



Meeting Record					
<b>Date:</b>	03/16/15	<b>Time:</b>	1:00pm - 2:30pm PDT	<b>Location:</b>	PHONE/LIVE MEETING
<b>Meeting called by:</b>	Matt DeLong 503-230-7549 <a href="mailto:mldelong@bpa.gov">mldelong@bpa.gov</a>	<b>Meeting Subject:</b>	FOA# BPA-0003274 – PRE-APPLICATION CONFERENCE		
<b>Phone Number</b>	1-210-234-1965 PASSCODE: 9878462# *6 to Mute Your Line				

### MEETING AGENDA

1. Introductions
2. Oral statements for information only
3. Amendments
4. TI Funding Opportunity Announcement & application - online only through BPA Exchange
5. Timeframe for Application Phases
6. Technology Roadmaps – Transmission, Energy Efficiency, Power Generation Asset Management, Demand Response Technology, (Focus on cross cutting projects providing BPA flexibility in meeting its challenges)
7. BPA Furnished Information/FISMA
8. Cost Sharing
9. Phase 1 Contents
10. Phase 1 Evaluation Criteria
11. Phase 2 Contents
12. Phase 2 Evaluation Criteria
13. Prior Questions and Answers
14. Open and Future Questions

### PRELIMINARY MINUTES

1. Participants:  
BPA representatives: Adel, Technology Innovation Portfolio Manager; Matthew DeLong, Contracting/Financial Assistance Officer; 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](http://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-0003274 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. FY16 TI Funding Opportunity Announcement – available through the [BPA Exchange](http://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 on the due date so please start early.



5. Timeframe for Application Phases:

Announcement Issue Date:	March 1, 2015
Registration Due for Pre-Application Conference:	March 13, 2015
Pre-Application Conference Call, Live Meeting, 1:00-2:30pm PDT:	March 16, 2015
Phase 1–Concept Paper and Statement of Qualifications, 4:00pm PDT:	March 27, 2015
Notice to Applicants to Submit Phase 2 Applications:	April 3, 2015
Phase 2–Full Application Due Date, 4:00pm PDT:	May 1, 2015
Intent to Award Notices	July 10, 2015

6. Technology Roadmaps (all available at [www.bpa.gov/ti](http://www.bpa.gov/ti) – general overview

- a. Transmission Technology Roadmap
- b. National Energy Efficiency Technology Roadmap
- c. Demand Response Roadmap
- d. Generation Asset Management Technology 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.

Focus Area (pg 4 of announcement) - BPA is interested in receiving proposals that address technologies and/or technology gaps that enhance BPA's ability to monitor, control and use the BPA's FCRPS (hydro, transmission, energy efficiency & demand response) assets in an integrated manner to operate the system in a flexible manner to manage real-time operational requirements, fluctuations in load-resource balance and within-hour dispatch of energy.

7. BPA Furnished Property/FISMA – pg 4 of announcement

Be as specific as possible about what BPA information you would need to complete your project. Be aware that most BPA information will require some security controls in place in accordance with FISMA prior to receipt of such information. If the information required to conduct your work could be considered sensitive, higher level security may be required or alternate research plans may be required. Consider multiple data sets that could be used for your project, with some being less sensitive when possible.

8. Cost Sharing – pg 7 of announcement

BPA requires a 50% cost share for its research projects (a 1:1 cost requirement). We recognize this is a high requirement but we can consider other government funding to meet this threshold. Please review the allowable and unallowable costs prior to proposing how you think you'll be able to meet this requirement.

9. Phase 1 Contents (pg 9)

- a. Concept Paper
  - i. Up to 1 page description and major objectives
  - ii. Address alignment with the R&D program areas of roadmaps (no limit, 3 pgs max suggested)
- 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 – separate document



- 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

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

10. Phase 1 Evaluation Criteria– Part V (pg 15)

- 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.

11. Phase 2 Contents (pg 11)

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

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

The budget workbook requires high level of detail. Projects are reimbursed on a cost basis (without profit). This may mean creating entirely new rates and proposals compared to what you are used to. Please ask questions as you are completing this if you having difficulty making the SF424 come out correctly

4. Volume IV: Statement of Qualifications & References

- a. This can be the same document submitted with Phase 1, or an updated one

5. Volume V: Project Benefit Form

- a. A completed project benefit form is required (template included with the announcement and an example is included in BPA Exchange)



12. Phase 2 Evaluation Criteria (pg 15)

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 degree to which project scope addresses the Flexibility Focus Area	The right focus
4	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
5	Team members have sufficient experience and are qualified to carry out the project	The right mix of talent
6	The probability of the project being a technical success	Achieving successful project results
7	The probability of near or long term successful application to BPA	Successful application to BPA business challenges
8	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
9	Cost share which exceeds the minimum requirement, e.g. greater than 50%	The right leverage
10	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.**

13. Questions and Answers:

*Posted separately on the exchange website. I'll address all that I can at this time.*

14. 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/>