



LIHI Reviewer Requirements and Minimum Qualifications

Introduction

The Low Impact Hydropower Institute (LIHI) relies on a small team of independent third-party reviewers to conduct evaluations of applications for LIHI Certification. Typically, evaluations are conducted in two stages:

1. New application intake review or Stage 1 recertification (or mid-term) review consisting of:
 - a. Initial evaluation of the application and supporting documents for completeness
 - b. An initial review of the FERC eLibrary documents
 - c. An initial determination as to whether additional information is needed and/or whether there are potential issues or barriers to certification for the project
 - d. A brief report that summarizes the findings

2. New application full review or Stage 2 recertification (or mid-term) review consisting of:
 - a. In-depth technical evaluation of the application and supporting documents
 - b. In-depth review of applicable FERC eLibrary documents
 - c. Additional web searches or search of the project's LIHI historical files (for recertifications) for additional information needed
 - d. Inquiries of the applicant, resource agencies and/or stakeholders for additional information or confirmation of information presented in the application
 - e. A detailed report that describes the project, its environs, and addresses how the project satisfies the LIHI criteria and meets the criteria goals
 - f. A recommendation as to whether the project can be certified including any recommended conditions or PLUS standard awards

Contracting

Reviewers are engaged by LIHI as independent contractors. Reviewers or their companies must execute a written contract, and individuals who will work on LIHI projects must sign and abide by LIHI's conflict of interest policy and non-disclosure agreement (Schedules A and B of the contract). Reviewers are required to submit a professional resume and a completed IRS W-9 form prior to starting work.

Work Authorization, Invoicing and Payment

LIHI issues task orders for each application processing stage and reviewers are only authorized to work on projects after the task order is received and acknowledged by the reviewer's signature. Payment for services is made upon completion of each task order, acceptance of the final work product, and once an invoice for services has been received and approved. LIHI will

transmit an IRS 1099 form each year in accordance with IRS rules on reporting of payments to non-employee service providers.

Minimum Qualifications and Experience

The LIHI certification process is highly technical in nature. Reviewers must have significant experience related to the hydropower industry and a demonstrated technical specialty in:

- hydropower operations,
- engineering,
- environmental sciences, or
- another directly related field.

For consideration as a reviewer, the individual must be able to demonstrate at least 10 years of directly related experience, or 7 years and an advanced degree or professional registration in a related technical specialty.

Training/Trial Period

All new reviewers will undergo an initial trial period with training and guidance provided by LIHI staff. The trial period will extend until at least 2 full application reviews have been successfully completed.

Expectations

Reviewers are expected to have:

- A thorough understanding of the LIHI Certification program and LIHI Handbook,
- Excellent communication skills including the ability to accurately interpret and clearly convey technical information verbally and in writing to lay audiences,
- Proficiency in Microsoft Word, Excel, Dropbox file sharing, searching and retrieving information from the FERC elibrary, and be able to conduct web searches for relevant information,
- Good organizational skills and the ability to balance competing priorities,
- A commitment to meeting set deadlines for project completion, and
- A commitment to environmental protection and the social good.