

Community Renewable Energy Grant Program

Information Needed for Program Applications

Refer to the chart below to gather the information you will need to apply for a Community Renewable Energy Grant. This list is for reference only and does not replace the [Administrative Rules](#) or the Opportunity Announcements.

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

Information Needed <i>Click column headers to view Opportunity Announcements.</i>	Planning Renewable & Resilience	Planning Renewable	Construction Renewable & Resilience	Construction Renewable
Written authorization from the governing body.	✓	✓	✓	✓
Detailed information about any partner organizations and their roles.	✓	✓	✓	✓
For any partner that is a public body, written authorization from their governing body.	✓	✓	✓	✓
Documentation of feasibility consultation with regional stakeholders, community groups, and any additional community engagement process.	✓	✓	✓	✓
Documentation of feasibility consultation with related electric utility(ies).	✓	✓	✓	✓
A description of major system components and technologies.	✓	✓	✓	✓
A description of the resource, its market, its capacity, as well as connection and transmission information.	✓	✓	✓	✓
A detailed description of the project location.	✓	✓	✓	✓
A description of any existing renewable energy system to which this project adds capacity or is to or be paired with.	✓	✓	✓	✓
List of project team members, their roles and lines of authority, and experience with similar projects.	✓	✓	✓	✓
A detailed schedule which demonstrates the planning will be completed within six months of execution of the performance agreement.	✓	✓	✗	✗
Evidence that demonstrates the planning will result in a proposal for developing a community renewable energy project.	✓	✓	✗	✗

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A description of how consultation with the following groups will be incorporated into the planning: <ul style="list-style-type: none"> Members of qualifying communities Businesses and other stakeholders Electric utilities 	✓	✓	✗	✗
A description of project design, equipment, engineering studies or calculations, the status of the utility consultation and planning.	✗	✗	✓	✓
A suitability assessment of the site with details of site control.	✗	✗	✓	✓
A statement of compliance with applicable state and local regulations and that the applicant will notify the appropriate agencies and obtain required licenses and permits.	✗	✗	✓	✓
For projects generating renewable energy and for energy storage projects: Equipment technical specifications, including the nameplate capacity in KW.	✗	✗	✓	✓
Manufacturer’s information and warranties for all major equipment.	✗	✗	✓	✓
Documentation that the system will operate for at least five years.	✗	✗	✓	✓
For projects generating and/or storing energy: <ul style="list-style-type: none"> The projected amount of net energy the project will generate and/or provide, in KWh per year. A renewable resource assessment and proposed operational use cases. 	✗	✗	✓	✓
A detailed construction plan and project schedule with major milestones including the target operational date of the system. The schedule must show construction beginning within 12 months and completion within 36 months of execution of the performance agreement.	✗	✗	✓	✓
A description of how the applicant will manage planning, construction, and system start-up. Include a commissioning plan if developed.	✗	✗	✓	✓

Information Needed <i>Click column headers to view Opportunity Announcements.</i>	Planning Renewable & Resilience	Planning Renewable	Construction Renewable & Resilience	Construction Renewable
A detailed description that demonstrates the project will operate as represented for at least five years, and for the life of the project. The applicant should show how the project will be operated, the estimated costs, how maintenance and operations will be adequately funded, and that there will be sufficient experienced personnel to operate the project.	x	x	✓	✓
List the number and estimated duration of jobs for construction and installation listed by trade, and the number and estimated duration of jobs for system operations through the life of the project, by trade.	x	x	✓	✓
Documentation of the community benefit and equity considerations, and the extent to which the project would be in and/or will serve one or more qualifying communities, including: <ul style="list-style-type: none"> • A description of qualifying communities involved in project development and operations, and the extent to which they are represented in project leadership. • A description of any partnerships with qualifying communities. • A description of outreach done to qualifying communities. • A description of any equity framework used by applicant in developing the project. • A description of the level of direct energy cost savings to families and small businesses that will result from the project. • A description of the level of economic development that will result from the project. 	✓	✓	✓	✓

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Document the community resilience aspects of the project, including: <ul style="list-style-type: none"> • How the system meets the definition of a community renewable energy system including information on the major system components. • How well the project supports and increases the community energy resilience of structures or facilities that are essential to the public welfare. • The level of importance of the critical public services and how many people will be served. 	✓	✗	✓	✗
If applicable, a description of how the project would integrate with broader community energy and environmental goals.	✓	✓	✓	✓
The grant amount requested and detailed estimated project budget.	✓	✓	✓	✓
A description of any other grants related to this project.	✓	✓	✓	✓
An itemized list of costs designated as either eligible or non-eligible for the grant.	✗	✗	✓	✓
Breakdown of costs showing equipment and materials, labor, engineering, and other soft costs.	✗	✗	✓	✓
A description of the applicant’s project financing plan that includes potential sources for funding during construction, and to cover the balance of project costs beyond the grant amount and other incentives.	✗	✗	✓	✓

