



Drive Change Fund

Award Recipient Requirements

If your project is selected for funding, your organization will need to meet the following requirements to maintain your project's eligibility:

Funding Agreement

- Participate in the award recipient webinar.
- Sign PGE's funding agreement in a timely manner. All applicants will be eligible to receive at least 75% of awarded funding upon signature of the funding agreement. The timing of disbursement of the remaining 25% of funding will vary from project to project based on the organization, the project and the established need.

Project Reporting

All projects must submit a quarterly reporting form up until the Final Report has been submitted. Quarterly Reports are due on the 15th of the month following the close of the quarter – January 15th, April 15th, July 15th, and October 15th.

Notify PGE as soon as possible of any substantial change in project scope using the Change Order form. PGE may reevaluate the original level of funding awarded based on the new project scope.

After final payment has been received and the Final Report approved, awardees will submit an Annual Report every year for 3 years.

All reporting templates (Quarterly, Change Order, Final, and Annual) will be sent to all awardees after the Awardee Webinar.

For projects that include installation of charging infrastructure:

- Complete the [Oregon Clean Fuels Program Aggregator Designation Form](#), designating to PGE a portion of Clean Fuels Program credits commensurate with the grant fund's percentage of support for the project (the funds from the sale of these credits will be returned to the funding pool that supports the Drive Change Fund).
- After installation of the infrastructure, submit quarterly energy consumption data to PGE for 10 years for the purposes of claiming Clean Fuels Program credits.
 - If the charging infrastructure is in PGE's service area and separately metered from other electrical load, this reporting requirement may be waived if PGE can rely on meter data instead.

Acknowledgement

- PGE may require statements and/or logos that acknowledge the Drive Change Fund on collateral, on-site signage, and/or vehicle bodies.
- Any additional signage or statements that acknowledge the Drive Change Fund must be reviewed by PGE. Please allow a minimum of 3 weeks for review.
- Keep PGE apprised of opportunities to participate in and/or support celebrations and announcements (including press releases) as your project develops and on project completion.