



# Implementation Budget Transfer Request & Attestation

## Transfer Request Form

Updated 4/20/2025

This form is to be used to request a customer-to-customer transfer of Implementation Budget funds. Please complete all fields and email the completed form to your Energy Efficiency Representative.

### Source Customer

Source Customer Name

Amount of Transfer

Requested Effective Date of Transfer

Authorized Representative Name

Authorized Representative Signature

Date of Signature

### Recipient Customer

Recipient Customer Name

Amount of Transfer

Authorized Representative Name

Authorized Representative Signature

Date of Signature

*Amount of Transfer to be Returned (if applicable)*

*Requested Date of Transfer Return*

By submitting this form, the Source and Recipient Customer representatives warrant that (1) each representative has the authority to initiate an Implementation Budget transfer (2) each representative approves this transfer request and (3) neither customer has received, given, nor plans to receive anything of value for this transfer. Value does not include the transfer of funds in current or future rate periods. Approved transfer requests will result in revisions to the customers' Implementation Budgets. Revisions will be reversed if the value provision is violated, and customers will be required to return funds received pursuant to the transfer.

### Limitations on Implementation Budget Transfer Requests

BPA will process Implementation Budget transfers as requested, provided that on the effective date of the transfer and net of invoices submitted to BPA, the Source Customer has sufficient Implementation Budget to satisfy the request. Funds for the transfer will be taken from the Source Customer's Energy Efficiency Incentive (EEI) budget balance. The source customer is responsible for ensuring sufficient EEI funds are available before submitting this request. If the EEI budget is insufficient on the requested effective date, BPA will notify the Source Customer and the Recipient Customer. The two customers may choose to refine and resubmit an amended Implementation Budget Transfer Request.

BPA will accept, hold, and process Implementation Budget Transfer Requests on the requested effective date, so long as the effective date is no more than two years from the signature date of the request (e.g. for a period no longer than one rate period).