

# ***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. Another good resource for locating utilities can be found our website:  
<http://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 is needed.
- Your serving utility may provide staff or a contractor to complete the necessary analysis.
- BPA staff may be available to help you refine your project plans so you can proceed to implementation.

## **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 larger projects (\$2 million and up), BPA can help secure private third party financing. A financing agreement must be signed with BPA to access that service.
- BPA can also facilitate procurement and implementation services available from the Army Corps of Engineers, GSA or others.

## **4. Procurement, installation and commissioning**

*If your agency implements directly:*

- Contact your local utility if there are 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 to provide 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 and any invoices or other documentation required.
- Your utility and/or BPA will schedule a 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 serving utility to assign your incentive to one of the project contractors, lowering your project's cost. Or, the incentive can be assigned to BPA to be held for future energy project implementation.

*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 may provide a preliminary energy 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 may contract with a qualified consultant to complete those assessments on a cost share basis. That option is reserved for sites served by BPA power utility customers and for facilities that will be included in a future energy efficiency project.

## **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 provide up to 100% of the contracted cost of these studies. Project must be at sites served by BPA power utility customers in Washington, Oregon, Idaho and Western Montana. Studies can be completed for other projects on a reimbursable basis if they are being done as part of electrical energy saving projects at sites served by BPA power customers.

## **Incentives: Another “Reward” for Energy-Saving Improvements**

BPA’s Energy Smart Federal Partnership can help you obtain the financial incentives you’re due:

<b>Project Type</b>	<b>Utility Incentives</b>	<b>State Tax Credits</b>	<b>Federal Tax Deductions</b>
<b>Existing Building Upgrades</b>	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.
<b>New Building Design and Construction</b>	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.
<b>Test Emerging Technologies</b>	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.
<b>Operational Improvements</b>	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.