**ESPC ENABLE w/ESA**

**KICK-OFF MEETING and TRAINING**

**DRAFT AGENDA**

**Introductions/Roles**

Roles and Responsibilities of each person in the project

**Setting the Stage**

Objectives of meeting

DOE’s interests, goals, and objectives

Level of management support/ approval process

**Overview of the ESPC ENABLE project development process**

Acquisition Planning

ESCO Selection

IGA and Award

Installation

Performance Period

**PV Energy Sales Agreement (ESA) ECM** – ESPC ESA overview and unique requirements/considerations; templates (NOO, SOW, etc.) and other resources

**Project technical and financial parameters**

Discussion on scope, buildings, areas and ECMs to be considered

Building environmental/performance requirements

Long-term plans at the site- demolition, new construction

Other studies, reports information available

Simple payback, contract term, total investment parameters

O&M savings

Codes, regulations, hazards, other considerations/issues

M&V/Savings verification approach

Energy and escalation rates, rebates, financial incentives

PV ESA ECM parameters

**Investment Grade Audit (IGA) Process**

Discussion of plans for IGA phase

IGA Audit Tool

Scope of Work – Site Specific Terms and Conditions

ESCO site visit - Logistics and access for audit; testing/metering to be accomplished

Security and Safety-restricted areas, escorts, Safety Training, hazards

eProject Builder

**Communications Protocols**

Establish frequency and method of communications (e-mails, conf calls) - Weekly conf calls

**Project Timeline-** ESPCProcess checklist/ Milestone Plan

**Wrap-Up/Next Steps**

Recap of action item

**Resources/Training**

[ESPC ENABLE website](http://energy.gov/eere/femp/espc-enable)

[ESPC ESA Toolkit website](https://www.energy.gov/eere/femp/downloads/energy-savings-performance-contract-energy-sales-agreement-toolkit)