

Community Renewable Energy Program

Summary of Planning 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 planning 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

The planning must be completed within 6 months of the effective date of the performance agreement. Planning is considered complete upon completion of the project plan.

If the successful applicant fails, or expects to fail, to complete the planning project within six months, or fails to promptly submit the final report upon completion, the applicant must notify the Oregon Department of Energy. This notification must occur at the latest, seven months after all the execution date of the performance 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 planning project. 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 grand funds released may be recovered.

Reporting

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

A final report must be submitted promptly following completion of the project planning, and include the following:

- 1) A copy of the plan.
- 2) An account of the Planning Costs, including an itemized list of equipment and incurred Planning Costs. If the Planning Costs are \$50,000 or more, an attestation to the validity and accuracy of the account from an independent CPA is required.
- 3) 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.
- 4) If applicable, proof that the owner of the proposed project's location is current on their property taxes for the project site.

The plan required in the final report must include the following:

- 1) A description of how consultation with the following groups was incorporated into the planning:
 - a) Members of qualifying communities served by the proposed community renewable energy project;
 - b) Businesses located in the communities served by the proposed community renewable energy project;



- c) Electric utilities that have customers in the communities served by the proposed community renewable energy project; and
 - d) Other regional stakeholders.
- 2) A description of the project that includes the following information:
 - a) An assessment of the suitability of the site.
 - b) A detailed description of the project including type and quantity of equipment, how the system will integrate into existing site or building conditions and any additional work needed.
 - c) If the project is for generating renewable energy:
 - i) Technical specifications of the selected technology.
 - ii) Nameplate capacity (KW) of the entire project.
 - iii) Projected amount of net energy the project will generate, in KWh per year for electricity generation or Btu for other types of energy.
 - iv) A renewable resource assessment demonstrating adequate renewable resource availability for the proposed system operations that includes the data collected to support the assessment and any assumptions made.
 - d) If the project is for energy storage:
 - i) Technical specifications of the selected technology.
 - ii) Nameplate power storage capacity in KW.
 - iii) Projected amount of net energy the project will supply, in KWh per year.
 - iv) Duration the project will provide backup for selected purposes.
 - v) Proposed operational use cases for the energy storage project.
 - 3) A project management plan that includes:
 - a) A detailed construction plan and project schedule.
 - b) A description of who would manage the planning, construction, and system start-up.
 - 4) If applicable, a description of the community resilience aspects of the project.
 - 5) A project budget that includes:
 - a) The anticipated total project cost with an itemized list of costs.

Disbursement of Grant Award

If requested by the successful applicant, up to 30 percent of the grant funds may be released to be spent on eligible planning costs.

Eligible planning costs are detailed in [OAR 330-250-0050](#) and includes all reasonable costs related to planning incurred after the application deadline in the opportunity announcement and paid by an applicant. Reasonable costs related to planning include those costs associated with the plan required in the final report and include outreach and engagement with stakeholders, project design, and project management planning. Any fixed costs the applicant would incur in the applicant's normal course of business such as existing staff salaries or overhead costs are not eligible to be covered by the planning grant.

The remaining funds, up to 100 percent, may be released following completion of the planning and receipt and approval by the Oregon Department of Energy of the reporting requirements. The amount disbursed will not exceed 100 percent of the planning costs when combined with other incentives or grants. The Oregon Department of Energy may audit all documentation related to the project prior to disbursing the grant funds.