



# PGE Drive Change Fund Award Requirements

## Award requirements

If your project is selected for funding, you will be subject to certain requirements to maintain your project's eligibility. The following describes the current award requirements.

### Project reports

1. Sign a funding award agreement in a timely manner. All awardees will be eligible to receive at least 75% of awarded funding upon signature of the funding agreement. The remaining 25% will vary from project to project based on completion timeline.
2. All awardees must participate in the award recipient webinar.
3. Submit a quarterly reporting form on Apr. 15, July 15, Oct. 15 and Jan. 15 for the prior quarter until the project is completed and online. Failure to submit reports may delay the processing of future reimbursement or for the award offer to be rescinded.
4. Submit a final reporting form with any supporting documentation upon completion of the project.
5. After final payment has been received and the Final Report approved, awardees will submit an Annual Report every year for 3 years.
6. All reporting templates (Quarterly, Change Order, Final, and Annual) will be sent to all awardees after the awardee webinar.
7. Notify PGE as soon as possible, in writing, of any change in project scope via the change request form. You must receive approval from PGE prior to altering the scope of the project. The original level of funding awarded will be reevaluated at that time against the new project scope. Please note that significant project changes could result in the cancelation of an award.
8. For projects that include installation of charging infrastructure, the organization must list PGE on the station activation form to the charging vendor, allowing PGE to view charging data. Additionally, the awardee must complete the [Oregon Clean Fuels Program Aggregator Designation Form](#), designating PGE a portion of Clean Fuels Program credits commensurate with the funding percentage based on total project costs. The funds from the sale of these credits will be returned to the funding pool that supports the Drive Change Fund (DCF).





## Award distribution

1. DCF Final Report and Final Inspection.
2. City/county electrical and building inspections are completed.
3. Itemized financial report showing allocation of DCF award, including the percent of the total project cost covered by award and back-up documentation submitted (i.e. invoices for total project costs including material and labor costs).
4. Details of ongoing education plan with any supporting documentation such as signage, flyers, boards, blogs etc. Recipients are expected to notify PGE of all media, outreach and education pieces in advance and submit all collateral for review by the DCF team.
5. Photos of construction, project dashboard, and branding of chargers/vehicles.

## Project acknowledgement

1. All correspondence regarding the project reports, project change forms, and communication must be submitted via email to PGE at [PGEDriveChangeFund@pge.com](mailto:PGEDriveChangeFund@pge.com).
2. PGE may require statements and/or logos that acknowledge the DCF on collateral, on-site signage, and/or vehicle bodies
3. Any additional signage or statements that acknowledge the DCF must be reviewed by PGE. Please allow a minimum of 3 weeks for review.
4. Keep the DCF administrator and local utility contact apprised of project updates and opportunities to participate in celebrations and news/press announcements, at least three weeks prior to event or announcement, as your project develops and, upon project completion.

