



ENERGY INCENTIVES PROGRAM REPORTING GUIDELINES

Oregon Administrative Rules 330-210-0080(5) and 330-220-0080(5) state that an “applicant must report to the department on the project’s status beginning one year from the issuing date of the preliminary certificate, unless the department has already received the project’s application for final certification. The applicant must continue to submit project progress reports to the department every six months after the initial report until the department receives the project’s application for final certificate.”

Failure to submit reports may result in denial of a final certification.

Each report to the department must include the following information:

- 1) The Energy Incentives Program application number and a brief description of the project;
- 2) Beginning and end dates of the reporting period;
- 3) Anticipated project completion date (date the project will be placed in service and paid for in full);
- 4) Percentage of project that has been completed;
- 5) Percentage of project budget that has been spent;
- 6) An explanation of any changes or modifications to the design of the project;
- 7) Estimated timeframe to submit Application for Final Certification; and
- 8) Ending date of your tax year

If you have any questions, please contact our office at 1-800-221-8035 or 503-378-4040, or email energy.incentives@oregon.gov.