

McMinnville Water and Light Conservation Program

McMinnville Water and Light (MW&L) receives Energy Efficiency Incentive funds from BPA for its conservation program. MW&L administers the conservation program and works closely with Efficiency Services Group (ESG) to help manage it. Below you will find our program guidelines and requirements for the BPA 2022-23 rate period.

- Contractor submits quote to MW&L and ESG for authorization for each project. At that time contractor can request to schedule an audit of the location, if needed.
- Audits will be limited to those projects that have been pre-scheduled. Audits are performed on 2 days per month. Same day scheduling will be considered at the discretion of MW&L and ESG.
- Contractor receives authorization letter from MW&L for each project submitted and approved with a deadline to complete the project. The deadline is 6 months from the date of the authorization, however MW&L reserves the right to adjust this time frame if needed, to effectively manage the program.
- If the project is expected to exceed the deadline, it will need to be resubmitted for authorization. Projects will be authorized based on availability of funding and if authorized, will receive a new authorization letter confirming the amended deadline. Without proper authorization, the project will not be approved at completion.
- If the contractor wishes to amend or add on to a project after it has been started, contractor will need to submit for a "Phase 2" project. They will receive a separate authorization, if funding allows.
- MW&L has the sole authority to approve any extensions, changes and amendments to projects.
- All communication regarding questions or concerns with authorizations, requirements, or deadlines is to be directed to both MW&L and ESG, allowing for the most transparent, effective flow of information possible among all parties involved.
- Once a project is completed the contractor will need to submit all finalized paperwork to MW&L and ESG. This includes final invoice, and any additional documents requested from MW&L and ESG. Once paperwork has been submitted the contractor can request an inspection with ESG. Inspections are performed on 2 days a month. Same day scheduling will be considered at the discretion of MW&L and ESG. Inspections will not be scheduled without final paperwork submitted.
- MW&L will be issuing payments to contractor once per month, following approval of submitted invoices to BPA.

