

## CUSTOM PROJECTS DOCUMENTATION REQUIREMENTS

DOCUMENTATION DESCRIPTION	RETENTION/SUBMITTAL LOCATIONS		
	BPA ENERGY-EFFICIENCY REPORTING SYSTEM	EEDOCS@BPA.GOV OR FAX 1-866-535-7955	CUSTOMER FILE
<b>Option 1 Custom Projects</b>			
Option 1 Custom Project Calculator (Send to BPA for completion report review with all supporting documentation, including associated lighting calculator being used for estimates if applicable. Submit to the BPA Energy Efficiency Reporting System after approval of the project completion report, when requesting BPA payment or reporting self-funding).	X	X	X
<b>Option 2 Custom Projects</b>			
Option 2 Custom Project Calculator	X		X
Responsible entity implementing M&V plan, M&V plan, pre- and post-measurement data, assumptions, and any modeled or calculated data used to determine energy savings.			X
Project documentation including, at a minimum: basic project information; baseline conditions; efficient measure conditions; description of M&V procedures used for the project (e.g., protocol used for estimating savings; calculations used; metering equipment and sampling) and deviations from planned M&V; M&V report and/or detailed savings model; name of M&V protocol used; verified savings and documentation showing how the projected nonenergy benefits and operations and maintenance costs were calculated (if applicable); verified costs, including invoices and; delivery inspection report/date.			X