



Community Renewable Energy Grant Program

Application User Guide

Opportunity Announcements 22-016 and 22-017

Planning 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 planning community renewable energy and energy resilience projects.

Full program details are available at:

<https://www.oregon.gov/energy/Incentives/Pages/CREP.aspx>



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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.

Opportunity Announcements/Application Types:

[22-014](#): Construction of a renewable project

[22-015](#): Construction of a renewable and resilient project

[22-016](#): Planning activities for a renewable project

[22-017](#): Planning activities for a renewable and resilient project

Step 2. Register or Sign In

Application website: [Community Renewable Energy Program Grants Application](#)

First time users should select the *Register* tab ¹. Enter an email address, create a username and password, then click the blue *Register* button. **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 ² to get to the sign in screen. After signing in, if not at the main

The screenshot shows the registration page of the Community Renewable Energy Program Grants Application. The URL in the browser is <https://odoe.powerappsportals.us/en-US/Account/Login/Register?returnUrl=%2Fen-US%2Fcrephome%2Fcreppstatus%2F>. The page has a dark navigation bar with links: Home, Submit a Comment, Financial/Incentive, Received Comments/Data, Ask Energy, Other, and Sign in. Below the navigation bar, there are three tabs: Sign in (labeled with a red '2'), Register (labeled with a red '1'), and Redeem invitation. The Register tab is active. The main content area has a heading 'In order to better serve your needs/interests please also complete the profile information on the next screen.' followed by a red warning: 'Passwords must be at least 8 characters. Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).' There are two registration options: 'Register for a new portal account' and 'Register using an external account'. The 'Register for a new portal account' option has four input fields: * Email (Gabriel.Bellemy@gmail.com), * Username (Gabriel.Bellemy@gmail.com), * Password (masked with dots), and * Confirm password (masked with dots). A blue 'Register' button is at the bottom. The 'Register using an external account' option has two buttons: 'Google' and 'Microsoft'. A red '2' is also visible in the top right corner of the page.

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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.

Step 3. Applying Online

From the Community Renewable Energy Grant Program main page, please read all information before selecting one of the six menu choices under, **“How can we help you?”**

Home > Community Renewable Energy Grant Program

Community Renewable Energy Grant Program

Welcome to the Oregon Department of Energy's Community Renewable Energy Grant Program. In 2021, the Oregon legislature passed HB 2021, which created a \$50 million fund at ODOE to provide grants for planning and developing community renewable energy and energy resilience projects. The Community Renewable Energy Grant Program is open to Oregon Tribes, public bodies, and consumer-owned utilities.

You are about to complete an application for opportunity announcements:

- [22-014](#): Construction of a renewable project only
- [22-015](#): Construction of a renewable and resilient project
- [22-016](#): Planning activities for a renewable project only
- [22-017](#): Planning activities for a renewable and resilient project

Applications are due by 5:00pm on February 15, 2023. Your application progress will save each time you click the next button in the application. If you click previous or leave the page before clicking next your progress on that page will be lost. You can leave the page and return to the same application (saved at the last saved location) by selecting the option to "complete a grant application."

We have put together a [list of resources](#) and an [information checklist](#) to assist you in the application process. When filling out the application please put in as much detail as possible in the online application. If you are relying on a file you have uploaded to help you answer a question, please highlight the relevant file in the answer to the question.

If you have already applied and wish to change information you submitted in your application, select the option to "amend your application." When you select the option to amend your application this will withdraw your application until you re-submit with the amendments.

How can we help you?

- Learn More
- I would like to complete a planning grant application
- I would like to complete a construction grant application
- I would like to amend an application
- I would like to view/check the status of my application(s)
- I would like to withdraw an application

Learn More

This is a link to the program website

I would like to complete a planning grant application

This will start a planning grant application or return you to an existing draft, including a draft created during a previous round.

I would like to complete a construction grant application

This will start a construction grant application or return you to an existing draft, including a draft created during a previous round.

I would like to amend an application

This will list any applications available for amending. An application in amending status must be submitted by the submission deadline to be considered.

I would like to view/check the status of my application

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This will list all applications (from all rounds) and their status with an option to view. Printing and creating a PDF can be done here by following [these instructions](#).

I would like to withdraw an application

This will allow you to withdraw a submitted application from consideration.

Important Procedures for the Online Application

- The website guides applicants through 11 sections. The name and number of the current section is shown at the top¹ and highlighted in blue at the bottom of each section².
- The application is available in other languages by using the pull-down menu on the bottom-left³.
- Progress is saved only by clicking the blue Next button⁴ at the bottom of each section.

The screenshot displays the 'Section 10: Document checklist' page. At the top, it states that the following documents are the minimum required for eligibility. A list of six items with checkboxes follows: written authorization from the applicant's governing body, written authorization from the partner's governing body, a statement of compliance with state and local laws, an itemized list of costs, documentation for a private business site in Oregon, and documentation for rental property in Oregon. Below this list, a note asks the user to review the opportunity announcement and previous answers. A section titled 'Attach required file(s):' provides instructions on how to upload files, including a note about the 64 MB limit and the need to click 'Next' after the upload window closes. A 'Choose Files' button is shown with the text 'No file chosen'. A red banner with the text '4 Next = Save!' is prominently displayed. Below the banner are 'Previous' and 'Next' buttons. A progress bar at the bottom shows 11 sections, with 'Document Checklist' highlighted in blue and marked with a red '2'. Other sections include Eligibility Requirements, Applicant Information, Project Partner Information, Consultant/Contractor Information, Stakeholder Consultation, Project Description, Project Management Plan, Community Benefits and Equity Considerations, and Finances, all of which are marked with green checkmarks. At the very bottom, a language selection dropdown is shown with a red '3' next to it, and a copyright notice for 2022 is at the bottom left.

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

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

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to quickly complete a section and move to the next section. Return to any section and edit as desired before submission.

To return to a draft application: From the main webpage menu under “**How can we help you?**”, select: “**I would like to complete a planning (or construction) grant application.**”

The application requires all information to be entered online. Text may be typed or pasted into the text boxes. 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 below.

Section 5: Stakeholder Consultation

Please list any prior consultations or outreach with stakeholders and community groups, and any community engagement as part of developing the grant application (Please answer below in detail and attach any supporting materials at the bottom of this page). *

Our active community outreach and engagement has consisted of the following:
An overview of the project and grant process at the City Council meeting on 7/6/22.
Ongoing outreach via the city website posted on 6/8/22 at this link: www.grantapplication.city.gov. This includes a community survey to solicit feedback.
A meeting with Community Action Program of East Central Oregon to discuss how this and future projects can serve Umatilla County EJ communities.
Announcement of the application and project on KHRN radio on 6/15/22.
We added project information to all city utility bills (printed and PDF versions)
Tours of project site to be offered during the city "Community Day and BBQ"
These details are included in uploaded file: "Section 5-Stakeholder Consultation.pdf"

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.

Attach required file(s): Please highlight the name of the document in the question answer field and if you are relying on a section of the document, specify the appropriate section or pages.
press CTRL or Shift to choose multiple files to upload all at once (maximum file size 64 MB)

Choose Files Interconnec...pproval.pdf

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

Attach required file(s): Please highlight the name of the document in the question answer field and if you are relying on a section of the document, specify the appropriate section or pages.
press CTRL or Shift to choose multiple files to upload all at once (maximum file size 64 MB)

Choose Files 7 files

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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 11: Review, Sign and Submit**. The complete list of uploaded files is shown, with options to view and download by clicking on the file name. Files can be deleted by selecting the down arrow to the right of the file name. Please check for and delete duplicate files before submitting the application.

An application can be viewed under, **How can we help you?** Choose, **I would like to view/check the status of my application**. Select an application to open a view window.

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

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

To amend an application, from the main menu, select the option, **I would like to amend an application**, and choose from any listed applications. Submitted and withdrawn applications may only be amended prior to the submission deadline. Applications in amending status are technically withdrawn until they have been submitted again (there is no editing of a submitted application, it will be withdrawn when the amend menu option is used and must be resubmitted prior to the submission deadline).

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 Grant Program 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 planning grant applications under Opportunity Announcements 22-016 and 22-017. There is a separate user guide for the construction grant applications.

Section 1: Eligibility Requirements

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.

- ☐ Site Location: The proposed project must be located in Oregon but not in a city with a population of 500,000 or more.
- ☐ Applicant: The applicant is a federally recognized Oregon Indian Tribe, a public body, or a consumer-owned utility. *Click link for the statutory definition of a public body ([ORS 174.109](#))*
- ☐ Technology: The proposed project is for the construction of a renewable energy system as defined in rules. *Click link for further description of the [Community Renewable Energy Grant Program rules](#).*

Section 2: Applicant Information

Applicant Information

Organization Name

Type of Organization [*menu with 5 options*]

City

Consumer-Owned Utility

County

Federally recognized Oregon Indian Tribe

Other public body

If other, please enter specific public body type from [ORS 174.109](#).

Organization Street Address

City, State, Zip Code, 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.)

First and Last Name, Title, Phone Number, 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.)

First Name, Last Name, Title, Phone Number, Email

Are you partnering with one or more organizations?

Yes/No [*If no is selected the application will jump to section 4*]

Section 3: Project Partner Information

Fill out all partner information by clicking on the 'Add Partner Organization' button. To add additional partners, click the 'Add Partner Organization' button again. 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.

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.

Add Partner Information [*multiple entries allowed*]

Partner Organization Name

Partner Type of Organization [*menu with 7 options*]

City

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Consumer-Owned Utility

County

Federally recognized Oregon Indian Tribe

Private Business

Nonprofit

Other public body

If other, please specify type of organization.

Role of Partner

Partner Organization Street Address, City, State, Zip Code,

Are you using a consultant or contractor?

Yes/No [if no is selected, the application jumps to Section 5]

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 and skip this section. This is not required, but is an opportunity to provide detail you can reference back to in the description of the project plan or during relevant priority scoring question answers.

- ☐ The project consultant/contractor IS NOT CURRENTLY KNOWN (skip the section below).
- ☐ The project consultant /contractor IS CURRENTLY KNOWN (fill out the section below).

Add consultant/contractor information [*multiple entries allowed*]

Consultant/Contractor Organization Name

Role of Consultant/Contractor

Street Address, City, State, Zip Code

Consultant/Contractor Contact

First and Last Name Title, Phone Number, Email Address

Section 5: Stakeholder Consultation

Please describe the consultation with regional stakeholders and community groups, and any additional community engagement process as part of developing the planning grant application. (Please answer below in detail and attach any supporting materials at the bottom of this page).

Local Electric Utility [menu with utility names] Local Gas Utility [menu with utility *names*]

Please include or upload evidence the application has been drafted in consultation with electric utilities that have customers in the communities covered by the community renewable energy project, for the

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purpose of ensuring feasibility. This may include a letter from the electric utility serving the communities covered by a community renewable energy project or other evidence that the electric utility has been consulted.

Section 6: Project Description

Type of Planning Project *[menu with 2 options]*

Community Energy Resilience Project (OA 22-017)

Community Renewable Energy Project (OA 22-016)

Project Site

Briefly describe the site where this proposed renewable energy system will be located. In addition, enter all location information below in the text boxes – if the project covers multiple areas or facilities, please enter the main location information in the individual fields below, and enter additional sites in the large text field listing them as Site 1, Site 2, ... 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 project evaluation. (Please answer below in detail and attach any supporting materials at the bottom of this page).

Site Address, Site City, Site State, Site zip code, Site County, Latitude (if known), Longitude (if known)

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 reference any documents uploaded in the field below.

Please provide a summary overview of the project concept. Include technologies, major components, configuration and use. 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).

Is the community renewable energy project located in a qualifying (Environmental Justice) community? ([See OAR 330-250-0010 \(12\) for definition](#))

If yes, describe in detail how and to what extent the community qualifies as an Environmental Justice community.

Does the community renewable energy project primarily serve members of a qualifying (Environmental Justice) community?

If yes, describe the qualifying (Environmental Justice) community and detail how the members of the qualifying community are those primarily served by the community renewable energy project.

What technologies are under consideration for this proposed system? Select all apply.

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Renewable Energy Technology

[menu with 10 options]

Solar; Wind Turbines; Biomass Boiler or Cogen;
Geothermal; Landfill Gas; Hydroelectric; Wave;
Tidal; Ocean Thermal; Other.

Energy Resilience Technologies

[menu with 4 options]

Energy Storage; Microgrid technologies; Electric
Vehicle (EV) Charging; Other.

If other, please describe

Please describe the renewable energy resource the project will utilize. Include the levels of supply for the energy source and how the system will access the resource. (Please answer below in detail and attach any supporting materials at the bottom of this page).

Please describe the market for the energy produced by the system. (Please answer below in detail and attach any supporting materials at the bottom of this page).

If the project is for generating renewable energy, state the anticipated nameplate capacity in KW if known.

If the project is for energy storage, state the anticipated nameplate capacity in kW of the proposed energy storage system if known.

Please describe how the system will connect or transmit energy to the community identified in the application. (Please answer below in detail and attach any supporting materials at the bottom of this page).

Please describe how the community renewable energy project would support the energy resilience of structures or facilities essential to the public welfare. Include how the energy resilience will be increased and the energy resilience benefits the project will bring. (Please answer below in detail and attach any supporting materials at the bottom of this page). *[This question only appears if the type of planning project selection above was for a Community Energy Resilience Project]*

Describe the community building(s), infrastructure or other community assets that will benefit from the proposed renewable energy system.

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.

Section 7: Project Plan

List planning team members, their roles and lines of authority, and their experience with similar planning projects.

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Provide the planning project's anticipated Start and Completion date and detailed schedule milestones which demonstrates the planning will be completed within six months of execution of the performance agreement (Please answer below in detail and attach any supporting materials at the bottom of this page).

Is this project expected to result in a proposal for developing a community renewable energy project?

Please detail how consultation with the following groups will be incorporated into this project (Please answer below in detail and attach any supporting materials at the bottom of this page).

- Members of qualifying communities served by the community renewable energy project.
- Businesses located in the communities served by the community renewable energy project.
- Electric utilities that have customers in the communities served by the community renewable energy project.
- Other regional stakeholders.

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 and how they will be involved.

Section 8: Community Benefits and Equity Considerations

Please provide a brief bio of the project leaders below (you may also attach any supporting materials at the bottom of this page).

Please detail any community involvement in this proposed project. Highlight involvement with Environmental Justice communities. (See [OAR 330-250-0010 \(12\)](#) for definition).

Describe any equity framework used by applicant in developing the project.

How will this project assist in achieving goals included in the applicants' natural hazard mitigation plans as approved by the Federal Emergency Management Agency.

Detail any direct energy cost savings to families and small businesses from the proposed project. (Enter "none" or "unknown at this time" if applicable).

Describe the anticipated economic development as a result of the proposed project. (Enter "none" or "unknown at this time" if applicable).

List the expected number and local job type(s) created by this project, and number and job type(s) required through the life of the system.

Please describe how the community renewable energy project would integrate with broader community energy and environmental goals. Provide a description or upload a document at the bottom of this page.

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Please describe the extent to which the project includes inclusive hiring and promotion policies. (Documents may be uploaded at the bottom of this page).

Section 9: Finances

Anticipated Total Cost for Planning and Design

Please provide the anticipated total cost of the planning and design of the proposed renewable energy system.

Total Plan and Design Grant Request Amount

Please state the total grant amount requested from the Community Renewable Energy Grant Program. The maximum amount for grants is \$100,000 not to exceed 100% of project costs.

Preliminary Payment of Grant funds

If awarded a grant for planning a community renewable energy project, and upon entering a performance agreement, applicants may request up to 30 percent of the grant funding. The remaining funds will be released upon completion of the planning under the terms of the performance agreement. If you anticipate requesting a preliminary payment of grant funds, what dollar amount do you anticipate requesting?

Please provide a budget amount for each of the following community renewable energy project planning costs, enter \$0 if not applicable (After entering below, you may also upload a detailed project budget at the bottom of this page).

- Consulting fees, including design and engineering
- Load analysis
- Siting, excluding property acquisition
- Interconnection studies
- Ensuring code compliance
- Transmission studies
- Other Expenditures ([See OAR 330-250-0050\(7\) for eligible costs and OAR 330-250-0080\(5\)\(c\) for non-eligible costs](#)).

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.

Add Monetary Contribution [*multiple entries allowed*]

Contribution Source; Contribution Amount; Contribution Description

Describe the applicants' planning financing plan. Include potential sources for funding during planning and to cover the balance of planning costs beyond the grant amount and other incentives and grants. This should include in kind contributions or monetary contributions from applicants or project partners. (Documents may be uploaded at the bottom of this page.)

Section 10: Document Checklist

The following documents are the minimum required documents needed for an application to be considered eligible. You may have submitted additional documents depending on your previous answers in the application. Please review and check each box if you have uploaded the relevant documentation.

- ☐ Written authorization from the applicant's governing body allowing submission of the application.
- ☐ For any partner that is a public body, written authorization from the partner's governing body allowing submission of the application.
- ☐ For any partner that is a private business, documentation that the partner owns a business site that is located in Oregon.
- ☐ For any partner that is an owner of rental property, documentation that the partner owns rental property that is located in Oregon.

Please review the opportunity announcement and your answers on the previous pages to ensure you have fully answered each of the required questions and submitted the requested information.

Section 11: Review, Sign, & Submit

You have completed the application process.

You may review or modify your application by using the 'Previous' button to return to prior pages. Once you are satisfied with your application, please click on the 'Submit' button at the bottom of this page.

If you have questions or run into technical issues with the form, please reach out: community.grants@energy.oregon.gov.

Following is a list of all previously submitted files. Please review and add any additional documentation using the option below.

Previously submitted files *[Uploaded files will be listed here with options to open and delete]*

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.

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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.

Applicant Digital Signature, Applicant Signature Date

[The Submit button must be clicked to submit and save the application]