

|| CSE SGIP EXTENSION REQUEST

Instructions:

Please review 2017 SGIP Handbook V6 section 2.6.3 prior to completing this request. Once you have determined you meet the eligibility requirements for an extension, respond to the prompts on the following page and email this document to SGIP@energycenter.org.

Once received, CSE will review your request and notify you of the results as soon as possible. If additional review is needed, you will be notified of an estimated completion date. PPM extensions will be determined on a case-by-case basis, not to exceed the original reservation expiration date. All reservation expiration date extensions will be granted 6 months from the original ICF due date with no project receiving more than 3 extensions.

Date of Request:

Project ID(s):

Please input the Project ID(s) of the project(s) for which you are requesting an extension. The ID must have the following format "SD-SGIP-XXXX-XXXX"

What type of extension are you requesting:

Proof of Project Milestone

Reservation Expiration
(First)

Reservation Expiration
(Second)

Reservation Expiration
(Third)

Date of Original Reservation Expiration



Describe the circumstance around why the original due date will not be met. Include sufficient justification for how the reason for the extension is outside of the program participants' control.

Please provide an estimated timeline for the project or requirement completion.

Please attach any documentation that supports your claim to email on which you submit this request.

CSE Internal Use Only			
Date Request Received	Manager Approval		
Proof of Project Milestone	Reservation Expiration (First)	Reservation Expiration (Second)	Reservation Expiration (Third)