### Utility Selection Letter – Template

Once the utility selection decision is made, the CO will notify all utilities. The following template includes a statement providing instructions for and initiating the PA.

Some agencies, depending on project size and scope, will not require a PA or use a notice to proceed with PA, but will alternatively use an in-house assessment for the initial project scope, and/or skip the PA and start with an IGA.

**Utility Selection Letter – Notice to Proceed with PA**

**Template**

Date

U.S. Agency

Agency Unit/Command

Address

City, State Zip

Phone:

Fax:

Email:

Utility Name

Attn: Federal Accounts Rep Name

Address

City, State Zip

SUBJ: Reference

*(Utility)* has been selected to perform a UESC, in accordance with *(Utility’s)* GSA AWC Agreement, *(insert agreement #)*. The UESC covers *(insert Agency / Facility Name located in City, State)*. A list of buildings to be included in the study will be provided after consultation with site personnel. It is anticipated that the study may be expanded to include other facilities in the (Utility) service territory.

This letter shall serve as the notice to proceed with the Preliminary Assessment (PA) at the aforementioned facilities. In addition to the standard energy and water conservation measures investigated as part of a PA; it is also requested that the study incorporate:

1. Renewables

2. Commissioning

3. Performance Assurance

3. Identification of available Tax Credits.

The PA shall be submitted via email to the CO, *(their name and e-mail address)* and Technical Lead *(Name and e-mail)*. In addition, one hard copy shall be sent to the CO. The PA will be due no later than *(Date or number of days)*. It is understood that the Assessment will be performed at *(no cost or future obligation or at negotiated cost to the Agency Name)*. All correspondence and contractual questions shall be addressed to the CO, Attn: *their name* with the subject line of all correspondence appearing as *"Project ID UESC – Topic”*. The CO shall be copied on all e-mails.

Sincerely,

*Name*

CO