

POLICY MANUAL

DEMONSTRATION OF ENERGY & EFFICIENCY DEVELOPMENTS (DEED)

A research and demonstration program
of the American Public Power Association

As revised by the APPA Board of Directors, March 2, 2017



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Policy Statement Approved by APPA's Board of Directors

The challenge and opportunity posed by changing consumer needs and developing technologies require a concerted effort by all public power utilities to be innovative. The long-term strength of public power demands a firm commitment to research, development and demonstration.

To help promote these objectives, the American Public Power Association shall maintain a permanent program to identify and fund research and demonstration projects of benefit to local publicly owned electric utilities and to maintain responsive and effective means for technology transfer.

Introduction

Statement of Purpose

In 1980 the American Public Power Association established a program for the Demonstration of Energy & Efficiency Developments (DEED). The purpose of the DEED program is to sponsor and conduct activities related to energy innovation that improve efficiencies or lower costs and enhance the value of providing electricity and services to the customers of publicly owned electric utilities. The DEED program is premised on the belief that public power utilities can conduct these activities with greater success if they are undertaken collaboratively rather than individually. Such activities are to be primarily near-term in nature, to address current needs and to provide rapid transfer of knowledge.

On September 21, 2012 the DEED board of directors adopted a mission, vision, goals, and strategies for the program. They are outlined below to provide a framework for the DEED policy manual provisions.

Mission

DEED is dedicated to improving the operations and services of public power utilities by supporting and demonstrating its members' innovative activities through research, funding, and education.

Vision

DEED is a leader in energy research, development and demonstration and provides support for its members.

Goals & Strategies

Goal 1

Encourage and promote energy innovation, research, development and demonstration for the betterment of public power utilities and their customers.

Strategy a

Provide financial support to DEED members and APPA committees for the development and demonstration of new, innovative technologies and techniques, and the creation of useful products and tools for the betterment of public power utilities and their customers.

- **Tactic 1:** DEED utility grants

Strategy b

Recognize significant achievements by DEED members in the field of energy innovation and improving efficiencies in all facets of utility operations.

- **Tactic 1:** Offer up to three energy innovator awards and an award of continued excellence annually.

Strategy c

Partner with other organizations to pool resources, collaborate on areas of joint concern and specific projects, where appropriate.

- **Tactic 1:** Use the DEED Digest as a vehicle to share work of other organizations, e.g. EPRI, on areas of common interest.
- **Tactic 2:** When appropriate use DEED grants to co-fund projects with other organizations.

Goal 2

Maximize resources to support the program.

Strategy a

Attract and retain members with the objective that every APPA member voluntarily participates in DEED.

- **Tactic 1:** Solicit annual dues from APPA members for DEED to allow the program to be self-supporting.
- **Tactic 2:** Provide exceptional customer service and high quality, valuable services to retain DEED members and encourage new membership.
- **Tactic 3:** Create and utilize outreach opportunities to encourage non-DEED member JAAs, State Associations, and utilities to join DEED and provide information to current members on how to best take advantage of their DEED membership benefits.
- **Tactic 4:** DEED staff and DEED board directors will attend appropriate state, regional and national meetings to promote the program.

Goal 3

Increase knowledge about the DEED program and enhance member communication, contact and involvement in DEED.

Strategy a

Effectively educate and inform members and non-members about the DEED program by incorporating and utilizing all effective, appropriate communication media and technologies.

- **Tactic 1:** Offer monthly news emails, new updates, and dedicated website to keep members apprised of news and deadlines related to the DEED program.

- **Tactic 2:** Effectively incorporate Facebook, The HUB, mail, e-mail, Internet, Twitter, RSS Feeds, Blogs, and other media, into DEED's marketing strategies.

Strategy b

Provide forums for the dissemination and discussion of information resulting from the program.

- **Tactic 1:** Appropriately utilize the website, newsletters, web-based communities; webinars, and conferences to discuss information resulting from the program.

Goal 4

Introduce students to career opportunities in public power especially those entering technical programs and majors in short supply and high demand by the utility industry.

Strategy a

Offer several types of scholarships to full-time students accepted or enrolled in vocational schools or accredited colleges and universities and encompassing high school seniors through graduate students.

- **Tactic:** Offer a scholarship program encompassing student research grants, student internships, technical design projects, and educational scholarships.

Strategy b

Create public power focused learning opportunities for DEED scholarship recipients.

- **Tactic 1:** Create mentoring opportunities between DEED scholarship recipients and DEED members.
- **Tactic 2:** provide DEED scholarship recipients with information on public power career opportunities.

The following policies govern the DEED program and were first approved by APPA's board of directors on October 22, 1985, and most recently revised on March 2, 2017.

A. GENERAL

1. This policy manual sets forth the terms, procedures, and guidelines for conducting the DEED program.
2. This policy manual shall be reviewed periodically but no less than once every five (5) years by the DEED board of directors, and updated as necessary, with any recommended changes to these policies requiring approval by APPA's board of directors.
3. Each DEED member utility shall be provided a copy of this policy manual. Additional copies shall be provided upon request.
4. It is the goal of the Association that every APPA member shall support the DEED program.
5. DEED members must remain a member in good standing of APPA. If a DEED member drops its APPA membership, the utility will be unable to renew DEED membership for the following year unless and until it becomes an APPA member in good standing.

B. DEED DIRECTORS

1. The DEED program shall be governed by 12 DEED directors:
 - a. Ten (10) directors, one from each of the 10 regions into which the APPA membership is divided, shall be appointed to staggered, three-year terms. Appointment will be made by APPA's chair following the nomination method outlined below. Full terms may be repeated once. Reappointment shall be contingent upon at least 50 percent attendance at prior board meetings. At the discretion of APPA's chair, the director from Region 10 may be appointed either from that region [outside the United States.] or from DEED's membership at large. These 10 directors shall be from DEED member utilities or organizations.
 - i. Solicitation and nomination of directors shall be made from the DEED membership. DEED members from the region needing representation may nominate any other person from that same region, provided they are eligible to serve on the board. Persons may not nominate themselves. The current DEED directors shall choose a single nominee for each region needing representation, to be presented to the APPA chair for final appointment.

- ii. All regular APPA utility, joint action agency, federal service contract and state/regional association members are eligible to serve as DEED directors. Associate members are not eligible to serve on the board.
- iii. It is important that the board be comprised of a group of diverse individuals in order to best represent the membership. When evaluating candidates, the incumbent board will strive to maintain or enhance the following board characteristics:
 - Diversity of subject-matter expertise
 - Diversity of size (large, medium and small utilities); and
 - Diversity of member type (utilities; state associations, joint action agencies)

The Board shall also consider a candidate's years in public power, involvement in APPA or DEED activities, previous and current job experience, and any other qualification that demonstrate the individual's fitness to serve as a DEED director. Additionally, the board shall also consider prior regional representation to assess participation from a state and utility standpoint.

- b. The chair and vice chair of APPA's Engineering & Operations Section shall also serve as directors during their tenure as section officers. The section chair or vice chair may not serve concurrently as a regional DEED director.
- c. The DEED board may extend a board member's term for up to one year to ensure continuity of the board.
2. The directors shall elect a chair and vice chair from those currently serving on the board. (The chair and vice chair may serve up to two, two-year terms.)
3. There shall be an executive committee consisting of three (3) directors to act on necessary issues between meetings. The members of this committee shall consist of the DEED chair, vice chair, and a member appointed by the DEED chair. Actions taken shall be reported at the next scheduled meeting of the full DEED board.
4. In the event that one of the 10 regional DEED directors shall resign or the director's member utility ceases DEED membership, the APPA chair may appoint a replacement for the remainder of the term. If more than half of the term remains, a replacement will be chosen following the solicitation and appointment method outlined in section B.1.a.i. to fill the

remainder of the term. Once this term expires, the appointed director may seek nomination following the methods outlined in section B.1.a.i. and, if appointed, may serve two, three-year terms.

5. If a director is absent from two consecutive meetings, that directorship shall be reviewed by the DEED executive committee to determine if the director should be relieved of duties and an interim replacement appointed by the APPA chair, based on the recommendation of the DEED executive committee.
6. A simple majority of sitting board members shall constitute a quorum.
7. All action of the directors shall be made by majority vote of a quorum of the DEED directors.
8. All decisions made by the DEED directors, related to the DEED program, are at the sole discretion of the DEED board.

C. DEED FUND

1. Fifteen (15) percent of DEED contributions and revenues shall be withheld for administrative expenses associated with the program. The remaining funds shall be known as the DEED fund. The DEED fund shall be used for DEED grants, DEED joint projects, DEED student research grants, internships, technical design projects, or other purposes consistent with the objectives of DEED, as determined by the DEED board of directors.

D. BOARD OF DIRECTORS MEETINGS

1. The two scheduled meetings of the DEED directors shall be held: (1) in conjunction with APPA's Engineering and Operations Technical Conference, and (2) in the Fall, either in APPA's Washington, D.C., offices or in conjunction with the E&O midyear planning meeting. The DEED board of directors may vote to meet at an alternative location, if desired.
2. The board of directors meetings are open to all DEED members. DEED members are encouraged to attend. The board may have closed executive sessions, as it deems necessary.
3. The vice chair-elect of APPA's Engineering and Operations Section shall be invited to DEED board meetings. The vice

chair-elect may comment on all board of directors business, but shall not vote. Other committee officers may be invited to attend, at the discretion of the board.

4. Proposers of DEED projects shall not be allowed to make personal presentations on behalf of their proposal. Proposers, however, are encouraged to contact any DEED director(s) prior to the meeting to explain their proposals and offer background information. Calls may be made to an applicant during board meetings if a board member wishes to ask questions regarding a proposal.
5. DEED directors shall not be allowed to make personal presentations or vote on behalf of proposals submitted by their own organization.
6. The full minutes of the directors meetings shall be kept and made available for inspection through APPA.
7. An executive summary of all DEED meetings shall be made available to all DEED members. This summary shall include an identification of DEED proposals that did not receive funding.

E. DUES

1. DEED shall be supported through voluntary dues contributions by APPA members.
2. DEED dues for regular members (in U.S. dollars) shall be:
 - a. Utilities: 20 percent of APPA invoiced dues; \$11,500 maximum.
 - b. Joint action agencies: 20 percent of the combined total of all of the agency's members' APPA dues (calculated for all agency members or distributors that are APPA members) up to \$20,000 plus an additional 10% charge on calculated dues exceeding \$20,000. Agency members or distributors that belong to APPA will qualify for DEED membership benefits. \$115 minimum.
 - c. State and regional associations: \$275. Only the state or regional association joining DEED may utilize DEED benefits. The state or regional association may not share DEED reports, publications, software, videos or other DEED membership benefits with its members. The state or regional association's members may join DEED by payment of DEED dues based on the formula in F.2.a.

- d. Federal service contracts: \$2,500. These are power-related agencies of the United States Government. These members may not share DEED reports, publications, software, videos or other DEED membership benefits with their distributors.
3. The following APPA members are eligible to join as DEED associate members: state or local government agencies, including cities, towns, counties and other public agencies in the United States and Canada that offer utility-type services (gas, water, telecom, and cable TV/Internet) but not electric service; cities, towns, counties and other public agencies in the United States and Canada that do not operate electric utilities but are looking to serve, or already serve, as aggregators to group buyers of electric or other utility service; state or local government agencies with public power oversight or regulatory responsibilities; community- or government-owned electric utilities located outside of the United States, its territories, and possessions, and Canada. Membership benefits include: Access to scholarships; DEED Digest subscriptions; results from projects (reports, abstracts etc.); and member discounts on products and publications. Associate members are not eligible to apply for grants or DEED awards (Energy Innovator Award/Award of Continued Excellence) or to serve on the DEED board. The dues for associate members are \$275.
4. Although individual and corporate members of APPA are ineligible to join DEED, they may purchase DEED project results and final reports on a case by case basis at the discretion of the DEED administrator. They may also subscribe to the DEED Digest (see Section M).
5. Should DEED membership reach 60 percent of full APPA regular utility member participation, either on the basis of total meters served or number of participating systems, on recommendation of the DEED board of directors, APPA's board of directors may review the inclusion of DEED membership dues in general APPA regular utility member dues.

F. RESPONSIBILITIES OF THE STAFF DIRECTOR AND ADMINISTRATOR

1. The day-to-day administration of the DEED program shall be the responsibility of the DEED administrator as designated by APPA staff. The DEED administrator shall keep the DEED directors and DEED membership informed, as appropriate, about DEED program activities.
2. Administrative responsibilities of the DEED administrator shall include:
 - a. Reviewing all proposals to ensure compliance with the guidelines for submittal.
 - b. Searching and bringing to the attention of the DEED directors any related research conducted by other organizations.
 - c. Providing copies of the proposals to the DEED directors at least one week prior to their review meeting.
 - d. Notifying proposers of the decision of the DEED directors immediately after their review.
 - e. Ensuring compliance with the terms of grant awards.
 - f. Promotion of the grant awards and the transfer of results.
 - g. Marketing of DEED to both current members and non-members.
3. The DEED administrator shall report to the staff director as designated by APPA for program oversight and guidance.
4. APPA's staff director of DEED shall appoint support staff to the DEED directors and the DEED program.

G. GENERAL REQUIREMENTS FOR DEED-SPONSORED PROJECTS

1. DEED-sponsored projects are understood to include specifically DEED grants (Section H) and DEED joint projects (Section I). The requirements in this section apply to all of DEED-sponsored projects.
2. Approval of DEED-sponsored projects is the responsibility of the DEED directors. All DEED-funded projects shall be governed by a contract. DEED directors may amend any proposal or contract for the benefit of the DEED program.

3. Proposals for DEED-sponsored projects shall be submitted by the designated deadline at least one month in advance of scheduled meetings of the DEED directors. These deadlines shall be announced to all DEED members. Proposals submitted after the deadline, but before the meeting, may be considered by the board on a case-by-case basis. Proposals submitted between scheduled DEED board meetings may be considered on a case-by-case basis.

4. DEED funds direct project costs for its utility grants, but understands that, particularly with some organizations, the recovery of indirect costs is important.
- No indirect costs are allowed for DEED scholarships and 10 percent is the maximum allowed amount for DEED grants.
 - Direct costs are those for activities or services that specifically benefit the DEED project., e.g., salaries for project staff for actual hours worked on a DEED project and materials required for the DEED project. These costs should be easily traced to the DEED project and should be tracked accordingly.

Indirect costs are those for activities or services that benefit more than one project. Their precise benefits to a specific project are often difficult or impossible to trace. For example, facility and administration charges are considered indirect costs.

5. APPA committees or staff may recommend projects for which proposals are to be solicited from DEED members.
6. In evaluating pending proposals for award, DEED directors shall give due consideration to the following criteria:
- Broad applicability to public power utilities, in particular DEED members.
 - Sponsorship and significant cost-sharing by one or more organizations.
 - Development of analytical tools, methodologies, software, hardware, services, or equipment.
 - Special considerations for small utilities.
 - Degree and timeliness of transferability of results.
 - Previous performance of the proposer on other DEED-funded projects.
 - Special consideration for proposers who do not have current DEED projects.

- Overall benefit the project will provide to utility operations.
- Overall customer value the project will provide.
- Project uniqueness and innovation.
- DEED funds are generally not used for the purchase of computer software or hardware, or other high-cost equipment that has uses or applications outside of the proposed research project
- Preference for funding DEED projects shall be given to utility members in good standing

7. The DEED directors may take any of the following possible actions in response to proposals for DEED-sponsored projects:
- Award, without condition.
 - Award, with condition or modifications.
 - Table, with request for clarifications or modifications.
 - Reject.
8. As a contract requirement, successful recipients of DEED-sponsored projects shall:
- Submit quarterly project reports.
 - Submit a detailed final report on the project, in both hard copy and electronic formats, describing activities, detailed information on project costs, bibliography, achievements, problems, results, and recommendations, within six (6) months of project completion.
 - Submit a DEED Project Abstract in either hard copy or electronic format, in the form prescribed by APPA (see Section N).
9. Equipment purchased in support of a DEED-sponsored project may be retained by the award winner after acceptable conclusion of the project, provided all contract requirements are completed, unless otherwise specified.
10. A general requirement of the award of a DEED-sponsored project shall be APPA's retention of full rights and/or patents to any inventions or products resulting from efforts while conducting the project. This requirement may be waived or modified by the DEED administrator.
11. The standard method of project payment shall be based on invoices for work completed to date. Waivers to this method shall be at the discretion of the DEED executive committee. Payment of grant funds will be made by APPA to the sponsoring utility for direct expenses for disbursement to any

subcontractors. No more than 25 percent of the total award for the DEED-sponsored project may be provided to award recipient at the inception of the project. The DEED administrator may increase this amount up to a total of 50 percent if appropriate. In all instances, 25 percent of award amount shall be withheld by APPA until project completion.

12. The DEED directors shall have the discretion to increase project funding by up to 15 percent of award amount, if the award recipients demonstrate a need for additional funds.
13. A utility receiving an award must have the contract signed by a duly authorized representative of the utility.
14. Projects may be terminated if:
 - a. The project schedule slips by more than six (6) months and a request for an extension has not been submitted and approved by the DEED administrator.
 - b. A final report and abstract have not been received within six (6) months of the project's scheduled completion.
 - c. A project awarded is not inaugurated within six (6) months without satisfactory explanation.
 - d. A utility cancels its DEED membership while the project is active.
15. The DEED directors shall have sole responsibility for termination of DEED-funded projects.

H. GRANTS

1. DEED grants are intended for demonstration or early commercialization projects at DEED member utilities that promise to improve efficiencies, lower costs or add service or value in the provision of electricity or energy services to the customers of publicly owned electric utilities. DEED grants also may be used for applied research to early-demonstration projects with longer-term potential either to improve efficiencies or lower costs in the provision of energy services to the customers of publicly owned electric utilities, to be conducted by any organization under the guidance and sponsorship of a DEED regular member utility.
2. Proposals for DEED grants may be submitted only by DEED regular members that have been DEED members for at least six months prior to grant submission.
3. Proposals for DEED grants exceeding \$125,000 must be approved by APPA's board of directors upon approval by the DEED directors.
4. DEED grants for utility-specific studies or programs shall fund no more than 50 percent of the cost of a proposed project. The DEED directors reserve the right to determine if the benefits of a project are utility-specific. The matching portion of the grant may be met through direct contributions, other grants, or documentable services-in-kind by the proposing DEED member.
5. DEED grant application forms are available from the DEED administrator at APPA.
6. Grant awardees are required to submit quarterly progress reports to the DEED administrator. Payments on invoices will be withheld if quarterly progress reports are not received.
7. DEED grant awards are considered at least twice annually by the DEED directors.
8. All general requirements for DEED-sponsored projects as listed in Section G apply to DEED grants.

I. JOINT PROJECTS

1. DEED joint projects are similar to DEED grants except they must be initiated by an APPA committee or task force.
2. Utility staff participation on a DEED joint project must be authorized by that individual's utility employer.
3. An APPA staff member must be assigned to every DEED joint project.
4. No cost-sharing is required for DEED joint projects unless the project is utility-specific. In such instances, DEED joint projects shall fund no more than 50 percent of a proposed project.
5. Applications for DEED joint projects are available on request from the DEED administrator at APPA.
6. All general requirements for DEED-sponsored projects as listed in Section G apply to DEED joint projects.

J. SCHOLARSHIPS

1. DEED scholarships are intended to increase students' awareness of career opportunities in public power, the utility industry, and provide host DEED members with assistance.
2. Students must be attending school in a country with at least one DEED member.
3. Applicants must be accepted or enrolled in a vocational school, or accredited college or university to be eligible to apply.
4. Applicants must be full-time students to be eligible to apply.
5. The student is responsible for determining that the tuition due date is after the funding decision date.
6. The DEED directors shall have sole responsibility for approval of DEED scholarships. Awards shall be considered twice annually.
7. Relatives of the current DEED board of directors and APPA staff may not apply for DEED scholarships.
8. Applications for DEED scholarships shall be submitted by the designated deadline at least one month in advance of scheduled meetings of the DEED directors. These deadlines shall be announced to all DEED members. Proposals submitted after the deadline but before the meeting, or between scheduled meetings may be considered by the board on a case-by-case basis.
9. Applications must be dated and signed by an authorized individual at a DEED member organization who agrees to sponsor the student for a DEED scholarship. The DEED member sponsor must remain a DEED member while the scholarship is active. In the case of the Technical Design Project (TDP) application, a DEED sponsor is not required to apply, but a DEED mentor will be assigned as a sponsor for their project after the TDP is awarded.
10. Each applicant shall request a transcript of his or her academic record to be mailed directly to APPA. Transcripts issued to students are not acceptable. Students shall send a transcript from their current or most recently attended school that has grades from a least one semester of full-time courses. For example, high school seniors shall send their high school transcript. All materials noted as required on the scholarship application must be received by the application cycle due date. This includes but is not limited to: student transcript, letter(s) of recommendation, utility sponsor signature sheet. Incomplete applications will not be considered by the board.
11. Applicants shall not be discriminated against on the basis of gender, race, religion, national origin, or citizenship.
12. The DEED directors may place conditions upon the award of any DEED scholarship.
13. Applications for DEED scholarships are available on request from the DEED administrator.
14. A student may not have more than one DEED scholarship (student research grant, internship, technical design project, or educational scholarship) at a time.
15. DEED members who sponsor student(s) for a DEED scholarship are intended to be a resource and mentor to the student(s) they sponsor. To provide the scholarship recipient with more knowledge of career opportunities in public power the DEED member sponsor or mentor and student scholarship recipient agree to at least one of the following:
 - a. Provide an opportunity for the recipient to shadow an employee on staff.
 - b. Share information on the electric utility industry and career opportunities in public power with the recipient, such as by conducting a tour and briefing at the sponsor's utility.
 - c. Invite the recipient to assist and participate in special events the utility hosts such as programs during public power week or at local schools.
 - d. Provide a mentor to the recipient who can share information on appropriate public power career paths and be a resource to the student at least during the time frame of the DEED scholarship.
16. APPA will provide each recipient with information on career opportunities in public power.
17. At the conclusion of the scholarship the recipient becomes a part of DEED's student alumni program, which provides benefits and opportunities of mutual interest to the students and DEED.

I. Student Research Grants

1. The goal of this scholarship is to support students conducting research on an energy-related project approved by a sponsoring DEED member.
2. All student research grant projects that address techniques or technologies to improve the efficiency of energy use, utility operations, or utility services, shall be eligible for award.
3. The student must submit a mid-point report when the project is half-way completed. The student must submit a final report on their project describing activities, cost, bibliography, achievements, problems, results, and recommendations. Recipients also shall submit an abstract as prescribed by APPA (see Section N). The sponsoring DEED member will approve and forward the final report and summary abstract to APPA upon completion of the project.
4. Student research grants are limited to \$4,000 per project. They may be split among students collaborating on a single research grant.
5. Student research grants include travel expenses up to an additional \$1,000 for student(s) to attend an APPA conference or APPA approved conference (i.e. APPA member state association or JAA conference) of their choice within 12 months of completing their scholarship. The DEED administrator must approve student travel arrangements and APPA will reimburse for approved expenses.
6. There shall generally be a combined limit of ten (10) DEED student research grants and internships annually. More than ten (10) scholarships may be awarded during one calendar year at the discretion of the DEED directors.
7. In evaluating student research grant applications, DEED directors shall give due preference to these criteria:
 - a. Broad applicability of benefits to public power utilities, in particular DEED members.
 - b. Close involvement of the host utility in project monitoring, sponsorship, and guidance.
 - c. Major in an academic field related to the electric power or energy service industries.
 - d. Superior academic performance.
 - e. Special consideration to utilities that have not previously sponsored a student and to small utilities.
 - f. Educational and learning opportunities for student in public power and utility field.
8. Student research grant recipients shall be encouraged to publish their results in peer-reviewed journals.
9. Payment of funds will be made by APPA to the sponsoring utility for disbursement to the student(s).
 - a. The first payment (\$1,000) will be paid when the contract is executed.
 - b. A second payment (\$1,500) will be paid when the student is half-way through the research project as determined by the utility sponsor, and a written summary of what the student has accomplished has been approved by the DEED administrator.
 - c. The final payment (\$1,500) will be paid upon satisfactory completion of the research project and approval by the DEED administrator of the final deliverables and two-page abstract.
 - d. All payments must be requested by and paid to the utility sponsor.
10. It is the responsibility of the sponsoring utility to make payments to the student in accordance with federal and state tax regulations.
11. Student research grants may be terminated if:
 - a. The project schedule slips by more than three (3) months and a request for an extension has not been submitted and approved by the DEED administrator.
 - b. A final report and abstract have not been received within three (3) months of the project's scheduled completion.
 - c. A project awarded is not executed within three months without satisfactory explanation.
 - d. A utility cancels its DEED membership while a project is active.
 - e. Project is not completed by student's graduation.

II. DEED Student Internships

1. The goal of this scholarship is to support students interested in gaining hands on experience working as an intern in the utility industry. The student will work on various energy related projects and activities for the host DEED member organization.
2. The student must submit a mid-point report when the project is half-way completed. The student must submit a final report on their internship describing activities, achievements, problems, results, and recommendations at project

completion. Recipients also shall submit a DEED abstract as prescribed by APPA (see Section N). The sponsoring DEED member will approve and forward the final report and abstract to APPA upon completion of the project in electronic format.

3. Applications must be dated and signed by an authorized individual at a DEED member organization who agrees to sponsor the internship.
4. Student internships are limited to \$4,000 and may be split among students collaborating on a single project.
5. Internships include travel expenses of up to an additional \$1,000 for students to attend an APPA conference or APPA approved conference (i.e. APPA member state association or JAA conference) of their choice within 12 months of completing their scholarship. The DEED administrator must approve student travel arrangements and APPA will reimburse for approved expenses.
6. There shall generally be a combined limit of 10 DEED student research grants and internships annually. More than 10 scholarships may be awarded during one calendar year at the discretion of the DEED directors.
7. In evaluating internship applications, DEED directors shall give due preference to these criteria:
 - a. Close involvement of the host utility in project monitoring, sponsorship, and guidance.
 - b. Major in an academic field related to the electric power or energy service industries.
 - c. Superior academic performance.
 - d. Special consideration to utilities that have not previously sponsored a student and to small utilities.
 - e. Educational and learning opportunities for student in public power utility field.
8. Payment of funds will be made by APPA to the sponsoring utility for disbursement to the student(s).
 - a. The first payment (\$1,000) will be paid when the contract is executed.
 - b. A second payment (\$1,500) will be paid when the student is half-way through the internship, as determined by the utility sponsor, and a written summary of what the student has accomplished has been approved by the DEED administrator.
 - c. The final payment (\$1,500) will be paid upon satisfactory completion of the internship and approval by the DEED administrator of the final deliverables and an abstract.
 - d. All payments must be requested by and paid to the utility sponsor.
 - e. It is the responsibility of the sponsoring utility to make payments to the student in accordance with federal and state tax regulations.
9. Student internships may be terminated if:
 - a. The student's work schedule slips by more than three (3) months and a request for an extension has not been submitted and approved by the administrator.
 - b. A final report and abstract have not been received within three (3) months of the internship's scheduled completion.
 - c. An internship awarded is not executed within three months without satisfactory explanation.
 - d. A utility cancels its DEED membership while an internship is active.
 - e. The internship is not completed by student's graduation.

III. Technical Design Projects

1. The goal of this scholarship is to introduce students to career opportunities in public power, conduct research of interest to DEED member organizations, and support students working on a technical design project which is typically required of engineering students in their final year of college.
2. Students are expected to complete a technical design project approved by their academic advisers and submit to APPA a final report on the project describing activities, cost, bibliography, achievements, problems, results and recommendations. Recipients also shall submit an abstract as prescribed by APPA (see Section N). In addition to the final report and abstract, the student(s) shall travel to the APPA Engineering and Operations Technical Conference to give a presentation on their project.
3. Only students enrolled in an accredited college or university shall be eligible to apply. Students working on a senior project for their engineering degree will be given preference.
4. Applications must be submitted by the student(s) with the approval of their university adviser. The application must be signed and dated by the student(s) and the adviser.
5. Technical design project awards will be for \$5,000, plus up to an additional \$3,000 for travel expenses for student(s) to present their project at the APPA Engineering and Operations Technical Conference. The DEED administrator must approve student travel arrangements and will reimburse for approved expenses.
6. Applications for DEED technical design projects shall be submitted by the designated deadline. These deadlines shall be announced to all DEED members, and publicized directly to schools. Proposals submitted after the deadline but before the meeting will be considered by the board on a case-by-case basis. Proposals submitted between scheduled DEED board meetings may be considered on a case-by-case basis.
7. In evaluating technical design project applications, DEED directors shall give due preference to the following criteria:
 - a. Broad applicability of benefits to public power utilities, in particular DEED members.
 - b. Major in an academic field related to the electric power or energy service industries.
 - c. Superior academic performance.
8. DEED board shall have the option to award funding for one or more technical design projects each year.
9. All technical design project submissions that address techniques or technologies to improve the efficiency of energy use or utility operations, or utility services, and the above criteria, shall be eligible for award.
10. Technical design project recipients will be assigned a public power mentor who will be a resource to them during the scholarship.
11. Technical design project recipients shall be encouraged to publish their results in peer-reviewed journals.
12. Payment of funds will be made by APPA to the student recipient(s).
 - a. The first payment (\$1,000) will be paid when the technical design project contract is executed.
 - b. A second payment (\$2,000) will be paid when sufficient progress on the project has been made by the student, as determined by the student's university adviser and contingent upon submission to the DEED administrator of a written summary of project progress.
 - c. The final payment (\$2,000) will be paid upon satisfactory completion of the project and receipt of the final deliverables and abstract.

IV. Educational Scholarship

1. The goal of this scholarship is to support students entering technical careers that are in short supply and high demand by public power utilities.
2. The amount of this scholarship is \$2,000 to be paid directly to the educational institution where the student is enrolled to cover expenses.
3. The educational scholarship is targeted for high school seniors, and students in trade school, community college/ two-year college, and undergraduate baccalaureate programs or intending to enroll in one of these programs. Graduate students may not apply for the educational scholarships.
4. The applicant must be a full-time student during the time frame of the scholarship." We use the applicant's learning institutions' definition of full-time.
5. If a student is receiving educational assistance (tuition reimbursement) from another entity, DEED scholarship funds cannot be applied to any expenses paid by another entity.

6. Applicant must be pursuing or planning to pursue a certificate or degree that could lead to a career at an electric utility. Examples include, but are not limited to, power plant technology, electric lineworker, powerline technology, electrical power technology, electrical lineworker technology, electrical distribution systems, utility line technician, environmental specialist, and traditional and alternative power generation technologies.
7. Applicant must be studying or planning to study at a post secondary school, such as a vocational school, an accredited community college, or 4- year college to be eligible for this award.
8. Students selected to receive this scholarship are eligible to reapply in future years.
9. Scholarships shall be awarded in two categories – “Associate/Baccalaureate” or “Craft/Vocational:”
 - a. **Associate/Baccalaureate** — Students pursuing a degree in a community college, or four-year college or university with a major such that when they graduate they could be employed by the electric utility industry.
 - b. **Craft/Vocational/Trade School** — Students pursuing a certificate or vocational degree at a vocational school with a major such that when they graduate they could be employed by the electric utility industry.
10. The number of scholarships given each year will be based on the quantity and quality of applicants and will be at the discretion of the board. There will be a target of ten (10) each year. More than 10 scholarships may be awarded during one calendar year at the discretion of the board.
11. The board will consider the following criteria for this scholarship:
 - a. Goals and aspirations of the student in the electric utility industry
 - b. Motivation to succeed
 - c. Service to community and school
 - d. Academic ability
 - e. Priority will be given to students pursuing degrees or certificates in areas that are in short supply and high demand in the public power industry.

K. ENERGY INNOVATOR AWARDS (EIA)

1. Only current DEED regular members may be considered for the Energy Innovator Award.
2. The awards are to be presented during the APPA annual National Conference.
3. The applications are to be submitted to the DEED administrator by the designated deadline.
4. A panel of at least five and no more than eight individuals nationally recognized in the energy field, members of Congress, or other prominent individuals shall act as judges of the award applications. APPA staff will be responsible for identifying and recruiting judges. Recommendations for judges may be submitted by members of APPA.
5. Awards will be based on the combined and weighted rank order of submissions as determined by the judges.
6. There is a target of three EIA awards annually.
7. Each DEED regular member may submit only one (1) application for an award at a given time.
8. Judges shall be free to make their own decisions regarding ranking and scoring. However, these criteria shall be suggested to the panel of judges for use in evaluating the applications:
 - a. Creativity.
 - b. Resource efficiency.
 - c. Benefits to consumers.
 - d. Transferability.
 - e. Project scope in relation to utility size.
9. Each submission must include utility name, address, title of program, telephone, and utility contact name.
10. The award proposal itself must include:
 - a. A description of the innovation.
 - b. Discussion of why the innovation was undertaken.
 - c. Review of how the technique was implemented.
 - d. A report on actual or anticipated benefits.
 - e. A summary of the contribution the approach has made to more efficient delivery of energy services in the community.

- f. A statement indicating how the activity has been of aid to other public power utilities.

11. Additional supporting material shall not be forwarded to the judges (e.g., videotapes, software programs, posters, etc.).

L. AWARD OF CONTINUED EXCELLENCE (ACE)

1. Only DEED regular members in good standing of at least five years may be considered for the DEED Award of Continued Excellence.
2. The award is to be presented at APPA's annual Engineering & Operations Technical Conference.
3. Applications must be submitted to the DEED administrator by the designated deadline.
4. The winner will be selected by eligible members of the DEED board of directors from among nominations submitted by DEED members and/or APPA staff. The following criteria will be used to determine the eligibility of DEED directors to participate as a judge:
 - a. DEED directors must represent a DEED member (non-members serving on the board by virtue of their office in the E&O Section are not eligible to judge).
 - b. DEED directors will be ineligible to participate in the discussion or judging any time their organization is nominated for the award.
 - c. DEED directors from joint action agencies or state/regional associations will not participate in the discussion or judging if their agency/association, or a member of their agency/association is nominated for the award.
5. The winner will be chosen by a simple majority vote of the judges.
6. Up to two awards may be chosen and presented if the Board deems it appropriate given the quality of the applications.
7. Nominees must be nominated by a DEED member or APPA staff. DEED members may nominate their own utility and other DEED member utilities. Judges will not know who nominated the organization (to avoid undue influence of staff or a conflict of interest).

8. Judges shall consider, but are not limited to, the following criteria:
 - a. Involvement in DEED program (through grants, scholarships, participation on board or in other activities).
 - b. Commitment to energy-efficiency, investigation/use of renewable resources, and public power.
 - c. Support for research, development and demonstration.
 - d. Length of DEED membership.
9. Each submission must include a cover page with the organization name, address, contact person and phone number for the nominee as well as the nominator, if different. The nomination must also include the signature of the nominator.
10. The nomination itself must include the following information:
 - a. How long the nominee has been a member of the DEED program
 - b. Outline the nominee's participation in the DEED program (through grants, scholarships, board representation, promotion of DEED to APPA members, etc.).
 - c. Outline other ways the nominee has supported research, development and demonstration outside the DEED program (i.e., Electric Power Research Institute membership, support of other similar organizations).
 - d. An explanation of other ways the nominee has supported the ideals of the DEED program, including a commitment to energy-efficiency, investigation/use of renewable resources, and support of public power.

M. DEED DIGEST

1. As a benefit of DEED membership, each member shall have access to DEED news on a regular basis, including the DEED Digest at no charge.
2. Complimentary copies of the DEED Digest may be given out at the discretion of the DEED directors or DEED administrator. 4. Non-DEED members may subscribe to the DEED Digest at an annual subscription rate to be determined by APPA staff. Subscribers that are not eligible for DEED membership may purchase DEED project results and final reports on a case by case basis at the discretion of the DEED administrator.

5. The DEED administrator is responsible for publishing the DEED Digest with support from APPA staff.
6. The DEED directors may provide oversight for the content and style of the DEED Digest.

N. DEED PROJECT ABSTRACTS

1. Each completed DEED grant, joint project, student research grant, student internship, and technical design project shall be documented in a standard-format abstract, in both hard copy and electronic versions, unless waived by action of the DEED directors.
2. All DEED grant and joint project recipients must provide APPA with an abstract of the project within six (6) months of project completion in an electronic format. A hard copy version may also be required if deemed necessary by the DEED administrator. The DEED administrator shall provide instructions outlining the format for submission.
3. All DEED student research grant, DEED student internship, and DEED technical design project recipients must provide APPA with an abstract of the project within three (3) months of project completion in an electronic format. A hard copy version may also be required if deemed necessary by the DEED administrator. The DEED administrator shall provide instructions outlining the format for submission.
4. Every DEED member shall have access to a copy of each completed abstract via the online DEED project database on the APPA Web site.
5. New DEED members shall have access to the full set of all project abstracts completed to date, via the online DEED project database.

O. DEED PRODUCTS

1. Any material or product resulting from a DEED-sponsored project that is offered for sale or for a fee constitutes a DEED product.
2. All DEED products shall be priced as follows:
 - a. DEED members: direct costs.
 - b. Non-DEED APPA members: multiplier recommended by APPA staff.
 - c. Non-APPA members: multiplier recommended by APPA staff.
3. All net revenues from DEED products shall be added to the DEED fund.

P. ACCOUNTING PROCEDURES

1. No monies may be awarded in excess of what is currently available in the DEED fund.
2. Funds received and disbursed by DEED shall be accounted for in a manner consistent with generally accepted accounting procedures.
3. Accounting and handling of funds shall be done by APPA.
4. Funds on hand shall be invested in accordance with established APPA investment policy.
5. The DEED accounts shall be audited as part of APPA's annual audit by an independent firm of certified public accountants.
6. Disbursements from the fund shall be made only upon submission of a written request by APPA's staff director of DEED or DEED Administrator and only in compliance with the procedures outlined in this policy manual.
7. An annual financial report shall be made available to all DEED members.



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