# **Monthly Call Form**

## **Purpose of calls:**

Monthly phone calls between CAMs and Recipients are key to ensure that the CAM is well informed on how the project is progressing, and to address any emerging issues in a timely fashion. This will also provide more consistency among CAM management and will provide documentation of project progress.

We understand that any new process will take some time to get familiar with. However, once the CAM and Recipient are familiar with the questions and process, the ECAMS team expects that the calls will take about 15-30 minutes, with the CAM taking brief notes about the important information shared and uploading those notes into PIMS (ERDD) or the agreement’s SharePoint file (FTD). A CAM will share his or her notes with the Recipient to ensure accuracy.

We encourage Recipients to review the questions prior to the monthly call in order to be prepared with answers. The same questions will be asked each month, with only CAM-created questions changing. We recognize that some questions may be inapplicable from month to month, and a “N/A” response is appropriate in those circumstances.

***Monthly phone calls may not be necessary on the month when Quarterly Progress Reports are due.***

## **Agreement Number:**

## **Date of Call:**

## **Call Participants:**

## **Required Questions:**

### Project Progress:

1. What work has happened on the project over the past month?
2. Which individuals/entities have had a primary role in completing that work?
3. If the project has faced challenges, is there something the Energy Commission could do to help with that challenge?
4. Are any agreement changes anticipated in the coming month, such as budget or schedule updates?
5. Have any changes to key personnel, or those who have expertise critical to the project, occurred this month?
6. Are you having any challenges with upcoming deliverables?
7. Are deliverables expected to be completed per the current schedule?
8. Has the project faced any other challenges this month?

### Financials:

1. Is the recipient spending funds at an expected rate?

*What is “expected” will depend on the particulars of each agreement, but the purpose of this question is to get the CAM to consider whether there is sufficient funding remaining to complete the project, and to consider whether sufficient progress is being made on the project to meet deadlines.*

1. Are Match Funds being spent down ahead of, or concurrent with, CEC Funds? Or, if a Match Fund Spending Plan is in place, are match funds being spent down in accordance with the Plan?
2. Is the Recipient facing a loss, or threat of loss, of match funds?

### Equipment:

1. Do you anticipate any equipment purchases that are not currently listed on the budget? *The form to add equipment is available at:* <https://www.energy.ca.gov/sites/default/files/2020-10/Add_Equipment_Materials_and_Miscellaneous_Form.docx>
2. If the Recipient has received a partial or full payment from the Energy Commission to cover incurred costs for equipment, has the vendor/sub been paid? If not, why not?
3. Has any equipment with a budget line item cost of $100,000 or greater been received within the past month or since the last call? If yes, please provide a photo of the equipment and the receipt showing that the cost of the equipment has been fully paid.

### Subs and Vendors:

1. Have any sub/vendor changes occurred this month, or have any new subs or vendors been added to the project?
2. If any pre-payments for incurred costs have been made for equipment or services rendered by subs or vendors, has the sub/vendor been paid? If not, why not?

### Travel:

1. Has any travel occurred this month, or is any travel planned for the upcoming month?

*If travel has not yet been approved, the Travel Form is available at:* <https://www.energy.ca.gov/sites/default/files/2020-10/Travel_Form.docx>

## **The Following Questions are Asked Only During the Last 6 Months of Project:**

1. Discuss Tech Transfer Plans and Expectations.
2. Discuss Final Report Status.
3. Discuss Final Meeting Expectations.
4. Discuss Final Invoice and Retention Release Invoice.
5. Discuss Royalties on Project.
6. Audits – Remind that backup documentation must be kept for three years.

## **Project-Specific Questions:**

[CAM may add project-specific questions here]

## **Additional Notes:**