



# COMMUNITIES IN CHARGE

EXTENSIONS POLICY





# Communities in Charge Extensions Policy

## 1. General

Communities in Charge shall grant Applicants extensions of application expiry and cancellation ONLY when project delays or other mitigating circumstances outside the applicant's control can be documented by the Applicant, AND sufficient project progress can be demonstrated. All extension requests will be considered on a case-by-case basis and final determination of whether an extension is granted shall rest solely with Communities in Charge Staff. Applicants agree to be bound by said determinations in accordance with the terms and conditions for participation in Communities in Charge. All participants who are past a particular deadline without an approved extension are subject to cancellation.

## 2. Requesting an Extension

### Timing

Requests for extension to the 270-day (9 month) installation window must be made at least 60 calendar days prior to that deadline. Requests made outside of this window must clearly explain why such request could not have been made earlier.

Requests for extension to submit supplemental documentation by recipients of a Notice of Conditional Award must be made at least 15 calendar days prior to the deadline. Requests made outside of this window must clearly explain why such request could not have been made earlier.

Approved extensions shall not exceed 90 calendar days past a given deadline, unless explicitly granted in writing from Communities in Charge Staff. Applicants are encouraged to request extensions as soon as the need for one is known and as early as possible.



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## Delays Outside Applicant’s Control & Sufficient Progress

All extension requests must be based on need created by project delays that are outside of the Applicant’s control. Such project delays eligible for consideration of an extension shall be limited to:

Reason For Extension	Supporting Documentation
<b>Delay in Permit Issuance</b>	Evidence of permit processing status/timelines; evidence of persistent follow-up with agencies or other authorities outside the Applicant’s control.
<b>Delay in Final Site Plan</b>	Evidence of status/timelines; evidence of persistent follow-up with agencies or other authorities outside the Applicant’s control.
<b>Iterative permitting authority reviews with new comments/content identified by said authority</b>	Evidence of persistent follow-up with agencies outside the Applicant’s control.
<b>Permitting Authority Capacity Limitations at application intake, inspection scheduling, etc.</b>	Evidence of persistent follow-up and coordination with agencies at application intake, inspection scheduling, or others outside of the Applicant’s control.
<b>Equipment Supplier Limitations</b>	Notification of delay and shipping ETA from equipment distributor.
<b>Utility delays due to capacity limitations, interconnection, etc.</b>	Evidence of Utility interconnection status/timelines. <i>*Note – If all other work to complete a Project Site is complete, an open-ended extension may be granted.</i>
<b>Public Health Orders</b>	Copy of communication from governing authority, detailing the limitations.
<b>Labor Shortages, including critical staff illness</b>	Detailed explanation of the delay and evidence of upcoming labor timeline.

Under extraordinary circumstances (e.g., Natural disasters such as fires, earthquakes, etc.), the Project Team may consider requests for extension for reasons outside of those described above. Sufficient progress is evaluated on applicant’s actions. Examples of actions which may be considered include, but are not limited to:

- Documentation indicating timely and persistent follow-up with permitting agencies, utilities, and property owners/management
- Proof of accuracy and completeness of information provided to permitting agencies and utilities
- Timeliness of equipment and service orders

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## Supporting Documentation

Applicants are encouraged to upload all available project documentation (e.g., equipment procurement orders, invoices, inspection cards, etc.) through the Incentive Processing Center (IPC).

Examples of additional documentation which may be required to show sufficient progress and may be considered as part of an Applicant's request for extension include, but are not limited to:

- Correspondence with property owner/property management
- Correspondence with permitting authority
- Correspondence with utility
- Photographs of site status/construction
- Construction plans
- Procurement solicitations

## Process for Requesting an Extension

All requests for extension must be made in writing via the Applicant's profile in the (IPC) or to [communitiesincharge@calstart.org](mailto:communitiesincharge@calstart.org). The application number must be included in the request. The request must clearly explain the nature of the delay, how that delay is outside of the applicant's control, and include any supporting documentation explaining the reason for the delay (e.g., email correspondence from permitting agency, equipment procurement documents, etc.) as well as evidence of sufficient project progress which has not been uploaded to the IPC at the time the request for extension is made. All requests for extension must include a plan for completing the necessary task for which the extension is requested within the extension period.

## Cancellations

In the event an Applicant requests to cancel their application, the applicant must do so in writing through the IPC or to [communitiesincharge@calstart.org](mailto:communitiesincharge@calstart.org). The application number must be included in the request. Communities in Charge Staff shall confirm cancellation of your application, any relevant documents submitted but not yet reviewed shall therefore not be reviewed or considered for award. Any funds reserved in association with said application shall be forfeited.

If an Awardee chooses to cancel their project during the 270 day installation window, they must do so in writing through the IPC or to [communitiesincharge@calstart.org](mailto:communitiesincharge@calstart.org) no later than 180 calendar days (6 months) from receipt of their *Notice of Final Award*. The application number must be included in the request. Any funds reserved in association with said application shall be forfeited, any funds paid via Midpoint payment must be returned within 14 calendar days of cancellation.

***Compliance with these stipulations is material to participation in Communities in Charge and therefore failure to do so may result in temporary or permanent forfeiture of eligibility for participation in Communities in Charge in accordance with the Terms and Conditions.***

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