

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 Failure to submit may result in delayed award reimbursement or a rescinded offer of funding.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	Click here to enter text.
Year Funded	Choose an item.
Host Organization	Click here to enter text.
Primary Project Contact <ul style="list-style-type: none"> • Name • Title • E-mail • Phone 	Click here to enter text.
Secondary Project Contact <ul style="list-style-type: none"> • Name • Title • E-mail • Phone 	Click here to enter text.
Contractor Contact <ul style="list-style-type: none"> • Name • Company • Title • E-mail • Phone 	Click here to enter text.
PROGRESS CHART	
Please mark all areas where you have progress to report with an "X." <i>Use the sections below to elaborate on your progress in each area marked with an "X."</i>	<input type="checkbox"/> Installation design, process, and timeline
	<input type="checkbox"/> Funding and costs
	<input type="checkbox"/> Education and community outreach
PROGRESS SUMMARY	
Please provide a brief narrative summarizing your project and progress over the last quarter.	
Click here to enter text.	

PROJECT/INSTALLATION UPDATE			
NOTE: Please use the check box to indicate information that has changed in the last quarter			
Size in kilowatts <i>If changed, please explain and indicate whether a change request has been approved.</i>	<input type="checkbox"/>	Click here to enter text.	
If solar, list panel qty and wattage	<input type="checkbox"/>	Click here to enter text.	
Technology	<input type="checkbox"/>	Choose an item.	
Anticipated annual kWh generation	<input type="checkbox"/>	Click here to enter text.	
Are you in communication with the Rocky Mountain Power customer generation group about interconnection? <i>If no, we recommend you notify the group about your project plans as early in the installation process as possible.</i> rockymountainpower.net/netmetering	<input type="checkbox"/>	Choose an item.	
Project timeline and milestones <i>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.</i>			
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 <i>If changed, please explain and indicate whether a change request has been approved.</i>	<input type="checkbox"/>	\$Click here to enter text.	
Have you secured all funding?	<input type="checkbox"/>	Choose an item.	
New funding secured <i>Please specify any new funding sources secured and include the dollar amount.</i>	<input type="checkbox"/>	Click here to enter text.	

Please list all pending sources <i>Include the status and dollar amount expected.</i>	<input type="checkbox"/>	Click here to enter text.
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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 <ul style="list-style-type: none"> • Name • Title • E-mail • Phone 	<input type="checkbox"/>	Click here to enter text.
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Please update the status of your plans to educate and engage the community about your project

Signage recognizing Blue Sky customers	<input type="checkbox"/>	Click here to enter text.
Media announcements	<input type="checkbox"/>	Click here to enter text.
Celebrations or media events <i>Include details like date, location, invitees, agenda if known.</i>	<input type="checkbox"/>	Click here to enter text.
Website information about the installation	<input type="checkbox"/>	Click here to enter text.
Monitoring web page	<input type="checkbox"/>	Click here to enter text.
Other education and community engagement updates	<input type="checkbox"/>	Click here to enter text.

****Award recipients are required to notify Rocky Mountain 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 via bluesky@pacificorp.com to discuss joint media opportunities**

ATTACHMENTS

<input type="checkbox"/>	Photos (.jpg files only)
<input type="checkbox"/>	Contractor invoices
<input type="checkbox"/>	Other supporting financial documentation
<input type="checkbox"/>	Interconnection (net-metering) agreement
<input type="checkbox"/>	Other: Click here to enter text.

*These items must also be submitted with your final report at the completion of the project.

Please send completed form to:

E-MAIL: bluesky@pacificorp.com – copy your local Rocky Mountain Power representative, or

MAIL: Rocky Mountain Power
 Attn: Blue Sky Funding Award
 1407 W. North Temple, Salt Lake City UT 84116