**Blue Sky Project Quarterly Update**

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| 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 Failure to submit may result in delayed award reimbursement or a rescinded offer of funding.**NOTE:** If your project was completed this quarter, do not submit this form.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. |

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| **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.** |
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| **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. |

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| **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.* |[ ]   |

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| **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, 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** for approval. Contact our external communications representative Tom Gauntt at tom.gauntt@pacificorp.com and **bluesky@pacificorp.com** to discuss joint media opportunities |

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| **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** – copy your local Pacific Power representative if desired.