**Notice To Proceed (NTP) to Investment Grade Audit (IGA)**

**Template**

*Utility ABC*

*Attn: Utility Principal*

*123 Utility Drive*

*Somewhere, AA, 12345*

SUBJ: *Insert Contract Number*

*Utility ABC* has been selected to perform a UESC, in accordance with *Utility ABC’s ’s GSA Area-wide Agreement (or Basic Ordering Agreement [BOA] or separate contract).* The UESC covers *site name* located in *Somewhere, USA*. This letter shall serve as the Notice to Proceed (NTP) to commence with the IGA at the aforementioned site*(s)*. The IGA shall cover the following buildings and energy conservation measures (ECMs) that were identified in the preliminary assessment (PA):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ECM 1 | ECM 2 | ECM 3 | ECM N |
| Facility 1 | x |  | x |  |
| Facility 2 |  | x | x |  |
| Facility 3 | x |  |  | x |
| Facility N | x |  | x |  |

All available and applicable incentives, including the 179d tax deduction should be investigated. Note: Refer to the FEMP website for further information: [179d Energy Efficiency Tax Deduction](https://www.energy.gov/eere/buildings/179d-commercial-buildings-energy-efficiency-tax-deduction)

The IGA may be expanded to include other Agency facilities in the *Utility ABC* service territory and/or additional ECMs at facilities investigated in the PA. Any such expansion shall be documented in writing. In addition, the Agency may decide to implement other ECMs using a phased approach. *Note: Agencies need to ensure that any additional ECMs identified are consistent with language provided in the original letter of interest/sources sought notice.*

The IGA shall be submitted via email to the undersigned Contracting Officer, (*Add Contracting Officer’s name and contact information)*. In addition, *[x]* hard copies shall be sent to the Contracting Officer. The IGA is due no later than *[date]*. It is understood that the IGA will be performed at

*Select one:*

* *no cost to the agency or future obligation of the agency*
* *at the agency’s cost,*
* *or as otherwise negotiated with the utility*.

*Note: This NTP to IGA letter should address the payment terms, if any, should the Agency decline to proceed with a Task Order (TO) after the contractor has provided an implementable IGA. The agency and the utility should discuss whether the IGA will be provided at no cost/no obligation and document decisions in this NTP to IGA letter. If an IGA payment is required as a result of the agency’s decision not to proceed with a TO, the IGA cost should be specified. In addition, factors impacting IGA payment should be specified. For example, whether an IGA payment will be required if a cost-effective project is not identified. Finally, this letter should specify whether the agency can use the IGA if they do not proceed.*

All correspondence and contractual questions shall be sent to the Contracting Officer, Attn: *(Insert Contracting Officer Name*). Please ensure all emails (subject line), correspondence etc. appear as *Agency and Site UESC-Topic*.

Sincerely,

Contracting Officer