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*Agenda: PA Development Telecon*

ESPC Process Doc. P2-08

Rev. 11-19-18

Responsibility: PF

**PA Development Teleconference Call(s) Agenda**

**(minimum topics required to be covered are listed)**

* Introductions
  + Agency CO & COR
  + ESCO Project Manager
* Status of PA development schedule
  + ESCO input on status of PA submittal schedule
  + Discuss timeline and pending actions
* Status of data collection from site visits
  + Discuss any issues (site access/security)
* Discuss any initial findings on ECMs
* Sources of savings (non-energy, O&M, etc.) and budget categories
* Government witnessing for M&V baseline (if measurements are made to support the IGA/proposal)
* Project discussion on meeting customer expectations
* Discuss availability of ESCO’s PA components for review prior to PA submittal
  + Risk/Responsibility Matrix
  + Utility rate baseline and escalation rates
  + Other/remaining components