Trade Ally Participation Request
Home Insulation Program - 2026

Participation Request:
Avista Utilities reviews trade ally applications when they are received. New trade allies are added to the program as needed.

INTRODUCTION

Contractors* interested in participating in the Home Insulation Program (HIP) Trade Ally Network must complete this application. Selected contractors (hereafter referred to as TAs) will be responsible for generating leads, assessing pre-install conditions, and performing high-quality work in some or all areas of the Avista Utilities Washington and Idaho service territory including within Named Communities. Only TAs may offer HIP incentives to eligible Avista Utilities residential customers.

**General contractors are prohibited from participating in the HIP Trade Ally Network. Applications from general contractors will not be accepted.*

The Home Insulation Program is designed to provide incentives for gas and electric service Residential Customers in both Washington and Idaho electric with a primary heat source served under Rate Schedules 1 (electric) and 101 (natural gas, Washington only), (singularly, a "Schedule" and collectively, the "Schedules").

Program incentive amounts are intended to cover up to 100% of materials and labor costs in Washington, specifically within Named Communities, and up to 10-30% of materials and labor costs in Idaho associated with the following insulation upgrades:

- Attic insulation
- Floor insulation
- Wall insulation
- Duct insulation
- Duct sealing

This is based on market data as outlined in the pricing worksheet in this application. The pricing provided by TAs must not vary significantly from the current market cost/unit estimates. TAs who inflate labor or material costs to receive higher incentives may be suspended from future participation.

If there are concerns regarding the eligibility of a customer you may have encountered, please contact the HIP Coordination Team prior to committing to a project. Avista Utilities reserves the right to add or modify eligibility requirements.

TAs are expected to perform the work themselves and comply with all applicable codes and standards. TAs must be licensed, insured, and be able to produce proof of completed background check for all employees showing no felony charges within the most recent seven (7) years.

Incentives will be paid directly to TAs within approximately 30 days of approval of a completed project. TAs are required to enter customer and pre- and post-install project information into Resource Innovation's (RI) OnSite system. . TAs must complete at least one project per quarter for continued participation. Incentives are calculated based on multiple project inputs, including but not limited to, existing equipment or product, added product or equipment value, square footage of completed area, and measure costs. Onsite inputs must match product installation exactly. Incentive level impacts resulting in a deficit through program inspection or invoicing error are the sole responsibility of the TA. TAs are prohibited from charging customers for cost differences resulting from TA error. An assessment conducted through the OnSite system is mandatory for projects to qualify for the incentives offered.

PARTICIPATION REQUEST SUBMITTAL INSTRUCTIONS

One copy of this complete participation request response is required and shall be delivered electronically to:
AvistaHIP@cplusc.com
It is the sole responsibility of the respondent to see that their participation application is received.

PARTICIPATION REQUEST RESPONSE EVALUATION

A limited number of TAs will be selected. Several factors will be considered in the evaluation and selection process. Some critical elements considered include:

a. States and counties served

b. Services and materials offered
c. Current or prior participation and performance in other Avista Utilities programs

Preference may be given to locally based contractors who commit to selling and completing qualifying projects among eligible customers in rural and Named Communities.

COMPLIANCE WITH PARTICIPATION REQUEST

The respondent shall examine the application documents to understand all conditions that can in any way affect the work or the cost thereof. Should the respondent find discrepancies in, or omissions from, the participation application, or should the respondent be in doubt as to their meaning, the respondent should at once notify the HIP Coordination Team (Resource Innovations, Inc. [RI] and Colehour and Cohen, Inc. [C+C]), the administrator of the participation application process, by emailing AvistaHIP@cplusc.com and obtain clarification prior to submitting the participation application. Submissions that are incomplete or lack details and commitments may be returned.

COMMUNICATION

Inquiries regarding all aspects of this request should be directed to AvistaHIP@cplusc.com. Contact with others concerning this participation request, unless specifically directed, is forbidden, and may be considered as grounds for disqualification to apply. Any questions must be included in the body of the email.

WITHDRAWAL OR MODIFICATION OF PARTICIPATION REQUEST

The respondent may, without prejudice, modify or withdraw a participation request response by written request. Following the withdrawal of its participation request response, the respondent may submit a new response.

PARTICIPATION REQUEST DOCUMENTS

The participation request documents and data appended or related to it are the property of RI/C+C and Avista Utilities, and are delivered only for the purpose of enabling each respondent to prepare and submit a participation application. The information contained or referred to in the participation request documents or appended to them are not to be disclosed or released for any other use and must be returned when requested.

CONFIDENTIALITY

The respondent shall not disclose any portion or description of the participation application. The respondent shall protect all confidential information in a manner no less consistent than it would use to protect its own confidential information.

PARTICIPATION REQUEST RETENTION

RI/C+C retains the right to hold all participation request applications received for a period of sixty (60) days after the date of receiving. RI/C+C reserves the right to waive irregularities and reject any and all participation request applications.

BUSINESS ETHICS

Avista Utilities and RI/C+C are committed to conducting all aspects of their business with integrity and responsibility in keeping with the highest legal and ethical standards.
Avista Utilities and RI/C+C employees are required to conduct business in an ethical manner and in accordance with all applicable laws, regulations and company policies.

AVISTA HOME INSULATION PROGRAM TRADE ALLY PARTICIPATION APPLICATION

Thank you for expressing interest in Avista Utilities Home Insulation Program (HIP) Trade Ally (TA) Network. This participation application is intended to provide you with the information you need to assess your interest in participating as a TA as well as collect information about your viability to provide Avista Utilities residential customers with the highest quality products and services.

How the Home Insulation Trade Ally Network works:



1. Complete this form

a. Read the “Instructions” worksheet to understand HIP’s intent
b. Fill out the “Signature” worksheet to request consideration as a HIP Trade Ally
c. Fill out the “Business Info” worksheet with your licensure, years in business, typical project work, and history with Avista Utilities
d. Fill out the “Project Forecast” worksheet with the rebate volume you expect to complete
e. Fill out the “Pricing Reference & Material List” worksheet with additional market data and eligibility criteria

2. Attend program orientation

a. Receive training from the HIP Coordination Team[MC8.1] on program requirements and the OnSite system. Receive printed and digital copies of the HIP Toolkit
b. Review the HIP toolkit and respond to questions and requests from the HIP Coordination Team within 1 business day

3. Scope eligible projects

a. Canvas region for eligible projects
b. Respond to customer inquiries within 1 business day
c. Use the OnSite system to specify project work, calculate approximate rebate, and provide audit of other rebate opportunities
d. Contact HIP Coordination Team if unsure about customer or project eligibility

4. Install eligible products and provide instant incentives

a. Provide program scope of work to eligible customer and obtain signature to begin install
b. Install eligible insulation products
c. Document incentives as line items on customer invoice

5. Submit for rebate

a. Use OnSite tool to submit projects for review and payment

Request for Participation Response Signature

By signing below, Applicant, certifies that:

- Applicant Representative has authority to bind Applicant to terms of this Participation Response Form;
- Applicant has read this Request for Participation in its entirety;
- Applicant has read and understands the role and requirements of selected Home Insulation Program Trade Allies as identified herein. Once approved, the applicant understands additional binding role and requirements will be included in the Agreement and Program Toolkit;
- All information provided in this request for participation response is true and accurate and applicant will notify HIP Coordination Team immediately of any changes to the information;
- Applicant understands and accepts that the selection of an applicant's proposal to provide services as a participating contractor for the Home Insulation Program is within the sole discretion of Avista and is contingent upon the satisfactory completion of all due diligence and the selected applicant completing and signing the Home Insulation Program Agreement and being approved as a Trade Ally.

Applicant Representative Name	
Title	
Date	
Written Signature	

Applicant Contact Information

Main Contact Name	
Title	
Phone	
Email	

Business Information

Business Name	
Business Owner Name	
Business Address	
City	
State	
ZIP Code	
Website	
Please list any portions of the work you plan to subcontract.	
Contractor License #	
Business License # *(Required if serving customers located in WA)*	
Does your company hold at least the minimum insurance required by the jurisdictions where you perform work?	
Does your company carry $2 Million in auto liability?	
Is your business military veteran, woman, or minority owned? If, so please specify	
Has your company worked with CAAs? If so, which ones and when?	
Years in Business in Washington/Idaho	
Years Current Name	
# Employees	
Have you ever participated in another Avista Utilities incentive program? If so, which one and when?	

Current Work Information

What percentage of your company's work is done in each of the following category groupings?
(Enter percent in boxes below, total must equal 100%)

(Enter percent in boxes below, total must equal 100%)

New Construction		Residential	
Retrofit (Existing Bldgs)		Non-Residential	
Maintenance/Service			100%
	100%		

What/who is your company's primary supply source of insulation equipment? (Please provide distribution or supplier company names as appropriate)

Current Staffing Strategy

Does your company require background checks* as a condition of employment? **Required for any employee entering a customer's home on behalf of the program, information can be provided if background checks are not currently a condition of employment.*	
Please describe how your company finds, hires, trains, and supports its workforce. Include any efforts to hire locally, create opportunities for people who may face barriers to employment, and recruit workers who reflect the communities you serve.	

Project Forecasts

Please indicate in the boxes below, the number of qualifying HIP incentive projects your company plans to install per county **annually:**

	BENEWAH, ID		ASOTIN, WA
	BONNER, ID		FRANKLIN, WA
	BOUNDARY, ID		GRANT, WA
	CLEARWATER, ID		KLICKITAT, WA
	IDAHO, ID		ADAMS, WA
	KOOTENAI, ID		FERRY, WA
	LATAH, ID		LINCOLN, WA
	LEWIS, ID		PEND ORIELLE, WA
	NEZ PERCE, ID		SKAMANIA, WA
	SHOSHONE, ID		SPOKANE, WA
			STEVENS, WA
			WHITMAN, WA

Please confirm in the boxes below, within which states you are licensed to perform weatherization upgrades:

	IDAHO
	WASHINGTON

If you only serve areas not aligned with the regions above, please list them here (e.g., City of Spokane only):

Please confirm any charges or travel fees for the regions listed above, including the criteria for when fees apply and the associated costs:

Pricing Reference & Material List

Applicants selected as approved Trade Allies are required to offer participating program customers costs consistent with market rate material prices and labor costs.

Insulation Equipment List*

**Please complete the sections below for each service you offer. Include the material type(s) you use most often and what you typically charge for an average project. If you do not offer a service, enter N/A. For unit pricing, include your average cost per unit of measurement (e.g., $/sq. ft.). Program Reference Ranges are provided for comparison and are based on RTF Single Family Weatherization v7.2 cost assumptions, adjusted from 2016 to 2026 dollars.*

*** **Rough Reference only.** RTF states duct-insulation cost has high uncertainty*

**** Based on RTF Residential Single Family Duct Sealing v8.1 cost assumptions, adjusted from 2016 to 2026 (not including testing)*

***** Based on RTF ResAirCleaners v2.1 cost assumptions, adjusted from 2016 to 2026*

	Attic insulation	Floor insulation	Wall insulation	Duct insulation	Duct sealing
Program Reference Range *(for comparison only)*	*$1.50 - $2.30/sq. ft.*	*$2.40 -$3.75/sq. ft.*	$3.60/sq. ft.	$4.35/sq. ft.**	~$610/project***
Typical WA Price Range					
Materials You Normally Use					
Typical Installed Price per Sq. Ft. *Include both labor and materials.*					
Typical ID Price Range					
Materials You Normally Use					
Typical Installed Price per Sq. Ft. *Include both labor and materials.*					