



Community Renewable Energy Grant Program Application User Guide

The Oregon Department of Energy (ODOE) is offering grants of up to \$1 million for constructing community renewable energy and energy resilience projects. Partnerships between the applicant and community groups, non-profits, private businesses, and others are encouraged.

This guide will help users navigate the grant application website and provides information for offline preparation.

Full program details are available at:

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



TABLE OF CONTENTS

ONLINE APPLICATION PROCESS	3
Step 1. Prepare to Apply and Upload Files	3
Step 2. Register or Sign In	3
Step 3. Applying Online.....	4
IMPORTANT PROCEDURES FOR THE ONLINE APPLICATION	5
OFFLINE APPLICATION GUIDE.....	8
Section 1: Eligibility Requirements.....	8
Section 2: Applicant Information	9
Section 3: Partner Information.....	10
Section 4: Consultant/Contractor Information	11
Section 5: Stakeholder Consultation	12
Section 6: Project Description	13
Section 7: Project Plan (Planning Applications)/Project Management Plan (Construction Applications)	15
Section 8: Community Benefits and Equity Considerations	17
Section 9: Finances	19
Section 10: Document Checklist.....	20
Section 11: Review, Sign, & Submit.....	21

Online Application Process

Step 1. Prepare to Apply and Upload Files

Carefully read the opportunity announcements to determine organization and project(s) eligibility (links below). Follow the opportunity announcement and other information on our [website](#) to prepare for entering information into the online application and for uploading required and supporting files. After Step 3 of this guide is an offline application guide to help applicants prepare application responses for online submission.

Opportunity Announcements/Application Types:

[22-001: Planning activities for a renewable and resilient project](#)

[22-002: Planning activities for a renewable project](#)

[22-003: Construction of a renewable and resilient project](#)

[22-004: Construction of a renewable project](#)

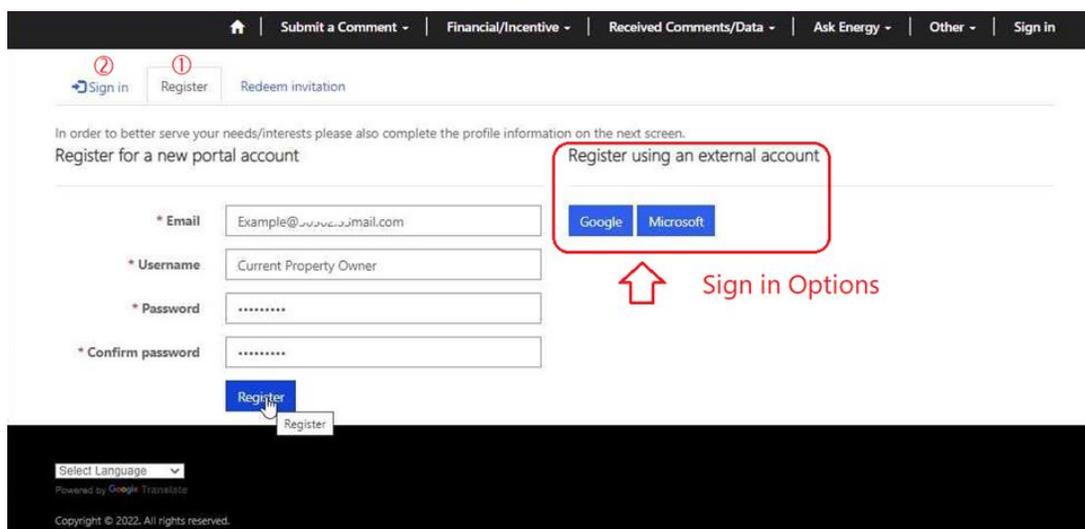
Step 2. Register or Sign In

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 (hint: You may enter your email address for Username when registering).**

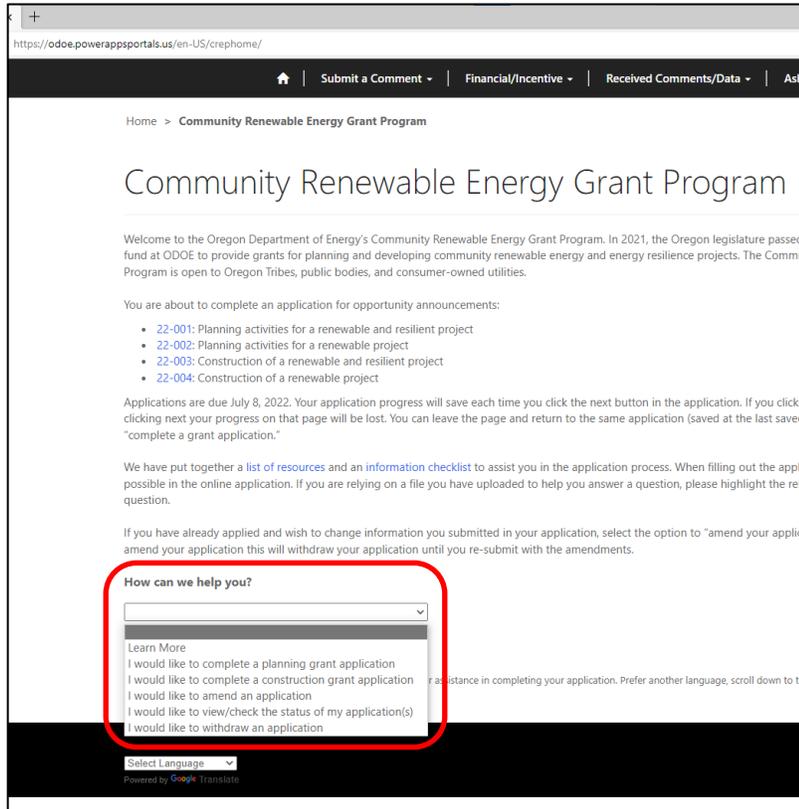
Registered customers use the *Sign In* tab. Enter the username and password, then click the *Sign in* ^② button. Sign in and registration can use an existing Google or Microsoft account.

After signing in, if 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.



Step 3. Applying Online

From the Community Renewable Energy Grant Program main page, select one of the six choices under, **“How can we help you?”**



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.

I would like to complete a construction grant application

This will start a construction grant application or return you to an existing draft.

I would like to amend an application

This will allow you to amend an application in any status other than draft, prior to the submission deadline. An application in amend status must be submitted by the submission deadline to be considered.

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

This will list applications and their status with an option to view.

I would like to withdraw an application

This will allow you to withdraw an application from consideration.

Important Procedures for the Online Application

Eligible applications will be competitively reviewed; staff cannot pre-screen applications or answer questions about the completeness, strength, or competitiveness of an application.

Draft applications must be submitted or withdrawn before another may be started in the same category (planning or construction).

The website guides applicants through 11 sections to enter information, select check boxes, upload files, sign, date, and submit an application. The name and number of the current section is shown at the top and highlighted in blue at the bottom of each section.

The screenshot shows the 'Section 1: Eligibility Requirements' page. At the top, a note states 'Note that * denotes Required Fields'. The section title 'Section 1: Eligibility Requirements' is circled in red. Below the title, there is a paragraph of instructions: '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.' Three checkboxes are listed: '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. *' (with a link to ORS 174.109), and 'Technology: The proposed project is for the construction of a renewable energy system as defined in rules. *' (with a link to the program rules). Below this is contact information: 'If you have questions about the eligibility requirements or while filling out the application, please contact community.grants@energy.oregon.gov or 1-800-221-8035. If you prefer another language, scroll down to the bottom left of the page to change the application language.' At the bottom, there is a 'Next' button and a horizontal navigation bar. The 'Eligibility Requirements' button in the navigation bar is circled in red, indicating it is the current section.

Progress is saved automatically by clicking the blue **Next** button at the bottom of each section. Edits made will not be saved if the **Previous** button is clicked before the **Next** button.

Required fields are indicated with an asterisk. If the **Next** button is clicked and the section is missing data, the section will not advance, and an error message will be displayed.

A draft application is saved and available for editing until submitted. If signed-out or the browser application or browser window is closed before submitting the application, users returning to the application will be returned to the last saved section.

Community Renewable Energy Grant Program Application User Guide

Text may be typed or pasted into the response boxes. Each box has a 2000-character limit, including spaces. If pasting is not working, use a word processing application to check the character count of the text you want to use.

The application allows for some answers to be provided in uploaded files, but online responses are required to clearly identify the uploaded file that contains the answer (see example below).

Note that * denotes Required Fields.

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 (Documents may be uploaded at the bottom of this page). *

The answer to this question is on page 2, paragraph 3 of "StakeholderInfo.doc"

The response above is an example of a clear reference to an answer in an uploaded file

Uploading Files. Files can be uploaded at the bottom of a section with 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 No file chosen

After clicking the **Choose Files** button, a popup window will open to allow file selection. Press the CTRL or Shift keys while selecting files to choose multiple 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

Community Renewable Energy Grant Program Application User Guide

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

Click the **Next** button to save the selected file(s). If **Choose Files** is clicked again, before the **Next** button, the previous file selections are deselected, and will need to be selected again.

When returning to a previous section “No file chosen” will show, even if files were uploaded. To confirm uploads and see the uploaded files list, 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.

Files can be selected for upload at any time by selecting the **Choose Files** button anywhere it appears in the application.

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

Upon submission, a confirmation message appears (see below). A submission confirmation email is sent to the email address entered in application section 2 for the Applicant Contact. Check the website for program timelines. All applicants will be notified when their application status has been determined.

Thank you for submitting your application for the Community Renewable Energy Grant Program. Please return to this portal, if you need to update information, check on the status of your application, or submit another application. If you have questions, please contact community.grants@energy.oregon.gov or 1-800-221-8035 for assistance.

Sincerely,

Oregon Department of Energy's Community Renewable Energy Grant Program Team

Community Renewable Energy Grant Program Offline Application Guide

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

A complete application requires uploading of required files and optional supporting files, but no file may be uploaded or submitted in place of the online application.

This is a guide to the information required to complete the online application and must be used in conjunction with the details found in the opportunity announcements, and [Oregon Administrative Rules 330-250](#).

This guide is intended to help prepare responses to enter into the online application. Responses can be written offline, and then copied and pasted into the matching text box in the online application.

Note: There is a 2000-character limit to each text box, including spaces.

This section is designed to aid in preparing responses offline. It follows the website application sections and covers the four application types/opportunity announcements, with indications in red where an item is specific to one or more of the application types.

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. (The statutory definition of a public body is contained in ORS 174.108-118)
- Technology: The proposed project is for the construction of a renewable energy system as defined in 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, enter type:

Organization Street Address

City, State, Zip Code

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: 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

Consumer-Owned Utility

County

Federally recognized Oregon Indian Tribe

Private Business

Nonprofit

Other public body

If other, enter type:

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

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 (Documents may be uploaded at the bottom of this page).

Planning Applications:

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

Planning Applications:

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 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.

Construction Applications:

Describe consultation with electric utilities that have customers in the communities covered by the community renewable energy project. This may include a high-level assessment of the impacts of the proposed project on existing utility infrastructure and estimated costs for interconnection of the proposed project. Evidence of consultation may include a letter from the electric utility. (Documents may be uploaded at the bottom of this page).

Construction Applications:

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

Yes/No

Construction Applications:

If no, describe anticipated date for interconnection agreement. If a request for interconnection with the electric utility has been filed, this may be uploaded at the bottom of the page as supporting evidence of consultation with the electric utility. Please reference any documents uploaded in the field below.

Section 6: Project Description

Type of Project [*menu with 2 options*]

Community Energy Resilience Project or Community Energy Renewable Project

Please describe the community site where the proposed renewable energy system will be located. Include who the site owner is, the site address, an assessment of the suitability of the site, and the degree to which the applicant has secured site control. A map or satellite photo from Google Earth, GIS, or similar 3D representation indicating the scope and boundaries of the proposed DER system will be helpful in evaluating the proposal. (Documents may be uploaded at the bottom of this page).

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. (Opportunity for priority scoring. Not a required field.)

Please describe the project and its major system components, such as renewable energy generation, energy storage, electric vehicle charging systems, and microgrid enabling technologies. Include descriptions of any engineering studies or calculations and planning already done. (Documents may be uploaded at the bottom of this page).

Select all technologies that apply to this application:

Renewable Energy Technology

[*menu with 10 options*]

Solar; Wind Turbines; Biomass Boiler or Cogen;
Geothermal; Landfill Gas; Hydroelectric; Wave;
Tidal; Ocean Thermal; If other, please describe

Energy Resilience Technologies

[*menu with 4 options*]

Energy Storage; Microgrid technologies; Electric
Vehicle (EV) Charging; If other, please describe

Nameplate capacity (kW) of proposed or existing renewable energy system.

Projected amount of net energy the system will generate, in KWh per year.

Please detail a resource assessment demonstrating adequate resource supply for the proposed system operations. The resource assessment must describe the type of resource available, explain how the applicant evaluated the resource and how the system will access it. (Documents may be uploaded at the bottom of this page).

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

If the project will add capacity to or be paired with an existing renewable energy system, provide a description of the existing renewable energy system.

Community Renewable Energy Grant Program Application User Guide

Planning Applications

Please describe, or provide documentation detailing, the extent to which the community renewable energy project would be located in and/or will serve one or more qualifying communities. (Documents may be uploaded at the bottom of this page).

Planning Applications

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. (Documents may be uploaded at the bottom of this page).

Planning Resilience Application

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. (Documents may be uploaded at the bottom of this page).

Construction Applications

System uses [*menu with 3 options*]

Generation of energy; Energy Storage; Both energy generation and storage

Construction Applications

Detail the technical specifications including manufacturer's information for the selected technology and all major system equipment. This should also demonstrate that the system will operate for at least five years. (Documents may be uploaded at the bottom of this page).

Construction Application with Storage Component

Nameplate capacity (kW) of proposed energy storage system.

Construction Application with Storage Component

Energy storage capacity (kWh) of proposed energy storage system.

Construction Application with Storage Component

Describe the proposed operational use cases for the storage system including emergency backup power, providing grid services, demand reduction, arbitrage, or any other planned uses. (Documents may be uploaded at the bottom of this page).

Section 7: Project Plan (Planning Applications)/Project Management Plan (Construction Applications)

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

Planning Applications

Provide a detailed schedule for planning completion, which demonstrates the planning will be completed within six months of execution of the performance agreement or upload a schedule below.

Planning Applications

Is this project expected to result in a proposal for developing a community renewable energy project? Yes or No.

Planning Applications

Please describe (or upload a document at the bottom of this page) how consultation with the following groups will be incorporated into the project.

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

Construction Projects

Estimated start date (Note, construction projects must be started within 12 month of grant performance agreement)

Construction Projects

Estimated completion date (Note, construction projects must be completed within 36 month of grant performance agreement)

Construction Projects

Provide a detailed construction plan and project schedule with major milestones including the target operational date of the system or upload a schedule below.

Construction Projects

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

Construction Projects

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 costs, how maintenance and operations will be funded, and that there will be sufficiently experienced personnel to operate the project.

Community Renewable Energy Grant Program Application User Guide

Construction Projects

Please estimate the number and types of jobs directly connected to the awarding of the grant that will be created by the project and sustained throughout construction and operation. Required question*

Construction Projects

Add Job [*multiple entries allowed*]

Job Type; Number of Jobs; Describe the estimated total number of worker hours per year and the expected duration of jobs.

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.

Please describe partnerships with community partners, business partners, developers and any other project partners involved in the proposed project. Highlight any partnerships with qualifying communities. (Documents, such as letters of support, may be uploaded at the bottom of this page). (Opportunity for priority scoring. Not a required field.)

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

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

Describe the level of direct energy cost savings to families and small businesses that will result from the project.

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

Describe the level of economic development that will result from the project.

Please describe how the community renewable energy project would integrate with broader community energy and environmental goals (Documents may be uploaded at the bottom of this page).

Planning Applications

Describe the anticipated number of local jobs directly created during construction, and directly sustained during operations.

Construction Applications

Describe the extent to which the community renewable energy project would be located in and/or serve one or more qualifying communities. This should include a description of the location and the communities served. (Documents may be uploaded at the bottom of this page).

Construction Applications

Describe outreach done to qualifying communities. If qualifying communities have been involved in the project development and operations, please include a description of the communities and how they have been involved.

Construction Applications

Will this project support the energy resilience of structures or facilities that are essential to the public welfare? [Yes/No].

Community Renewable Energy Grant Program Application User Guide

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

Section 9: Finances

Planning Applications

The first seven boxes are for a breakout from the total cost of the planning and design of the proposed renewable energy system.

Provide a breakout of the requested amount.

- Consulting fees, including design and engineering:
- Load analysis:
- Siting, excluding property acquisition:
- Interconnection studies:
- Ensuring code compliance:
- Transmission studies:
- Other Expenditures:

Please provide the anticipated total cost of the planning and design of the proposed renewable energy system (should equal the sum of boxes 1-7).

Construction Applications

Anticipated Total Cost for Construction:

Also upload an itemized list of costs associated with the project and designate them as either eligible or non-eligible for the grant. The breakdown of costs should show equipment and materials, labor, engineering, and other soft costs.

Provide the construction grant amount requested:

Amount of Preliminary funds requested (if any, up to 30 percent of the grant):

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.
- 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.

An itemized list of costs designated as either eligible or non-eligible for the grant. Breakdown of cost should show equipment and materials, labor, engineering, and other soft costs.

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 listed here with options to open and delete]

By typing my name below, 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. Should the foregoing responses or statements change or cease to be true in any material respect, the named applicant will submit a revised version of this form.

Applicant Signature, Applicant Signature Date