



# Oregon

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## MEMORANDUM

**To:** Community Renewable Energy Grant Program Advisory Committee

**From:** Community Renewable Energy Grant Program Staff

**Date:** October 6, 2022

**Re:** External Review Process

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### **Selection of External Reviewers and Their Role**

Members were selected from a pool of interested parties that submitted a complete Evaluation Committee Interest Form based on their availability, perspectives, and geographic location. There were eighteen applicants who completed the online application and ODOE invited twelve of the applicants to participate in the review of C-REP applications. Eventually, two applicants dropped off for different reasons. ODOE offered compensation for those who requested financial assistance and three applicants participated in that process; compensation will be sent to those reviewers soon. Reviewers signed both a Conflict-of-Interest Statement, which included a specific list of grant applicants, and a Committee Agreement Statement.

### **The Review Process**

The grant applications were divided into three groups: Planning Resilience (21 applications), Construction Resilience (13 applications) and non-Resilience (both construction and planning) (23 applications). The reviewers were divided between the three sets of applications with between 3 and 5 individuals assigned to each group. Two members of ODOE staff participated as internal reviewers in each of the groups and performed the same reviews as the external reviewers, with one group having three ODOE staff in it. One of those ODOE staff members performed reviews on all 58 applications to provide grading continuity across the groups. The average time to review planning applications was around 1 hour and 15 minutes, and the average time to review construction applications was around an hour and a half.

Reviewers were given special permission to access to the online portal to review the applications. They were emailed scoresheets for each application within their group and were expected to email the score sheets to the program email address when completed. All reviewers successfully completed their scoresheets by the scheduled completion date of September 16, 2022.

### **Training and Collaboration**

There were a series of webinars to discuss progress with ODOE and create a space for questions, as well as check on the progress of each of the groups.

- Kick-Off Meetings – 2<sup>nd</sup> Week of August: Discussion of program, expectations, and answer questions. External Reviewers were given access to the online portal to begin reviewing once their Conflict of Interest and Committee Agreement documents signed and submitted.
- First Mid-Way Check-In – 3<sup>rd</sup> Week of August: Staff checked in on progress of reviewers and answered questions.
- Second Mid-Way Check-In – Last Week of August: Staff checked in on progress of reviewers and answered questions.
- Wrap-Up Meetings for Each Group - 3<sup>rd</sup> Week of September: ODOE staff shared the overall ranking of scores within each group once all scoresheets were submitted. Reviewers had a chance to discuss the overall scores and their responses to certain applications. Reviewers were glad of the opportunity to participate and were invited to reapply for the next review in January 2023. All wrap-up meetings were completed by 9/22/22.