

Community Renewable Energy Grant Program

Final Reporting Requirements - Planning

Important: There are two separate Final Report requirements and deadlines for all C-REP planning projects.

- **First**, a copy of the [Project Plan document](#) must be submitted on or before the six-month PA deadline.
- **Second**, all other final reporting requirements are due *promptly following* the submission of the Project Plan document (and no more than 12-months from PA deadline).

This document provides instructions and guidance for the second of the above, all other final reporting requirements.

Final Reporting: Requirements

Due Promptly Following Submission of the Project Plan Document
(No later than 12-Months from Performance Agreement Execution)

Purpose: Verify planning project costs (including CPA verification, if applicable), DBE documentation if stated in application as part of the planning/future construction project and site ownership/control through property tax records.

The planning project's final reporting requirements are outlined in the performance agreement in **Sections 6.b.2-4** with additional financial reporting instructions in **Exhibits C and D** as outlined in the instructions and guidance below.

Please Note: The C-REP portal is currently not available for reporting submission. Please review the instructions below.

Final Reporting: Instructions

(A) Final Reporting documentation is not due at the same time as the Project Plan document (6-Month Completion Requirement) but should be provided *promptly following completion of the project planning* (and no later than 12-months from PA execution date).

- **Do not submit Final Reporting documentation** if a Project Plan has not been provided to ODOE within the required deadline of six-months from performance agreement execution.
- Final Reporting documentation can be submitted with the [Project Plan](#) if all materials are complete within the six-month completion of the project planning deadline.

(B) Please format and submit all Final Reporting documentation with complete responses for each required item. If an item is not applicable to your project, please state as "Not applicable" **and** provide a statement as to why the item is not applicable.

(C) Please use the file names requested for each item below. Other relevant supporting documentation for each item can be included in the file or attached separately with clear filenames. If preferred, all items

below and supporting documentation can be organized clearly by each item below and submitted as a single document with the filename “**Final Reporting PA XX-XXX.pdf**”

(D) Use the Subject Line: Final Reporting Documents [Organization Name PA XX-XXX], attach all files and supporting materials and email to: community.grants@energy.oregon.gov

(E) **Please note:** Final reporting details located in other documents produced by the project should be copied into the appropriate item below and formatted 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 each item’s file or item’s section in a single Final Reporting document.

Final Report: Required Details and Supporting Documentation Guidance

1. Complete Project Cost Accounting

Please see PA Exhibit D and create a single PDF document containing the information listed below.

Name file: Accounting File PA XX-XXX.pdf

- A. The total planning cost.
- B. **An itemized list showing total planning project costs**, paid and incurred, that **includes all funding sources** such as other incentives and grants with associated project costs labels and listed as:
 - a. Consulting fees
 - b. Load analysis
 - c. Siting, excluding property acquisition
 - d. Ensuring code compliance
 - e. Interconnection studies
 - f. Transmission studies
 - g. Other expenditures (see C-REP Eligible cost Guidance – link below)
 - h. Ineligible costs
- C. Scans of receipts, paid invoices, cancelled checks (if applicable), and bank loan or promissory note documentation.

Guidance:

Total planning cost includes all eligible and ineligible costs associated with the project. Please review ODOE’s [Eligible Cost Guidance for Planning Projects](#).

Funding sources should include all actual funds used, external grants and incentives or other funding used or will be used towards financing the planning of the renewable energy system.

2. Project Costs Verification & Attestation Letter

(A) C-REP Round 1 & 2 Grantees: If Total Planning Costs are \$50,000 or more, please use the [CPA Verification Guidance](#) to complete the required independent Certified Public Accountant’s verification and attestation to the validity and accuracy of the account. **Please note:** CPA verification **is not** an eligible cost for grant fund reimbursement.

(B) C-REP Round 3 & Later Grantees: Project cost verification and attestation can be performed by a grantee's internal Financial Authority. If applicable, please review the [Grantee Financial Authority Cost Verification Guidance](#) for instructions and a sample attestation letter. An Independent CPA can also be used at Grantee's expense.

3. Disadvantaged Business Enterprises (and others) Documentation

If a description of how disadvantaged business enterprises, emerging small businesses, or businesses that are owned by minorities, women, or disabled veterans would be involved in the planning of the Project was provided in your grant application, please either **(a)** provide proof of their involvement or **(b)** a statement of why they were not involved.

Name file: [DBE Usage Report PA XX-XXX.pdf](#)

Guidance:

If DBE information was noted in the original application, an "X" will be marked on the table at the bottom of the PA's Exhibit A document. If DBE information was included in the original application but was intended to be related to the future construction of the planned project, please acknowledge such and provide details on future DBE involvement/plans.

4. Property Taxes

If your organization (or the owner of the project property) pays property taxes, provide proof that the property taxes are current for the Project's location. **If [property tax exempt](#), please provide details of exemption.**

Name file: [Taxes PA XX-XXX.pdf](#)