

Community Renewable Energy Program

Summary of Construction Grant Requirements

This document's purpose is to provide information regarding the requirements detailed in a performance agreement offered by the Oregon Department of Energy to a successful applicant for a Community Renewable Energy Grant Program construction grant. This is not a full list of the terms and conditions in the performance agreement but aims to better inform applicants of requirements associated with the grant award. The requirements are subject to change and what is included in a performance agreement may differ.

Timeline

Construction of the project must begin within 12 months of the effective date of the performance agreement. Construction is considered to have begun when the physical assembly of the project or its infrastructure begins at the project site. For additional guidance regarding what constitutes the beginning of construction, please review our [guidance on project construction](#).

Construction of the project must be complete within 36 months of the effective date of the performance agreement. To be considered complete, the project must begin operation.

If the successful applicant fails, or expects to fail, to begin construction within 12 months, complete construction within 36 months, or fails to promptly submit all the final reporting requirements, the applicant must notify the Oregon Department of Energy. This notification must occur at the latest one month after the failed deadline, or, for the final reporting requirement, prior to the expiration of the agreement. The notification must describe the cause of the delay, what has been done to resolve the delay, and an updated timeline for completion of the requirements. If the director of the Oregon Department of Energy determines that good cause for the delay has been demonstrated, the Department may agree to an extended deadline. If good cause is determined not to have been demonstrated, the performance agreement may be terminated by the Department and any grant funds released may be recovered.

Reporting

Quarterly reports are due January 15th, April 15th, July 15th, October 15th until the construction project is complete.

A final report must be submitted promptly following commencement of the project's operation, and include the following:

- 1) An account of the Project Costs that identifies all funding sources and includes all receipts, paid invoices, bank loan or promissory note documentation, and if applicable, any cancelled checks. If the Project Costs are \$50,000 or more, an attestation to the validity and accuracy of the account from an independent CPA is required.
- 2) Proof of the involvement of a disadvantaged business enterprise, emerging small business, or business that is owned by minorities, women, or disabled veterans, if a description of their involvement was provided in the application. Alternatively, a statement of why they were not involved is required if a description of their involvement was provided in the application.
- 3) If applicable, proof that the owner of the project's location is current on their property taxes for the project site.

Following completion of the project, the grantee must submit annual reports to the Oregon Department of Energy for a period of five years.

Disbursement of Grant Award

If requested by the successful applicant, up to 30 percent of the grant funds may be released following the receipt and approval by the Oregon Department of Energy of evidence of the following:

- 1) Meaningful steps to seek site control. Evidence may include, but is not limited to, an option to lease or purchase the site or an executed letter of intent or an exclusivity agreement to negotiate an option to lease or purchase the site.
- 2) Filing of a request for interconnection with host utility or appropriate transmission provider.
- 3) Providing an account of Incurred Project Costs at the time of the disbursement request.
- 4) Demonstrating a need for use of the funds within twelve months of execution of the agreement.

The remaining funds, up to 100 percent, may be released following commencement of operation of the project and submission of the reporting requirements. Disbursement of the remaining funds is subject to the following conditions:

- 1) The grantee complying with all the terms and conditions of the performance agreement.
- 2) The amount disbursed will not exceed the actual project costs or 100 percent of the project costs when combined with other incentives or grants.
- 3) The grantee, or partner, must have site control of the project location.

The Oregon Department of Energy may inspect the project and audit all documentation related to the project prior to disbursing the grant funds.

Grant funds may be used only for eligible costs described in [OAR 330-250-0100](#) and no other purpose.