



Energy Smart Federal Partnership: Your Steps to Energy Savings

1. Review your facilities and commitment to efficiency investments

- Communicate with key facilities staff including the people that will approve the energy project budgets.
- Determine if the energy-saving opportunities meet your agency's requirements for investment (such as project payback) and are likely to receive funding approval.
- Contact your local serving utility or utilities to discuss your plans and understand the process for obtaining financial assistance (incentives). If you are unsure who your serving utility is, please contact BPA and we will help. Tools for locating utilities can be found at: www.bpa.gov/Energy/N/UtilityLocator.cfm.

2. Analyze and refine preliminary estimates you have

- Additional analysis/design is frequently necessary before a project can move into implementation. If so, your utility may be able to help. Contact them to discuss what else they need and how they can help.
- Your serving utility may provide staff or a contractor to complete the necessary analysis.
- BPA staff may be available to help you review the analysis and/or refine your project plans.

3. Implementation decision and incentive application

- Review the potential projects and make a decision on implementation. BPA can assist you with this step.
- Contact your serving utility to discuss your implementation schedule and submit an incentive application following their requirements. BPA is familiar with many utilities' program offerings and can help your agency with incentive applications.
- For many projects, BPA can help you secure private third-party financing. There are a few requirements to obtain third-party funds including a financing agreement with BPA.
- BPA can also help you access procurement and implementation services available from the Army Corps of Engineers, GSA or others.

4. Procurement, installation and commissioning

If your agency implements directly:

- Inform your local utility if there are any changes affecting the cost, schedule, or savings of the project.
- Complete the installation and notify your serving utility when completed.
- Verify the energy saving from the project. If needed, BPA can assist with this step.

If the Energy Smart Federal Partnership coordinates the implementation:

- Work with BPA to select best method of procurement and project management services.
- Maintain contact with BPA employees, partners and contractors throughout the project.

5. Post-installation inspection and incentive payment

- Provide your utility with a final application, invoices, and any other documentation required.
- If necessary, your utility will schedule an on-site verification of the installed energy efficiency measures.
- Your utility will review the post-installation data and determine the incentive earned by the project.

If your agency implements directly:

- If desired, you can direct the utility to assign your incentive to one of the project contractors, lowering your project's cost. Or, you can assign it to BPA; we will hold it for reinvestment in future energy projects.

If the Energy Smart Federal Partnership coordinates the implementation:

- If desired, you can direct the serving utility to assign your incentive to BPA, to be held on your agency's behalf and available to be used for current or future electrical energy saving projects.



Energy Smart Federal Partnership Project Analysis, Development, and Incentives

Analysis: Preliminary Energy Efficiency Assessment

Your local utility may be able to provide a no-cost facility energy audit. Where that is not available, BPA staff may be available to provide a walk-through assessment. That assessment is only available for federal facilities that are served by BPA power customers in Washington, Oregon, Idaho and Western Montana. Such assessment requests may be held until they can be combined with other federal facilities in the same area. Where investment grade energy analyses are desired, the Energy Smart Federal Partnership can share our lists of qualified consultant who can complete those assessments. Another option is to use GSA’s schedule for “Energy Audit Services”.

Development: Energy Analysis or Project Scope/Design

Your local utility may be able to provide technical assistance for more detailed energy assessments too. BPA can also help with project development studies or designs if that is required for an electrical energy saving project to proceed. Once an interagency agreement is in place, BPA can help manage the acquisition and payment for additional studies. Projects must be at sites served by a Consumer-Owned Utility (COU) in Washington, Oregon, Idaho and Western Montana. More detailed studies, required prior to implementation, can be completed on a reimbursable basis using some of the third-party financing obtained for implementing qualifying projects.

Incentives: Another “Reward” for Energy-Saving Improvements

BPA’s Energy Smart Federal Partnership can help you identify and obtain any financial incentives you may be eligible for. With cooperation from the incentive source, BPA can set up an escrow-like account to hold your incentive until it can be reinvested in a future electric energy saving project

Project Type	Utility Incentives	State Tax Credits	Federal Tax Deductions
Existing Building Upgrades	Contact your utility to earn a rebate, which could be up to 70% of an energy-saving project’s cost.	Work with your contractor (or other third party) to obtain the benefit of any state energy tax credits.	Work with your project engineer or contractor to share the benefit of any federal tax deductions.
New Building Design and Construction	Contact your utility to see if design assistance and/or incentives are available for new buildings	Work with your contractor (or other third party) to obtain the benefit of any state energy tax credits.	Work with your project engineer or contractor to share the benefit of any federal tax deductions.
Test Emerging Technologies	Coordinate with your utility and BPA to earn additional benefits to field test new energy-saving technologies.	Work with your contractor (or other third party) to obtain the benefit of any state energy tax credits.	Work with your project engineer or contractor to share the benefit of any federal tax deductions.
Operational Improvements	Ask your utility to see if incentives are available for operational energy savings.	Contact your state energy office to see if any tax credits are available.	Presently there are no federal tax deductions for operational improvements.