All information entered should refer to

the renewable energy system construction project only.

**Instructions:**

* **Review Exhibit A** in the Performance Agreement and enter your project details.
* **Answer all items** in the report below (incomplete reports will be returned)
* **Complete and save as** *Q# 202# QR [Organization Name] PA# XX-XXX* (Word/PDF format)
* **Return to ODOE via email** at [community.grants@energy.oregon.gov](mailto:community.grants@energy.oregon.gov)
* **Use Subject Line:** *Q# 202# Qtr Report–[Organization Name]–PA# XX-XXX (enter your specific details and return)*
* If submitted by someone other than a Grantee representative, **Grantee must be cc’d in reply**

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| --- | --- | --- | --- |
| **App ID:** | CG-XX-XXX | **PA#:** | XX-XXX |
| **Organization Name (Grantee):** |  | | |

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| **Reporting Period** | Select Quarter | **Year** | Select Year |

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| **Submitted By:** |  | | |
| **Email:** |  | **Phone** |  |
| Please confirm Exhibit A from the Performance Agreement has been reviewed before proceeding. | | |  |

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| **Has Construction Started on the Renewable Energy System Project?** | Yes  No |
| **NOTE**: “Beginning construction” as outlined in your Performance Agreement, means to start the physical assembly of the Renewable Energy System Project or its infrastructure at the system’s Project site.  **Before answering above**, please review the program’s [**Project Construction Start Guidance.**](https://www.oregon.gov/energy/Incentives/Documents/CREP-Construction-Start-Guide.pdf) | |
| **If Yes, please enter the date construction started. ODOE may request visual evidence of construction start at project site location.** | MM/DD/YYYY |

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| **Provide a Brief Summary of the Project’s Current Status (Even if Not Started):** |
|  |

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| --- | --- |
| **Project Scope Status:** | Unchanged  Changed |
| If Project Scope has changed, provide details below. | |
|  | |

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| --- | --- |
| **Project Schedule Status:** | On time  Not on time |
| If Project Schedule is not on time, provide details below. | |
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| --- | --- |
| **Project Budget Status:** | At budget  Below budget  Over budget |
| If Project Budget Status is over budget, provide details below. | |
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| **Project Completion Status:** | | | |
| **NOTE**: Construction projects are only considered complete upon commencement of operation of the community renewable energy project (within 36 months of the Performance Agreement effective date), followed by [**prompt submission of a Final Report**](https://www.oregon.gov/energy/Incentives/Documents/CREP-Final-Report-Requirements-Construction.pdf) **See Performance Agreement Sections 5(b) and 9(c) and Exhibits C and D.** | | | |
| Is the Project Complete? | Yes  No | If **Yes**, Completion Date: | MM/DD/YYYY |

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| --- |
| **Additional Project Updates / Issues / Comments:** |
|  |