



Oregon

Tina Kotek, Governor



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Community Renewable Energy Grant Program

Grantee Financial Authority Guidance

To: Grantee's Authorized Representative

From: Oregon Department of Energy

Date: May 2025

Re: Guidance for Verifying Planning Project Costs by Grantee Financial Authority

For Planning Projects awarded in the program's third opportunity round and after, an attestation to the validity and accuracy of the account can be submitted by the Grantee's financial authority, or through an independent Certified Public Accountant (at Grantee's cost) if total Planning Project costs are \$50,000 or more. Please carefully review Exhibit D of the Performance Agreement along with the instructions, guidance, and requirements below to prepare and submit the project's cost verification letter and supporting documentation.

Please note, C-REP Planning Projects awarded in the program's first two rounds must use an [independent CPA for cost verification](#).

You will need the following documents to complete the review and verification:

- A copy of the applicant's Performance Agreement with the Oregon Department of Energy (a project must comply with all conditions of the Performance Agreement).
- All paid receipts, paid or incurred invoices, cancelled checks (if necessary), and bank loan or promissory note documentation that pertain to this project.
- If applicable, a copy of any agreements between the applicant and project partner(s) related to incurred, paid and reimbursable eligible costs.

- A copy of the [Oregon Administrative Rules](#) as it relates to the eligible energy project costs, along with ODOE's most recent [Project Planning Grant: Eligible and Ineligible Costs guidance](#).

Please verify and document the following in a signed letter:

1. The **total** Planning Project costs, including identifying all costs paid using C-REP grant monies, other funding, and all incentives or grants other than C-REP funds.
2. Total **eligible** C-REP Planning Project costs allowed under Oregon Administrative Rules ([OAR 330-250-0050](#)) and those determined by ODOE for the project described in the Performance Agreement.
3. The total amount of the payments made, or costs incurred by the Grantee and grantee partner, if applicable.
4. The itemized amount of all financial incentives (utility, Energy Trust of Oregon incentive, grants, etc.) received or applied for by the applicant, partner(s), or contractor(s).
5. The date the planning project was completed.
6. The date all Planning Costs were paid in full either outright or when loan contracts were fully executed, if applicable (some projects may have incurred costs pending to be paid by final grant disbursement).

Upon completion of the cost verification letter:

- Include an itemization of total project costs, the source of funding/payment for each cost, along with copies of all paid receipts, paid or incurred invoices, cancelled checks (if necessary), and bank loan or promissory note documentation that pertain to this project of all as part of the [Final Report's](#) accounting file for the project.

Description of Cost	Amount (C-REP)	Amount (Incentive A)	Amount (Incentive B)	Amount (Other Funds)	Date Paid or Incurred
1.					
2.					
3. (add rows as necessary)					
Total Planning Project Cost					
Total C-REP Eligible Cost					

*Example itemization of costs, funding sources and dates

- Then, submit the letter (**on grantee letterhead**) and complete accounting files to ODOE for review (see sample on next page).

If you have questions, please call our office at (503) 378-4040 or (800) 221-8035. Questions may also be emailed to community.grants@energy.oregon.gov.

Sample Grantee Letter

Organization Name
Organization Address
Organization City, State, Zip Code

Date:

Community Renewable Energy Grant Program – PA# XX-XXX

Financial Authority Attestation of Planning Project Costs

I, **[full name]**, have verified and attest the accompanying schedule of project costs, eligible project costs, total project costs made, total financial incentives received/applied for, and the date of project completion, is presented in accordance with (or based on) the criteria set forth by the Oregon Department of Energy for the Oregon Community Renewable Energy Program to be valid and accurate.

1. The **total project cost** associated with the Oregon C-REP Planning Grant were \$XXX,XXX.
2. The **total eligible project costs** allowed by the Oregon Administrative Rules and those determined by the Oregon Department of Energy for the project described in the Performance Agreement were \$ XXX,XXX.
3. The **total amount of payments** made/costs incurred were \$ XXX,XXX.
4. The **total itemized amount** of all financial incentives that is anticipated to be received by the applicant from the Oregon C-REP Planning Grant is \$ XXX,XXX.
5. The **date that the planning project was completed** and verified by ODOE was Month, XX, XXXX.

[Signature]

Organization Position Title
Organization Name
Direct Phone
Email