Community Renewable Energy Grant Program

Application User Guide

Opportunity Announcements 23-078 and 23-079
Construction Grants

This guide will help users navigate the grant application website and provides information for offline preparation for a grant application to the Oregon Department of Energy (ODOE) for constructing community renewable energy and energy resilience projects.

Full program details are available at:
https://www.oregon.gov/energy/Incentives/Pages/CREP.aspx

OREGON DEPARTMENT OF ENERGY

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Online Application Process

Step 1. Prepare to Apply

Carefully read the opportunity announcements to determine organization and project(s) eligibility (links below). Follow the opportunity announcement (OA) and other information on our website to prepare for entering information into the online application and for uploading required and supporting files.

Helpful resources for applicants can be found in the APPLICANT HELP section in the right-hand column of our website. These resources include a Checklist of Information to Gather in preparation for application submittal, Required Documentation Guidance and several other resources in addition to this Application User Guide.

Opportunity Announcements/Application Types:

23-079: Construction of a renewable project
23-078: Construction of a renewable and resilient project
23-077: Planning activities for a renewable project
23-076: Planning activities for a renewable and resilient project

This document applies to the Construction Opportunity Announcements 23-078 and 23-079. There is a separate document for the Planning Opportunity Announcements 23-076 and 23-077

Please note the Competitive Review Scoring Criteria in Section 3.3 of the OA when preparing an application.

Step 2. Register or Sign In

Open the application website: Community Renewable Energy Program Grants Application.

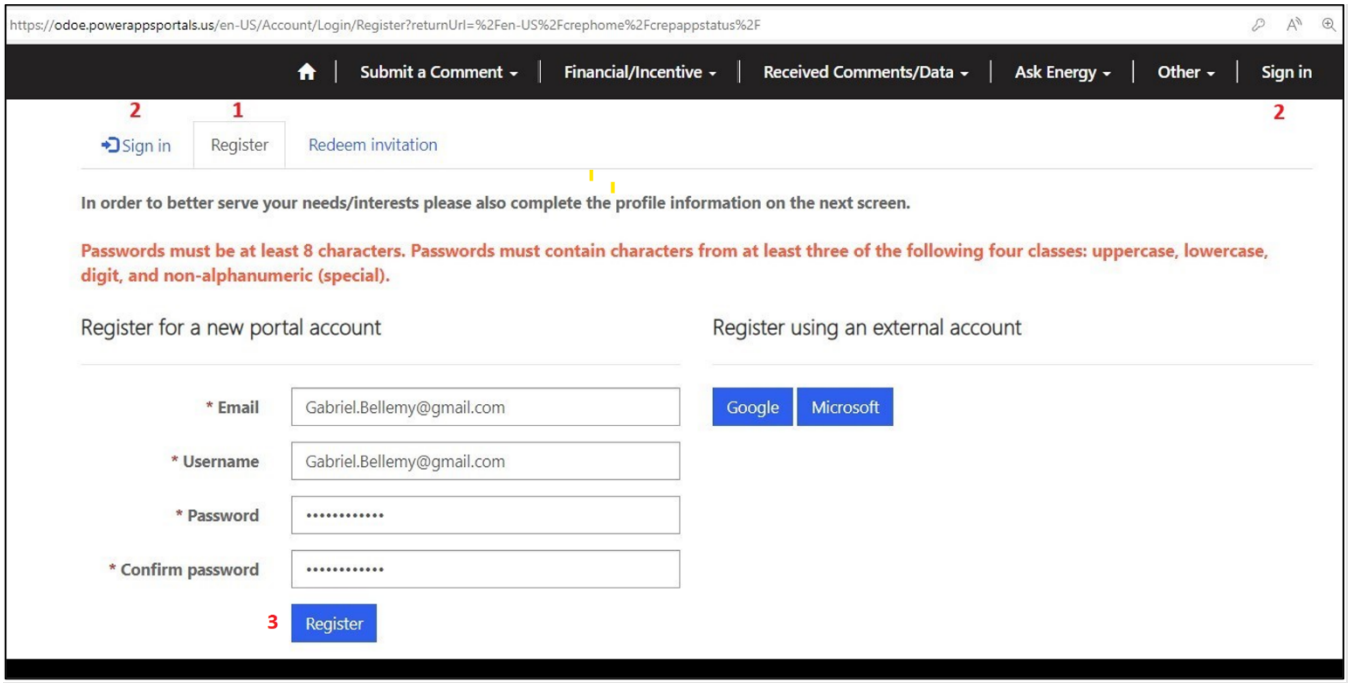
First time users:

- Select the *Register* tab (see **1** in the screenshot below).
- Enter an email address, create a username and password, then click the blue *Register* button (see **3** in the screenshot below).
- **Make note of the username, future sign in will require the username (You may enter your email address as the Username when registering)**.

Registered customers:

- Click either *Sign in* option to get to a sign in screen (see **2** in the screenshot below).
- After signing in, if you are not at the main Community Renewable Energy Grant Program page (shown below in Step 3), it can be selected under the **Financial/Incentive** menu at the top of the page.

FIGURE 1: REGISTER OR SIGN IN TO THE C-REP APPLICATION PORTAL



Step 3. Applying Online

Please read all the following information before proceeding.

Before attempting to work with a new or submitted application, be sure you are signed in to the C-REP application portal.

If you are signed in, the username for your account will appear in the upper right of the C-REP Application Portal. If you are not signed in the words "Sign In" will appear in this location.

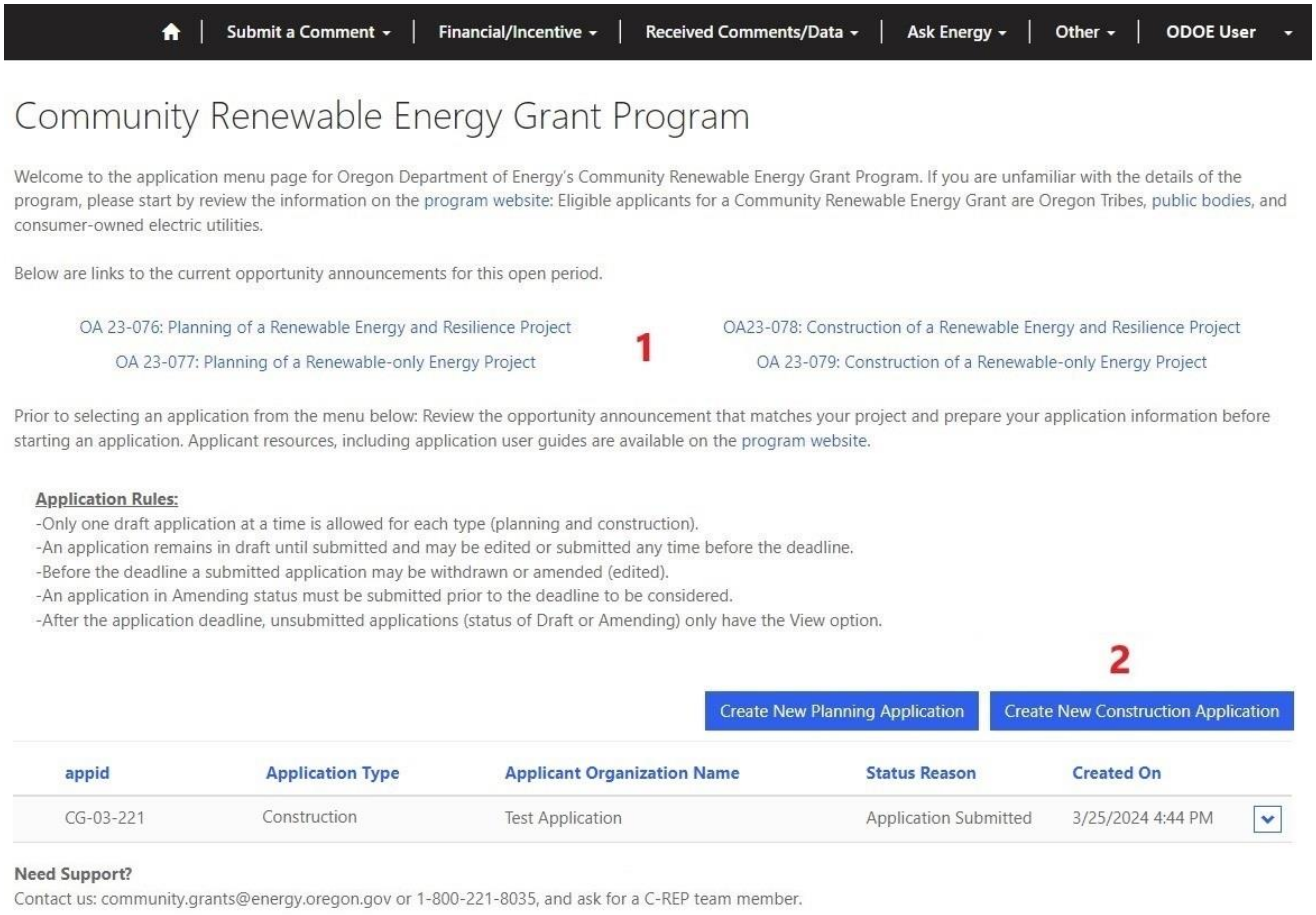
To view one of the opportunity announcements:

- From the Main C-REP Portal page, click on one of the opportunity announcement links near the middle of the page (**1** in the screenshot below).

To Start a new application:

- Click on the **blue** "Create New Construction Application" button (**2** in the screenshot in Figure 2 below).

FIGURE 2: THE C-REP APPLICATION PORTAL MAIN PAGE

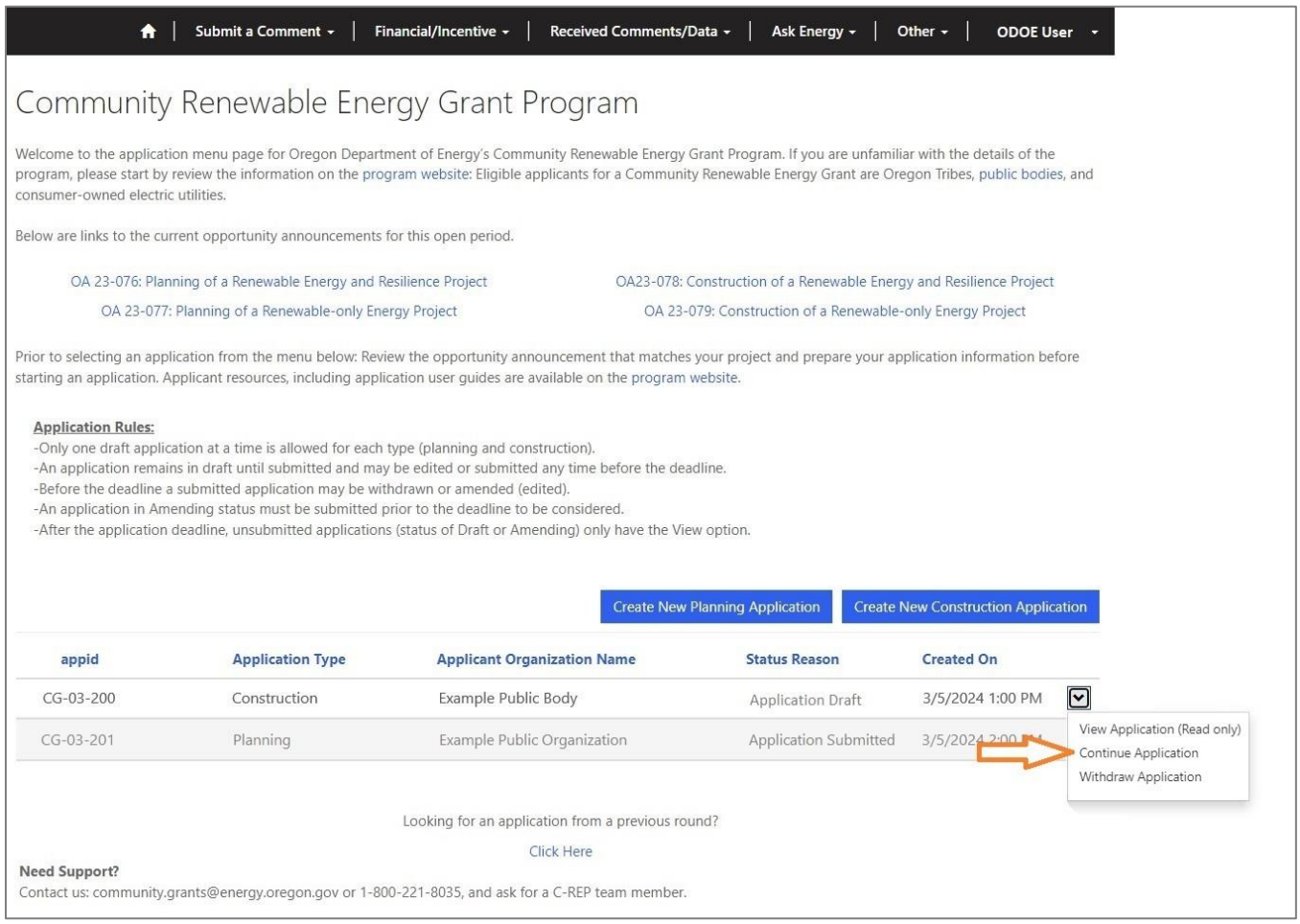


To Continue a Draft Application:

If you leave an application that is in progress, you can continue the application.

- To continue a draft application, click on the arrow to the right of the application and select the "Continue Application" (see the screenshot in Figure 3 below).

FIGURE 3: CREP MAIN PAGE - CONTINUE A DRAFT APPLICATION



To View already submitted application:

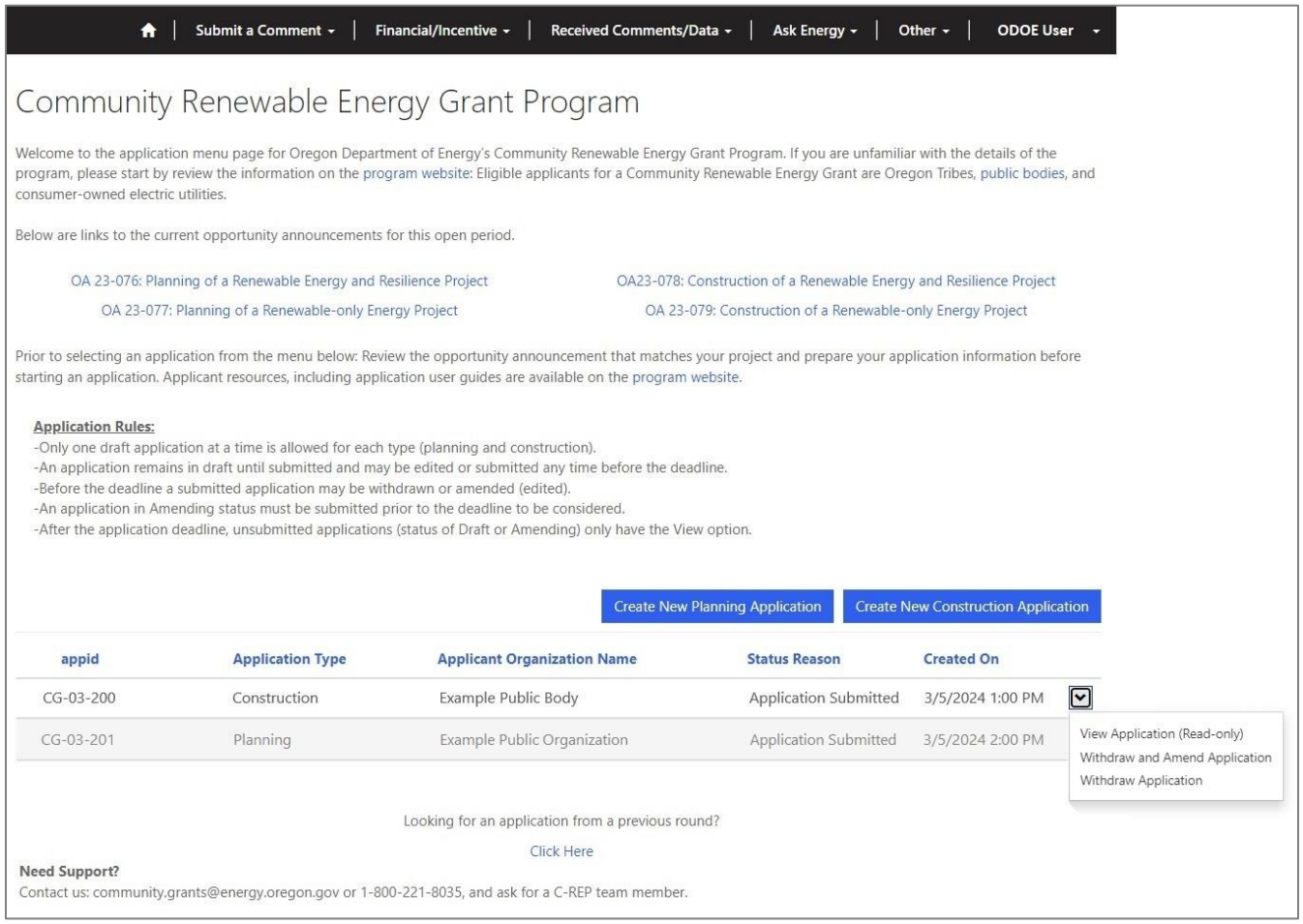
- Click on the arrow to the right of the application and select "View Application (Read Only)" (see screenshot in Figure 4 below).

To Withdraw an Application:

- Click on the arrow to the right of the application and select the "Withdraw Application" action (see screenshot in Figure 4 below).
- A pop-up window will appear.
- Check the box acknowledging: "By checking this box, I acknowledge that my application will be withdrawn."
- Then, click the blue Submit button.
- The application status will now appear as "Application Withdrawn," and an email is sent to the email address entered in Section 2 for the Applicant Contact.

<u>Important Note</u>: Withdrawn applications cannot be resubmitted. A new application with information from a withdrawn application can be submitted following the normal process for submitting an application.

FIGURE 4: THE CREP MAIN PAGE – VIEW, WITHDRAW, WITHDRAW AND AMEND



To Withdraw and Amend an already submitted application:

There is no editing of a submitted application. Instead, applications must be withdrawn, amended and submitted. To start this process the "Withdraw and Amend Application" action is used.

- Click on the arrow to the right of the application and select "Withdraw and Amend Application" (see screenshot in Figure 4 above).
- A pop-up window will appear.
- Check the box acknowledging: "By checking this box, I acknowledge that my application will be withdrawn and will only be resubmitted for consideration when the submit button at the bottom of the amend application page is clicked. After submitting here, use the dropdown for your application and select "Continue Amending Application" to open and make changes."
- Then click Submit.

- The application will now appear in the list of applications in the status "Application Withdrawn (Amending)."
- To amend the application follow the process "To Continue Amending an Application" immediately below.

Important Note: <u>All amended applications must be resubmitted prior to the submission deadline.</u> To submit an amended application, follow the same procedure used for submitting new applications (see Submitting an Application below). Only applications in "Application Submitted" status in the list of applications on the C-REP Application Portal Main page are submitted.

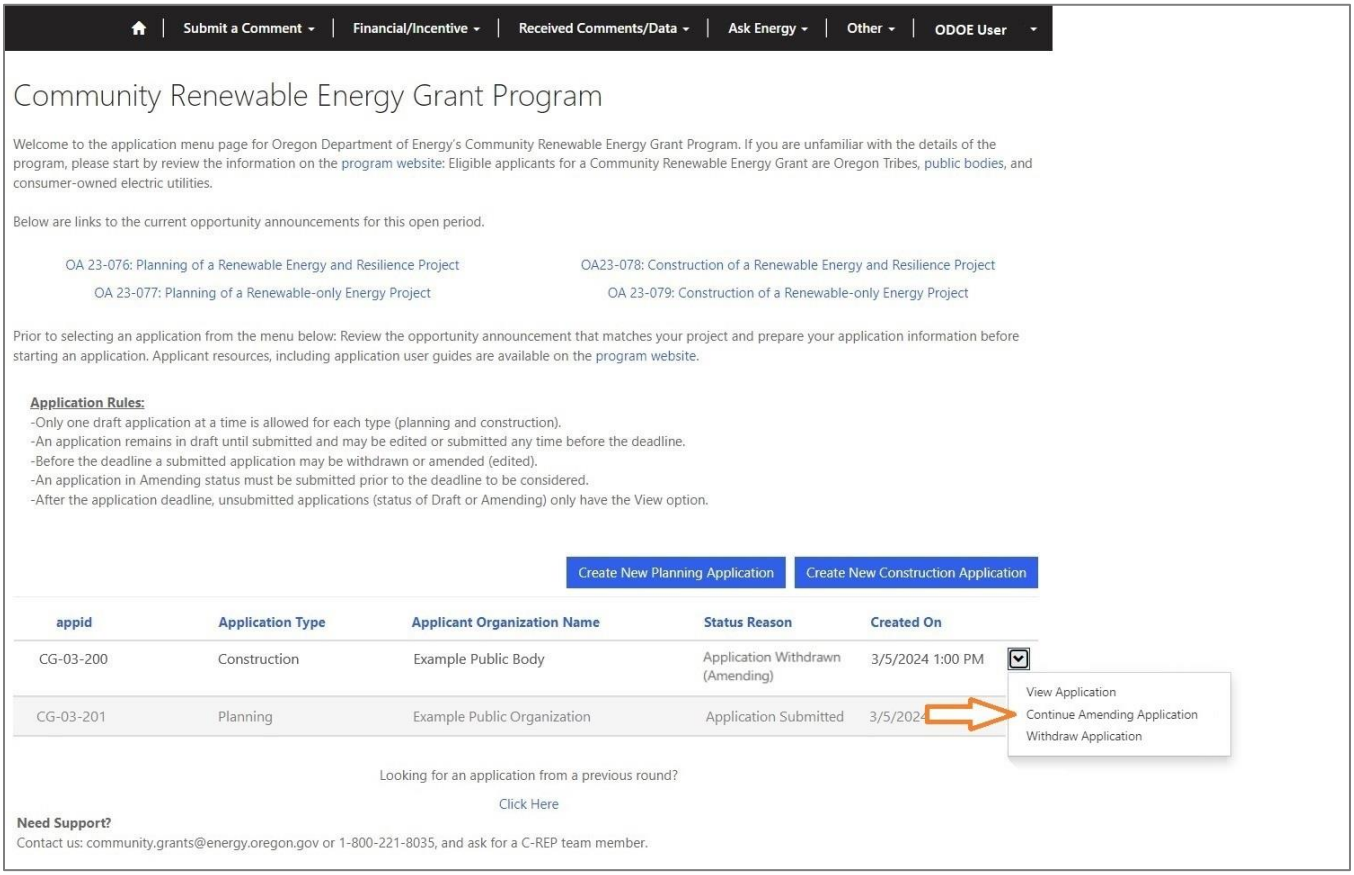
To Continue Amending an Application:

Once an application in "Application Withdrawn (Amending Status)" it can be amended. To amend an application:

- Click on the arrow to the right of the application and select the "Continue Amending Application" action (see the screenshot in Figure 5 below).
- The application will open.
- Amend the portions you wish to change.
- Once you have completed amending the application, follow the same procedure used for submitting new applications (see Submitting an Application below).

Important Note: <u>All amended applications must be resubmitted prior to the submission deadline.</u> Only applications in "Application Submitted" status in the list of applications on the C-REP Application Portal Main page are submitted.

FIGURE 5: CREP MAIN PAGE - CONTINUE AMENDING AN APPLICATION



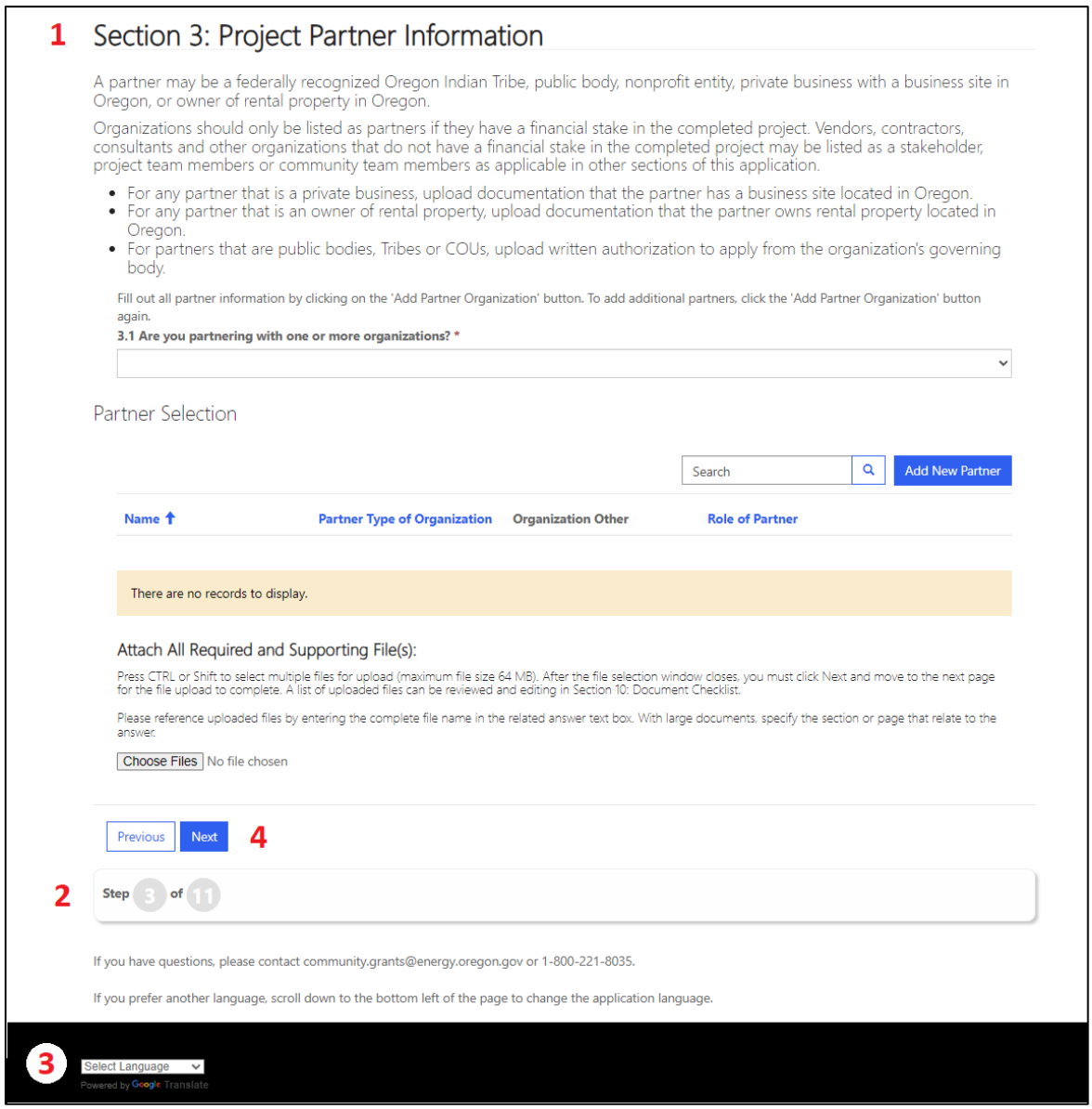
Important Procedures for the Online Application

- The C-REP Application Portal guides applicants through 11 sections. The name and number of the current section is shown at the top (**1** in the screenshot below) and the current step is shown at the bottom of the page (**2** in the screenshot below).
- The application is available in other languages by using the pull-down menu on the bottom-left (**3** in the screenshot below).
- Progress is saved by clicking the **blue** Next button (**4** in the screenshot below) at the bottom of each section.

  Important Note: Clicking the **blue** Next button is the only way to save progress on an application. You can return to and modify any section prior to application submittal.

- Required items for each section are indicated with an asterisk. If the Next button is clicked and a required section is missing data, the section will not advance, and a message will display at the top of the page.

FIGURE 6: EXAMPLE OF A SECTION WITHIN THE C-REP APPLICATION PORTAL



Navigating Between Sections:

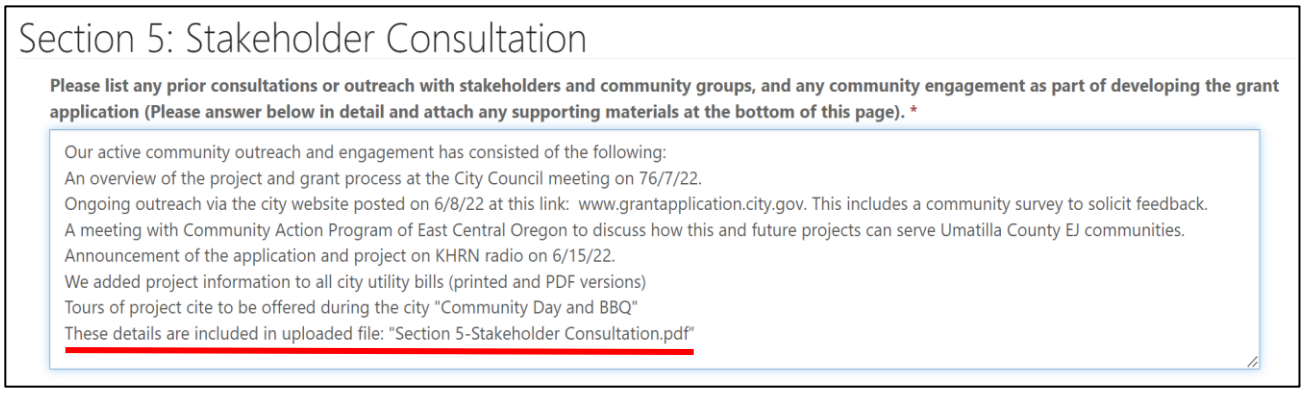
Move forward and back through sections by clicking the **Next** and **Previous** buttons. Editing is possible at any time prior to clicking the **Submit** button in Section 11, so "placeholder" answers can be entered to quickly complete a section and move to the next section. Return to any section and edit as desired before submission.

Entering Information:

The application requires all information to be entered online.

Text may be typed or pasted into the text boxes (please note the application text boxes only support basic text formatting). Duplicate and supporting information is welcome in uploaded files. Please enter the full name of uploaded files in the related text box and reference pages or sections inside larger files if needed. Text entry boxes with only "see attached" (or similar) may be considered incomplete. See example in the screenshot below (the reference to the uploaded document is underlined in red).

FIGURE 7: EXAMPLE FOR INCLUDING A REFERENCE TO AND UPLOADED DOCUMENT

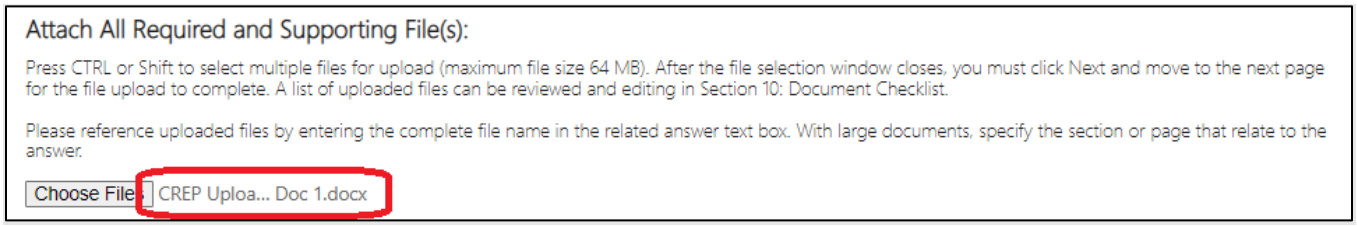


Uploading Files:

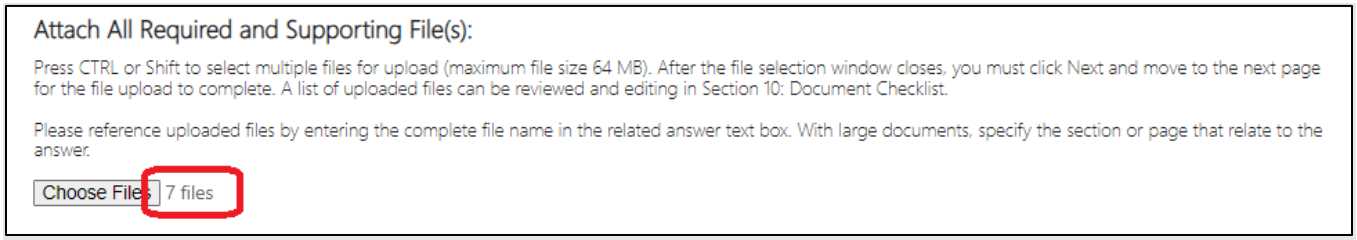
Files can be uploaded at the bottom of any section with the **Choose Files** button.

After clicking the **Choose Files** button, a popup window will open to allow file selection. To choose multiple files, press the CTRL or Shift keys while selecting files. When the file or files are highlighted, click the **Open** button and the popup window will close.

If one file is selected, the name of the file is listed next to the **Choose Files** button.



If multiple files are selected, the number selected will show next to the **Choose Files** button.



Immediately click the **Next** button to upload the selected file(s). If **Choose Files** is clicked again, before the **Next** button, the files are deselected, and must be selected again.

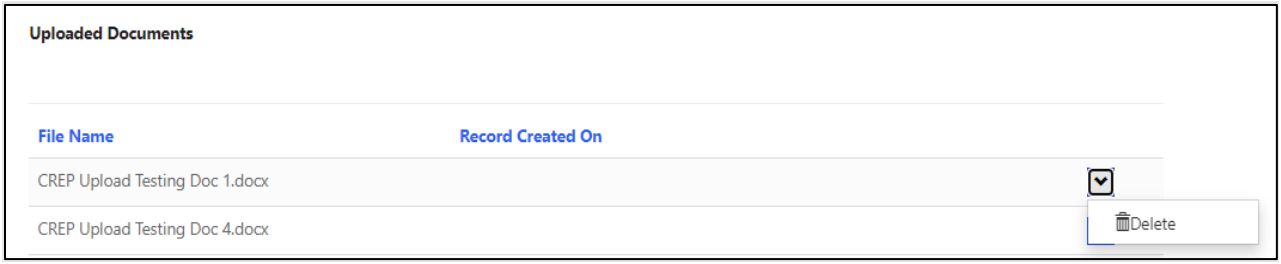
When returning to a previous section "No file chosen" will show, even after uploading. To see a list of uploaded files, proceed through the application to **Section 10: Document Checklist**.

Viewing the List of Uploaded Files:

The complete list of uploaded files is shown in **Section 10: Document Checklist**. To view the list of uploaded files, navigate to Section 10.

Removing Uploaded Files:

Files can be deleted from the application using the complete list of uploaded files in **Section 10: Document Checklist**. To delete a file, click the down arrow to the right of the file name and then select "delete" (see the screenshot below). Please check for and delete duplicate files before submitting the application.



Adding Files:

Files can be added while editing any section including Section 10. These files will be added to those already uploaded. To add files, in Section 10 or any section follow the instructions for Uploading Files, above.

Submitting an Application:

Applications remain as a draft and fully editable until Section 11 is completed and the **Submit** button is clicked.

Note: Draft applications (new or amended) must be submitted before another of the same type may be started (planning or construction).

Upon submission, a confirmation message appears, and an email is sent to the email address entered in Section 2 for the Applicant Contact. All applicant contacts will be notified by phone or email after the status of a submitted application has been determined.

See the program website for current program timelines.

Contact program staff at Community.Grants@energy.oregon.gov with any questions.

Application Guide

Please Note: A Community Renewable Energy Program Grant application can only be completed online.

Complete entries are required in the online application.

The Opportunity Announcements lists the supplemental documents required to be uploaded and applicants may upload supporting files, but no file may be uploaded or submitted in place of the online application.

The following section presents the text of the online application and additional information required to complete the online application and must be used in conjunction with the details found in the related opportunity announcements, and Oregon Administrative Rules 330-250.

This guide is specific for construction grant applications under Opportunity Announcements 23-078 and 23-079. There is a separate user guide for the planning grant applications.

Section 1: Requirements and Acknowledgements

Application Instructions (also see Applying Online above)

- Please enter all information in the application fields in the format requested (do not upload application answers on a separate document)
- All file uploads should be supporting documentation as outlined in the application instructions. Enter the full name of uploaded files in the related text box and reference the file (page/section) as needed. Answering a question with only the text "See Attachment" (or similar) does not meet this requirement. Applications submitted otherwise may be considered incomplete.
- To save your work you must click the **next** button in the section/page you are working on.
- If you click the **previous** button or leave the page before clicking **next** your progress on that page will be lost.
- You can leave and return to the same application from the main menu (it will open to the last saved location).
- To Print Press ctrl-P (Print), then choose the desire option; Print, Print to PDF, or Save as PDF

Application Category

1.1 Select the category of Construction Application

Please read the definitions for Community Renewable Energy Project and Community Energy Resilience Project. Select the appropriate project type for your application based upon these definitions.

Community Renewable Energy Project: Select this application category if the proposed planning project is for one or more eligible new, existing or addition to existing renewable energy technologies that does or does not include EV Charging.

Community Energy Resilience Project: Select this application category if the proposed planning project is for one or more eligible new, existing or addition to existing renewable energy technologies that also includes resilience aspects such as microgrid technologies, energy storage or other types of resilience aspects.

Eligibility Requirements:

1.2-1.4 Verify that the project meets the following eligibility requirements, as specified by the program rules. Check each box upon verification that the criterion has been met. An application must meet all eligibility requirements to qualify for consideration under the Community Renewable Energy Grant Program.

☐ 1.2 Site Location: The proposed project must be located in Oregon but not in a city with a population of 500,000 or more.

☐ 1.3 Applicant: The applicant is a federally recognized Oregon Indian Tribe, a public body or COU.

Click link for the statutory definition of a public body (ORS 174.109)

☐ 1.4 The proposed project is for the construction of a renewable energy system as defined in the rules.

Click here for further description of the Community Renewable Energy Grant Program rules.

1.5-1.9 Read and acknowledge each of the following statements about the C-REP Program and/or Application process. Please consider the implications of each for your specific situation and grant request.

☐ 1.5 C-REP is a reimbursable grant, paid after project completion, for eligible costs paid and/or incurred by a grantee.

A detailed project financial plan, including organization funding, loans, grants and/or incentives is required as part of the application and competitive review process.

☐ 1.6 Grantee selection includes a competitive evaluation based on the Scoring Criteria listed in each Opportunity Announcement.

☐ 1.7 The project in the application matches one of the four Opportunity Announcements/project types.

Applications submitted under an incorrect project type may be ruled as ineligible and/or may impact the amount of available grant funding.

☐ 1.8 Only eligible applicants can be grantees. Partners are not considered grantees or sub-grantees.

Grant payments will only be paid to grantees for eligible costs incurred or paid by the grantee. Eligible applicants with partners may need an agreement to document grantee incurred costs paid by a partner. **ODOE/CREP cannot advise applicants on the details of any such agreements.**

☐ 1.9 It is required to complete the application by entering information in the online application following the instructions throughout.

Answering a question with "See Attachment" (or similar) may result in your application being returned as incomplete.

Section 2: Applicant Information

Organization Information

The organization is applying for the C-REP Grant. The applicant must be a federally recognized Oregon Indian Tribe, a public body or COU. Click link for the statutory definition of a public body (ORS 174.109)

2.1 Organization Name
2.2a Type of Organization [*menu with 5 options*]
2.2b Other Organization Type
2.3 Street Address
2.4 City
2.5 State
2.6 Zip Code
2.7 County

Authorized Representative

Individual with signatory authority to enter the Applicant organization into a Grant Agreement with ODOE, if selected for an award. The grant Performance Agreement will list this individual (name and title) as the signatory on behalf of the Grantee.

2.8 Applicant Organization Authorized Representative (first and last name)
2.9 Title
2.10 Phone Number
2.11 Email

Application Contact

This is the point of contact for the application. ODOE may contact the individual regarding questions about the material in the Application package.

2.12 First Name
2.13 Last Name
2.14 Title
2.15 Phone Number
2.16 Email

Section 3: Project Partner Information

A partner may be a federally recognized Oregon Indian Tribe, public body, nonprofit entity, private business with a business site in Oregon, or owner of rental property in Oregon.

Organizations should only be listed as partners if they have a financial stake in the completed project. Vendors, contractors, consultants, and other organizations that do not have a financial stake in the completed project may be listed as a stakeholder, project team members or community team members as applicable in other sections of this application.

- For any partner that is a private business, upload documentation that the partner has a business site located in Oregon.
- For any partner that is an owner of rental property, upload documentation that the partner owns rental property located in Oregon.
- For partners that are public bodies, Tribes or COUs, upload written authorization to apply from the organization's governing body.

3.1 Are You Partnering with one or more organizations? (Select Yes or No)

If Yes, to Add a Partner:

- click the blue Add New Partner button.
- In the pop-up window enter:
  - Organization Name, Type of Organization [menu with 7 options], Role of Partner, Contact Name, Contact Phone, Contact Email, Partner Organization Street Address, City, State, and Zip Code
- Then click the blue Submit button at the bottom of the popup window.

To Edit or Delete a Partner click the arrow next to the Partner you wish to edit or delete and select the appropriate action.

Documents to Attach in Section 3:

- For any partner that is a public body, written authorization from the partner's governing body allowing submission of the application.

Section 4: Consultant/Contractor Information

Complete all information regarding the project consultant/contractor below, if known at the time of application to the Community Renewable Energy Grant Program. Otherwise, indicate below that this is not currently known by selecting "No" for 4.1 and skip the rest of this section.

4.1 Are you using a consultant or contractor? (Select Yes or No)

If yes, please add consultant/contractor information [*multiple entries allowed*]

To Add a Consultant/Contractor:

- click the blue Add New Contractor button.
- In the pop-up window enter:
  Consultant/Contractor Organization Name, Role of Consultant/Contractor, Street Address, City, State, Zip Code and Consultant/Contractor Contact First and Last Name, Title, Phone Number, Email Address.
- Then click the blue Submit button at the bottom of the popup window.

To Edit or Delete a Consultant/Contractor click the arrow next to the Consultant/Contractor you wish to edit or delete and select the appropriate action.

Note: Adding consultant/contractor information is not required, but it is an opportunity to provide details that may affect the competitive review of your application.

Section 5: Application Planning

Regional Consults

5.1 (5000-character limit) As part of developing and preparing for this grant application, please describe any consultations with regional stakeholders, community groups and any additional community engagement process.

5.2 (5000-character limit) Describe the required consultations with the electric utility that ensured the feasibility of the renewable energy project. The utility must have customers in the communities covered by the renewable energy project."

5.3 Select the electric utility that serves the building/infrastructure that supports this renewable energy system.

5.3a Local Electric Utility

Select the Local Electric Utility for the project location from the list provided.

5.3b Local Gas Utility (if applicable)

Select the Local Gas Utility (if applicable) for the project location from the list provided.

Utility Interconnect

5.4a Does the proposed project have an interconnection agreement with the electric utility?

Select Yes or No. You may also upload supporting evidence of filing and/or consultation with the electric utility at the bottom of this page and reference below in your response.

Section 6: Project Description

Project Site

6.1 Question removed. Please proceed to question 6.2

6.2 (5000-character limit) Briefly describe all items below in order:

- The site where this proposed renewable energy system will be located (or nearest address)
- Provide an assessment of the suitability of the site.
- Enter who the site owner is (or list all if shared ownership). If the applicant is not the site owner, describe progress to securing site control.
- Enter all address and location information below (if the project covers multiple areas or facilities, please enter the primary location information below, then list all additional sites in the large text box below listing each as Site 1, Site 2, ...)

Please answer in detail and attach any supporting materials at the bottom of this page.

NOTE: A map or satellite photo from Google Earth, GIS or similar 3D representation indicating the scope and boundaries of the proposed DER system may aid in competitive review evaluation.

Planning Site Location

6.3 Site Street Address,
6.4 Site City,
6.5 Site State
6.6 Site zip code
6.7 Site County
6.8 Latitude (if known)
6.9 Longitude (if known)

6.10 (5000-character limit) Please provide a summary overview of the project. Include technologies, major components, configuration, and use.

Do not include detailed specifications, those are entered in following areas. Include descriptions of any engineering studies or calculations and planning already done. Please answer below in detail and attach any supporting materials at the bottom of this page.

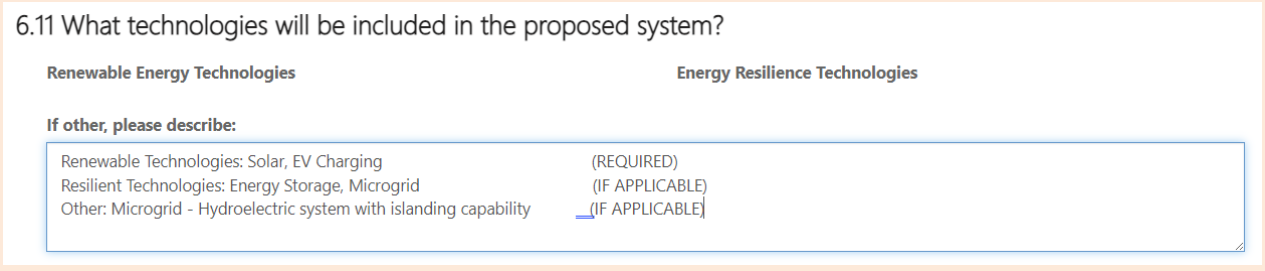
6.11 What technologies will be used in the system? Select all that apply.

Renewable Energy Technology [*menu with 11 options*] Select all that apply.
Solar; Wind Turbines; Biomass Boiler or Cogen; Geothermal; Landfill Gas; Hydroelectric; Wave; Tidal; Ocean Thermal; Electric Vehicle (EV) Charging; Other

Energy Resilience Technologies [*menu with 3 options*] Select all that apply. Energy Storage; Microgrid technologies; Other.

If other, please describe: (2000-character limit)
Please describe any "other" Renewable or Resilience technologies that will be used within the proposed project.

URGENT UPDATE (5/3/2024): Due to a technical issue with the drop-down lists for Renewable Energy Technology and Energy Resilience Technologies, please enter the project's applicable technologies from the eligible lists above in the "Other" text field as shown in the below example:



6.12 System Uses [*menu with 3 options*] Select the appropriate option. Generation of Energy; Energy Storage; Both energy generation and storage

6.13 (5000-character limit) Please list the technical specifications of all major system equipment.

Details must include make, model, and quantities of each and include warranty information AND provide specific details that confirm how the system will operate for at least five years.

Please answer in detail and attach any supporting materials at the bottom of this page. (5000-character limit for text entry)

6.14 Is the project a new renewable energy system or an addition to an existing renewable energy system. Select Yes or No.

6.15 (2000-character limit) If the community renewable energy project will add capacity to or be paired with an existing renewable energy system, provide a description of the existing renewable energy system. Enter "n/a" if not applicable.

6.16 Nameplate Capacity of Renewable Energy System AC in kW. Enter a numeric value.

6.17 Nameplate Capacity of Renewable Energy System DC in kW. Enter a numeric value.

6.18 Projected amount of net energy the system will generate, in kWh/yr. Please enter a numeric value and convert all system net energy into kWh/year. You may also include your specific systems net energy type.

6.19 (2000-character limit) Please demonstrate the required resource assessment for the renewable energy system by detailing the following in order.

Please answer below in detail and attach any supporting materials at the bottom of this page See Resource Assessments for more information. Include:

- the type of resource(s) available
- explain how the applicant evaluated the resource.
- how the system will access it.

6.20 Nameplate capacity of proposed energy storage system in kWh. Enter a numeric value or "0" if not applicable).

6.21 Energy storage capacity of proposed energy storage system in kWh. Enter a numeric value or "0" if not applicable.

Operational Use Cases

6.22 (2000-character limit) Describe the operational use cases for the storage system including emergency power, grid services, demand response, arbitrage, or any other planned uses. Include circuit size served and estimated off-grid capacity and duration.

Please describe in detail or enter “n/a” if not applicable. Documents may be uploaded at the bottom of this page.

6.23 Will this renewable energy system support the energy resilience of structures or facilities that are essential to the public welfare? Select Yes or No.

Please review the definitions in "OAR 330-250-0010(3)(4)(5) before answering

6.24 (5000-character limit) If 6.23 is yes, describe the energy resilience benefits.

Include key resilience factors such as the nature of the facility being served, a description of the community being served, importance of the facility to the community, specific natural hazards being planned for, and the duration of backup power provided by the project.

6.25 (2000-character limit) Describe the population (type and numbers) and benefits provided through the addition of the renewable energy system connected to community building(s), infrastructure or other community assets.

6.26 (5000-character limit) Describe any prior investments in energy efficiency measures at the project location or how, if at all, the proposed project will result in aggregate improvements to demand response capabilities. Evidence may include utility or Energy Trust of Oregon project documentation or finance statements demonstrating investments and may be uploaded below.

Please answer below in detail and attach any supporting materials at the bottom of this page. (Opportunity for additional scoring under Competitive Review)

Section 7: Project Plan

Project Plan Details

7.1 (5000-character limit) List project team members, their roles and lines of authority, and their experience with similar projects.

Schedule

7.2 Estimate start date of construction of the renewable energy system. Enter or select a date.

See CREP-Project-Construction-Guidance.pdf (oregon.gov). Note: Construction projects must be started within 12 months of an executed grant performance agreement.

7.3 Estimated date for start of operations of the renewable energy system (project completion date).

Note: Construction projects must be completed within 36 months of an executed grant performance agreement.

7.4 (2000-character limit) Provide a detailed construction plan including at least the following milestones with estimated dates/timelines:

- Design/Engineering/Studies/Audits Complete
- Procurement Complete
- Start of Installation/Construction
- Construction/installation Complete
- Utility Inspection &/or Interconnection Date

Please answer as requested and attach a detailed project schedule if available at the bottom of this page.

Project Management

7.5 (2000-character limit) Describe how the project planning, construction, and system start-up will be managed. Include a commissioning plan if developed by uploading below.

Project Operations

7.6 (5000-character limit) Describe the project operations plan post construction that demonstrates the project will operate as represented for at least five years and for the life of the project. This should include:

- How the project will be operated
- The estimated maintenance and operations costs
- How maintenance and operations will be funded
- Detail how there will be sufficiently experienced personnel to operate the project.

7.7 List the number and types of jobs directly related to the proposed renewable energy system only that will be:

To Add a Job Record:

- click the blue Add New Job Record button.
- In the pop-up window enter:
  Job Type, Number of Jobs and Describe the estimated total number of worker hours per year and the expected duration of jobs.
- Then click the blue Submit button at the bottom of the popup window.

To Edit or Delete a Job Record click the arrow next to the Job Record you wish to edit or delete and select the appropriate action.

Section 8: Community Benefits and Equity Considerations

"Environmental justice community" includes communities of color, communities experiencing lower incomes, tribal communities, rural communities, coastal communities, communities with limited infrastructure and other communities traditionally underrepresented in public processes and adversely harmed by environmental and health hazards, including seniors, youth, and persons with disabilities.

Serves an Environmental Justice Community

8.1 Does the community renewable energy project primarily serve members of a qualifying (Environmental Justice) community? Select Yes or No (See OAR 330-250-0010 (12) for definition)

8.2 (5000-character limit) If yes, describe the qualifying community and detail how the members of the qualifying community are primarily served by the community renewable energy project.

Please limit response details specifically related to Environmental Justice qualifying communities only.

Located in an Environmental Justice Community

8.3 Is the community renewable energy project located in a qualifying (Environmental Justice) community? Select Yes or No.

8.4 (5000-character limit) If you answered yes to 8.3, describe in detail how and to what extent the community qualifies as an Environmental Justice community.

Community Leaders Biography

8.5 (5000-character limit) Please provide a brief bio of all project and community leaders involved in community outreach directly related to the proposed renewable energy system project.

Community Involvement

8.6 (5000-character limit) Please detail any community involvement in this proposed project. Highlight any involvement with qualifying Environmental Justice communities in your answer. This is an optional response and is an opportunity for additional scoring during Competitive Review. (See OAR 330-250-0010 (12) for definition of Environmental Justice communities).

Community Outreach

8.7 (5000-character limit) Describe the details of specific outreach and communications with direct involvement to and/or by qualifying communities and include a description of the communities and how they have been involved.

Note: You may also attach any supporting materials at the bottom of this page.

Community Equity Framework

8.8 (5000-character limit) Describe any equity framework used by applicant in developing the project. Documents may be uploaded at the bottom of this page.

Natural Hazard Mitigation Plan Goals

8.9 (2000-character limit) Does this project assist in achieving goals included in a natural hazard mitigation plan (NHMP) that is approved by the Federal Emergency Management Agency (FEMA)?

If yes, provide details of the NHMP goals that are supported and how (you may upload a copy of the current related NHMP plan at the bottom of this page).

Community Energy Cost Savings

8.10 (2000-character limit) Are there any direct energy cost savings to families and small businesses from the proposed renewable energy system?
If yes, please provide details.

Community Economic Development

8.11 (2000-character limit) Describe the anticipated economic development because of the proposed project.

Enter "none" or "unknown at this time" if applicable.

Project Community Integration

8.13 (2000-character limit) How will the renewable energy project integrate with broader community energy and environmental goals?

Inclusive Hiring Practices

8.14 (2000-character limit) Do you have policies for inclusive hiring and promotion that will be applied to the project?
If yes, explain in detail and upload any supporting documents.

Disadvantaged Business Involvement

8.15 (2000-character limit) Describe any disadvantaged business enterprises, emerging small businesses, or businesses that are owned by minorities, women, or disabled veterans that will be involved in the project construction.

Include their level of involvement and any published contracting/procurement policies regarding these categories of businesses.

Section 9: Finances

Anticipated Totals

9.1 Anticipated Total Cost for Construction

Using the required downloadable CREP form, provide the anticipated total project costs for the proposed renewable energy system only. This is the actual cost of the acquisition, construction and installation of a renewable energy system incurred by an applicant, before considering utility incentives.
Access the CREP Application Budget Form here. When complete, upload the completed CREP form below. Along with the required budget form, you may also upload a detailed project budget in your preferred format, if applicable.

9.2 Grant Request Amount.

Please provide the total amount of eligible construction and design funds the applicant organization is requesting from the Community Renewable Energy Grant Program. The maximum amount for grants is $1,000,000 not to exceed 100% of project cost for energy resilience projects or 50% of project cost for renewable energy only projects.

9.3 Preliminary Payment of Grant funds.

Please describe the monetary contributions from other funding partners and sources. This may include, but is not limited to, Federal, State, utility, or Energy Trust of Oregon funds.

Please Note: If awarded a grant for constructing a community renewable energy project, and upon entering a performance agreement, applicants may request up to 30 percent of the grant funding. The applicant must have taken meaningful steps to seek site control; filed a request for interconnection with a host utility or appropriate transmission provider; and met any other requirements provided by the department in the performance agreement. The remaining funds will be released upon completion of the project under the terms of the performance agreement. If you anticipate requesting a preliminary payment of grant funds, what dollar amount do you anticipate requesting?

Financial Contributions Details

9.4a Please describe the monetary contributions from other funding partners and sources.

This may include, but is not limited to, Federal, State, utility, or Energy Trust of Oregon funds.

To Add a Monetary Contribution:

- click the blue Add Monetary Contribution Record button.
- In the pop-up window enter:
  Contribution Source, Contribution Amount and Contribution Description.
- Then click the blue Submit button at the bottom of the popup window.

To Edit or Delete a Monetary Contribution click the arrow next to the Monetary Contribution you wish to edit or delete and select the appropriate action.

9.4b Is the Federal ITC being considered as a potential source of funding for this project? Select Yes or No.

9.5 (5000-character limit) Describe and detail your financing plan to complete this renewable energy/resilience project prior to any C-REP final funding disbursement. Include all sources of funding to complete the project.

Supporting documents may be uploaded at the bottom of this page. Reminder: C-REP grant disbursement is after the project is fully installed and operational.

Section 10: Document Checklist

Document Checklist

The purpose of this section is to help ensure that you have uploaded all the documentation required as part of this application.

10.1 Written authorization from the applicant's governing body allowing submission of the application.

Regarding the requirement stated in OAR 330-250-0040(3)(b)(A) and OAR 330-250-0090(3)(b)(A) Written authorization from the applicant's governing body allowing submission of the application, the following are examples of documentation that would be acceptable and meet this requirement:

1. A signed letter by an organization's governing body (Board of Directors/Commissioners) specifically authorizing the submission of an application for the specific opportunity period, and authorizing, by name and title, the authorized representative/signatory for the grant application

2. Official minutes from an organization's governing body meeting whereby approval is granted to submit an application, and a specific authorized representative is stated by name and title.

3. A letter or document from the organization that specifically cites the local rule, code or bylaw granting authority of an organizational role to pursue and submit grant opportunities on behalf of the organization and includes the name and title of the current individual with that authority to serve as the authorized representative. A statement from the authorized representative authorizing submission of the grant application should be included, or the individual should be listed as either the applicant contact and/or the authorized representative in the application.

4. A signed statement from the authorized representative that states their position has a prior-established and standing authority within the organization's local rule, code, or bylaw to pursue and submit grant opportunities on behalf of the organization. The statement should state that submission of the grant application is authorized.

10.2 For any partner that is a public body, written authorization from the partner's governing body allowing submission of the application.

See the "written authorization" requirements above before submitting.

10.3 A statement of how the applicant will comply with applicable state and local laws and regulations, and that states the applicant will notify the appropriate agencies and obtain the required licenses and permits.

10.4 A completed C-REP form with itemized list of costs designated as either eligible or non-eligible for the grant (from Section 9 Finance). Breakdown of costs should show equipment and materials, labor, engineering, and other soft costs.

See OAR 330-250-0100 and Construction Eligible Cost Guidance for more information

10.5. For any partner that is a private business, documentation that the partner owns a business site(s) that is located in this state (if applicable).

10.6 For any partner that is a private business, documentation that the partner owns a business site(s) that is located in this state (if applicable).

Uploaded Documents

This section displays a list of all documents that have been uploaded in previous sections.

Uploaded Documents: Use the dropdown to remove a document, if desired.

To add document(s), use the "Choose Files" function below

Select documents and click "Next" to Section 11.
To confirm final documents, use "Previous" button in Section 11 to return to Section 10.

Please see the section on Uploading Files on pages 8-9 above for additional instructions on how to remove or add files within this section.

Section 11: Review, Sign, & Submit

Review Terms and Agreement

1. I understand that the application is a public record and that ODOE may be required by law to disclose information in the application to the public on request. I have marked any information that I request be kept confidential. I understand that marking information does not guarantee that it will be kept confidential, and that the director will make any decisions regarding public disclosure of information contained in this application in accordance with Oregon Public Records Law.

2. I understand that ODOE does not endorse any company that requests information on this application and does not sell information as a mailing list.

3. Grant funding from the State of Oregon may be reported on Oregon Transparency, a state agency tool available for Oregonians to learn about how state government works, taxes are used, and more. The information on this website is provided to users for general knowledge and information. It excludes data and information that is confidential, protected, or private under state and federal laws, and is unaudited.

4. I hereby

   a. release the State of Oregon and its commissions, agencies, officers, employees, contractors, and agents, and agree to defend and indemnify the foregoing from and against any claims demands or costs (including attorney and expert witness fees at trial and on appeal) arising from or in any way related to claims made by applicant and which are related in any way to the ODOE's issuance or failure to issue a grant; and

   b. agree to reimburse the State of Oregon for any damages, costs, and expenses, including, but not limited to attorney fees and reasonable expenses for agency staff and legal counsel incurred as a result of, or arising from or in any way related to the applicant obtaining a grant by fraud or misrepresentation. Agreement to the terms of this paragraph by applicants that are agencies of the State of Oregon is subject to the limitations of Article XI, section 7 of the Oregon Constitution and the Oregon Tort Claim Act (ORS 30.260 through 30.300).

5. I authorize any incentivizing entity outside ODOE to release all relevant information on this project to ODOE. This includes, but is not limited to, project information, incentives offered and received, and inspection results.

6. I understand that this application must comply with Oregon Laws 2021, chapter 508, sections 29 through 32 (House Bill 2021) and OAR 330 Division 250 and that if there are any changes to the Oregon Laws or rules this application will be subject to the law effective at the time.

By typing my name below, I acknowledge that I have read and agree with the terms and conditions of the opportunity announcement, the application, and the statement above. I declare, under penalty of perjury, that the information provided in this application and any supplemental forms and attachments are true and correct to the best of my knowledge. I declare that I have the authority on behalf of the listed Applicant Organization and the listed Authorized Representative to submit this application.

Applicant Signature and Date

Applicant Signature
Please enter the full name of the Applicant (person)

Applicant Signature Date
Please enter the current date

Submitting Your Application

Prior to submitting your application, you can navigate back to any section and update your application. Once your application has been submitted, to modify it you will need to follow the steps for Amending an application in Step 3: Apply Online (above).

To submit the application, click the blue Submit button.

A screen will appear indicating "Submission completed successfully." An email will also be sent to the email address of the account used to log into the C-REP Application Portal.

The application will also appear in the list of applications on the C-REP Main Page with the status of "Application Submitted."