**Utility Selection and Notice to Proceed with Preliminary Assessment Letter**

**Template**

Date:

Federal Agency:

Agency Unit/Command:

Address:

City, State Zip:

Phone:

Fax:

Email:

Utility Name:

Attn: Federal Accounts Rep Name:

Address:

City, State, Zip:

Subject: *(Utility)* Selection for UESC at *(Agency/Facility)*

Attachment: Preliminary Assessment (PA) Statement of Work *Note: Refer to PA statement of work (SOW) Template found at the following website https://www.energy.gov/femp/articles/pa-sow-template*

*(Utility)* has been selected to perform a Utility Energy Service Contract (UESC), in accordance with *[(Utility’s) General Services Administration Areawide Contract, Basic Ordering Agreement, or separate contract]*. The UESC covers *(insert Agency / Facility Name located in City, State)*. The UESC may be expanded at a future date to include other facilities in the *(Utility)* service territory.

The Government requests that *(Utility)* conduct a Preliminary Assessment (PA) of the identified buildings below and determine whether there are cost effective energy conservation measures (ECMs) that can be included in a UESC project. Upon the agency’s determination to move forward, (*Agency)* will request a cost proposal to complete an Investment Grade Audit (IGA). Do not proceed with the IGA until directed by the Government.

This letter shall serve as the notice to proceed with the PA at the aforementioned facilities. *(Agency)* requests the PA to be comprehensive in nature and requests the study incorporate:

* 1. *Water conservation measures (WCMs)*
  2. *Renewable and other onsite energy generation*
  3. *Preliminary performance assurance plan approach*
  4. *Identification of available incentives*

**Scope:**

* PA of energy and water systems to determine cost effective ECMs/WCMs and potential renewable energy applications. The PA will identify ECMs that are likely to be life cycle cost effective. For the purpose of the PA, simple payback is acceptable. While proposed payback periods for each ECM will vary, the aggregate payback period should be less than (xx years).
* Provide a PA report in accordance with the attached PA SOW.

**Government Furnished Data:**

* Previous studies *(as available)*, site-identified ECM priorities and historical energy consumption data to be provided prior to scheduled walk-through date.

**Locations:** *Note: Insert list of buildings (or refer to Table 1 in the PA SOW)*

The PA shall be submitted via email to the CO, *(their name and e-mail address)* and Technical Lead *(their name and e-mail address). 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)*. *(If the agency elects not to proceed with the UESC, the agency (can/cannot) use the PA report.)* 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