



Federal Energy Efficiency Advisor Program: Steps to saving energy at your federal facilities

1. Review your facilities and commitment to energy-efficiency investments

- Communicate with key facilities staff, including the people who will approve the energy-efficiency 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 incentives. If you are unsure who your serving utility is, please contact BPA at feeap@bpa.gov for assistance.

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 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. Contact program staff at feeap@bpa.gov.

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 that meets their requirements. BPA is familiar with many utilities' program offerings and can help your agency with incentive applications.

4. Procurement, installation and commissioning

If your agency implements directly:

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

5. Post-installation inspection and incentive payment

- Provide your utility with a final application, invoices and all other required documentation.
- 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.



Federal Energy Efficiency Advisor Program 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 walkthrough assessment. That assessment is only available for federal facilities served by BPA power customer utilities in Washington, Oregon, Idaho and Western Montana.

Development: Energy Analysis or Project Scope/Design

Your local utility may also be able to provide technical assistance for more detailed energy assessments. BPA can also help with project development studies or designs if required for an electrical energy-saving project to proceed.

Incentives: Another “Reward” for Energy-Saving Improvements

BPA’s Federal Energy Efficiency Advisor Program can help you identify and obtain any financial incentives you may be eligible to receive.

Project Type	Utility Incentives
Existing Building Upgrades	Contact your utility to earn an incentive, which could be up to 70% of an energy-saving project’s cost.
New Building Design and Construction	Contact your utility to see if design assistance and/or incentives are available for new buildings.
Test Emerging Technologies	Coordinate with your utility and BPA to earn additional benefits for field testing new energy-saving technologies.
Operational Improvements	Ask your utility if incentives are available for operational energy savings.