



| Meeting Record | | | | | |
|---------------------------|---|-------------------------|---|------------------|------------------------|
| Date: | 03/19/14 | Time: | 1:00pm - 2:30pm PDT | Location: | IN PERSON AND PHONE IN |
| Meeting called by: | M. DeLONG 503-230-7549 mldelong@bpa.gov | Meeting Subject: | FOA# BPA-0002882 – PRE-APPLICATION CONFERENCE | | |
| Phone Number | External 866-714-2142 Internal 203-310-9185 Participant Code 3737668 *4 to Mute All – Host *6 to Mute Individual | | | | |

MEETING AGENDA

1. Introductions
2. Oral statements for information only
3. Amendments
4. TI Funding Opportunity Announcement & application - online only through BPA Exchange
5. Technology Roadmaps – Transmission, Energy Efficiency, Aquatic Nuisance Species (no special topic areas)
6. Timeframe for Application Phases
7. Phase 1 Contents
8. Phase 1 Evaluation Criteria
9. Phase 2 Contents
10. Phase 2 Evaluation Criteria
11. Questions and Answers
12. Open Questions
13. Action Items

PRELIMINARY MINUTES

1. Participants:
BPA representatives: Sheila Bennett, Technology Innovation Portfolio Manager; Matthew DeLong, Contracting/Financial Assistance Officer; Lori Bonn, Technology Innovation
Multiple Interested Applicants in person and phone in.

BPA Introduction – Federal agency within the DOE but funded by ratepayers in the NW, not taxpayers. The goal of BPA’s Technology Innovation (TI) program is deliver value to those ratepayers through technological advancements addressing BPA’s challenges. BPA does not “own” any of its own generation facilities but does market the power from all federal hydro projects as well as owns ¾ of the transmission system in its service territory. Please make sure you understand BPA’s role and resources prior to submitting a project (www.bpa.gov).
2. Statements made by BPA during the teleconference are provided to inform interested applicants about BPA’s requirements and the required application contents. The terms and conditions of TI Funding Opportunity Announcement BPA-0002882 can only be modified by a written amendment issued by a BPA Financial Assistance Officer.
3. Amendments: There are no amendments at this time. Questions and answers must change the announcement’s content rather than just clarification to justify an amendment. Available on the Questions and Answers page of BPA Exchange: <https://bpa-exchange.energy.gov/FAQ.aspx>. General questions are initially displayed. Click the drop-down for FOA specific questions.



4. FY15 TI Funding Opportunity Announcement – available through the [BPA Exchange](#) website and new usernames/passwords are required (previous registrants should still have accounts but will need a new password). Follow the registration procedures and get started sooner rather than later. You can come back and edit your concept paper submission later. It could take 30 minutes or more to fill out all required questions online and submit your application. The system will stop you at 4pm PDT so please start early.
5. Technology Roadmaps (all available at www.bpa.gov/ti – general overview
 - a. [Transmission](#) Technology Roadmap and [Addendum](#)
 - b. [National Energy Efficiency Technology Roadmap](#)
 - c. [Aquatic Invasive Species Prevention Roadmap](#)

Projects must describe how it is tied to an R&D Program identified in a BPA Technology Roadmap (or Addendum). Identify the specific R&D Program(s) that your proposal addresses; include the individual roadmap titles and page numbers, and describe how the project will result in needed technology characteristics and fill capability gaps identified in the roadmap. Projects can work on R&D program areas that BPA currently has projects in or those still needed. Projects can also address multiple R&D program areas.

Applications should be able to address current work done relevant to their project along with how their approach is additive or unique comparatively.

6. Timeframe for Application Phases:

| | |
|--|------------------------------------|
| TI Funding Opportunity Announcement Posted | February 26, 2014 |
| Pre-Application Conference | March 19, 2014 1:00 to 2:30 PM PDT |
| Phase 1 Application Due | March 27, 2014 4:00 PM PDT |
| Phase 1 Selection and Notification for Phase 2 Eligibility | April 3, 2014 |
| Phase 2 Applications Due | May 1, 2014 at 4:00 PM PDT |
| Award Notices | Beginning July 10, 2014 |
| Award Process | Late-July through October 2014 |

7. Phase 1 Contents (pg 8)
 - a. Concept Paper
 - i. Up to 1 page description and major objectives
 - ii. Up to 3 pages addressing alignment with the R&D program areas of roadmaps
 - b. Summary of the Work Plan
 - i. Up to 3 pages explaining how the work will be performed.
 - c. Cost Share/Budget
 - i. Describe how this will be addressed and general project budget. Just basic reference at this point and acknowledgement of cost share requirements and plan to address.
 - d. Statement of Qualifications
 - i. Provide a description of the qualifications of the PI, team members, and partner organizations to include, names and contact info, overview of the organization, resumes, and relevant skills and experience.
 - e. References – three for similar projects if available
 - f. Combine all elements into one Word or PDF document to upload.

NOTE - You may submit multiple concept papers but must re-create all documents.

8. Phase 1 Evaluation Criteria– Part V (pg 13)

- a. Relevance of the proposed project to the Technology Roadmap(s);
- b. Principal investigator and project team qualifications including technical expertise, capabilities, related experience, and previous project successes, as well as the resources, facilities, techniques and/or unique combinations of these which are integral factors for achieving the application objectives;
- c. Probability of achieving the 50 percent cost-share requirement (high level);
- d. Clarity, quality, and organization of the Phase 1 application.

Applicants will then be provided with a general rating indicating whether a Phase 2 application would be encouraged, discouraged, or was non-compliant.

9. Phase 2 Contents (pg 8)

1. Volume I: Technical Proposal (no page limit)

- a. Cover and title page
- b. Describe the following:
 - i. Summary description of the proposed project
 - ii. How the project is aligned with R&D Program areas of the roadmaps
 - iii. The risk to BPA of not doing the project
 - iv. The work already being done in the R&D community that is related to the project
 - v. How the project's results can be applied
 - vi. How the project will benefit BPA and the costs of doing the project
 - vii. The potential environmental impacts of the project itself (NEPA)
 - viii. Describe any required BPA furnished property or services to include level of effort BPA is required to provide to the project
 - ix. Technology Readiness Levels (refer to Appendix IX)
 - x. Any additional information
 - xi. Statement of Qualifications and References (can be the same as provided in Phase 1 along with any updates.

2. Volume II: Project Description (Statement of Work) (no page limit) –

- a. Cover and title page
- b. Provide a detailed Project Description (Refer to Appendix III for template and instructions). Specific tasks that will be accomplished, timelines, tech transfer, stage gates, etc...

3. Volume III: Cost Share and Budget

- a. Excel Spreadsheet – Budget Workbook for detailed budget
- b. Cost Share Contribution – closely review pg 6 and 7 for cost share requirements
- c. Stage Gate Budget (need a quarterly budget estimate for year 1 (see SF424 tab)
- d. Budget Justification Narratives – additional details can be added on each tab

Requires high level of detail. Projects are reimbursed on a cost basis, this may mean creating entirely new rates and proposals compared to what you are used to.



10. Phase 2 Evaluation Criteria (pg 14)

Responsiveness to announcement including minimum cost share, then:

| No. | Criteria | BPA Objective |
|-----|---|--|
| 1 | The degree to which the project strengthens BPA's existing portfolio of projects | The right portfolio |
| 2 | The degree to which project scope addresses the R&D Program(s) identified in the Technology Roadmap(s) | The right research. |
| 3 | The quantitative or qualitative expected benefits as applied system-wide, assuming this project is a technical success. | Magnitude of benefits to BPA and Pacific Northwest commensurate with risks |
| 4 | Team members have sufficient experience and are qualified to carry out the project | The right mix of talent |
| 5 | The probability of the project being a technical success. | Achieving successful project results. |
| 6 | The probability of near or long term successful application to BPA. | Successful application to BPA business challenges. |
| 7 | The degree to which proposed Stage Gates (go/stop decision points) reflect real options/choices for project decisions, and relate to real discovery/science/achievement thresholds. | The right decision points. |
| 8 | Cost share which exceeds the minimum requirement, e.g. greater than 50%. | The right leverage. |
| 9 | The percentage of cost share which is a cash contribution. | The right leverage. |

NOTE – Applicants should evaluate their application to consider whether BPA has enough information to evaluate any of these criteria fully. Applicants should assume evaluators will be generally familiar with their project area but not the specific proposal or the applicant.

11. Questions and Answers:

Posted separately on the exchange website.

12. Open & Future Questions

Additional questions that arise during the review and application process can be sent to me in writing. Any questions that are not explicitly addressed in the announcement will be posted to the BPA Exchange: <https://bpa-exchange.energy.gov/>

ACTION ITEMS:

| # | Action Item | Date Due | POC | Status |
|---|--|----------|-----------|--------|
| 1 | Post New Questions and Answers on Exchange website | 3/24/14 | M. DeLong | |
| 2 | Post Meeting Minutes | 3/21/14 | M. DeLong | |
| 3 | | | | |