Orange County Power Authority Implementation Timeline (as of December 2020)		Q4 2020	Q1 2021			Q2 2021			Q3 2021			Q4 2021			Q1 2022			Q2 2022			Q3 2022			Q4 2022		
Workplan Timeline by Task Area	Assignment	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
JPA Administration/Project Management																										
First JPA Board Meeting (meets bi-monthly and then monthly after March 2021)	OCPA		ONGOING															P						P		
Register JPA with Sec of State	BB&K																	H						H		
Adopt and Submit Implementation Plan	OCPA																	A						A		
Issue RFP for Banking Svcs/Line of Credit	PFM																	S						S		
Issue RFP for Energy Service Provider	EES																	E						E		
Issue RFP for Data Management and Call Center	EES																									
Issue RFP for Marketing/Outreach	EES																	1						2		
Secure contract(s) for regulatory/legal support services	OCPA																									
Prepare and adopt implementation budget; update and track	EES																									
Determine City staff support /roles; prepare cooperative services agreement	OCPA																									
Continue weekly or bi-weekly planning team calls; include program vendors as needed	ALL		ONGOING																							
Determine scope/selection of Board Committees and Advisory Committees	OCPA						ONGOING																			
CEO / COO Hire	OCPA																									
Approve staffing plan/initial staff hires and employment policies	OCPA					ONGOING																				
Draft and Adopt Agency policies	OCPA																									
Secure office space, insurance, and other admin/operations needs	OCPA/BB&K					ONGOING AS NEEDED																				
Prepare reports, provide updates for Member Agency City Council(s)	EES		ONGOING AS NEEDED																							
Manage JPA Board and committee meetings, vendor oversight and all aspects of Agency formation/operations	OCPA			ONGOING																						
Finance/Banking																										
Develop list of potential bank partners and determine financing approach	PFM																									
Finalize proforma budget and determine initial credit needs (working capital and credit for power contracts)	EES																									
Issue banking and credit services RFP	PFM																									
Select banking partner	OCPA																									
Secure necessary credit guarantees and establish access to credit line	OCPA/PFM/BB&K																									
Develop and adopt FY 2020/2021 Budget	OCPA																									
Determine Agency financial and accounting policies	OCPA																									
Coordinate with SCE and data management vendor to establish process/testing for deposits and controls	DM																									
Determine plan for annual audits/begin monthly financials	OCPA									ONGOING																
Technical/Energy Services																										
Secure contract with technical and energy services firm(s)	OCPA																									
Review 2019 customer load data; verify load projections and proforma estimates	EES																									
Prepare resource adequacy procurement plan and RA compliance filings	EES																									
Based on target rate discount, determine power supply mix for 2-3 product options	PORTFOLIO MANAGER																									
Determine customer phasing strategy based on economic projections and credit capacity	EES																									
Support development of FY 21-22 operating budget	EES																									
Develop and issue power supply RFP(s)	PORTFOLIO MANAGER																									
Negotiate and finalize terms of initial power contracts	PORTFOLIO MANAGER																									
Rate design & rate setting (incl PCIA, NEM and utility cost comparisons)	EES AND PORTFOLIO MANAGER																									
Prepare Utility Service Agreement, Deposit and Bond Posting	OCPA / DATA MANAGER																									
Develop related energy programs including FIT, NEM, EE, DR et al	EES																									