



**APPLICATION INSTRUCTIONS FOR
BPA ENERGY EFFICIENCY**

**FY 2020-2021 TRIBAL LOW INCOME ENERGY EFFICIENCY PROGRAM
October 1, 2019 – September 30, 2021**

APPLICATION AND BUDGET PERIOD:

October 1, 2019 - September 30, 2021

FY2020-2021 LOW INCOME ENERGY EFFICIENCY (LIEE)

GRANT TERMS AND CONDITIONS

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UNIT 1 – TERMS & CONDITIONS

REGULATIONS APPLICABLE TO BPA FINANCIAL ASSISTANCE (4-1) (BFAI 4.10) (JUL 13)

The Bonneville Power Administration's financial assistance function is managed and executed solely in accordance with the Bonneville Financial Assistance Instructions (BFAI). The BFAI is available without charge on the Internet at <http://www/bpa.gov>. Copies are available from the Head of the Contracting Activity - DGP, Bonneville Power Administration, P.O. Box 3621, Portland, OR 97208. Subscriptions are not available.

NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS (4-2) (BFAI 4.10) (SEP 04)

The recipient shall comply with 10 CFR Chapter II, Section 600.39 which provides that "...no person shall on the ground of race, color, national origin, sex, handicap, or age be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment, where the main purpose of the program or activity is to provide employment or when the delivery of program services is affected by the recipient's employment practices, in connection with any program or activity receiving Federal assistance from ..." BPA.

EXAMINATION OF RECORDS (4-3) (BFAI 4.10) (SEP 04)

- (a) The recipient shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this award. The Financial Assistance Officer or a representative shall have the right of access to any books, documents, papers, or other records of recipients and subrecipients which are pertinent to the award, in order to make audits, examinations, excerpts and transcripts.
- (b) Such material shall be made available at the office of the recipient, at all reasonable times, for inspection, audit or reproduction, until the expiration of 3 years from the date of final payment under this award or for such longer period, if any, as is required by applicable statute. If any litigation, claim, negotiation, audit or other action involving the records has been started prior to the expiration of the 3 year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3 year period whichever is later.

REPORTING PROGRAM PERFORMANCE (4-4M) (BFAI 4.10)(SEP 13)

Unusual events having a negative impact on the project should be reported to the Project Technical Representative (PTR) as soon as they are discovered. Performance reporting requirements are specified in the Project Description.

REIMBURSEMENT PAYMENT AND FINANCIAL REPORTING REQUIREMENTS (4-6M) (BFAI 4.10)(SEP 10)

- (a) Payment for services performed under this award will be reimbursed by Vendor Express payment after performance of the services. Recipient requests for reimbursements, and recipient financial reporting requirements shall be made as follows:

- (1) Reimbursements. Standard Form 270e, Request for Advance and Reimbursement, shall be used when requesting reimbursement for costs incurred on the project. Requests shall not be made

more frequently than monthly and no less than quarterly during the term of the grant. For each budget period of the grant, all expenditures incurred must be submitted for payment with 90 days of the end of the budget period, e.g., expenditures for the period ending September 30 must be submitted for payment by December 29. Requests should be submitted to the Project Technical Representative (PTR). Requests shall be accompanied by:

- i. A summary of the approved budget, by line item (administrative, T&TA, program, tribal set-aside), and cumulative expenditures by line item to date. Cost share shall be reported for the period of the request and cumulative to date.
 - ii. Documentation to support payment and cost share obligations that is required under the DOE WAP program is expected to be on file for the BPA grant program. Acceptable supporting documentation may include invoices on appropriate letterhead, time cards, travel vouchers, equipment purchase requisitions, printouts from internal financial systems, and indirect/unallowable cost justifications. Upon request by BPA, you are required to provide this supporting documentation. BPA may deny reimbursement for any failure to comply with these requirements. Additional guidance for documentation may be obtained from the Financial Assistance Officer.
- (2) Interim cost reports. Interim cost reports on SF-425, Financial Status Report (short Form), shall be submitted to the Project Technical Representative (PTR) quarterly, within 30 days after the end of the reporting period.
- (3) Final Cost Report. The final cost report shall be submitted to the PTR within 90 days after the end of the effective period. It shall be submitted in the same format as the budget as awarded. The final cost report shall compare the amounts allocated in the award budget to the amounts expended for each budget element.

ENVIRONMENTAL PROTECTION (4-7)
(BFAI 4.10)(SEP 04)

The recipient shall insure that the facilities under its ownership, lease or supervision which will be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violation Facilities and that it will notify BPA of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

INDEMNIFICATION (4-8)
(BFAI 4.10)(SEP 10)

The recipient agrees to hold BPA harmless against any direct or consequential damages claimed by the recipient or third parties arising from or related to Recipient's performance, during the period of this award.

ACKNOWLEDGMENT OF SUPPORT (4-9)
(BFAI 4.10)(SEP 10)

Publication of the results of this award is encouraged. The recipient shall include in any article or other announcement that is published an acknowledgment that the project was supported, in whole or in part, by BPA (award number may be included), but that such support does not constitute an endorsement by BPA of the views expressed therein.

DISPUTES (4-10)
(BFAI 4.10) (SEP 04)

- (a) Except as otherwise provided in this award, any unresolved dispute concerning a question of fact arising under this award shall be decided by the Financial Assistance Officer (FAO), who shall reduce that decision to writing and mail, or otherwise furnish a copy thereof to the Recipient. The decision of the Financial Assistance Officer shall be final and conclusive. The FAO's decision may be appealed to the BPA HCA. The decision of the BPA HCA shall be final and conclusive.
- (b) This clause does not preclude consideration of law questions in connection with decisions provided for in paragraph (a) above; provided, that nothing in this award shall be construed as making final the decision of any administrative official, representative, or board, based on a question of law.
- (c) The use of alternate disputes resolution processes are encouraged, and may be used as negotiated between the parties.

TRAVEL (4-11)
(BFAI 4.10)(SEP 04)

- (a) Domestic travel may be an appropriate charge to this award, and prior authorization for specific trips is not required. In accordance with the applicable cost principles, reasonable, necessary, and allowable travel costs may be charged on an actual basis or per diem basis in lieu of actual costs incurred, provided the method used results in charges consistent with those normally allowed by the organization in its regular operations and travel is at less than business class common carrier fare, unless otherwise approved in advance by the Financial Assistance Officer.
- (b) Foreign travel may be charged to this award without prior approval if detailed in the approved budget. If foreign travel is required, but not detailed in the approved budget, it must be approved in writing by the Financial Assistance Officer prior to beginning the travel. Foreign travel will be reimbursed on the same basis as domestic travel.

FINANCIAL ASSISTANCE OFFICER'S REPRESENTATIVE (4-12)
(BFAI 4.10)(SEP 04)

The Financial Assistance Officer's Representative (FAOR) shall have all the rights, powers, and privileges of the Financial Assistance Officer necessary to the administration of the award: provided, however, that the FAOR is not empowered to execute modifications to the award, to make a final decision of any matter which would be subject to appeal, or to suspend or terminate for any cause the recipient's right to proceed.

PROJECT TECHNICAL REPRESENTATIVE (4-13)
(BFAI 4.10)(SEP 04)

- (a) The Project Technical Representative (PTR) is the authorized representative of the Financial Assistance Officer (FAO) for technical actions performed in relation to the award. This includes the functions of (1) review of work performed; and (2) interpretation of technical program requirements.
- (b) The PTR is not authorized to act for the FAO in the following matters: (1) modifications that change the amount of award, technical requirements or time for performance; (2) suspension or termination of the recipient's right to proceed; and (3) final decisions on any matters subject to appeal.

COST REIMBURSEMENT BASIS (4-15)
(BFAI 4.10)(SEP 04)

This award is funded on a cost reimbursement basis without fee or profit, not to exceed the amount awarded as indicated on the face page and is subject to a refund of unexpended funds to BPA.

BPA-FURNISHED EQUIPMENT OR MATERIAL (4-16)
(BFAI 4.10)(SEP 04)

- (a) The recipient hereby releases and agrees to hold BPA, or persons acting upon behalf of the BPA harmless for any and all liability of every kind and nature whatsoever resulting from the receipt, shipping, installation, operation, handling, condition, use and maintenance of the material furnished by BPA under this award.
- (b) Neither BPA nor persons acting on behalf of BPA make any warranty or other representation, express or implied, that the material provided under this award will accomplish the results for which it is requested or intended.

SUSPENSION OR TERMINATION (4-17)
(BFAI 4.10)(SEP 04)

(a) Definitions.

- (1) "Suspension" is an action by BPA that temporarily suspends BPA support under the award pending corrective action by the Recipient or pending a decision by BPA to terminate the award.
- (2) "Termination" means the cancellation of BPA sponsorship, in whole or in part, at any time prior to the date of completion.

(b) Suspension or Termination for cause.

- (1) Notice of Suspension. Prior to issuing a suspension notice, efforts will be made by BPA and the recipient to informally resolve disagreements. If informal efforts fail, BPA may issue a notice of suspension that specifies the date on which the suspension will take effect. During the suspension, BPA may withhold further payment and prohibit the recipient from incurring additional obligations of funds pending corrective action by the recipient or a decision by BPA to terminate. BPA shall allow all necessary and proper costs that the recipient could not reasonably avoid during the period of suspension provided that they would otherwise be allowable.
- (2) Notice of Termination for Cause. Prior to issuing a termination notice, efforts will be made by BPA and the recipient to informally resolve disagreements. If informal efforts fail, BPA may issue a notice of termination that will take effect as stated in the letter. The Financial Assistance Officer shall determine the severity of the violation that caused the termination for cause, and determine what costs are appropriate for reimbursement.

- (c) Termination for convenience. BPA or the recipient may request that the award be terminated in whole or in part when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The recipient shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. BPA shall allow full credit to the recipient for the BPA share of the noncancellable costs, properly incurred by the recipient prior to termination.

- (d) Authority to issue notices. The Financial Assistance Officer is the only person authorized to suspend or terminate the award.

PAPERWORK REDUCTION (4-19)
(BFAI 4.10)(SEP 04)

- (a) This award is subject to the requirements of the Paperwork Reduction Act of 1996 as implemented by the Office of Management and Budget rules, "Controlling Paperwork Burdens on the Public," published at 5 CFR 1320 (47 FR 13666, 3-31-43) if the recipient will collect information from ten or more respondents either:

(1) At the specific request of BPA, or

(2) If the award requires specific BPA approval of the information collection or the collection procedures.

- (b) A statement outlining proposed information collection under (a) above shall be submitted by the recipient to the Financial Assistance Officer named on the face page of this award at least 90 days prior to the intended date of information collection. BPA will seek the requisite approval from the Office of Management and Budget and will promptly notify the recipient of the disposition of the request.

REQUIREMENT FOR AUDIT (4-21)
(BFAI 4.10)(JAN 13)

The recipient shall comply with the provisions of OMB Circular A-133 and apply provisions of the circular concerning program levels requiring audits and audit scope. If an audit is required, a copy of the audit report shall be sent to the BPA Internal Audit Staff, Mail Stop DN-7, Bonneville Power Administration, P.O. Box 3621, Portland, OR 97208, and other distribution of the report as required by the circular.

PERSONAL PROPERTY MANAGEMENT -- STATE GOVERNMENTS (4-24)
(BFAI 4.10) (SEP 04)

- (a) This clause provides requirements for the utilization and disposition of personal property furnished by BPA or acquired in whole or in part with BPA funds, or whose cost was charged to a project supported by BPA funds.

(b) BPA-owned personal property.

(1) The following BPA property will be provided for use in this award:

(A) List of BPA property to be provided, or "None", as appropriate.

(2) Title remains vested in BPA. The recipient shall submit an annual reconciled physical inventory listing by October 1 of each year of such property in their custody to the PTR.

(3) Upon completion of the project or when the property is no longer needed, the recipient shall report the property to BPA and request disposition instructions.

(4) The recipient shall maintain a system to insure adequate safeguards to prevent loss, damage, or theft of the property.

(5) The recipient shall follow adequate maintenance procedures to keep the property in good condition.

- (c) Personal property acquired with BPA funds. Title to such property is vested in the recipient, and the property is not subject to further review or control by BPA. The recipient is required to manage that property in the same manner as other recipient-owned property is managed.

BUDGET CHANGES AND LINE ITEM TRANSFERS (4-26M)
(BFAI 4.10) (SEP 13)

- (a) If unanticipated project needs arise, the recipient is authorized to make budget line item transfers in accordance with the following restrictions:
1. Tribal Set Aside funds may not be reallocated without prior permission by the FAO. See section B.4 for more details on the requirements for reallocation.
 2. The ceiling established for Administration funds may not be augmented.
 3. Training and Technical Assistance funds may be reallocated to Program Funds.
- (b) Any other reallocation of funds must have the prior written approval of the FAO. The recipient shall send a written request for such budget changes to the FAO through the Project Technical Representative. The FAO will respond to the request within 30 days.
- (c) Recipients or subrecipients shall obtain prior approval whenever any of the following changes are anticipated:
1. Changes in the scope or the objective of the project or program that will require a budget revision.
 2. The need for additional funding.

INCREMENTAL FUNDING (4-27)
(BFAI 4.10) (SEP 04)

This project is not fully funded at the time of the award. It is anticipated that further BPA funding will be provided on an incremental basis. If funds are not available for any reason, BPA shall be under no obligation to provide funding for any additional portion of the project. If BPA does not fund the balance of the effective period, the award will be terminated when the funds committed by BPA have been expended.

ORDER OF PRECEDENCE (14-3)
(JUL 13)(BPI 14.4.1.1)

Any inconsistency in this solicitation or contract shall be resolved by giving precedence in the following order: (a) the Schedule (excluding the specifications or statement of work); (b) contract clauses; (c) the specifications or statement of work; and (d) other documents, exhibits, and attachments.

SUBCONTRACTING WITH DEBARRED OR SUSPENDED ENTITIES (11-7)
(JUL 13) (BPI 11.8.1; BPI 25.1.1)

- (a) "Commercially available off-the-shelf (COTS) item," as used in this clause means any item of supply (including construction material) that is:
- (1) A commercial item (as defined in BPI 1.8);
 - (2) Sold in substantial quantities in the commercial marketplace; and

- (3) Offered to the Government, under a contract or subcontract at any tier, without modification, in the same form in which it is sold in the commercial marketplace.
- (b) The Government suspends or debars Contractors to protect the Government's interests. Other than a subcontract for a commercially available off-the-shelf item, the Contractor shall not enter into any subcontract in excess of \$30,000 with a Contractor that is debarred, suspended, by any executive agency unless there is a compelling reason to do so.
- (c) The Contractor shall require each proposed subcontractor whose subcontract will exceed \$30,000, other than a subcontractor providing a commercially available off-the shelf item, to disclose to the Contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended by the Federal Government.
- (d) The Contractor shall notify the Contracting Officer, in writing, before entering into a subcontract with a party (other than a subcontractor providing a commercially available off-the-shelf item) that is debarred, suspended (see www.sam.gov).
- (e) Subcontracts. Unless this is a contract for the acquisition of commercial items, the Contractor shall include the requirements of this clause, including this paragraph (e) (appropriately modified for the identification of the parties), in each subcontract that exceed \$30,000 in value and is not a subcontract for commercially available off-the-shelf items

**CERTIFICATION, DISCLOSURE, AND LIMITATION REGARDING PAYMENTS TO INFLUENCE
CERTAIN FEDERAL TRANSACTIONS (3-3)
(JUL 13)(BPI 3.5.5.1)**

- (a) As used in this clause:

"Covered Federal action" means:

- (1) The awarding of any Federal contract.
- (2) The extension, continuation, renewal, amendment, or modification of any Federal contract.

"Indian tribe" and "tribal organization" have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B) and includes Alaskan Natives.

"Influencing or attempting to influence" means making, with the intent to influence, any communication to or appearance before an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

"Local government" means a unit of government in a State and, if chartered, established, or otherwise recognized by a State for the performance of a governmental duty, includes a local public authority, a special district, an intrastate district, a council of governments, a sponsor group representative organization, and any other instrumentality of a local government.

"Person" means an individual, corporation, company, association, authority, firm, partnership, society, State, and local government, regardless of whether such entity is operated for profit or not for profit. This term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Reasonable compensation" means, with respect to a regularly employed officer or employee of any person, compensation that is consistent with the normal compensation for such officer or employee for work that is not furnished to, not funded by, or not furnished in cooperation with the Federal Government.

"Reasonable payment" means, with respect to professional and other technical services, a payment in an amount that is consistent with the amount normally paid for such services in the private sector.

"Recipient" includes all contractors and subcontractors. The term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Regularly employed" means, with respect to an officer or employee of a person requesting or receiving a Federal contract, an officer or employee who is employed by such person for at least 130 working days within one year immediately preceding the date of the submission that initiates agency consideration of such person for receipt of such contract. An officer or employee who is employed by such person for less than 130 working days within one year immediately preceding the date of the submission that initiates agency consideration of such person shall be considered to be regularly employed as soon as he or she is employed by such person for 130 working days.

"State" means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, a territory or possession of the United States, an agency or instrumentality of a State, and a multi-State, regional, or interstate entity having governmental duties and powers.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract or the extension, continuation, renewal, amendment, or modification of any Federal contract.

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, Standard Form-LLL, Disclosure of Lobbying Activities, to the Contracting Officer.

(3) He or she will include the language of this certification in all subcontract awards at any tier and that all sub-recipients of subcontract awards in excess of \$150,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, U.S. Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10, 000 and not more than \$100,000 for each such failure.

(d) A contractor who requests or receives from an agency a Federal contract shall file with that agency a disclosure form, OMB standard form LLL, Disclosure of Lobbying Activities, if such person has made or has agreed to make any payment using non appropriated funds (to include profits from any covered Federal action), which would be prohibited under this clause if paid for with appropriated funds.

- (e) The contractor shall file a disclosure form at the end of each calendar quarter in which there occurs any event that materially affects the accuracy of the information contained in any disclosure form previously filed by such person under paragraph (b) of this clause. An event that materially affects the accuracy of the information reported includes--
- (1) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered Federal action; or
 - (2) A change in the person(s) or individual(s) influencing or attempting to influence a covered Federal action; or
 - (3) A change in the officer(s), employee(s), or Member(s) contacted to influence or attempt to influence a covered Federal action.
- (f) The contractor shall require the submittal of a certification, and if required, a disclosure form, by any person who requests or receives any subcontract exceeding \$150,000 under the Federal contract.
- (g) All subcontractor disclosure forms (but not certifications), shall be forwarded from tier to tier until received by the prime contractor. The prime contractor shall submit all disclosure forms to the Contracting Officer at the end of the calendar quarter in which the disclosure form is submitted by the subcontractor. Each subcontractor certification shall be retained in the subcontract file of the awarding contractor.
- (h) Any person who makes an expenditure prohibited under this clause or who fails to file or amend the disclosure form to be filed or amended by this clause shall be subject to a civil penalty as provided by 31 U. S. Code 1352. An imposition of a civil penalty does not prevent the Government from seeking any other remedy that may be applicable.

DRUG-FREE WORKPLACE (3-6)
(JUL 13)(BPI 3.6.4)

- (a) The contractor agrees that with respect to all employees to be employed under this contract it will provide a drug-free workplace as described in this clause.
- (b) Definitions. As used in this clause "Controlled substance" means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as from time to time amended, and as further defined in regulation at 21 CFR 1308.11-1308.15, as amended.

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance.

"Drug-free workplace" means the site(s) for the performance of work done by the contractor in connection with a specific contract at which employees of the contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

"Employee" means an employee of a contractor directly engaged in the performance of work under a Government contract. "Directly engaged" is defined to include all direct cost employees and any other contractor employees who have other than a minimal impact or involvement in contract performance.

"Individual" means an offeror/contractor that has no more than one employee including the offeror/contractor.

- (c) The Contractor, if other than an individual, shall -- within 30 calendar days after award (unless a longer period is agreed to in writing for contracts of 30 calendar days or more performance duration); or as soon as possible for contracts of less than 30 calendar days performance duration--
- (1) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
 - (2) Establish an on-going drug-free awareness program to inform such employees about--
 - (A) The dangers of drug abuse in the workplace;
 - (B) The contractor's policy of maintaining a drug-free workplace;
 - (C) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (D) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - (3) Provide all employees engaged in performance of the contract with a copy of the statement required by subparagraph (c)(1) of this clause;
 - (4) Notify such employees in writing in the statement required by subparagraph (c)(1) of this clause that, as a condition of continued employment on this contract, the employee will--
 - (A) Abide by the terms of the statement; and
 - (B) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than five (5) days after such conviction.
 - (5) Notify the Contracting Officer in writing within ten (10) days after receiving notice under subdivision (c)(4)(B) of this clause, from an employee, or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
 - (6) Within 30 days after receiving notice under subparagraph (c)(4)(B) of this clause of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:
 - (A) Taking appropriate personnel action against such employee, up to and including termination; and/or
 - (B) Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
 - (7) Make a good faith effort to maintain a drug-free workplace through implementation of subparagraphs (c)(1) through (c)(6) of this clause.
- (d) In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraph (c) of this clause may, pursuant to BPI 3.6.3 render the contractor subject

to suspension of contract payments, termination of the contract for default, and suspension or debarment.

(e) The requirements of this clause shall not apply to

(1) Solicitations and contracts for the acquisition of commercial items and services.

(2) Subcontracts at any tier for the acquisition of commercial items or commercial components at any tier.

UNIT 2 – PROJECT DESCRIPTION

PART I – FUNDING OPPORTUNITY DESCRIPTION

A. BACKGROUND

BPA is committed to providing an adequate, efficient, economical and reliable power supply to the Pacific Northwest. To this end, BPA supports conservation targets for the residential, commercial, industrial and agricultural sectors. The residential sector includes residential weatherization efforts, which BPA achieves through BPA's Utility Customers, Northwest States and Federally Recognized American Indian Tribes (Indian Tribes). BPA has been implementing weatherization programs since 1986.

B. GOALS AND OBJECTIVES

The purpose of BPA funding is to increase energy efficiency of dwellings owned or occupied by Eligible Low-Income Persons/Participants (ELP) in areas served by Bonneville Power Administration (BPA) Utility Customers. BPA's Tribal set-aside program is established to leverage the existing infrastructure within each tribe to reach this residential sector of particularly vulnerable low-income tribal members.

C. PROJECT TYPES

Funding for low income energy efficiency services may be utilized to provide the types of services identified in the Project Description found in Appendix III. BPA funding may also be used to enhance capabilities by covering training fees and travel associated with specialized training and attendance at BPA sponsored workshops.

D. DEFINITIONS

"Applicant" means an entity that files a written application for financial assistance with BPA or with a recipient, i.e., for a subaward.

"Application" means a written document from an applicant that contains details of the project or program for which they are seeking BPA's financial assistance and support.

"Award" means the written instrument executed by a BPA Contracting Officer (CO) after an application is approved, which contains the terms and conditions for providing financial assistance to the recipient.

"Award" can refer to any of the specific instruments referred to in the BFAI. An award authorizes funds for a specific project.

"BFAI" means Bonneville Financial Assistance Instructions.

"BPI" means the Bonneville Purchasing Instructions.

"Contract" means a legal instrument reflecting an agreement between BPA and a contractor whenever the principal purpose of the instrument is the acquisition by purchase or lease of goods or services for the direct use or benefit of BPA.

"Contracting Officer" (CO) means a BPA employee who possesses the delegated authority to obligate BPA funds through the use of financial assistance instruments.

"Contracting Officer's Technical Representative" or "COTR" means the individual designated and authorized in writing by the contracting officer to perform specific technical and/or administrative functions, and who has been formally trained and certified at BPA to perform such duties.

"Cooperative agreement" means a legal instrument reflecting a relationship between BPA and a State or local government or other recipient whenever:

(1) the principal purpose of the relationship is the transfer of money, property, services, or anything of value to the State, local government, tribe or other recipient to accomplish a public purpose of support or stimulation authorized by Federal statute, rather than acquisition, by purchase, lease, or barter, of property or services for the direct benefit or use of BPA; and,

(2) substantial involvement is anticipated between BPA and the State, local government, tribe or other recipient during performance of the activity. (31 U.S.C. 6305)

"Field Representative" or "FR" means the individual who has been delegated responsibility by the Financial Assistance Official (FAO) for inspecting the project for compliance with plans and specifications. The field representative is not authorized to make changes to the award, direct the recipient to take specific actions, issue stop or resume work orders. Field representatives work under the direct supervision of the FAO and Project Technical Representative (PTR).

"Financial assistance" means any form of assistance instrument where the principal purpose of the relationship is the transfer of money, property, services or anything of value to a recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute rather than of acquisition, by purchase, lease, or barter, of property or services for the direct benefit or use of BPA. Specific types of financial assistance instruments include, but are not limited to, grants, cooperative agreements, and loans.

"Financial Status Report" (FSR) means a periodic report regularly provided to the FAO or PTR to enable supervision of the recipient's project implementation and success.

"Government" means a State or local government or a federally-recognized Indian Tribal Government.

"Grant" means a legal instrument reflecting a relationship between BPA and a State or local government or other recipient whenever:

(1) the principal purpose of the relationship is the transfer of money, property, services, or anything of value to the State, local government, tribe or other recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute, rather than acquisition, by purchase, lease, or barter, of property or services for the direct benefit or use of BPA; and,

(2) no substantial involvement is anticipated between BPA and the State, local government, tribe or other recipient during performance of the contemplated activity. (31 U.S.C. 6304.)

"Grantee." See Recipient.

"Local government" means a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of government (whether or not incorporated as a nonprofit corporation under state law), any other regional or interstate government entity, or any agency or instrumentality of a local government.

"Negotiation" means the process through which BPA and the applicant establish mutual agreement as to project purpose, definition, timing, BPA's role in the project, and the resources appropriate to support and carry out the project.

"Pacific Northwest" means (1) the region consisting of the States of Oregon and Washington, the State of Montana west of the Continental Divide, and such portions of the States of Nevada, Utah, and Wyoming within the Columbia drainage basin and of the State of Idaho as the Secretary may determine to be within

the marketing area of the Federal Columbia River power system, and (2) any contiguous areas, not in excess of seventy-five airline miles from said region, which are a part of the service area of a rural electric cooperative served by the Administrator on Dec. 5, 1980 which has a distribution system from which it serves both within and without said region.

"Participant" means a non-Federal party which receives financial assistance by means of a cooperative agreement. At BPA the term "recipient" is used in lieu of "participant."

"Principal Investigator" means a person designated by the recipient in the award document as necessary to understand the goals of the project, direct and manage the project, and whose participation is required for successful completion of the project.

"Program Office" means the office that determines major program goals and policies, and allocates funds, personnel, and other resources among the programs for which it is responsible, and determines other major facets of the financial assistance effort.

"Recipient" means the organization that receives a financial assistance award from BPA and is financially accountable for the use of any BPA funds or property provided for the performance of the project, and is legally responsible for carrying out the terms and conditions of the award.

"State" means any of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a State exclusive of local governments.

PART II – AWARD INFORMATION

A. TYPE OF AWARD INSTRUMENT

This is a financial assistance funding opportunity. The award instrument shall be in the form of a grant. All award payments will be paid in advance, in lump sum, unless cost reimbursement is requested by the recipient. If the grant amount exceeds 100k, the advance payments will be made incrementally.

B. ESTIMATED FUNDING

Up to \$1,100,000 is available for FY 2020-2021 awards, with approximately \$550,000 available in FY 2020 and the remaining balance in FY 2021. At this time BPA will only entertain funding requests for FY 2020.

C. ANTICIPATED NUMBER OF AWARDS AND AWARD SIZE

BPA anticipates multiple awards resulting from this announcement. BPA anticipates typical awards will range from \$15,000 to \$100,000 per fiscal year. There is no minimum award size.

D. PERIOD OF PERFORMANCE

The budget and performance period for grants awarded under this funding opportunity aligns with BPA's rate period. FY 2020 is October 1, 2019 – September 30, 2020.

PART III – ELIGIBLE APPLICATIONS

A. ELIGIBLE APPLICANTS

American Indian Tribes serving Eligible Low-Income Persons/Participants (ELP) in areas served by Bonneville Power Administration (BPA) Utility Customers are eligible to submit applications for grant funding. Applicants must be eligible to receive federal funding per the excluded parties list system at sam.gov.

B. COST SHARING/VOLUNTARY COST SHARING/LEVERAGING

There is no cost share requirement.

PART IV – APPLICATIONS AND SUBMISSION INFORMATION

A. SUBMISSION REQUIREMENTS

The application must be submitted electronically to Carrie Nelson, Program Manager, at cenelson@bpa.gov.

B. CONTENT AND FORM

The written application should address the following elements. Applicants may submit the application parts as one combined document or as separate documents in Word, Adobe Portable Document Format, or Excel as appropriate. However, please be advised that applicant must also provide Part B – Budget, in either Word or Excel format, as BPA intends to incorporate it into the resulting award document.

1. Cover Letter

Include a brief cover letter with your application. The cover letter should indicate what type of program you intend to offer and for which type of grant you are applying.. A full service program is one which provides the full array of weatherization services. A limited program is one which offers an appliance program, HVAC program, receives training support, or a combination thereof. The cover letter should be signed by the party with authority to enter into a grant with BPA.

2. Part A – Technical

This section should not exceed three to five pages in length, excluding resumes and audit information attached to the application.

- a. Organizational capability and capacity. Please provide a brief description of your organization and its capabilities to manage and deliver low income energy efficiency services. Include the names, background and roles of key personnel (or subcontractors) and note relevant experience these individuals bring to the program. Identify any certified Weatherization Auditors or Installers. Key personnel should include individuals with primary responsibility for managing the program, and verifying, inspecting or overseeing on-site work. Relevant resumes, restricted to one page each, should be provided as an attachment to the application. The attached resumes do not count towards the page limitation. Note: For limited program applications, key personnel may be limited to the program manager.
- b. Need for BPA Support. Explain the impact of BPA funding and the need for a low income energy efficiency program. Describe the need in terms of the number of eligible houses, number of residents on waiting list, and number of houses already served. Please identify if other tribes will benefit from the program, e.g., applicant will serve two tribes or applicant will provide audit assistance to another tribe.
- c. Proposed Program Activity. Describe the proposed portfolio of program activity. What outcomes will be achieved if your application is awarded at the requested amount?
- d. Experience and Accomplishments. Provide a brief overview of your organization's experience in delivering services under BPA's low income energy efficiency program and/or the U.S. DOE program.

- e. Readiness. If awarded, please address what, if any, other conditions must be addressed to implement the program. This could include, but is not limited to, acquiring certified weatherization auditors or vendor services.
 - f. Challenges. Identify the primary expected challenges and risks in the proposed program and how the applicant plans to address those challenges and mitigate those risks.
 - g. Financials. As an attachment to your application, please provide an electronic copy of your most recently completed audit under Subpart F of 2 CFR 200. If any material weaknesses or significant deficiencies are noted for internal controls over financial reporting or major programs, please explain and identify how your organization has taken corrective action. This documentation may also be provided as an attachment.
3. Part B – Budget
Provide a Title Page for this part of the application.

Provide a proposed budget for the performance period following the format of Appendix I. The budget should include a breakdown across cost categories – personnel, travel, equipment, sub-contracts, other direct costs and administrative overhead (subject to 15 percent cap). The budget should note any cost sharing if provided, whether cash or in-kind, and identify the sources of the additional project support.

The budget must be accompanied by a budget justification narrative (refer to Appendix II). The budget and budget justification narrative should be provided as separate attachments and will not count towards the page limitation.

For applicants requesting additional funds under a current grant, the budget should clearly show the additional budget requested and the revised budget total.

For grant applications limited to training support only, the budget format may be simplified accordingly. No administrative overhead will be paid for reimbursement of training and travel related grants.

Applicants are advised to estimate and budget for travel costs associated with participation in the BPA sponsored spring workshop in Bellingham, Washington. Assume two nights of lodging in the month of April.

D. SUBMISSION DATES AND TIMES

- a) Priority Application

Priority applications are due by close of business on December 1, 2019. Those applications received by this date will receive priority in review and award.

- b) Letter of Intent Due Date

For those applicants not submitting a Priority Application, a Letter of Intent is due by close of business on December 15, 2019. The Letter of Intent should identify your organization, the anticipated date by which your organization will submit a funding application, and the estimated amount of funding that will be requested. The purpose of this request is to identify the number of potential applicants and funding requested for FY 2020.

- c) Application Due Date

This is an open, continuous application throughout FY 2020-21. Applicants are encouraged to submit requests for funding by January 1, 2020 to ensure that funding will still be available; however, applications will be accepted throughout the year.

E. FUNDING RESTRICTIONS

1. **Cost Principles.** BPA applies applicable cost principles to its financial assistance awards. Grants awarded under this program are subject to Subpart E of 2 CFR 200 Part 416, Cost Principles for State, Local and Indian Tribal Governments.
2. **Pre-Award Costs.** BPA does not intend to authorize pre-award costs.
3. **Supplanting Funds Expressly Prohibited.** BPA funds must be used to increase or supplement the funding available for an awarded project. Applicants may not supplant available funds. Supplanting is to deliberately reduce or reallocate state, local or agency funds because of existence of federal agency funds.
4. **Indirect rates** are only allowed to be up to 15% of the entire grant, and must substitute administrative overhead costs which are also only allowed up to 15%.

PART V – APPLICATIONS EVALUATION INFORMATION

A. CRITERIA

1. Responsiveness

Prior to a comprehensive evaluation, BPA will perform an initial review to determine that (1) the Applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives of the program.

2. Evaluation Criteria

a. Technical

- i. Organizational technical capability and capacity to manage and deliver low income energy efficiency services to the target population.
- ii. Demonstrated need for BPA support
- iii. The proposed portfolio of program activity and how it aligns with BPA's goals for the overall program portfolio.
- iv. Demonstrated experience and accomplishments in delivering low income energy efficiency services.
- v. Readiness of the organization to implement the proposed program.

b. Non-Technical

- i. Financial Capabilities

- ii. The budget will be evaluated for reasonableness of proposed costs and in relation to proposed activities and outcomes.

B. REVIEW AND SELECTION PROCESS

1. Evaluation

You application will be evaluated by one or more technical personnel and a Contracting Officer based on the identified criteria. Funding decisions are managed at the program level. If BPA's evaluation is favorable, funding is available for the project, and a determination is made to fund, the program will authorize the award and you will be notified by a Contracting Officer. BPA may elect to fund your application at a lesser amount. Any negotiations on budget or programmatic aspects will be handled by the Contracting Officer.

2.. Discussions and Award

The Contracting Officer may enter into discussions with a selected Applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) BPA needs additional information to determine the recipient's financial management capabilities; and/or (4) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the Applicant.

Applicants are advised that financial assistance awards are made at the sole discretion of BPA and are not subject to appeal or review.

C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES

For those applications received by the priority application due date, BPA anticipates notifying applicants of BPA's intent to award within 30 days. BPA will attempt to make the award by January 15, 2020. For applications submitted after that date, please allow at least 30 days for review and a minimum of 30 days for award.

PART VI – QUESTIONS AND CONTACTS

A. BPA CONTACT

Name: Carrie Nelson
Email: cenelson@bpa.gov
Telephone: 503-230-4785

B. QUESTIONS

Any questions regarding this announcement, before or after the pre-application teleconference, should be submitted electronically to the BPA contact identified above.

APPENDIX I – PROPOSED BUDGET TEMPLATE

Cost Category	Total Project Costs (\$)
A. Personnel	
B. Fringe Benefits	
C. Travel	
D. Equipment	
E. Supplies (non-durable goods)	
F. Contractual & Subrecipient Services	
G. Other Direct Costs	
Total Direct Costs	
H. Administrative Overhead (Not to exceed 15%)	
Total Costs	

APPENDIX II – BUDGET JUSTIFICATION NARRATIVE TEMPLATE

Provide information that supports the high level budget numbers by cost category, e.g., key line items in each cost category. For example, under “Equipment,” identify types of equipment, number of units, and cost per unit. Under contracted services, identify type of service and vendor if known. The narrative should address any relevant information and assumptions used in developing the proposed budget.

A. PERSONNEL

List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period, or give hourly rate and number of hours assigned to project. This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards, which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the number of personnel proposed for each category and the estimated funding amounts.

B. FRINGE BENEFITS

Identify the percentage used, the basis for its computation, and the types of benefits included. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.

C. TRAVEL

Specify the mileage, per diem (lodging and M&IE), estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel. Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, which are included in the “Other” category.

D. EQUIPMENT

The budget detail must include an itemized listing of all equipment proposed under the project. Explain need for each item to be purchased.

E. MATERIALS/SUPPLIES

“Materials” and “Supplies” means all tangible personal property other than “equipment”. The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.

F. CONTRACTUAL & SUBRECIPIENT SERVICES

Identify each proposed vendor contract and/or sub-recipient and specify its purpose and estimated cost. A lump sum estimate for each vendor or sub-recipient is insufficient. The basis for the estimate should be explained, e.g., quotations, procurement contract, market research. If the proposed cost is based on other than a competitively awarded contract, explain how your organization determined the cost to be reasonable.

Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. A contractor, or vendor, provides ancillary goods or services that the primary applicant needs to conduct the research effort. A vendor is not responsible for the project results. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. A subrecipient is a co-applicant, and is responsible for the end results of the research effort equally with the primary applicant where federal funds are being passed through to another entity. By definition, a subrecipient relationship can only be established where federal funds are involved.

G. OTHER DIRECT COSTS

List each item in sufficient detail for BPA to determine the reasonableness and allowability of its cost. This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and subaward costs. Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported.

APPENDIX III—TRIBAL LIEE PROJECT DESCRIPTION

PART A – GENERAL

A.1 AUTHORITY

Pacific Northwest Electric Power Planning and Conservation Act Sections 6(a)(1)(A), 6(b)(1), and 6(k).

A.2 GRANT PURPOSE

To provide funds to the Recipient, in areas served by Bonneville Power Administration (BPA) Utility Customers, to increase energy efficiency of dwellings owned or occupied by Eligible Low-Income Persons/Participants (ELP).

To supplement funds provided to the states from the United States Department of Energy Weatherization Assistance Program for Low-income Persons – Title 10 Part 440

A.3 BACKGROUND

BPA is committed to providing an adequate, efficient, economical and reliable power supply to the Pacific Northwest. To this end, BPA supports conservation efforts for residential, commercial, industrial and agricultural sectors. The residential sector includes residential weatherization efforts, which BPA achieves through BPA's utility customers, the Pacific Northwest states, and Federally Recognized American Indian Tribes (Indian Tribes). BPA has been implementing weatherization programs throughout the Pacific Northwest states since 1996. BPA's State and Tribal support is targeted at residences occupied by low-income parties because the ability to reach this residential sector of particularly vulnerable persons requires the existing infrastructure established within each state or tribe.

BPA, in working with the states, takes advantage of efficiencies of existing United States Department of Energy (US DOE) Weatherization Assistance Programs (WAP). In addition to BPA's own Quality Assurance and reporting requirements, the US DOE program requires certain implementation planning (10 CFR 440.14) and reporting requirements (10 CFR 440.25), which serve to provide additional federal oversight of the funds and program operation.

Other low-income weatherization program budgets such as DOE (Department of Energy) and LIHEAP (Low Income Home Energy Assistance Program) tend to fluctuate from year to year resulting in unstable delivery of conservation savings from this sub-sector. To assure continued participation of low-income households in weatherization programs, BPA will continue to enter into grants with the states with consistent funding levels established every two years. BPA expects to distribute weatherization funds to the states to be used in conjunction with their existing US DOE programs to weatherize low-income housing. In addition, BPA desires to increase the reach of weatherization programs in American Indian communities and homes. Providing funding to support this infrastructure and targeted services addresses this objective.

A.4 LOCATION

Eligible Dwelling Units funded under this grant must be located in the utility service territory of a BPA Utility Customer (see Exhibit A).

A.5 GOVERNMENT-FURNISHED PROPERTY OR SERVICES

BPA will not provide property or services.

A.6 RECIPIENT-FURNISHED PROPERTY OR SERVICES

The Recipient will provide all property and services in support of this grant.

A.7 DEFINITIONS

“*BPA Utility Customer (BPA Customer)*” means a cooperative or publicly owned electric utility which purchases firm or surplus firm power from the Bonneville Power.

“*Sub-Grantee*” means an entity managing a weatherization project which receives grant funding from the Grantee. The terms Recipient and Sub-recipient are more commonly used by BPA.

“*Local Service Providers (LSP)*” means providers of services directly to Eligible Low-income Participants and may include both Sub-Grantees, or sub-contracting agencies and other non-profits often referred to as Community Action Partnerships (CAPs) or Community Action Agencies (CAAs).

“*Fiscal Year (FY)*” means the period beginning October 1 through September 30.

“*Authorized Expenditure*” means permitted uses of the funds provided to the Recipient under this grant.

“*Eligible Units*” means all units that are served by a BPA Utility Customer and are otherwise eligible for weatherization services under the US DOE Weatherization Assistance Program for Low-income Persons, 10 CFR 440.3.

“*Weatherization Eligible Units*” is defined in B.2., Eligibility Requirements.

“*Base Load Measures*” means all measures, such as compact fluorescent lights, refrigerators, and other like measures, other than those installed in order to weatherize a home or installed to make a home safe to inhabit or to ensure the efficacy of the weatherization measures.

PART B – PROGRAM

B.1 FUNDING

- a. All funding is restricted to authorized expenditures as defined in 10 CFR 440 for the implementation of Low-Income weatherization related activities except as specifically authorized in this grant. Authorized expenditures include the cost of all cost effective measures. Cost effective measures are determined to be equal to or greater than 1.0 “savings-to-investment” ratio (SIR), or some other US DOE approved method for determining measure installation criteria. All SIR criteria apply only where an SIR is explicitly calculated. When calculating SIR, the utilization of actual utility rates, or EIA (Energy Information Administration) average utility rates are permitted. Other allowable “base load” measures as defined in this grant in Exhibit C, Part 2., are not required to pass the SIR cost effective test as described in 10 CFR 440.
- b. Recipient agrees to incur all authorized expenditures within each fiscal year.
- c. BPA will award funds incrementally each fiscal year of the performance period. Funding will be based upon the allocation formula in Exhibit B.
- d. Total administrative costs for the Recipient and Subrecipient shall not exceed 15 percent. Administrative costs shall be allocated according to the state’s procedures.
- e. Training and Technical assistance costs shall not exceed 15 percent.
- f. In order to receive weatherization related measures and HVAC equipment, the home must have electrical heat as the primary heating source. Base Load measures may be installed in any Eligible Dwelling Unit.
- g. All Eligible Dwelling Units may receive all other measures and services available in this grant.
- h. All residences, otherwise eligible, may receive BPA services regardless of any US DOE requirements which would restrict services to a residence due to the age of the residence or the length of time which must pass before a residence receives additional weatherization services.
- i. BPA will not restrict the amount of funds to any residence otherwise eligible for weatherization measures or other services as long as work completed follows the terms of this program.

- j. Funds from a BPA Utility Customer, which were derived from BPA either from credits, power purchase contracts, or as Administrative support, shall not be used in combination with funds from the BPA Low-Income Weatherization Assistance Program on individual measures, but may be co-mingled with any funds within a single weatherization dwelling.
- k. Financial assistance provided under this grant will be used to supplement, and not supplant, State or local funds, and, to the maximum extent practicable as determined by BPA, to increase the amounts of these funds that would be made available in the absence of Federal/BPA funding.

B.2 ELIGIBILITY REQUIREMENTS

The following eligibility requirements apply to this grant:

a. Eligible Dwelling Unit (EDU)

An Eligible Dwelling Unit as defined by the US DOE Weatherization Assistance Program for Low-income Persons, 10 CFR 440.3.

b. Eligible Low-income Participant (ELP)

- a. The Recipient shall establish income eligibility policies consistent with the tribe's existing policy or that of other federal or state agency funding programs, including, but not limited to, LIHEAP, NAHASDA, and the DOE Weatherization assistance program. Some of these policies vary by state. The tribe may follow the policies of any state eligible for the BPA program, which includes WA, OR, ID, MT, WY, NV, and CA. This policy shall be made easily accessible to the public and submitted with the application.

B.3 OPERATING PROCEDURES

- a. The Recipient shall require its Subrecipients and any other Local Service Providers to follow specifications and procedures required in the US DOE Weatherization Assistance Program, 10 CFR 440, for Eligible Dwelling Unit receiving service under this program unless this grant requires a different specification and/or procedure.
- b. The Recipient shall establish policies and procedures to determine the cost effectiveness of measures for each dwelling using US DOE-approved computer audit tools.
- c. The Recipient shall make all reasonable efforts to coordinate program activities funded under this grant with BPA Utility Customers and with Tribal Governments where their customers/members may be Eligible Low-income Participants.

B.4 ENVIRONMENTAL - INDOOR AIR QUALITY

The Recipient shall maintain air quality in weatherized homes by conforming to the DOE WAP standards, and/or the American Society of Heating Refrigeration and Air-Condition Engineers (ASHRAE) standards or to applicable state or local code, whichever achieves the highest level of required ventilation.

When providing only energy education and/or baseload services, ASHRAE 62.2 ventilation standards are optional. However, any required moisture or mold assessment as defined in each state's individual contract should be honored, and if any moisture related air quality issues are found, ASHRAE 62.2 ventilation standards should be followed.

If levels of radon are tested and determined to be higher than the recommended levels established by the EPA, radon mitigation costs are allowable but must be included and limited to the allowable limit of health and safety costs.

B.5 FEDERAL STEWARDSHIP

BPA will exercise Federal stewardship in overseeing the work performed under this Award. Stewardship activities may include, but are not limited to: conducting site visits; reviewing performance and financial reports; providing technical assistance and/or temporary intervention in unusual circumstances to correct deficiencies which develop during the project; assuring compliance with terms and conditions; and reviewing technical performance after project completion to ensure that the award objectives have been accomplished. BPA may also rely upon the US DOE oversight of the State Weatherization Program.

B.6 REPORTING

The Recipient shall provide a report for documentation of results for all programs eligible under this grant to BPA for each quarter of each fiscal year covered by this grant. In addition, the Recipient shall provide one annual report to BPA at the conclusion of each fiscal year.

Each report shall detail the technical and/or spending accomplishments using the template provided by BPA. All reports shall identify the BPA Utility Customer associated with the Eligible Dwelling Unit and/or where the service was provided. Quarterly reports are due no later than 30 days from the end of each quarter. The annual report is due within 90 days of September 30 of each year.

EXHIBIT A - BONNEVILLE POWER ELIGIBLE UTILITY CUSTOMERS

Albion, City of	Fall River Elec Coop	Okanogan County Elec Coop
Alder Mutual	Farmers Elec Coop	Okanogan County PUD #1
Ashland, City of	Ferry County PUD #1	Orcas P & L
Asotin County PUD #1	Flathead Elec Coop	Oregon Trail Coop
Bandon, City of	Forest Grove, City of	Pacific County PUD #2
Benton County PUD #1	Franklin County PUD #1	Parkland L & W
Benton REA	Glacier Elec Coop	Pend Oreille County PUD #1
Big Bend Elec Coop	Grant County PUD #2	Peninsula Light Company
Blachly Lane Elec Coop	Grays Harbor PUD #1	Plummer, City of
Blaine, City of	Harney Elec Coop	Port Angeles, City of
Bonnors Ferry, City of	Hermiston, City of	Port of Seattle - SETAC In'tl. Airport
Burley, City of	Heyburn, City of	Raft River Elec Coop
Canby, City of	Hood River Elec Coop	Ravalli County Elec Coop
Cascade Locks, City of	Idaho County L & P	Richland, City of
Central Electric Coop	Idaho Falls Power	Riverside Elec Coop
Central Lincoln PUD	Inland P & L	Rupert, City of
Centralia, City of	Jefferson County PUD #1	Salem Elec Coop
Cheney, City of	Kalispel Tribal Utility	Salmon River Elec Coop
Chewelah, City of	Kittitas County PUD #1	Seattle City Light
Clallam County PUD #1	Klickitat County PUD #1	Skamania County PUD #1
Clark County PUD #1	Kootenai Electric Coop	Snohomish County PUD #1
Clatskanie PUD	Lakeview L & P (WA)	Soda Springs, City of
Clearwater Power	Lane County Elec Coop	Southside Elec Lines
Columbia Basin Elec Coop	Lewis County PUD #1	Springfield Utility Board

Columbia Power Coop	Lincoln Elec Coop (MT)	Steilacoom, Town of
Columbia REA	Lost River Elec Coop	Sumas, Town of
Columbia River PUD	Lower Valley Energy	Surprise Valley Elec Coop
Consolidated Irrigation District #19	Mason County PUD #1	Tacoma Public Utilities
Consumers Power	Mason County PUD #3	Tanner Elec Coop
Coos Curry Elec Coop	McCleary, City of	Tillamook PUD #1
Coulee Dam, City of	McMinnville, City of	Troy, City of
Cowlitz County PUD #1	Midstate Elec Coop	Umatilla Elec Coop
Declo, City of	Milton, Town of	Umpqua Indian Utility Cooperative
Douglas Electric Cooperative	Milton-Freewater, City of	United Electric Coop
Drain, City of	Minidoka, City of	Vera Irrigation District
East End Mutual Electric	Mission Valley	Vigilante Elec Coop
Eatonville, City of	Missoula Elec Coop	Wahkiakum County PUD #1
Ellensburg, City of	Modern Elec Coop	Wasco Elec Coop
Elmhurst Mutual P & L	Monmouth, City of	Weiser, City of
Emerald PUD	Nespelem Valley Elec Coop	Wells Rural Elec Coop
Energy Northwest	Northern Lights	West Oregon Elec Coop
Eugene Water & Electric Board	Northern Wasco County PUD	Whatcom County PUD #1
	Ohop Mutual Light Company	Yakama Power

EXHIBIT B - ADDITIONAL PROGRAM SPECIFICATIONS

The following specifications and procedures are in addition to those already noted in the Project Description. The following programs constitute authorized expenditures under this grant.

LOW INCOME WEATHERIZATION

The specifications and procedures required in the US DOE Weatherization Assistance Program, 10 CFR Part 440, shall be adhered to for Eligible Dwelling Units treated under this program unless otherwise identified specifically within this Grant.

- a. Health and safety repairs are an authorized expenditure. The cost shall not exceed thirty percent (30%) per total dwelling cost on average.
- b. Local Service Providers may create a separate BPA waiting list rather than require the Weatherization applicant in BPA service territory to remain on any other waiting list.
- c. Eligible Dwellings Unit (EDU) may be weatherized regardless if the Eligible Low-income Participants or Eligible Dwelling Unit received weatherization program services in the past.
- d. Weatherization-related repairs are an authorized expenditure. The cost shall not exceed thirty percent (30%) per total dwelling cost on average.
- e. Repair or replacement of electrical heaters or furnaces, if they are no longer working, or fail to heat the dwelling properly, is an authorized expenditure. The repair or replacement of electric heaters or furnaces in Eligible Dwelling Unit must be accompanied by cost-effective weatherization measures to ensure maximum energy efficiency of the electricity used by the repaired or replaced heaters or furnaces..

BASELOAD APPLIANCES ALLOWED UNDER THIS GRANT

- a. Refrigerator Replacements

Energy Efficient Refrigerators (Refrigerators) are an authorized expenditure under this grant. This program shall be implemented consistent with the current DOE requirements for implementation of these same measures or any other protocol that is accepted by BPA. The Recipient shall provide the necessary reports for this measure, if the Recipient participates, as specified below in Section 5, "Reporting Requirements." Authorized expenditures for the cost of the replacement refrigerator are at 100% of the refrigerator cost.

- a. Clothes Washer Replacements

Clothes washers which are "Energy Star" rated may replace existing clothes washers if the existing clothes washer is not Energy Star rated. All "Energy Star" rated clothes washers are deemed to be cost effective under this program. The size and model of the appliance shall be standard, and reasonably priced. The maximum reimbursement is \$ 800. Clothes washer replacements must be supported by three quotes for the selected model.

- b. Microwave Ovens

A new microwave oven may be provided if electric cooking exists and there is no working microwave oven available. The existing microwave oven may be replaced with a new microwave oven if the existing microwave oven is not functional. The existing nonfunctional microwave oven shall be removed and taken to a facility for recycling.

DEEMED LOW-INCOME ENERGY EFFICIENCY MEASURES

All existing housing types (single-family, manufactured and multifamily) are eligible although not all measures are applicable to each housing type. See the chart below for available measures.

Low-income weatherization measures include insulation, prime windows and patio doors, Low-E storm windows, exterior insulated doors, ductless and air source heat pumps, heat pump water heating, smart thermostats, PTCS or prescriptive duct sealing and whole house air sealing. Requirements and specifications for each measure can be found in each of the measure sections for the corresponding measures. When a BPA-Qualified products list applies to the measure, the technology must be on the BPA-Qualified products list to qualify for payment.

All weatherization measures must be installed and documented according to the specifications and requirements established by the Department of Energy's Weatherization Assistance Program.

a. Payment For Deemed Measures

BPA allows customers to report costs directly attributable to the installation of the measure as eligible for dollar-for-dollar payment (except as noted in the table below, not to exceed 100 percent of the actual cost). This includes any cost incurred for meeting requirements and specifications (e.g., verification of income, attic and crawl space ventilation, removal of knob and tube wiring and underfloor moisture barriers).

Customers may also report costs related to repair work that is directly associated with the installation of the measure required for health and safety, or to ensure the efficacy of the measure (e.g., replace rotting wood in window frame, or repair a hole in the roof). Repair costs must be documented according to DOE WAP requirements.

Customers may combine funding sources within a residence, but may not combine funding from multiple BPA sources for the same measure.

WEATHERIZATION MEASURE TABLE

HOME TYPE	LOW INCOME QUALIFYING MEASURE	INSTALLED MEASURE COST PAYMENT - DOLLAR-FOR-DOLLAR (EXCEPT AS NOTED)	REPAIR COST PAYMENT - DOLLAR-FOR-DOLLAR (EXAMPLES PROVIDED)
Single-Family	Attic Insulation (up to R-49)	Dollar-for-dollar	Examples include: repair roof leak, rebuild external entrance covering and fix hole in siding.
	Floor Insulation (up to R-30)	Dollar-for-dollar	
	Wall Insulation (up to R-11)	Dollar-for-dollar	
	Prime Window	Dollar-for-dollar, not to exceed \$20/square foot	Examples include: address dry rot in window framing, replace rotten threshold and repair cracked header.
	Low-E Storm Window	Dollar-for-dollar, not to exceed \$10/square foot	
	Patio Door	Dollar-for-dollar, not to exceed \$20/square foot	
	Exterior Insulated Door	Dollar-for-dollar, not to exceed \$400/door	
	Whole House Air Sealing	Dollar-for-dollar	Examples include: reframe attic access hatch and repair pull-down stairs.
	Prescriptive Air Sealing	Dollar-for-dollar	
	PTCS/Prescriptive Duct Sealing	Dollar-for-dollar, not to exceed \$500	Examples include: replace rusted duct work

HOME TYPE	LOW INCOME QUALIFYING MEASURE	INSTALLED MEASURE COST PAYMENT - DOLLAR-FOR-DOLLAR (EXCEPT AS NOTED)	REPAIR COST PAYMENT - DOLLAR-FOR-DOLLAR (EXAMPLES PROVIDED)
			and repair broken filter slot.
	Ductless Heat Pump	Dollar-for-dollar, not to exceed \$3,800	Examples include: improve structural support for interior head.
	PTCS Heat Pump Upgrade or PTCS Heat Pump Conversion	Dollar-for-dollar, not to exceed \$3,800	Examples include: repair to damaged siding at connection point.
	Tier 1 Heat Pump Water Heater	Dollar-for-dollar, not to exceed \$1,360	Examples include: replacement of plumbing connections at water heater.
	Tier 2 or 3 Heat Pump Water Heater	Dollar-for-dollar, not to exceed \$1,700	Examples include: replacement of plumbing connections at water heater.
	BPA Approved Smart Thermostat	Dollar-for-dollar, not to exceed \$400	No repair costs allowed for this measure.
Multifamily Low-	Attic Insulation (up to R-49)	Dollar-for-dollar	Examples include: repair

HOME TYPE	LOW INCOME QUALIFYING MEASURE	INSTALLED MEASURE COST PAYMENT - DOLLAR-FOR-DOLLAR (EXCEPT AS NOTED)	REPAIR COST PAYMENT - DOLLAR-FOR-DOLLAR (EXAMPLES PROVIDED)
Rise	Floor Insulation (up to R-30)	Dollar-for-dollar	roof leak, rebuild external entrance covering and fix hole in siding.
	Wall Insulation (up to R-19)	Dollar-for-dollar	
	Prime Window	Dollar-for-dollar, not to exceed \$20/square foot	Examples include: address dry rot in window framing, replace rotten threshold and repair cracked header.
	Low-E Storm Window	Dollar-for-dollar, not to exceed \$10/square foot	
	Patio Door	Dollar-for-dollar, not to exceed \$20/square foot	
	Exterior Insulated Door	Dollar-for-dollar, not to exceed \$400/door	
	Ductless Heat Pump	Dollar-for-dollar, not to exceed \$3,800/DHP	Examples include improve structural support for interior head.
	BPA Approved Smart Thermostat	Dollar-for-dollar, not to exceed \$400	No repair costs allowed for this measure.
Multifamily Mid/High-	Attic Insulation (up to R-49)	Dollar-for-dollar	Examples include: repair roof leak, rebuild external entrance

HOME TYPE	LOW INCOME QUALIFYING MEASURE	INSTALLED MEASURE COST PAYMENT - DOLLAR-FOR-DOLLAR (EXCEPT AS NOTED)	REPAIR COST PAYMENT - DOLLAR-FOR-DOLLAR (EXAMPLES PROVIDED)
Rise			covering and fix hole in siding.
	Wall Insulation (up to R-19)	Dollar-for-dollar	Examples include: repair roof leak, rebuild external entrance covering and fix hole in siding.
	Prime Window	Dollar-for-dollar, not to exceed \$20/square foot	Examples include: address dry rot in window framing, replace rotten threshold and repair cracked header.
	Dollar-for-dollar, not to exceed \$3,800/DHP	Examples include improve structural support for interior head.	Ductless Heat Pump
	BPA Approved Smart Thermostat	Dollar-for-dollar, not to exceed \$400	No repair costs allowed for this measure.
Manufactured	Attic Insulation (up to R-30)	Dollar-for-dollar	Examples include: repair roof leak, rebuild external entrance covering.
	Floor Insulation (up to R-22)	Dollar-for-dollar	
	Prime Window	Dollar-for-dollar, not to exceed	Examples

HOME TYPE	LOW INCOME QUALIFYING MEASURE	INSTALLED MEASURE COST PAYMENT - DOLLAR-FOR-DOLLAR (EXCEPT AS NOTED)	REPAIR COST PAYMENT - DOLLAR-FOR-DOLLAR (EXAMPLES PROVIDED)
		\$20.00/square foot	include: address dry rot in window framing, replace rotten threshold and repair cracked header.
	Low-E Storm Window	Dollar-for-dollar, not to exceed \$10/square foot	
	Patio Door	Dollar-for-dollar, not to exceed \$20/square foot	
	Exterior Insulated Door	Dollar-for-dollar, not to exceed \$400/door	
	Whole House Air Sealing	Dollar-for-dollar	Examples include: install whole house ventilation fan.
	PTCS and Prescriptive Duct Sealing	Dollar-for-dollar, not to exceed \$500	Examples include: replace rusted ductwork and repair broken filter slot.
	Ductless Heat Pump	Dollar-for-dollar, not to exceed \$3,800/DHP	Examples include improve structural support for interior head.
	PTCS Heat Pump Upgrade or PTCS Heat Pump Conversion	Dollar-for-dollar, not to exceed \$3,800	

HOME TYPE	LOW INCOME QUALIFYING MEASURE	INSTALLED MEASURE COST PAYMENT - DOLLAR-FOR-DOLLAR (EXCEPT AS NOTED)	REPAIR COST PAYMENT - DOLLAR-FOR-DOLLAR (EXAMPLES PROVIDED)
	Tier 1 Heat Pump Water Heater	Dollar-for-dollar, not to exceed \$1,360	Examples include: replacement of plumbing connections at water heater.
	Tier 2 or 3 Heat Pump Water Heater	Dollar-for-dollar, not to exceed \$1,700	Examples include: replacement of plumbing connections at water heater.
	BPA Approved Smart Thermostat	Dollar-for-dollar, not to exceed \$400	No repair costs allowed for this measure.

WEATHERIZATION ELIGIBILITY TABLE

Primary Residential Heating System	Home Type				
	Single Family: Existing	Single Family: New	Manufactured: Existing*	Manufactured: New	Multifamily: Existing*
Electric Forced-Air Furnace	Eligible	Not eligible	Eligible	Not eligible	Eligible
Ducted Heat Pump	Eligible		Eligible		Eligible
Ductless Mini-Split Heat Pump	Eligible		Eligible		Eligible
Zonal (Electric)	Eligible		Eligible		Eligible
Wood or Pellet Stove	Eligible when accompanied by any electric heating system		Eligible when accompanied by any electric heating system		Eligible when accompanied by any electric heating system
Oil/Gas/Propane	Eligible as supplementary heat for a heat pump system.	Not eligible	Eligible as supplementary heat for a heat pump system.	Not eligible	Eligible as supplementary heat for a heat pump system.
	Eligible if accompanied by an electric heat system, decommission nonelectric system		Eligible if accompanied by an electric heat system, decommission nonelectric system		Eligible if accompanied by an electric heat system, decommission nonelectric system
None existing	Not eligible		Not eligible		Not eligible

*Note: Not all weatherization measures are available in manufactured homes and/or both low-rise and mid/high-rise multifamily housing. Refer to individual measure sections for more detail.

For the purposes of section 10.10 and associated weatherization measures, an electric heating system includes an air source heat pump, ground source heat pump, electric forced-air furnace, ductless or ducted heat pump, zonal electric resistance heat or plug-in space heaters.

Weatherization measures include insulation, prime window replacement, exterior insulated doors and air sealing. All weatherization measures in single-family and manufactured homes must be installed according to the 2016 BPA Residential Weatherization Specifications in the [IM Document Library](#).

Weatherization measures must be installed in homes with an electric heating system as the primary system (serving 50 percent or more of the conditioned living area of a residence); **or** the homes must have one of the following as an existing heating system:

- a. A permanently installed electric heating system with either a wood stove, pellet stove, fireplace, fireplace insert (wood or pellet) or wood furnace;
- b. A wood or pellet stove with no other nonelectric space heating system, accompanied by the current usage of plug-in electric space heaters;
- c. An electric heat pump system integrated with a nonelectric heating system (e.g., natural gas, propane or wood supplementary/backup system);
- d. An electric heat system and a separate nonelectric space heating system (i.e., oil, natural gas or propane furnace) with the entire functional or nonfunctional nonelectric space heating system decommissioned, removed, all penetrations sealed and all fuel (electric, gas or oil) connections to the decommissioned heating system disconnected. System equipment includes furnace, air-handler, fuel lines and fuel tanks (abated in compliance with local code). If, however, construction limitations prevent the removal of the entire nonelectric system (or other portions of the space heating equipment), then the remainder of the system must be decommissioned, removed, all penetrations sealed and all fuel (electric, gas or oil) connections to the decommissioned heating system disconnected.

ADDITIONAL MEASURE SPECIFIC INFORMATION

- a. **Insulation: (Basis for Energy Savings)** The base case (pre-existing state) is defined as a range of R-values for a building component before insulation is installed. The efficient case for insulation measures is defined as meeting a minimum insulation R-value in that building component. Energy savings for insulation measures are estimated using SEEM, an energy modeling software calibrated to real world energy consumption using prototype homes representative of Northwest construction, assuming that all other weatherization measures have been installed in the home. Average electric heat measures are a weighted average of homes with an electric furnace, electric zonal or a heat pump based on the Residential Building Stock Assessment (RBSA). Savings are reduced by the percentage of heat supplied by supplemental fuels for an average home. BPA documentation requirements consider these factors. More detailed information is available on the RTF's Unit Energy Savings (UES) Measures [webpage](#).
- i) **Requirements and Specifications:** This measure is available for all types of existing residential buildings (single-family, manufactured and multifamily). Insulation measures in single-family and manufactured homes must be installed according to the 2016 BPA Residential Weatherization Specifications found in the [IM Document Library](#), or they must be installed according to DOE WAP requirements. Note that the sloped surface of an A-frame home (the entire roof structure) must be insulated and invoiced as an unvented attic (see section 4.6 Unvented Attics in the BPA Residential Weatherization Specifications). Final installed R-values for a reportable measure must meet the required final R-value at a minimum, unless a physical barrier prevents the full depth of insulation from being installed.

Home Type	Insulation	Observed Existing Insulation Range	Measure Starting R-Value	Measure Ending R-Value:
Single-Family	Attic	R-0 to R-7	R-0	R-38 or R-49
		R-8 to R-11	R-11	R-38 or R-49
		R-12 to R-19	R-19	R-38 or R-49
		R-20 to R-30	R-30	R-38 or R-49
		R-31 to R-38	R-38	R-49
	Floor	R-0 to R-11*	R-0	R-19, R-25, or R-30
		R-12* to R-19	R-19	R-30
	Wall	No insulation present	R-0	R-11
	Manufactured Home	Attic	R-0 to R-7	R-0
R-0 to R-11			R-0	R-30 or maximum possible
R-12 to R-17			R-11	R-30 or maximum possible

Home Type	Insulation	Observed Existing Insulation Range	Measure Starting R-Value	Measure Ending R-Value:
				possible
	Floor	R-0 to R-7	R-0	R-11, R-22 or maximum possible
		R-8 to R-11	R-11	R-22 or maximum possible
Multifamily Low-Rise	Attic	R-0 to R-11*	R-0	R-19, R-38, or R-49
		R-12* to R-19	R-19	R-38 or R-49
		R-20 to R-38	R-38	R-49
	Floor	R-0 to R-11*	R-0	R-19 or R-30
		R-12* to R-19	R-19	R-30
	Wall	No insulation present	R-0	R-11
Multifamily Mid/High-Rise	Attic	R-0 to R-5	R-0	R-19
	Attic	R-0 to R-5	R-0	R-49
	Wall	R-0 to R-5	R-0	R-11

Home Type	Insulation	Observed Existing Insulation Range	Measure Starting R-Value	Measure Ending R-Value:
	Wall	R-0 to R-5	R-0	R-19

*Precondition definitions were modified for consistency across building types, where possible.

b. Prime Window and Patio Door Replacement (Basis for Energy Savings) The base case (pre-existing state) is a single-pane window or patio door with any frame type, or a double-pane window or patio door with a metal frame. The efficient case for prime window replacement measures is the U-factor for the efficient replacement window. Energy savings for prime window replacement measures are estimated using SEEM, an energy modeling software calibrated to real world energy consumption using prototype homes representative of Northwest construction, assuming that all other weatherization measures have been installed in the home. Average electric heat measures are a weighted average of homes with an electric furnace, electric zonal or a heat pump based on the RBSA. Savings are reduced by the percentage of heat supplied by supplemental fuels for an average home. BPA documentation requirements consider these factors. More detailed information is available on the RTF's Unit Energy Savings (UES) Measures [webpage](#).

i) Requirements and Specifications

- (1) Pre-existing windows and patio doors must be: (1) single-pane with/without storms, any frame type (e.g., metal, wood or vinyl); or (2) double-pane, metal frame only.
- (2) The weighted average of replacement windows must have a National Fenestration Rating Council (NFRC) minimum U-value of 0.30 or 0.22 for windows, and 0.35 or 0.30 for patio doors.
- (3) Multifamily mid/high-rise buildings are not eligible for patio door replacement.

c. Low-E Storm Windows (Basis for Energy Savings) The base case (pre-existing state) is a single-pane window with any frame type, or a double-pane window with a metal frame without existing storm windows. The efficient case for the replacement Low-E storm and prime window system is the combined U-factor for the combined storm window and pre-existing window. Specifications for the Low-E storm window include emissivity, solar transmittance, thickness and warranty period. Energy savings for Low-E storm window installation measures are estimated using SEEM, an energy modeling software calibrated to real world energy consumption using prototype homes representative of Northwest construction.

i) Requirements and Specifications

- (1) This measure is available for existing single-family, manufactured and low-rise multifamily buildings. This measure is not available for mid/high-rise multifamily buildings.
- (2) Pre-existing windows must be either (1) single-pane, any frame type (e.g., metal, wood or vinyl) without existing storm windows; or (2) double-pane, metal frame only without existing storm windows. The new Low-E storm window must be an [ENERGY STAR certified product](#). In addition:
- (3) The Low-E storm window must have the same opening type as the existing prime window (i.e., single/double hung, casement, slider, etc.) to facilitate summertime ventilation and egress. If installed with an existing metal frame window, the storm window frame must not be in direct contact with the metal frame (attach using framing lumber or furring strips). The Low-E storm window must be installed per manufacturer's specification, fastened by screws, not designed for seasonal removal, and with the Low-E coating facing toward the home's interior.

d. Exterior Insulated Doors: (Basis for Energy Savings)The base case (pre-existing state) is a substandard exterior door, such as one that does not contain an insulating material or one where the weather stripping has degraded by at least 50 percent. The efficient case for an Insulated Exterior Door is a pre hung, ENERGY STAR door. Energy savings come from the improvement to the building envelope and the reduction of infiltration. BPA documentation requirements consider these factors for this BPA-Qualified measure.

i) Requirements and Specifications

- (1) This measure is available for existing, single-family, manufactured and multifamily low-rise buildings. This measure is not available for multifamily mid/high-rise.
- (2) The door must be a prehung, ENERGY STAR-Qualified door, include replacement of the threshold, and replace an uninsulated or otherwise substandard (from a thermal perspective) exterior door.
- (3) If the door is not ENERGY STAR certified, or the ENERGY STAR list is not accessible, grantees may comply by documenting that the door meets [ENERGY STAR specifications](#):

EXTERIOR INSULATED DOORS		
<u>Glazing Level</u>	<u>U-Factor</u>	<u>Solar Heat Gain Coefficient</u>
Opaque	≤ 0.17	No Rating
≤ ½-Lite	≤ 0.25	≤ 0.25
>½-Lite	≤ 0.30	≤ 0.40

e. Whole House Air Sealing and Testing (Basis for Energy Savings)Whole House Air Sealing is an incremental improvement in leakage of a home, measured with a blower door. Energy savings for Whole House Air Sealing are estimated using SEEM, an energy modeling software calibrated to real world energy consumption, assuming all other weatherization measures have been installed in the home. Average electric heat measures are a weighted average of homes with an electric furnace, electric zonal or a heat pump based on the RBSA. Savings are reduced by the percentage of heat supplied by supplemental fuels for an average home. BPA documentation requirements consider these factors.

i) Requirements and Specifications

- (1) This measure is available for existing, single-family or manufactured homes. Multifamily does not qualify at this time
- (2) Whole house air sealing requires the use of a blower door to measure and identify air leakage locations in the home. Mechanical ventilation may be required.
- (3) If PTCS duct sealing is performed at the same time as air sealing, the baseline blower door CFM50 reading for the whole house air sealing and testing measure must be taken with all the supply and return duct registers temporarily sealed off, so that house air leakage can be measured independently from duct leakage.
- (4) If combustion appliances are present (e.g., fireplace, wood or gas stove, gas range, gas water heater), a UL- or CUL-approved carbon monoxide detector must be present or be installed.

f. Prescriptive Air Sealing (Basis for Energy Savings) Prescriptive Air Sealing is an incremental improvement in the leakage of a home. Leakage reductions are based on the attic or crawlspace

portion of an average Whole House Air Sealing project. Energy savings for Prescriptive Air Sealing are estimated using SEEM, an energy modeling software calibrated to real world energy consumption, assuming that all other weatherization measures have been installed in the home. Average electric heat measures are a weighted average of homes with an electric furnace, electric zonal or a heat pump based on the RBSA. Savings are reduced by the percentage of heat supplied by supplemental fuels for an average home. BPA documentation requirements consider these factors.

- i) Requirements and Specifications
 - (1) This measure is available for existing single-family homes only. Multifamily and manufactured homes do not qualify at this time.
 - (2) Prescriptive air sealing must be done according to the checklists found in sections 4.4 and 6.2 of the BPA Residential Weatherization Specifications Effective Oct. 1, 2016, in the [IM Document Library](#).
 - (3) If combustion appliances are present (e.g., fireplace, wood or gas stove, gas range, gas water heater), a UL- or CUL-approved carbon monoxide detector must be present or be installed.

LOW-INCOME ENERGY EFFICIENCY EDUCATION

- a. The scope of the Low-income Weatherization Program shall be expanded to include certain electrical measures beyond those related to heating loads. These additional measures shall be those contained under the Energy Efficiency Education program described below.
- b. The Recipient may provide Low-income Energy Efficiency Education to clients consistent with the program approved by US DOE for this endeavor.
 - i) The Recipient can spend up to 20 percent of the funds available through this grant to pay for Low-income Energy Efficiency Education.
 - ii) The Recipient shall provide the Eligible Low-income Participants with written information which informs them that the program is funded by BPA.
 - iii) The Recipient shall obtain signed documentation from the head of household for each visit (should a visit occur) verifying that the education occurred.

EFFICIENT LIGHTING

- a. CFLs The Recipient may provide for all CFL replacements in an EDU. All CFLs must be “Energy Star” rated. All costs associated with this effort are authorized expenditures under this grant.
- b. LEDs-Solid state lighting, also known as light emitting diodes (LED) bulbs, must be ENERGY STAR qualified or listed on the Lighting Design Lab (LDL) Qualified LED Lamp List as integral omnidirectional, directional or decorative

REPLACEMENT OF PRE-1976 MANUFACTURED HOME WITH NEW NORTHWEST ENERGY EFFICIENT MANUFACTURED HOUSING (NEEM) CERTIFIED HOME

- a. Requirements and Specifications
 - i) A full audit of the house must be conducted, and calculated expenses to weatherize the house must meet or exceed \$7,500 (including any approved healthy and safety or repair expenses).

- ii) Existing manufactured homes must have been built prior to 1976, be electrically heated, and be occupied as a residence. The existing pre-1976 home must be decommissioned and disposed of and cannot be used as a dwelling unit once the new NEEM home is sited.
 - iii) Replacement manufactured homes must be electrically heated, new, and certified by the Northwest Energy Efficient Manufactured Housing (NEEM) program as a New NEEM 1.1 or 2.0 Home.
 - iv) NEEM has an online tracking and certification system operated by Northwest Energy Works. Contact Northwest Energy Works (888) 370-3277, ext. 102 for current information.
 - v) Sub-contractors may replace Pre-1976 Manufactured Homes with a new NEEM Certified Home themselves, or through a third-party, but must retain responsibility for compliance with measure requirements.
 - vi) Customers must utilize the BPA Manufactured Home Replacement Project Information Form to document the pre-and post-condition and related cost data for this measure, and maintain the Project Information Form in the customer file.
<https://www.bpa.gov/EE/Policy/IManual/Pages/IM-Document-Library.aspx>
- b. Documentation Requirements
- i) End-user identifying information including unique site ID and address.
 - ii) NEEM 1.0 or 2.0 certificate of compliance.
 - iii) Completed BPA Manufactured Home Replacement Project Documentation Form which documents project information, that the original home was constructed prior to 1976 and that the original manufactured home was decommissioned.
- c. Payment
- i) BPA will pay up to \$7,500 for replacement of a pre-1976 manufactured home with a new NEEM Certified Home on a per-replacement home basis. This amount is based on the cost-per-house limit set annually through the DOE WAP program.
 - ii) Customers may claim high efficiency heating and thermostat measures in addition to this measure, but may not claim residential UES measures or BPA grant measures that could be found within the NEEM 1.1 or NEEM 2.0 specifications.