

# Community Renewable Energy Program

## Preliminary Payment Request Guide

Please review the following preliminary payment request instructions and applicable requirements for a C-REP planning or construction project.

**Email Instructions:** Send the request and attachments to [Community.Grants@Energy.Oregon.gov](mailto:Community.Grants@Energy.Oregon.gov) and include in your request the Subject Line: "[Grantee Name] - CREP Preliminary Payment Request: PA# XX-XXX"

### Preparing a Preliminary Payment Request (Planning)

Per [OAR 330-250-0080\(7\)](#) and Section 7 of the executed performance agreement, up to 30 percent of the Grant Monies may be released to grantees to use on eligible planning costs following an email request and approval by the Oregon Department of Energy. There are **no additional requirements** for planning project preliminary payment requests.

### Preparing a Preliminary Payment Request (Construction)

Per [OAR 330-250-0130\(8\)](#) and Section 7 of the executed performance agreement, up to 30 percent of the projected Grant Monies may be released to grantees following the receipt and approval by the Oregon Department of Energy of all applicable evidence and supporting documentation. The **primary purpose** of the preliminary payment is to support preliminary costs to assist Grantees (and Partners) to meet the required 12-month construction start deadline. If requested by Grantee, the Agency shall disburse the appropriate preliminary payment amount upon receipt and approval of evidence Grantee (or Grantee Partner) has:

- 1) ***Taken meaningful steps to seek site control, including but not limited to an option to lease or purchase the site or an executed letter of intent or exclusivity agreement to negotiate an option to lease or purchase the site;***
  - Please provide proof of site ownership or control such as property tax records showing facility ownership, any lease agreement between Grantee and the project owner, or site ownership or control documentation for a project partner. If site or facility is [property tax exempt](#), please provide details of exemption.
- 2) ***Filed a request for interconnection with a host utility or appropriate transmission provider;***
  - Please provide documentation from the host utility or appropriate transmission provider that a request for interconnection has been filed or a signed interconnection agreement. Email communications or call transcripts between Grantee/partner and utility will not satisfy this requirement.

**3) *Provided an account of incurred Project Costs at the time of the disbursement request;***

- Please provide an itemized account of total Project Costs paid or incurred by grantee (or grantee's Partner) **as of the PA Execution Date or dating back to Application Close Date** from the project's opportunity round. Itemized account should include a description of each itemized cost, the cost amount and the date the cost was paid or incurred (see example below).
- If the full preliminary payment amount requested will only be applied to previously paid or incurred costs by the grantee listed here, state as such and no additional information is required for item #4 below.

Description of Paid or Incurred Cost	Amount	Actual Date Paid or Incurred	Check/Invoice #
1.			
2.			
3. (add rows as necessary)			
Total Preliminary Payment Amount Request			

**Please note:** ODOE does not require invoices, paid receipts, cancelled checks as supporting documentation but will consider the submitted sheet of costs as attested to as accurate by the Grantee and Grantee Partner(s) for preliminary payment review.

**4) *Demonstrated a need for use of the funds within 12 months of execution of this agreement.***

- If any of the preliminary payment funds will be spent on future costs, please list each item and confirm that they will be spent **within 12 months of the PA Execution Date**. List the costs following the format example below.

Description of Future Cost	Amount	Estimated Date Paid or Incurred	Grant Eligible (Yes, No or Unsure)
1.			No
2.			No
3. (add rows as necessary)			No
Total Preliminary Payment Amount Request			

**Please note:** Under the authority contained in [ORS 330-250-0100\(2\)\(I\)](#) ODOE has determined that costs incurred by a grantee for administering the grant are not eligible. This includes the required CPA cost verification attestation. Administrative costs **directly associated** with the acquisition, construction, and installation of the renewable energy system are eligible costs.

To review eligible and ineligible costs please see [OAR 330-250-0100](#) and ODOE's updated [published guidance on eligible and ineligible costs](#) for a construction/development project. ODOE will withhold the final payment of the grant funds until submission of the Final Report and will calculate the final grant amount using actual Project Costs determined by ODOE to be eligible and the disbursement may be reduced as a result.

For questions or clarification contact program staff at [Community.Grants@Energy.Oregon.gov](mailto:Community.Grants@Energy.Oregon.gov).

