All information entered should refer to

the renewable energy system planning 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 |

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

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

|  |  |
| --- | --- |
| **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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| **Planning Project Completion Status:** | | | |
| **NOTE**: Before marking complete, please see the CREP guidance for the [**6-Month Project Plan**](https://www.oregon.gov/energy/Incentives/Documents/Guidance-CREP-6Mos-Project-Plan-Requirements.pdf)document and [**Final Reporting requirements**](https://www.oregon.gov/energy/Incentives/Documents/CREP-Final-Reportin-Requirements-Planning.pdf)(as outlined in the performance agreement) | | | |
| Is Planning Project Complete? |  | If **Yes**, Add Completion Date: |  |

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