**Bilateral Transfer FAQs**

1. Q: What is a bilateral transfer?

*A: The transfer of implementation budget dollars (aka Energy Efficiency Incentive (EEI)) between BPA’s customer utilities.*

1. Q: Where can the bilateral transfer form be found?

*A: On the EE website under Implementation Manual and then under the* [*IM Document Library*](https://www.bpa.gov/EE/Policy/IManual/Documents/July%20documents/BilateralTransferRequestForm3-12-14.pdf)*.*

1. Q: What is a “third party”?

*A: A vendor, business, or individual that a utility authorizes to act on its behalf concerning the bilateral transfer of EEI funds to or from a utility.*

*Examples of a third party: Any contractor providing EE program implementation services, or another BPA utility customer.*

1. Q: What is the process for customers transferring funds directly from their utility to another?

*A: Utilities use the existing bilateral form (*[*Bilateral Transfer Request and Attestation Form*](https://www.bpa.gov/EE/Policy/IManual/Documents/July%20documents/BilateralTransferRequestForm3-12-14.pdf) *available in the Document Library). The bilateral transfer form will continue to be signed by both parties and emailed to* *EEdocs@bpa.gov**. Once the form is received the EER will request that the funds are transferred in EE Tracker and the COTR will create an Exhibit A revision to reflect the change.*

1. Q: How is the bilateral transfer process different for utilities that authorize a third party to transfer funds on their behalf?

*A: Utilities who authorize a third party to transfer EEI dollars on their behalf will have to sign an initial form giving the third party authorization to transfer funds on the utility’s behalf. The Bilateral Third Party Agreement must be submitted to* *EEdocs@bpa.gov**, and entered into CCM by the COTR so that BPA has a record of the third party authorization. Once this agreement is in place the third party can request transfers.*

* *If the designated third party represents both the source utility and recipient utility they can send an email to* *EEdocs@bpa.gov* *to request the transfer without using the bilateral transfer form.*
* *If the third party only represents one party (either the source or recipient) the process will proceed as normal with both utilities signing and submitting the bilateral transfer form.*

*In both cases the EER will then request that the funds are transferred in EE Tracker and the COTR will create an Exhibit A revision to reflect the change. The EER will then notify the customer that the third party has made the transfer.*

1. Q: Is BPA aware of how many utilities are interested in having a third party transfer EEI funds for them?

*A: As of today, the Idaho Energy Authority (IDEA) is the only third party that has expressed interest in designating a third party to authorize bilateral transfers between utilities.  Other groups may be interested in the future.*