capacity to submit this Application and enter into this Applicant Agreement, and to perform your obligations hereunder, and that this Applicant Agreement constitutes a legal, valid and binding obligation of the Applicant, enforceable against you in accordance with its terms;
- c. after conducting all necessary due diligence, you are not aware of any actions, suits or other legal proceedings which may affect your ability to perform your obligations under this Applicant Agreement;
- d. you certify that the contents of this Application and any other documents or information provided by you to Toronto Hydro in connection with this Application and the Cleantech Services Network are complete, true and correct;
- e. as an Applicant, you are an independent contractor and not the legal representative, agent, partner or joint venturer of Toronto Hydro for any purpose, and you have no right to, and will not, incur any liability on behalf of Toronto Hydro or bind or otherwise commit Toronto Hydro in any matter whatsoever;
- f. you are solely liable and responsible for your business and all work performed by you, including for your customers, or for any goods furnished or services performed by you; and
- g. you hereby indemnify and save harmless Toronto Hydro and its directors, officers and employees (individually and collectively the “Indemnified Party”) for all costs, expenses, causes of action, claims, suits and judgments incurred by Indemnified Party as a result of, caused by, incidental to or arising from the operation of your business, any work performed by you, your employees, agents and subcontractors, or any non-compliance with any term or condition of this Applicant Agreement. You hereby waive any claim, action or proceeding against Toronto Hydro for damages, expenses or costs, including loss of profits, loss of opportunity or any consequential loss for any reason including, but not limited to, any actual or alleged unfairness on the part of Toronto Hydro.

Signature of the Applicant:

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*I have authority to bind the Member.*