**Blue Sky Project Quarterly Update**

|  |  |  |  |
| --- | --- | --- | --- |
| This form is due on the **15th day following the close of each calendar quarter** until the project is operational. Failure to submit may result in delayed award reimbursement or a rescinded offer of funding.  **NOTE:** If your project was completed this quarter, do not submit this form. Submit a **Final Report Form** and supporting documentation within the timeframe specified in your signed award agreement. | | | |
| **Quarter:** | Select quarter for report. | **Year:** | Select the current year. |

|  |  |  |
| --- | --- | --- |
| **PROJECT INFORMATION** | | |
| **Project Name** |  | |
| **Year Funded** | Choose an item. | |
| **Host Organization** |  | |
| **Primary Project Contact**   * Name * Title * E-mail * Phone |  | |
| **Secondary Project Contact**   * Name * Title * E-mail * Phone |  | |
| **Contractor Contact**   * Name * Company * Title * E-mail * Phone |  | |
| **PROGRESS CHART** | | |
| **Please mark all areas where you have progress to report with an “X.”**  *Use the sections below to elaborate on your progress in each area marked with an “X.”* |  | Installation design, process, and timeline |
|  | Funding and costs |
|  | Education and community outreach |
| **Progress summary** | | |
| **Please provide a brief narrative summarizing your project and progress over the last quarter.** | | |
|  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT/INSTALLATION UPDATE** | | | | | |
| **NOTE:** Please use the check box to indicate information that has changed in the last quarter | | | | | |
| **Size in kilowatts**  *If changed, please explain and indicate whether a change request has been approved.* | |  |  | | |
| **If solar, list panel qty and wattage** | |  |  | | |
| **Technology** | |  | Choose an item. | | |
| **Anticipated annual kWh generation** | |  |  | | |
| **Are you in communication with the Pacific Power customer generation group about interconnection?**  *If no, we recommend you notify the group about your project plans as early in the installation process as possible.* [***pacificpower.net/netmetering***](http://www.pacificpower.net/netmetering) | |  | Choose an item. | | |
| **Project timeline and milestones**  *Please update your project timeline, indicating what has changed from your original plan, which milestones you have completed, the date completed, and the anticipated completion date of yet-to-be completed steps. Please note any variances to your original plan and the reasons behind the variances.* | | | | | |
| **Milestone** | **Status** | | | **Date completed/**  **anticipated** | **Notes** |
| Formal assessment of installation site | <Select> | | | <Select> |  |
| RFP released for design/build | <Select> | | | <Select> |  |
| Contractor selected | <Select> | | | <Select> |  |
| System engineering/ design | <Select> | | | <Select> |  |
| Net metering application submitted | <Select> | | | <Select> |  |
| All permits and approvals secured | <Select> | | | <Select> | \*\*List all unsecured permits or approvals (e.g. board of directors, city council, etc…) |
| Equipment ordered | <Select> | | | <Select> |  |
| Equipment received | <Select> | | | <Select> |  |
| Installation started | <Select> | | | <Select> |  |
| Installation completed | <Select> | | | <Select> |  |
| Data monitoring device installed | <Select> | | | <Select> |  |
| Inspections and commissioning completed | <Select> | | | <Select> |  |
| Other milestones | Click here to enter text. | | | Click here to enter text. | \*\*List any other important milestones for your project. |

|  |  |  |
| --- | --- | --- |
| **FINANCIAL UPDATE** | | |
| **NOTE:** Please use the check box to indicate information that has changed in the last quarter | | |
| **Please attach any estimates, bids, or any other supporting financial documentation available** | | |
| **Estimated system costs**  *If changed, please explain and indicate whether a change request has been approved.* |  | $ |
| **Have you secured all funding?**  ***NOTE:*** *Confirmation that all funds necessary to complete the project have been secured is due by July 15 of the year following the funding award.* |  | Choose an item. |
| **New funding secured**  *Please specify any new funding sources secured and Include the dollar amount.* |  |  |
| **Please list all pending sources**  *Include the status and dollar amount expected.* |  |  |

|  |  |  |
| --- | --- | --- |
| **EDUCATION AND COMMUNITY ENGAGEMENT UPDATE** | | |
| **NOTE:** Please use the check box to indicate information that has changed in the last quarter | | |
| **PR Contact**   * Name * Title * E-mail * Phone |  |  |
| **Please update the status of your plans to educate and engage the community about your project** | | |
| Signage recognizing Blue Sky customers |  |  |
| Media announcements |  |  |
| Celebrations or media events  *Include details like date, location, invitees, and agenda if known.* |  |  |
| Website information about the installation |  |  |
| Monitoring web page |  |  |
| Other education and community engagement updates |  |  |
| **\*\***Award recipients are required to notify Pacific Power of all opportunities to participate in celebrations and news/press announcements. In addition, recipients must provide the Blue Sky team an opportunity to review use of Blue Sky logos and project-related content such as signage, brochures, website copy, videos and monitoring web pages. Please contact [**bluesky@pacificorp.com**](mailto:bluesky@pacificorp.com) for approval. Please contact Drew Hanson at [drew.hanson@pacificorp.com](mailto:drew.hanson@pacificorp.com) and [**bluesky@pacificorp.com**](mailto:bluesky@pacificorp.com) to discuss joint media opportunities | | |

|  |  |
| --- | --- |
| **ATTACHMENTS** | |
|  | Photos (.jpg files only) |
|  | Contractor invoices |
|  | Other supporting financial documentation |
|  | Interconnection (net-metering) agreement |
|  | Other: |
| \*These items must also be submitted with your final report at the completion of the project. | |

**Please send this completed form to** [**bluesky@pacificorp.com**](mailto:bluesky@pacificorp.com) – copy your local Pacific Power representative if desired.