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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