

Community Renewable Energy Program

PA Expiration Extension Request Guide

Please review the following Performance Agreement expiration extension request instructions and applicable requirements for a C-REP construction project.

Email Instructions: Send the request and attachments to Community.Grants@Energy.Oregon.gov and include in your request the Subject Line: "[Grantee Name] - CREP PA Expiration Extension Request: PA# XX-XXX"

Purpose of Guidance and Requirements

With some early C-REP performance agreements nearing their expirations, ODOE acknowledges that some grantees may have good cause for requesting an extension to the expiration timeline to complete installation and reach full operations. Per [OAR 330-250-0010\(14\)](#), "Good cause" for extending a timeline agreed upon in a performance agreement means that the grantee failed, or expects to fail, to meet the original deadline due to circumstances beyond the grantee's control, including a significant unforeseeable or uncontrollable circumstance such as supply chain disruptions or delays associated with utility interconnection. Good cause does not include changes to project scope. ODOE anticipates that most extension requests will be for 90 days or less and expects to receive at most one expiration extension request per performance agreement.

Preparing a Performance Agreement Expiration Extension Request

To initiate the process with ODOE, Grantees must first notify the C-REP team via email to receive all appropriate forms and instructions for the request. Required information and documentation to provide ODOE is:

1. A description of the cause of the delay, that should demonstrate the "good cause" for extending the timeline agreed upon in the performance agreement per [OAR 330-250-0010\(14\)](#). The reasons for requesting an extension to the performance agreement should be reflected in prior Grantee quarterly reports and/or direct communications with the program team, unless the reason for delay is recent and occurred prior to the most recent quarterly report deadline.
2. A description of measures taken by the grantee and/or partner to resolve the delay.
3. An updated timeline to complete the project to fully operational status as proposed.
4. A specific "on or before" date for when the project's installation is expected to be commissioned and fully operational generating power as proposed along with a specific date when all final reporting requirements will be submitted.

Completion of the provided form to update system/BESS sizing details and major component details to ensure project is constructed substantially the same as was proposed. Changes to the system may require further

amendments to the performance agreement, and will prompt a separate review to determine whether the system continues to meet the program requirements. Grantees may also be required to provide the following:

- An updated project budget showing actual costs paid and/or incurred at time of request, and final cost estimations to project completion that includes eligible and ineligible costs.
 - Actual paid/incurred costs should include either PO, invoice or cancelled check number.
 - All costs, actual and final estimated, should be labeled as [C-REP eligible or ineligible](#).
- Construction-specific documentation such as, but not limited, too:
 - Contractor agreements with specific work-to-perform details (including schedules)
 - Contractor “work in progress” documentation such as “draw” payments, pending invoices, cancelled checks, etc.
 - Approved and dated permit(s) by the Authority Having Jurisdiction (AHJ) directly related to the project, system/BESS installation and operations. In the event of pending permits, ODOE may accept proof of permit(s) application from the AHJ.
 - Major component order/purchase details such as PO, invoices, delivery schedules, shipping Bill of Lading, etc.

For questions or clarification contact program staff at Community.Grants@Energy.Oregon.gov.