

Community Renewable Energy Program

In-Progress Payment Request Guide

Please review the following In-progress payment request instructions and applicable requirements for a C-REP construction project only.

C-REP Rounds 1 and 2 Awardees – Required Amendment Request

Please note: **Grantees awarded in C-REP Rounds 1 and 2 must contact the C-REP team** to request an amendment to Section 7 of the performance agreement with additional amendments required for projects with Partners as defined in [330-250-0010\(17\)](#). ODOE cannot process in-progress payment requests without a fully executed amendment to these performance agreements.

Per [OAR 330-250-0130\(9\)](#) and Section 7(a) of the performance agreement (or amended PA), up to 30% of additional grant moneys may be released to grantees with an executed performance agreement subject to limitations based on the following project types:

- Resilience Projects: Additional grant moneys cannot exceed 30% of project cost.
- Renewable-only Projects: Additional grant moneys cannot exceed 15% of project cost

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

Preparing an In-progress Payment Request

The **primary purpose** of the In-progress payment is to support C-REP construction projects reach completion in a timely manner and before the expiration date of the performance agreement. If requested by Grantee, the Agency shall disburse the appropriate in-progress payment amount of eligible project cost upon receipt and approval of evidence Grantee (or Grantee Partner) has:

1) Fulfilled all requirements for a preliminary amount disbursement.

- If a preliminary payment has been disbursed for the project, please note such in the in-progress payment request email for ODOE verification.
- If a preliminary payment has not been requested for the project, review the [Preliminary Payment Guide](#) for instructions and required documentation to be filed in a separate payment request (ODOE will always review and process preliminary payment requests before an in-progress payment request).

Please note: Preliminary and In-progress payment requests can be made at the same time but must be submitted to ODOE as separate requests. **C-REP grantees awarded in Rounds 1 or 2 must first request and execute required PA amendments prior to ODOE review of an in-progress payment request.**



2) Incurred a minimum of 25% of projected Grant Monies on eligible costs prior to the request for the in-progress amount.

- Review the [Eligible & Ineligible Cost Guidance](#) for C-REP construction projects.
- Submit a list of the **eligible costs** up to the in-progress payment request showing 25% or more of projected grant monies have been paid or incurred by Grantee or Grantee’s Partner.

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

Please note: ODOE does not require invoices, paid receipts, cancelled checks as supporting documentation for the in-progress payment request but will consider the submitted sheet of costs as attested to as accurate by the Grantee and Grantee Partner(s) and later verified by [an independent CPA’s review](#) of total and eligible project costs and program team. Inaccurate information may impact final grant amount and/or delay final disbursement.

3) Demonstrated approval from the local authority having jurisdiction (AHJ) for construction or installation of the renewable energy system to start at the project location or can start no later than 60 days of the submission of this request, and not later than the required construction start date. Documentation may include, but is not limited to, permitting documents, bills of lading, contractor agreements, direct work invoices or other relevant and timely documentation.

- Required evidence should include:
 - (1) Actual permit copy and/or statement to ODOE showing the authority having jurisdiction (AHJ) of the system, permit number and date of permit approval for work directly related to the renewable energy system or resilience aspects, and
 - (2) Additional evidence as described above that clearly shows construction or installation directly related to the renewable energy system has started or will start at the project site location no later than 60 days of the request submission. The list above is not exclusive. Photographs of site work are welcome but do not suffice as documented evidence as requirement above.
- If unclear, please contact the program team at community.grants@energy.oregon.gov to discuss other forms of acceptable documentation for this requirement.

4) Submitted updated project budget detailing eligible and ineligible costs along with estimated project completion date.

- As part of the project’s original C-REP application, a proposed/estimated budget was submitted showing total project costs and eligible costs qualifying for grant reimbursement. Please prepare and submit an updated project budget showing all actual and upcoming project costs paid or incurred, along with estimated final cost of project at completion. Please use the table format shown below or a similar format with your submission.

Item	Amount	Grant Eligible (Yes, No or Unsure)
Components, Materials and Supplies (TOTAL)	\$0	
- Item 1 (add rows as necessary)	\$0	No
- Item 2 (add rows as necessary)	\$0	No
Site Prep, Installation and Construction (TOTAL)	\$0	
- Item 1 (add rows as necessary)		No
- Item 2 (add rows as necessary)	\$0	No
Design/Engineering	\$0	
- Item 1 (add rows as necessary)		No
- Item 2 (add rows as necessary)	\$0	No
Labor/Project Management	\$0	
- Item 1 (add rows as necessary)		No
- Item 2 (add rows as necessary)	\$0	No
Permitting, Interconnection & Other Fees (TOTAL)	\$0	
- Item 1 (add rows as necessary)		No
- Item 2 (add rows as necessary)	\$0	No
Studies/Resource Assessments/Source Testing (TOTAL)	\$0	
- Item 1 (add rows as necessary)		No
- Item 2 (add rows as necessary)	\$0	No
Incidental/Contingencies	\$0	
- Item 1 (add rows as necessary)		No
- Item 2 (add rows as necessary)	\$0	No
Other Related Costs, if Applicable (TOTAL)	\$0	
- Item 1 (add rows as necessary)	\$0	No
- Item 2 (add rows as necessary)	\$0	No
TOTAL UPDATED PROJECT COST	\$0	
TOTAL UPDATED ELIGIBLE COST	\$0	
Estimated Project Completion Date (Operational)	MM/DD/YYYY	

Please note: Under the authority contained in [ORS 330-250-0100\(2\)\(l\)](#) 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.

Key Questions and Examples

What happens if my project costs increase?

There will be no change to the grant amount or the amounts possible to distribute during or at the end of the execution of the performance agreement.

What happens if my project costs decrease?

The grant amount, when combined with other incentives and grants received by the applicant or partner, cannot exceed 100 percent of the project costs. If the project costs decrease it is possible that the grant disbursements may either remain the same or decrease. Whether there is a change in the grant disbursements will depend on a number of factors including the project type, eligibility of costs, other incentives received, and adjustments to the original project cost. The total available grant amount shall not change until the final disbursement in order to account for actual project costs, but the second in-progress disbursement may be adjusted to account for adjustments in anticipated project costs detailed in the updated budget provided in the request. Below are some example scenarios of reductions in project costs and how they may or may not affect in-progress and final disbursements.

Example 1: A community energy resilience project with reduced total project costs that still exceed \$1,000,000.

If an initial project cost of \$1,500,000 in their application were granted an award of \$1,000,000 the preliminary payment would be up to 30% of the grant monies (\$300,000) as this does not exceed 30% of the total project cost. If the updated budget submitted as part of the in-progress payment request indicates total project cost is estimated to decrease by \$400,000 to \$1,100,000 it is possible the grant amount remains the same, as the project cost is still higher than the grant amount. This would mean that the second in-progress payment amount may be 30% of the grant moneys (\$300,000) which still does not exceed 30% of the project cost. If the final project cost is \$1,100,000, the final payout may be the remaining grant moneys, or \$400,000, depending on the eligibility of costs and other incentives received.

Item	Amount	Description
Total Project Cost (Estimate)	\$1,500,000	Estimated budget submitted with original C-REP project application
Grant Request	\$1,000,000	Projected grant amount (up to 100% of eligible total costs)

Preliminary Payment Disbursement	\$300,000	30% of projected grant award with met requirements <i>Not to exceed 30% of the estimated total project costs</i>
Total Project Cost (Updated Budget)	\$1,100,000	Actual costs & estimated final costs reduced from original budget estimate in application
In-Progress Payment Disbursement	\$300,000	30% of updated grant award based on updated Total Project Cost budget submission and additional requirements met. <i>Eligible costs not to exceed 30% of the updated total project costs</i>
Final Project Cost (Reported)	\$1,100,000	Final total project costs (with a minimum of \$1,000,000 in eligible costs) as verified by an independent CPA and reported to ODOE upon project completion
Final Payment Disbursement	\$400,000*	Result: Projected and Actual Grant Award <u>Unchanged</u>

* Final award amount disbursed is based on eligibility of costs and other incentives received for the project

Example 2: A community energy resilience project with reduced total project costs that does not exceed \$1,000,000.

If an initial project cost of \$750,000 in their application were granted an award of \$750,000. Their preliminary payment was 30% of the grant monies, which is \$225,000 as this does not exceed 30% of the project cost. If the updated budget submitted as part of the second payment request indicates that the project cost has decreased by \$50,000 to \$700,000, then the second payment amount would not be 30% of the projected grant amount as this exceeds 30% of the project costs. Instead, the second in-progress payment amount would be \$210,000 to account for the updated project cost. If final project costs were \$700,000, the final payment would be \$265,000, as this is the remaining grant monies up to 100% of the final project costs. This amount could be decreased depending on the eligibility of the costs and other incentives received.

Item	Amount	Description
Total Project Cost (Estimate)	\$750,000	Estimated budget submitted with original C-REP project application
Grant Request	\$750,000	Projected grant amount (up to 100% of eligible total costs)
Preliminary Payment Disbursement	\$225,000	30% of projected grant award with met requirements <i>Not to exceed 30% of the estimated total project costs</i>
Total Project Cost (Updated Budget)	\$700,000	Actual costs & estimated final costs reduced from original budget estimate in application
In-Progress Payment Disbursement	\$210,000	30% of updated grant award based on updated Total Project Cost budget submission and additional requirements met. <i>Eligible costs not to exceed 30% of the updated total project costs</i>
Final Project Cost (Reported)	\$700,000	Final total project costs (with a minimum of \$700,000 in eligible costs) as verified by an independent CPA and reported to ODOE upon project completion
Final Payment Disbursement	\$265,000*	Result: Projected and Actual Grant Award <u>Reduced</u>

* Final award amount disbursed is based on eligibility of costs and other incentives received for the project

Example 3: A community renewable-only energy project with reduced total project costs that impacts in-progress payment and final grant disbursement amount(s).

If an initial project cost of \$1,500,000 in their application were granted an award of \$750,000. Their preliminary payment was 30% of the grant monies, which is \$225,000. If the updated budget submitted as part of the second in-progress payment request indicates that the project cost has decreased by \$400,000 to \$1,100,000 the grant amount is expected to decrease as the final grant amount can only be 50% of the total project cost or estimated now at \$550,000. The second payment amount would not be 30% of the original projected grant amount as this exceeds 15% of the anticipated project costs. The revised second in-progress payment amount may be \$165,000. If the final project cost is as budgeted, \$1,100,000, the final payout may not exceed 50% of the project costs, so the final grant amount would be 50% of the eligible final project cost minus the amounts previously disbursed which would equal \$160,000. This amount could be decreased depending on the eligibility of the costs and other incentives received.

Item	Amount	Description
Total Project Cost (Estimate)	\$1,500,000	Submitted with original C-REP project application
Grant Request	\$750,000	Projected grant amount (up to 50% of eligible total cost)
Preliminary Payment Disbursement	\$225,000	30% of projected grant award with met requirements <i>Not to exceed 30% of the estimated total project costs</i>
Total Project Cost (Updated Budget)	\$1,100,000	Actual costs & estimated final costs reduced from original budget estimate in application
In-Progress Payment Disbursement	\$165,000	30% of adjusted grant award based on updated Total Project Cost budget submission and additional requirements met. <i>Eligible costs not to exceed 15% of the updated total project costs</i>
Final Project Cost (Reported)	\$1,100,000	Actual total and eligible costs as verified by an independent CPA and reported to ODOE upon project completion with a minimum of \$1,000,000 in eligible costs verified
Final Payment Disbursement	\$160,000*	Result: Projected and Actual Grant Award <u>Reduced</u>

* Final award amount disbursed is based on eligibility of costs and other incentives received for the project

Final grant amounts are the balance of grant funds remaining to be disbursed but cannot exceed 100 percent of the project costs for resilience projects or 50 percent of the project costs for renewable only projects. In addition, the grant amount shall be reduced, if the grant combined with other incentives and grants received by the applicant or partner exceeds 100 percent of the project costs.

For questions or clarification contact program staff at Community.Grants@Energy.Oregon.gov.