



**National Utility Contractors Association (NUCA)
Supplemental Application
Commercial Affiliation Marketing (CAM®)**

Account Name	Producer Name	
Account Contact Name	Producer e-mail address	
Account web site address	Account e-mail address	Date Completed

Definitions of *italicized terms* are provided at the end of this supplemental application.

ELIGIBILITY

- Please attach a job list for all work done in the last three years as well as a list of jobs backlogged for the next 12 months.**
- Enter the percentage of the risk's own payroll and/or sales that emanate from the following operations. Exclude work that the risk subcontracts when determining eligibility percentages.

Percentages based on: (check one) Payroll or Sales

- Excavation _____%
 - Conduit construction for cables and wires _____%
 - Gas mains or connections construction _____%
 - Sewer mains or connections construction _____%
 - Telephone, telegraph or cable television line construction (underground only) _____%
 - Water mains or connections construction _____%
 - Utility line inspections and crack sealing operations _____%
 - Tunneling operations for the installation, service or repair of underground utility lines using a *Trenchless Excavation Construction (TEC) method*. _____%
 - Sewer/manhole rehabilitation _____%
- TOTAL** _____%

If the total is **less than 75%** the account is **not eligible** for the NUCA program.

Please refer to the ARTBA and LICA programs to determine if account may be eligible for one of those programs.

- Does the insured communicate with the One-Call Service Center and the area utility owners that are not members of the One-Call Service Center prior to all scheduled excavation work? Yes No
If **No**, the account is **not eligible** for the NUCA program.
- Is the account a one-person operation with no employees? Yes No
If **Yes**, the account is **not eligible** for the NUCA program.
- Do any of the risk's operations involve construction, repair, rehab/renovation, piping or service work at **waste water treatment plants**? If 'yes', what percentage of payroll does the risk estimate will involve this work during the next twelve months? Yes No
_____%
- Does the risk anticipate bidding on waste water treatment plant projects located in Arkansas, Indiana, Louisiana, or Vermont during the next twelve months? Yes No

7. Does the insured get involved in any of the following operations?

• Barge work or work from any other type of floatation vessel.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Blasting for others	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Caisson building and cofferdams	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Crane rental to others	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Dam construction	<input type="checkbox"/> Yes <input type="checkbox"/> No
• <i>Environmental remediation</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Flood control prevention work	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Garbage or refuse dumps	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Hauling underground storage tanks or contaminated soil or cutting/breakdown of the tanks	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Landfill operations, construction or closure operations – past, present or future	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Levee or breakwater construction	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Local trucking for hire (other than sand/gravel hauling <25% of total shipments)	<input type="checkbox"/> Yes <input type="checkbox"/> No
• On-site waste treatment	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Operations conducted in an oil or natural gas producing field	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Pile driving for structure foundation	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Railroad construction	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Septic system installation, service or repair in excess of 10% of total operations/revenue	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Subway construction	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Telephone, telegraph or cable line construction involving overhead exposures or work at heights	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Tunneling where employees are working under air pressure (pneumatic)	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Underground storage tank removal >5% of total revenue or >12 tanks per year	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Underpinning buildings	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Utility locating companies	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes to any of the above, the account is not eligible for the NUCA program.	

8. Does the insured get involved in any of the following operations?

• Airport work	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Blasting for their own jobs	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Equipment rental with or without operator	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Oil or natural gas <u>pipeline</u> construction, maintenance or repair work	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Sand/gravel hauling for others	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Tunneling operations involving man entry into the tunnel or encasement	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Waste or waste water treatment plant construction, including piping work.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Work over waterways	<input type="checkbox"/> Yes <input type="checkbox"/> No

• Wrecking/demolition work	<input type="checkbox"/> Yes <input type="checkbox"/> No
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9. Risk is operating as: (Definitions of *italicized* terms are provided on the last page)

Construction Manager _____ %	General Contractor _____ %	Prime Contractor _____ %	Subcontractor _____ %
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10. In the table below, indicate the percentage of the risk's total payroll or sales during the past 3 years that emanate from the following types of work. **Include all work, whether self-performed or sublet to other contractors. Sublet work should be classified according to the type of project (commercial, industrial or residential/habitational).**

Percentages based on: (check one) Payroll or Sales

	2 nd prior year	1 st prior year	Current year
COMMERCIAL WORK	_____ %	_____ %	_____ %
INDUSTRIAL WORK	_____ %	_____ %	_____ %
RESIDENTIAL & HABITATIONAL WORK See below for various types. Include all work for residential/habitational projects, including work for such projects that is sublet to other contractors.	_____ %	_____ %	_____ %

If the percentages for Residential & Habitational Work (above) average out to more than 10%, **stop here** and contact your agent or your CNA Construction Underwriter.

11. In the table below, provide a breakdown of the risk's residential & habitational work. The percentages for each type of work should represent an average of all such work the risk has performed in the past three years. **Include all such work, whether self-performed or sublet to other contractors.**

Percentages based on: (check one) Payroll or Sales

RESIDENTIAL & HABITATIONAL WORK BREAKDOWN	% NEW or MAJOR REHAB/ RENOVATION	+	% SERVICE OR MAINTENANCE	=	TOTAL %
CONDOMINIUMS (low and high-rise)	_____ %	+	_____ %	=	_____ %
APARTMENTS	_____ %	+	_____ %	=	_____ %
MULTI-FAMILY OWNED DEVELOPMENTS (including townhouses)	_____ %	+	_____ %	=	_____ %
SINGLE FAMILY DWELLINGS	_____ %	+	_____ %	=	_____ %
RETIREMENT HOMES, RETIREMENT APTS, RETIREMENT CONDOS, NURSING HOMES, AND ASSISTED LIVING FACILITIES.	_____ %	+	_____ %	=	_____ %
SWIMMING POOLS (residential and habitational only)	_____ %	+	_____ %	=	_____ %
MILITARY HOUSING	_____ %	+	_____ %	=	_____ %
DORMITORIES	_____ %	+	_____ %	=	_____ %
MIXED-USE BUILDINGS WITH AT LEAST 30% RESIDENTIAL/HABITATIONAL OCCUPANCY	_____ %	+	_____ %	=	_____ %
OTHER RESIDENTIAL/HABITATIONAL STRUCTURES (describe):	_____ %	+	_____ %	=	_____ %

12. List the states the risk has worked in during the last 5 years:

13. Has the risk been cited for any OSHA violations in the last three years? If **Yes**, explain below:

14. Does the risk have any future plans related to work involving any of the structure types shown above? If **Yes**, please describe the risk's future plans below: Yes No

15. Does the risk perform **any** work at or near nuclear facilities? Has the risk done so in the past? Will the risk do so in the future, if the opportunity arises? Explain any 'Yes' responses below. Yes No

16. Has the risk installed an *EIFS* product in the past, **or** will the risk do so in the future? Describe past project(s) involving *EIFS* products, below: Yes No

17. Does the risk own **or** operate a quarry, sand pit or gravel pit? Yes No

18. Has the risk ever been named in claims and/or litigation regarding faulty or defective construction or workmanship, including claims due to *subsidence* issues or use of *EIFS*? Yes No

If **Yes**, was risk acting as a general or sub-contractor?

If **Yes**, was it a residential/habitational or *mixed-use* building? Yes No

If **Yes**, provide description of work and status/outcome of the claim or suit below:

19. Does risk have knowledge of any pre-existing act, omission, event, condition or damages to any person or property that may potentially give rise to any future claim or legal action? Yes No

If **Yes**, please describe.

If any answers to questions 15, 16, 17, 18 or 19 are 'Yes', stop here and consult with your CNA underwriter.

20. Enter the percentage of the risk's own payroll or sales that emanate from new **residential/habitational** work from the following operations. Percentages based on: Payroll or Sales

Development site preparation (including rough and finish grading).	_____%	Home site pad preparation (including rough and finish grading)	_____%
Soil compaction	_____%	Soil stabilization	_____%
Foundation design	_____%	Foundation excavation	_____%
Foundation form construction	_____%	Concrete pouring for foundations	_____%

21. Enter the percentage of the risk's own payroll and/or sales that emanate from new **commercial and industrial** work from the following operations. Percentages based on: Payroll or Sales

Site preparation including (rough and finish grading).	_____%	Soil compaction	_____%
Soil stabilization	_____%	Foundation design	_____%
Foundation excavation	_____%	Foundation form construction	_____%
Concrete pouring for foundations	_____%	Foundation pier hole drilling	_____%

22. Any current or past involvement with a **commercial or industrial wrap-up (OCIP or CCIP)**? Yes No

- Any current or past involvement with a **residential or habitational wrap-up (OCIP or CCIP)?** Yes No
23. Does the risk have a quality control program? Yes No
- | | |
|-----------------------------------|--|
| If Yes , is it (check one) | <input type="checkbox"/> Informal or <input type="checkbox"/> Documented |
|-----------------------------------|--|
24. Does the risk retain job files? If **Yes**, how long are they retained? Yes No
- | |
|--|
| |
|--|
25. Does the risk hire subcontractors? If **Yes**, list the types of work subcontracted. Yes No
- | |
|--|
| |
|--|
- Does the risk obtain certificates of insurance from all subcontractors? Yes No
 - Does the risk use a diary system to track the expiration dates of the certificates of insurance? Yes No
 - Does the risk require all subcontractors to carry primary limits at least equal to their own? Yes No
 - Is the risk named as an additional insured on all subcontractors' policies? Yes No
 - Does the risk use written subcontractor agreements containing hold harmless/indemnity agreements in favor of the risk? Yes No
26. Indicate the types of subcontractor agreements the risk typically signs.
- | | | |
|--|---------------------------------|--------------------------------------|
| <input type="checkbox"/> Standard (AGC, AIA contracts) | <input type="checkbox"/> Custom | <input type="checkbox"/> Other _____ |
|--|---------------------------------|--------------------------------------|
27. Does the risk have an architect or engineer on staff? Yes No
- If **Yes**, does the risk carry professional liability insurance? Yes No
- If **No**, does the risk require that the architect or engineer carry his/her own professional liability insurance? Yes No
28. If the applicant is a member of any trade associations, please list them below. NOTE: providing this information optional and membership in an association is not a program requirement.
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Producer's Signature

Date

Applicant's Signature

Date

One or more of the CNA Insurance Companies underwrite the products and services described. The company reserves the right to change the guidelines at any time, and at the sole discretion of the company, additional guidelines may be used to evaluate the risk and determine the risk's eligibility for the program.

PROGRAM UNDERWRITING REQUIREMENTS

The following criteria are NUCA program requirements:

RISK TRANSFER

- Certificates of insurance are obtained from all sub-contractors with limits of liability equal to our contractor's policy.
- Verify that all sub-contractors follow industry requirements as well as applicable state and local codes.
- Obtain written agreements including hold harmless/indemnity clauses and verify that they are in favor of the contractor.
- Verify that the contractor is named as additional insured on all sub-contractors' policies on a primary and non-contributory basis.
- In the event that the insured is a sub-contractor and is requested to add the general contractor or owner as an additional insured, obtain a copy of the contract being agreed to for review and determine if all sub-contractors are adding GC/owner on their policies as well.
- Determine whether insurance is being requested for primary and non-contributory additional insured. This language is included in our blanket additional insured form and may not be appropriate.
- Ask if there are any verbal agreements with the contractor.
- Ask if the insured has had their contracts reviewed by a "Contract Specialist" attorney since 1/1/95. Many contracts have been revised since 1995. It is good practice to have a legal review every 3-5 years.

RISK CONTROL

- The contractor has a written safety program.
- The safety program includes driver selection and training requirements.
- The contractor has a written quality control program.

OPEN-CUT EXCAVATION WORK AND TRENCHLESS EXCAVATION WORK

All Excavations

- The contractor communicates with the One-Call Service Center **and** non-members of the center a minimum of 48 hours before the job begins (or per state regulations).
- The route of excavation or trenchless excavation is white lined before the utility locator arrives on site.
- The contractor does hand digging within 18 inches to 24 inches (depending on state regulations) from the center of the utility line.
- The contractor requests new locates for excavations incurring extended time requirements (10 days or more) and following inclement weather.
- Photographs or videos are taken before and after the excavation.

High Priority/Critical Jobs

The contractor needs to ask the utility owner if this job is considered a high priority or critical job. Some job examples would be high pressure water or gas pipe, power transmission lines, 15-pair communication cable, Sonet Ring Architecture Fiber Optics, etc. In addition to the five requirements noted above, the contractor will:

- Schedule a pre-excavation meeting on the job-site with the facility owner and prime contractor.
- Utilize pot holing, air knives, or vacuum excavation techniques to verify utility locates. A substitute for pot holing would be the excavator's use of state of the art locating equipment.

- Map the coordinates of the locates in relation to a stationary object(s), such as a tree, building, fence, etc.

DEFINITIONS

Construction Manager: Construction managers evaluate various construction methods to determine the most cost-effective plan and schedule for the project and are ultimately responsible for ensuring that all work is completed on time and within budget. They schedule all required construction site activities into logical steps, budget the time required to meet specific deadlines and determine the labor requirements needed to complete the project. They direct and monitor the progress of all construction activities at the jobsite including the selection, coordination and oversight of trade contractors hired to complete specific pieces of the project. They oversee the delivery and use of materials, tools, and equipment as well as the quality, productivity and safety aspects of the project. They are responsible for obtaining all necessary permits and licenses, and depending on the contractual arrangements, may direct and/or monitor compliance with building and safety codes and other relevant regulations.

EIFS: Exterior Insulation Finishing Systems - multi-layered exterior wall systems (which resemble stucco in appearance) that are used on both commercial buildings and residential homes.

Environmental Remediation: The construction of a utility line to remove hydrocarbons, leachate, or other environmental impairments.

General Contractor: A contractor who subcontracts work to others in excess of 50% of its total receipts, exercises primary control of the job site, and is named in the construction documents as the general contractor of record.

Mixed-Use Building: Buildings which include both commercial occupancy and residential/habitational occupancy, and in which 30% or more of the building's square footage is being used for, or is intended to be used for, human residency.

Prime Contractor: A contractor who executes the construction contract directly with the project owner. The principle contractor on a construction project.

Residential/Habitational: Any structure where 30% or more of the square foot area is used or is intended to be used for human residency including but not limited to single or multifamily housing, apartments, condominiums, townhouses, co-operatives, or planned unit developments and also includes their common areas and/or appurtenant structures (including pools, hot tubs, detached garages, guest houses or any similar structures). ~~When there is no individual ownership of units, residential structure does not include military housing, college/university housing or dormitories, long term care facilities, hotels, or motels. Residential structure also does not include hospitals or prisons.~~

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Deleted: Residential includes any buildings or structures where 30% or more of their square foot area is or is intended to be used for human residency.

Subsidence: Any movement of land or earth including: landslides; mudflow; earth sinking, rising, and shifting; collapse or movement of fill, earth settling, slipping, falling away, caving in, eroding or tilting; and earthquake.

Tract Housing: Developments where the houses are similar in price, physical characteristics, lot size and square footage; numerous houses of similar or complementary design constructed on a given expanse of land.

Trenchless Excavation Construction (TEC): In the past, the most common method for this type of utility line construction was auger boring, in which the casing pipe is simultaneously jacked through the earth while removing the spoil inside the encasement by means of a rotating flight auger. When this method was developed the maximum bore length was 40-70 feet or the width of a two-lane road. In more recent years, trenchless excavation construction (TEC) has rapidly evolved to encompass many different methods and enhanced equipment has increased the maximum bore lengths to as much as 6,000 feet depending on the method and soil conditions. As a result, TEC methods are not limited to street crossings and are used for "tunneling" beneath railroad crossings, airport runways, buildings, large open areas/parks, or wherever minimal disruption to the topography is desired.

Wrap-up (OCIP): A policy providing coverage(s) for all interests in a major construction project. Also known as an OCIP (Owner Controlled Insurance Program) or a CCIP (Contractor Controlled Insurance Program).

One or more of the CNA Insurance Companies underwrite the products and services described. The company reserves the right to change the guidelines at any time, and at the sole discretion of the company, additional guidelines may be used to evaluate the risk and determine the risk's eligibility for the program.