**Due within six months of performance agreement execution with ODOE**

The project plan document requirements are outlined in **Section 6.b.1.** which states *A copy of the plan completed under this performance agreement which must include a proposal for developing a community renewable energy project that provides at a minimum the following details* as outlined in the instructions and guidance below.

Per the project’s PA **Section 9.b. Completion** *The planning of the Project shall be completed within 6 months of the Effective Date of this Agreement. Planning of the Project is complete upon the completion of the project plan document*.

**Instructions**:

1. **Do not submit the Project Plan if** project planning is not complete and/or has changed from the Exhibit A: Project Description in the PA. Contact the program team immediately to discuss.
2. Please provide complete responses for each required item. If an item is not applicable to your project (I.e., such as energy storage) please mark as “Not applicable” and provide a statement as to why the item is not applicable (I.e., *“Not applicable. This project does not include energy storage or resilience aspects.”*).
3. In an Appendix section within the Project Plan, please include all reports, studies, system design plan sets, site assessments and other relevant documentation that is part of the planning project. This documentation can also be included as email attachments with clear filenames along with the Project Plan with filename “**Project Plan PA XX-XXX.pdf**”
4. To submit your project plan, Email [community.grants@energy.oregon.gov](mailto:community.grants@energy.oregon.gov).  Use the Subject Line: **Project Plan Document [Organization Name PA XX-XXX]** and attach the Project Plan along with supporting materials not in the plan document.

**Note:** Entering “See Attachment” is not a sufficient entry for any section of this document. Planning project details located in other documents produced by the project should be copied into the Project Plan format for submission. Additional documentation produced by the project may be submitted, but such submissions do not replace the requirement to provide all required details in the Project Plan document.

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| **C-REP Project Plan for Planning Projects** | |
| Organization Name: |  |
| **PA #:** |  |
| **Partner Name(s:** |  |
| **Submitter’s Name:** |  |

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| **Was the planning project completed as specified in the performance agreement?** | Choose an item. |

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| **Project Completion Date:** | Click or tap to enter a date. |
| **Guidance:**  The project completion date is the day the project’s planning was completed (within the six-month timeline or amended timeline as approved by ODOE) | |

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| A description of how consultation with the following groups was incorporated into the planning: |
| * Members of qualifying communities served by the proposed community renewable energy project: |
| Add response here for the above item. |
| * Businesses located in the communities served by the proposed community renewable energy project: |
| Add response here for the above item. |
| * Electric utilities that have customers in the communities served by the proposed community renewable energy project: |
| Add response here for the above item. |
| * Other regional stakeholders: |
| Add response here for the above item. |
| **Guidance:**   1. Please clarify and note whether members of qualifying communities served by the proposed community renewable energy project were consulted and include the specific members in your response. 2. Please provide a description of how the consultation with each group listed above was incorporated into planning the community renewable energy project and identify the type of each group represented (i.e., Local Business, Utility, Environmental Justice Group/Community), and include the specific groups in your response. 3. If applicable (not required), each of the above can also include a brief description of plans to incorporate the above groups and any steering committee into the construction of the community renewable energy project. 4. Or, if consultation with one or more of the following groups was not a part of the planning project but will be incorporated into the construction of the renewable energy system, indicate so and provide details. |

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| A description of the project that includes the following information: |
| * An assessment of the suitability of the site: |
| Add response here for the above item. |
| * **A detailed description of the project including type and quantity of equipment, how the system will integrate into existing site or building conditions and any additional work needed.** |
| Add response here for the above item. |

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| If the project is for generating renewable energy: |
| * **Technical specifications of the selected technology.** |
| Add response here for the above item. |
| * Ca**pacity (KW) of the entire project.** |
| Add response here for the above item. |
| * **Projected amount of net energy the project will generate, in KWh per year for electricity generation or Btu for other types of energy.** |
| Add response here for the above item. |
| * **A renewable resource assessment demonstrating adequate renewable resource availability for the proposed system operations that includes the data collected to support the assessment and any assumptions made.** |
| Add response here for the above item. |
| **Guidance**:  Request the details above from your consultant / contractor prior to submitting the Project Plan. If EV Charging was proposed in the application, include the EV Charger system information here as well (separate from renewable energy system details).    **All planning reports, studies, site assessment, design plan sets, etc. should be included in an Appendix for verification. Include these documents as attachments to the project report submission email as directed in the Instructions above.** |

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| If the project is for energy storage: |
| * **Technical specifications of the selected technology.** |
| Add response here for the above item. |
| * **Nameplate power storage capacity in KW.** |
| Add response here for the above item. |
| * Projected amount of net energy the project will supply, in KWh per year. |
| Add response here for the above item. |
| * Duration the project will provide backup for selected purposes. |
| Add response here for the above item. |
| * Duration the project will provide backup for selected purposes. |
| Add response here for the above item. |
| **Guidance:**  Either(1) Request the details above from your consultant/contractor prior to submitting a Project Plan, or (2) If this planning project did not include resiliency aspects or components such as microgrid or energy storage, please state “not applicable.”    **All planning reports, studies, site assessment, design plan sets, etc. should be included in an Appendix for verification. Include these documents as attachments to the project report submission email as directed in the Instructions above.** |

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| A project management plan that includes: |
| * A detailed construction plan and project schedule. |
| Add response here for the above item. |
| * A description of who would manage the planning, construction, and system start-up. |
| Add response here for the above item. |
| * If applicable, a description of the community resilience aspects of the project. |
| Add response here for the above item. |
| **Guidance:**  A project management plan should be provided as detailed (if known) or best estimations for the construction of the planned renewable energy system.” |

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| A project budget that includes: |
| * The anticipated total project cost. |
| Add response here for the above item. |
| * **A**n itemized list of costs (that totals to the anticipated total project cost above). |
| Add response here for the above item. |
| **Guidance:**  A project budget should be provided as detailed (if known) or best estimations for the construction of the planned renewable energy system.” |