Development of an EPC (PHA hires ESCo)

**RFP Phase**

1. **PHA, HUD discuss feasibility of EPC**
   - *(Optional)*

2. **Yes**
   - PHA develops RFP for ESCo services

3. **No**
   - PHA procures 3rd party consultant to assist them through the process

4. **Yes**
   - PHA submits RFP to HUD for approval

5. **No**
   - PHA receives proposals

6. **Yes**
   - PHA selects ESCo

7. **No**
   - PHA negotiates contract

8. **Yes**
   - PHA awards ESCo contract

**Energy Audit Phase**

9. **PHA receives proposals**

10. **Yes**
    - PHA evaluates proposals

11. **No**
    - PHA selects ESCo

12. **Yes**
    - PHA negotiates contact

13. **No**
    - PHA awards ESCo contract

14. **Yes**
    - PHA selects measures

15. **No**
    - PHA negotiates contract

16. **Yes**
    - PHA awards ESCo contract

17. **Yes**
    - PHA receives proposals

18. **No**
    - PHA selects ESCo

19. **Yes**
    - PHA negotiates contract

20. **No**
    - PHA awards ESCo contract

21. **Yes**
    - PHA selects measures

22. **No**
    - PHA negotiates contract

23. **Yes**
    - PHA awards ESCo contract

24. **Yes**
    - ESCo presents preliminary energy audit to PHA

25. **No**
    - ESCo presents final energy audit to PHA

26. **Yes**
    - Package should include:
      - HUD Cost Summary Sheet
      - Baseline Review Sheets
      - M&V Plan
      - Cash Flows

27. **No**
    - Package includes:
      - HUD Cost Summary Sheet
      - Baseline Review Sheets
      - M&V Plan
      - Cash Flows

28. **Yes**
    - PHA reviews baseline data

29. **No**
    - PHA reviews M&V Plan

30. **Yes**
    - PHA selects measures

31. **No**
    - PHA negotiates contract

32. **Yes**
    - PHA awards ESCo contract

33. **Yes**
    - ESCo presents final energy audit

34. **No**
    - ESCo presents energy audit and all supporting documents

35. **Yes**
    - PHA approves final energy audit

36. **No**
    - PHA approves energy audit
Development of an EPC (PHA hires ESCo)

**Contract Development Phase**

- **ESCo** develops contract (ESA) package
  - Required HUD forms
  - Rate Escalation
  - Cash Flows
  - Contract Cost Documentation

**PHA**

- ESCo submits contract package to PHA for approval
  - Package includes:
    - HUD Cost Summary Sheet
    - Baseline Review Sheets
    - M&V Plan
    - Cash Flows
- PHA reviews contract package including review of:
  - HUD Cost Summary Sheet
  - Baseline Review Sheets
  - M&V Plan
  - Cash Flows
  - Contract Cost Documentation
- PHA performs cost or price analysis to determine cost reasonableness:
  - PHA’s legal counsel reviews contract and certifies that the contract is acceptable and complies with State Law
- PHA approves contract.
- PHA submits the contract to HUD for review / approval:
  - 2 copies of the RFP
  - IGEA
  - ESA
  - HUD review package
- PHA provides additional information and resubmits to HUD
- PHA approves ESA

**HUD Field Office**

- HUD reviews the ESA
  - Completeness Review
  - Technical Review
  - Panel Review
- If ESA is acceptable:
  - Yes
  - HUD Approves ESA
  - PHA submits the contract to HUD for review / approval
    - PHA solicits financing quotes
    - PHA selects financing firm.
    - PHA procures financing
    - PHA develops RFP for funding
  - HUD returns the ESA package to PHA requesting additional information.
- No

**Contract Award**

- HUD approves ESA
- PHA executes ESA agreement with ESCo.

- ESCo performs work.

- PHA selects financing firm.
- PHA procures financing
- PHA develops RFP for financing
- PHA solicits financing quotes
- PHA selects financing firm.
- PHA procures financing
- PHA develops RFP for funding
- HUD returns the ESA package to PHA requesting additional information.
- No

- Yes

- HUD returns ESA package to PHA requesting additional information.
- PHA requests additional information.
- HUD completes ESA package review.
  - Completeness Review
  - Technical Review
  - Panel Review
- HUD Approves ESA
- PHA provides additional information and resubmits to HUD
- PHA approves ESA

- ESCo assists PHA
- ESCo performs work.

**Contract Award**

- PHA executes ESA agreement with ESCo.
- ESCo performs work.