

## 302 – Phase A Responsibilities of the Using Agency

During Phase A, the Using Agency shall:

- Identify the primary Using Agency Project contact.
- Identify the Using Agency Representative authorized to sign plans and approvals.  
Participate in the initial Project meeting and subsequent design review meetings.
- Notify the Division of Engineering and Contract Administration and the Architect-Engineer if the Project requires Federal review and identify the Federal permits required.
- Participate in the Project walk-through.
- Provide additional information as needed or requested.
- Provide formal review, comment and approval of the Phase A submittal.
- Participate in the Commissioning Process.
- For Projects seeking LEED certification, assist the Architect-Engineer and the Project Manager in determining the LEED credits appropriate to the Project.
- Obtain a copy of the Energy Model from the Architect-Engineer.
- Consult with the Division of Engineering and Contract Administration and incorporate future energy costs into their projected operating budget.
- Apply a 40% contingency to the projected energy cost in determining their requested operating budget.