Community Renewable Energy Grant Program

Application User Guide

Opportunity Announcements 23-076 and 23-077

Planning Grants

This guide will help users navigate the grant application website and provides information for offline preparation for a grant application to the Oregon Department of Energy (ODOE) for planning community renewable energy and energy resilience projects.

Full program details are available at:
https://www.oregon.gov/energy/Incentives/Pages/CREP.aspx

OREGON DEPARTMENT OF ENERGY

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Online Application Process

Step 1. Prepare to Apply

Carefully read the opportunity announcements to determine organization and project(s) eligibility (links below). Follow the opportunity announcement (OA) and other information on our website to prepare for entering information into the online application and for uploading required and supporting files.

Helpful resources for applicants can be found in the APPLICANT HELP section in the right-hand column of our website. These resources include a Checklist of Information to Gather in preparation for application submittal, Required Documentation Guidance and several other resources in addition to this Application User Guide.

Opportunity Announcements/Application Types:

23-079: Construction of a renewable project
23-078: Construction of a renewable and resilient project
23-077: Planning activities for a renewable project
23-076: Planning activities for a renewable and resilient project

This document applies to the Planning Opportunity Announcements 23-076 and 23-077. There is a separate document for the Construction Opportunity Announcements 23-078 and 23-079.

Please note the Competitive Review Scoring Criteria in Section 3.3 of the OA when preparing an application.

Step 2. Register or Sign In

Open the application website: Community Renewable Energy Program Grants Application.

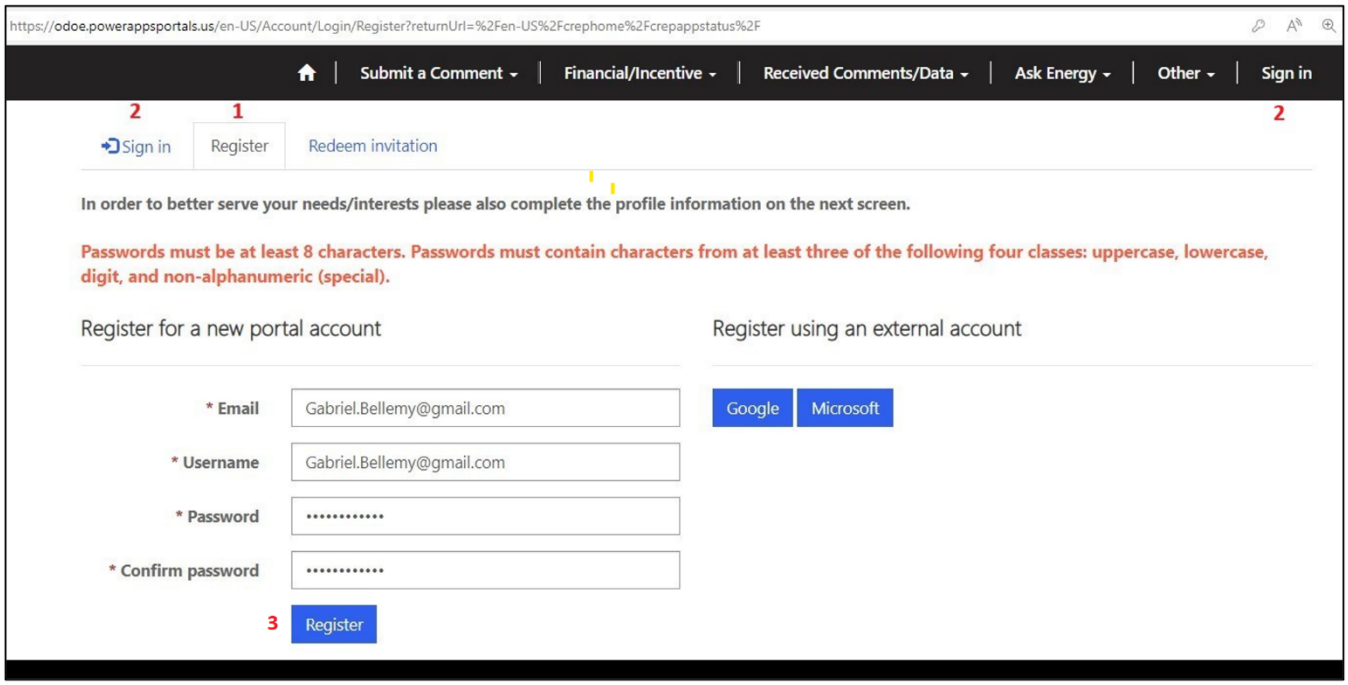
First time users:

- Select the *Register* tab (see **1** in the screenshot below).
- Enter an email address, create a username and password, then click the blue *Register* button (see **3** in the screenshot below).
- **Make note of the username, future sign in will require the username (You may enter your email address as the Username when registering)**.

Registered customers:

- Click either *Sign in* option to get to a sign in screen (see **2** in the screenshot below).
- After signing in, if you are not at the main Community Renewable Energy Grant Program page (shown below in Step 3), it can be selected under the **Financial/Incentive** menu at the top of the page.

FIGURE 1: REGISTER OR SIGN IN TO THE C-REP APPLICATION PORTAL



Step 3. Applying Online

Please read all the following information before proceeding.

Before attempting to work with a new or submitted application, be sure you are signed in to the C-REP application portal.

If you are signed in, the username for your account will appear in the upper right of the C-REP Application Portal. If you are not signed in the words "Sign In" will appear in this location.

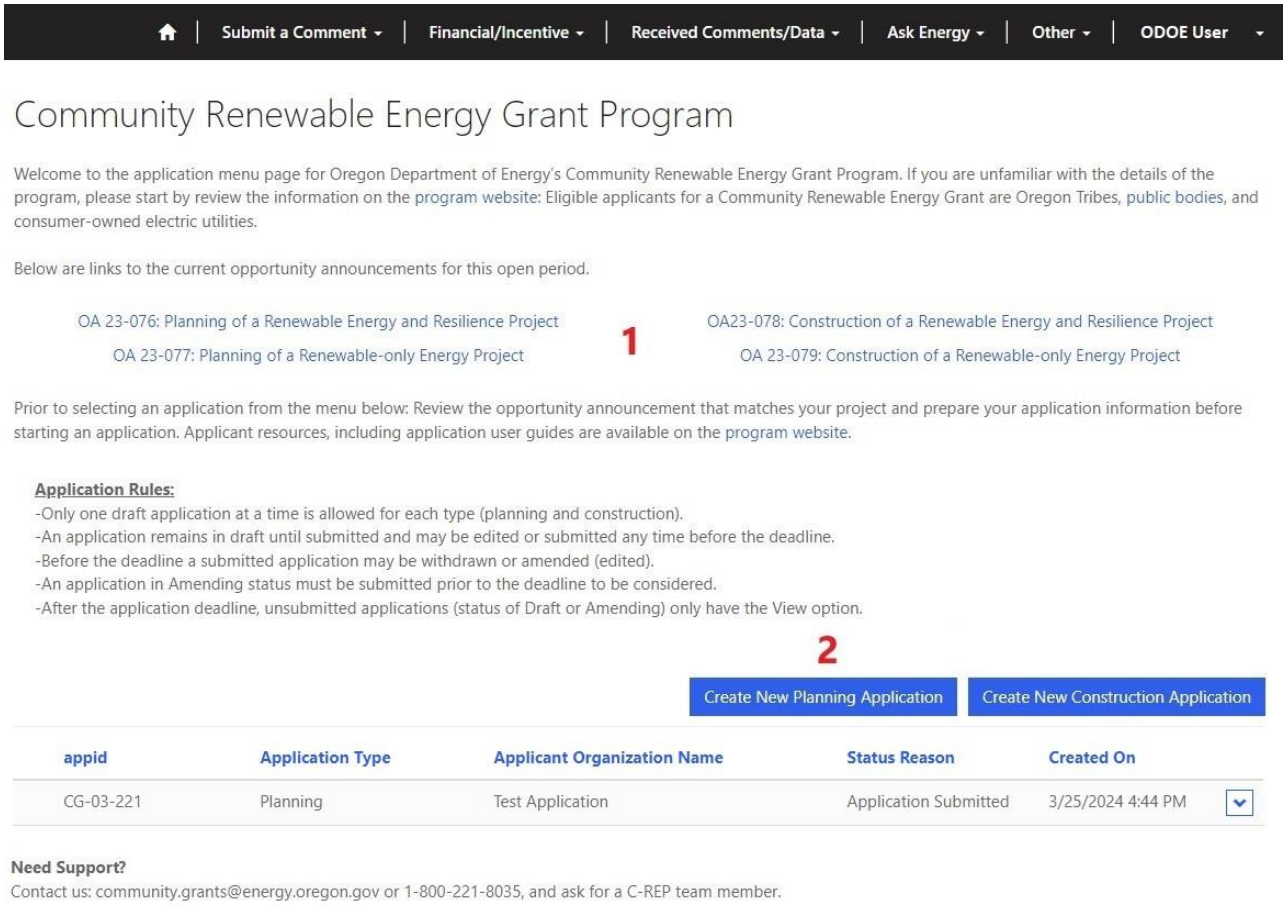
To view one of the opportunity announcements:

- From the Main C-REP Portal page, click on one of the opportunity announcement links near the middle of the page (**1** in the screenshot below).

To Start a new application:

- Click on the **blue** "Create New Planning Application" button (**2** in the screenshot in Figure 2 below).

FIGURE 2: THE C-REP APPLICATION PORTAL MAIN PAGE

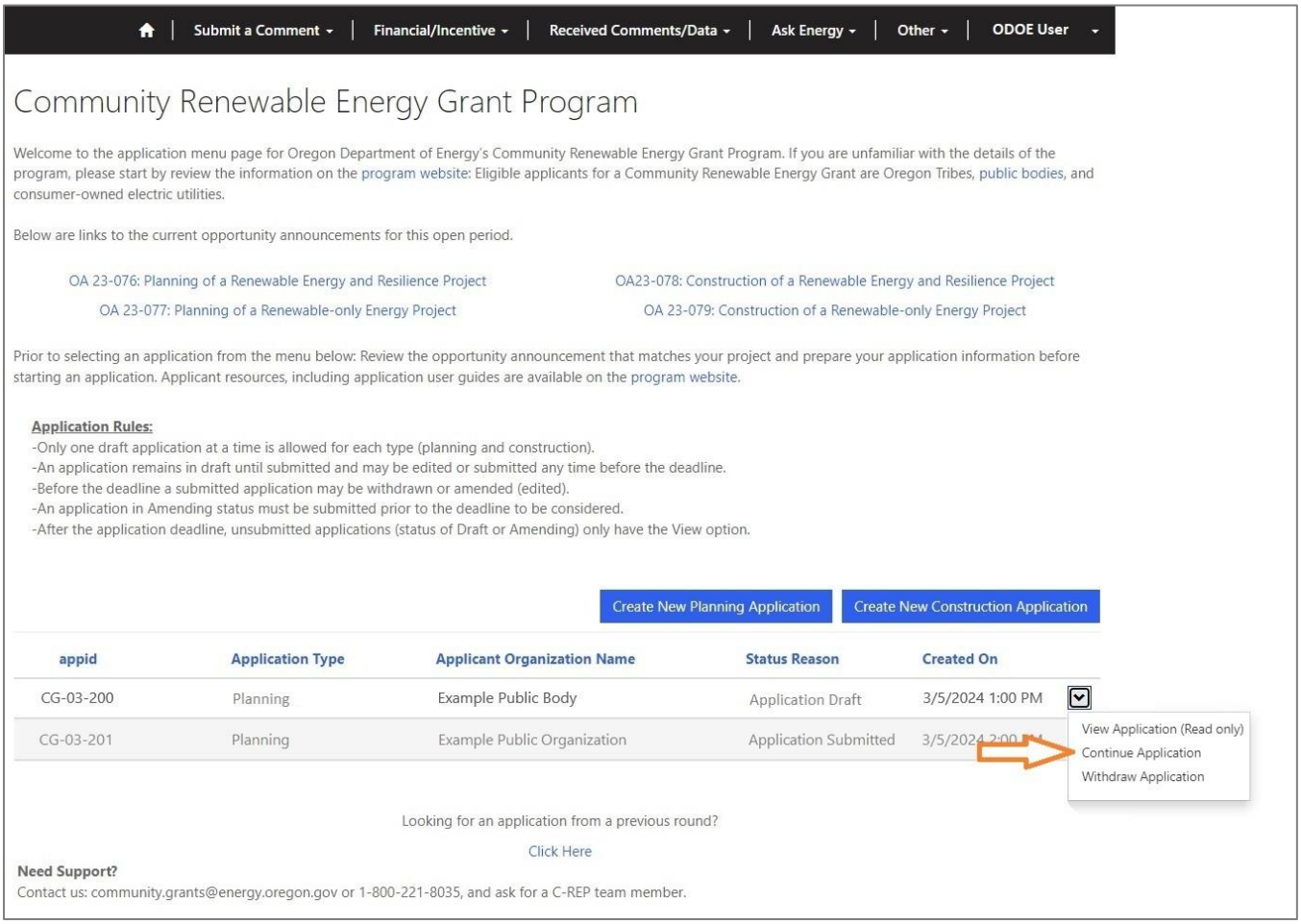


To Continue a Draft Application:

If you leave an application that is in progress, you can continue the application.

- To continue a draft application, click on the arrow to the right of the application and select the "Continue Application" (see the screenshot in Figure 3 below).

FIGURE 3: CREP MAIN PAGE - CONTINUE A DRAFT APPLICATION



To View already submitted application:

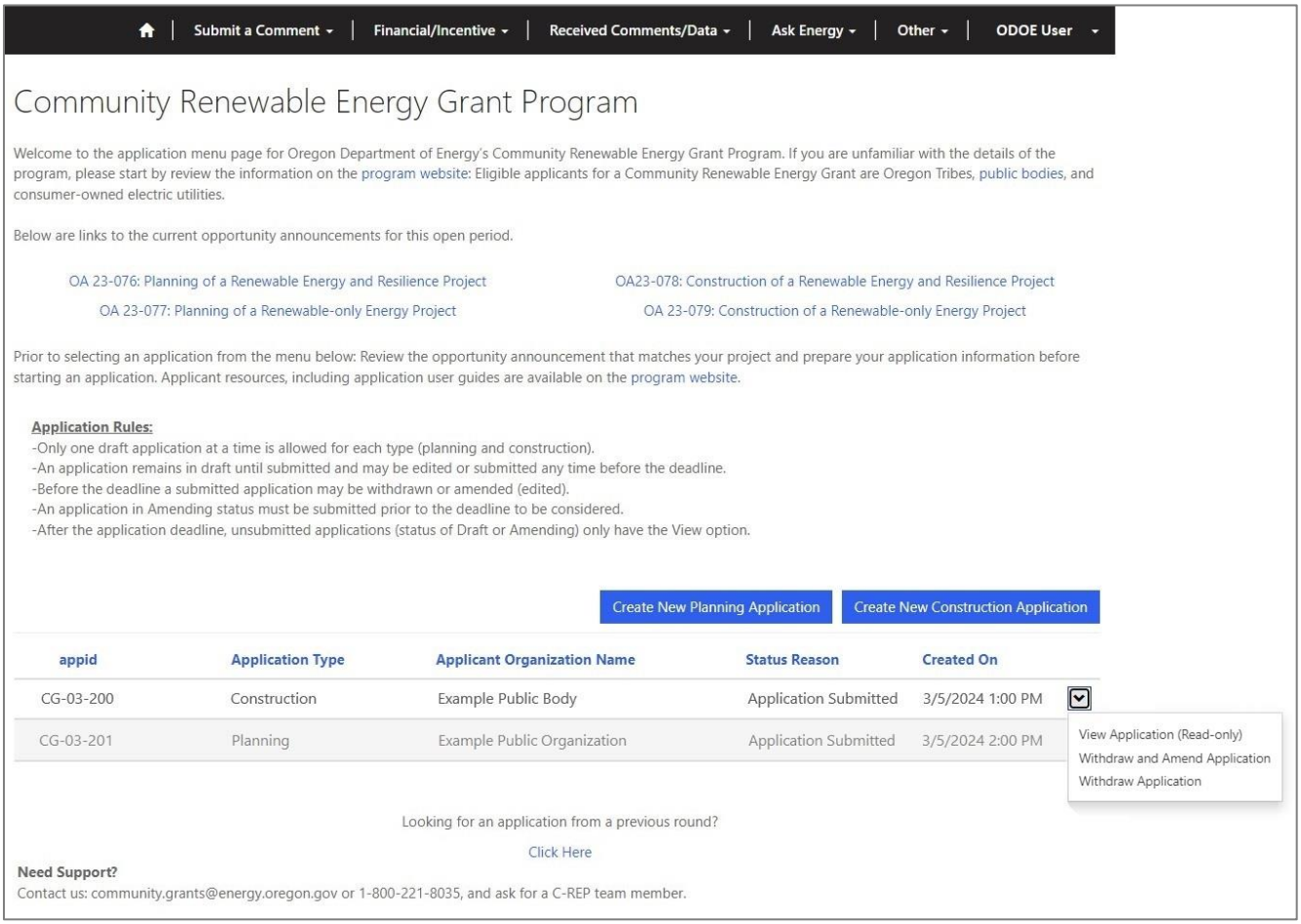
- Click on the arrow to the right of the application and select "View Application (Read Only)" (see screenshot in Figure 4 below).

To Withdraw an Application:

- Click on the arrow to the right of the application and select the "Withdraw Application" action (see screenshot in Figure 4 below).
- A pop-up window will appear.
- Check the box acknowledging: "By checking this box, I acknowledge that my application will be withdrawn."
- Then, click the blue Submit button.
- The application status will now appear as "Application Withdrawn," and an email is sent to the email address entered in Section 2 for the Applicant Contact.

<u>Important Note</u>: Withdrawn applications cannot be resubmitted. A new application with information from a withdrawn application can be submitted following the normal process for submitting an application.

FIGURE 4: THE CREP MAIN PAGE – VIEW, WITHDRAW, WITHDRAW AND AMEND



To Withdraw and Amend an already submitted application:

There is no editing of a submitted application. Instead, applications must be withdrawn, amended and submitted. To start this process the "Withdraw and Amend Application" action is used.

- Click on the arrow to the right of the application and select "Withdraw and Amend Application" (see screenshot in Figure 4 above).
- A pop-up window will appear.
- Check the box acknowledging: "By checking this box, I acknowledge that my application will be withdrawn and will only be resubmitted for consideration when the submit button at the bottom of the amend application page is clicked. After submitting here, use the dropdown for your application and select "Continue Amending Application" to open and make changes."
- Then click Submit.

- The application will now appear in the list of applications in the status “Application Withdrawn (Amending).”
- To amend the application follow the process “To Continue Amending an Application” immediately below.

Important Note: <u>All amended applications must be resubmitted prior to the submission deadline.</u> To submit an amended application, follow the same procedure used for submitting new applications (see Submitting an Application below). Only applications in “Application Submitted” status in the list of applications on the C-REP Application Portal Main page are submitted.

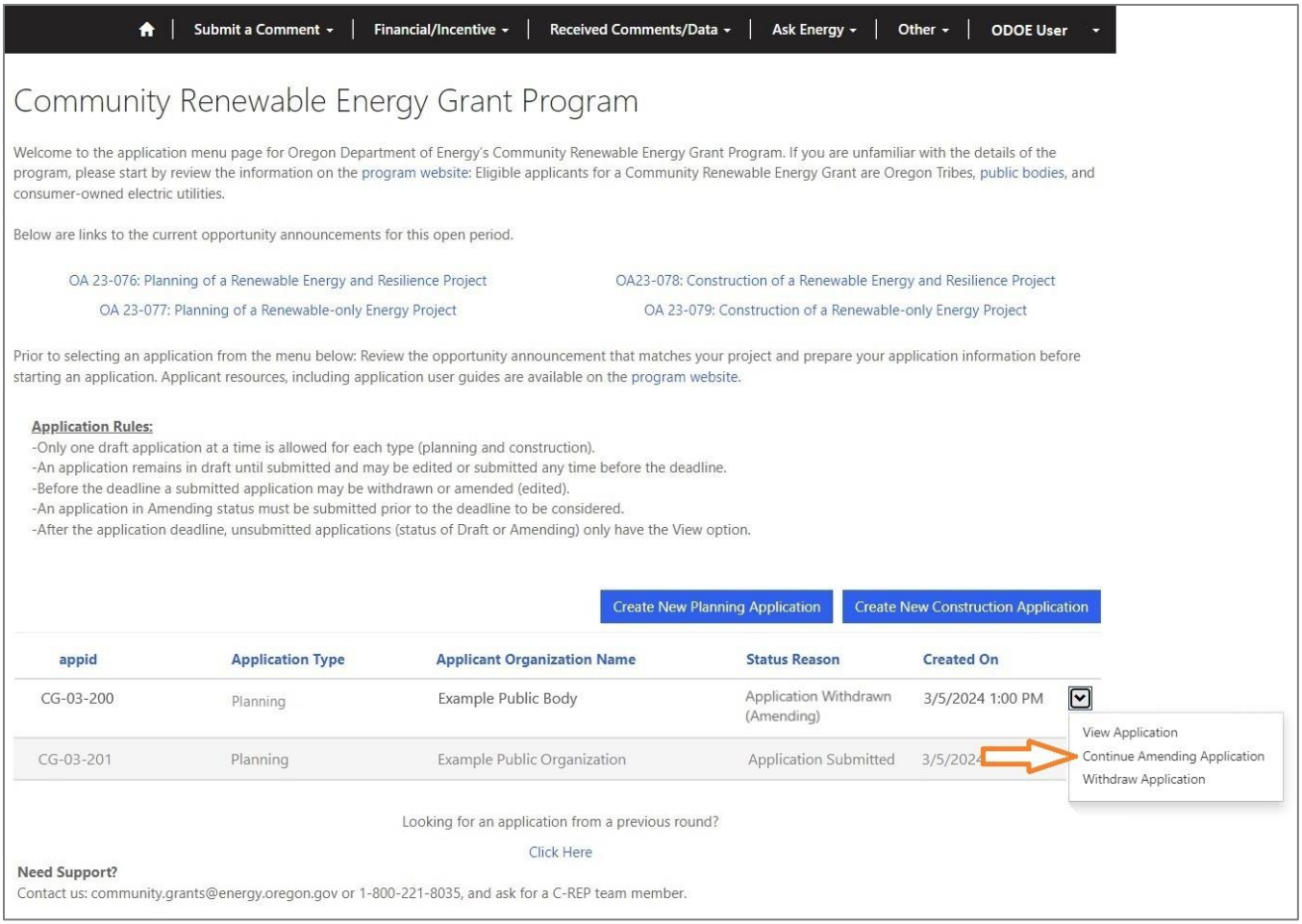
To Continue Amending an Application:

Once an application in “Application Withdrawn (Amending Status)” it can be amended. To amend an application:

- Click on the arrow to the right of the application and select the “Continue Amending Application” action (see the screenshot in Figure 5 below).
- The application will open.
- Amend the portions you wish to change.
- Once you have completed amending the application, follow the same procedure used for submitting new applications (see Submitting an Application below).

Important Note: <u>All amended applications must be resubmitted prior to the submission deadline.</u> Only applications in “Application Submitted” status in the list of applications on the C-REP Application Portal Main page are submitted.

FIGURE 5: CREP MAIN PAGE - CONTINUE AMENDING AN APPLICATION


Submit a Comment
Financial/Incentive
Received Comments/Data
Ask Energy
Other
ODOE User
Community Renewable Energy Grant Program
Welcome to the application menu page for Oregon Department of Energy's Community Renewable Energy Grant Program. If you are unfamiliar with the details of the program, please start by review the information on the program website: Eligible applicants for a Community Renewable Energy Grant are Oregon Tribes, public bodies, and consumer-owned electric utilities.
Below are links to the current opportunity announcements for this open period.
OA 23-076: Planning of a Renewable Energy and Resilience Project
OA23-078: Construction of a Renewable Energy and Resilience Project
OA 23-077: Planning of a Renewable-only Energy Project
OA 23-079: Construction of a Renewable-only Energy Project
Prior to selecting an application from the menu below: Review the opportunity announcement that matches your project and prepare your application information before starting an application. Applicant resources, including application user guides are available on the program website.
Application Rules:
-Only one draft application at a time is allowed for each type (planning and construction).
-An application remains in draft until submitted and may be edited or submitted any time before the deadline.
-Before the deadline a submitted application may be withdrawn or amended (edited).
-An application in Amending status must be submitted prior to the deadline to be considered.
-After the application deadline, unsubmitted applications (status of Draft or Amending) only have the View option.
Create New Planning Application
Create New Construction Application
appid
Application Type
Applicant Organization Name
Status Reason
Created On
CG-03-200
Planning
Example Public Body
Application Withdrawn (Amending)
3/5/2024 1:00 PM
CG-03-201
Planning
Example Public Organization
Application Submitted
3/5/2024
View Application
Continue Amending Application
Withdraw Application
Looking for an application from a previous round?
Click Here
Need Support?
Contact us: community.grants@energy.oregon.gov or 1-800-221-8035, and ask for a C-REP team member.

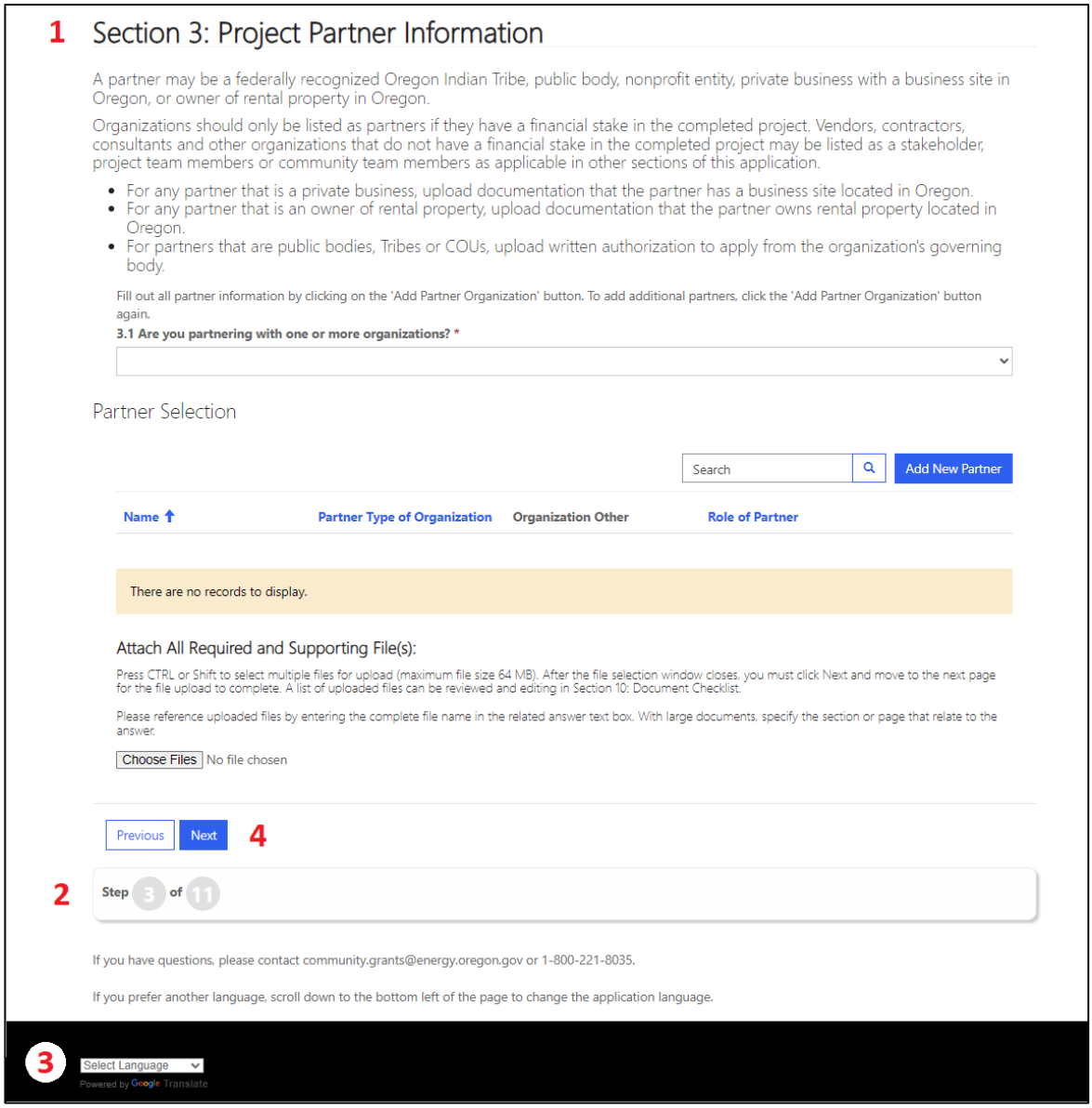
Important Procedures for the Online Application

- The C-REP Application Portal guides applicants through 11 sections. The name and number of the current section is shown at the top (**1** in the screenshot below) and the current step is shown at the bottom of the page (**2** in the screenshot below).
- The application is available in other languages by using the pull-down menu on the bottom-left (**3** in the screenshot below).
- Progress is saved by clicking the **blue** Next button (**4** in the screenshot below) at the bottom of each section.

  Important Note: Clicking the **blue** Next button is the only way to save progress on an application. You can return to and modify any section prior to application submittal.

- Required items for each section are indicated with an asterisk. If the Next button is clicked and a required section is missing data, the section will not advance, and a message will display at the top of the page.

FIGURE 6: EXAMPLE OF A SECTION WITHIN THE C-REP APPLICATION PORTAL



Navigating Between Sections:

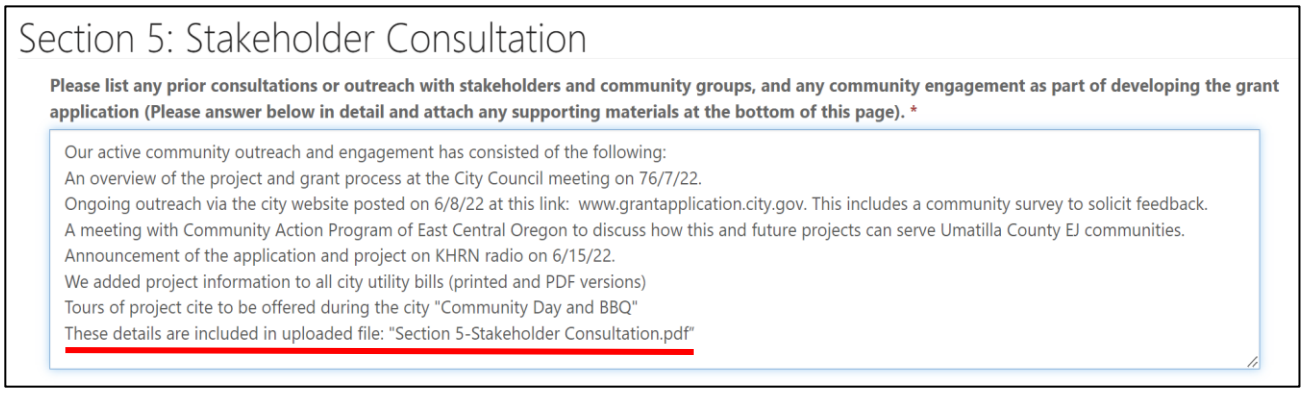
Move forward and back through sections by clicking the **Next** and **Previous** buttons. Editing is possible at any time prior to clicking the **Submit** button in Section 11, so "placeholder" answers can be entered to quickly complete a section and move to the next section. Return to any section and edit as desired before submission.

Entering Information:

The application requires all information to be entered online.

Text may be typed or pasted into the text boxes (please note the application text boxes only support basic text formatting). Duplicate and supporting information is welcome in uploaded files. Please enter the full name of uploaded files in the related text box and reference pages or sections inside larger files if needed. Text entry boxes with only "see attached" (or similar) may be considered incomplete. See example in the screenshot below (the reference to the uploaded document is underlined in red).

FIGURE 7: EXAMPLE FOR INCLUDING A REFERENCE TO AND UPLOADED DOCUMENT

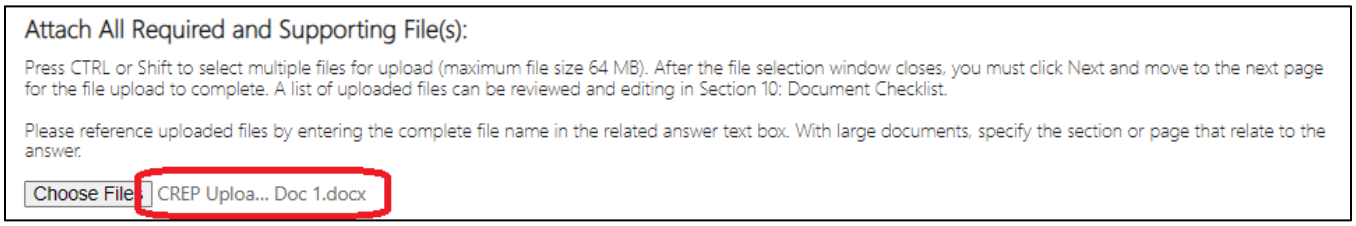


Uploading Files:

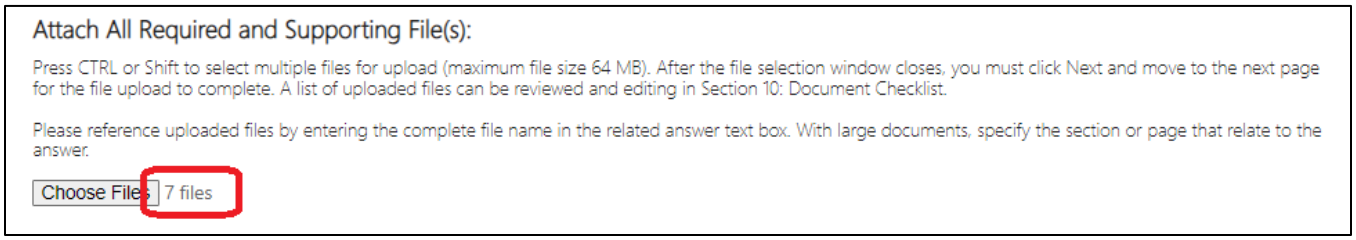
Files can be uploaded at the bottom of any section with the **Choose Files** button.

After clicking the **Choose Files** button, a popup window will open to allow file selection. To choose multiple files, press the CTRL or Shift keys while selecting files. When the file or files are highlighted, click the **Open** button and the popup window will close.

If one file is selected, the name of the file is listed next to the **Choose Files** button.



If multiple files are selected, the number selected will show next to the **Choose Files** button.



Immediately click the **Next** button to upload the selected file(s). If **Choose Files** is clicked again, before the **Next** button, the files are deselected, and must be selected again.

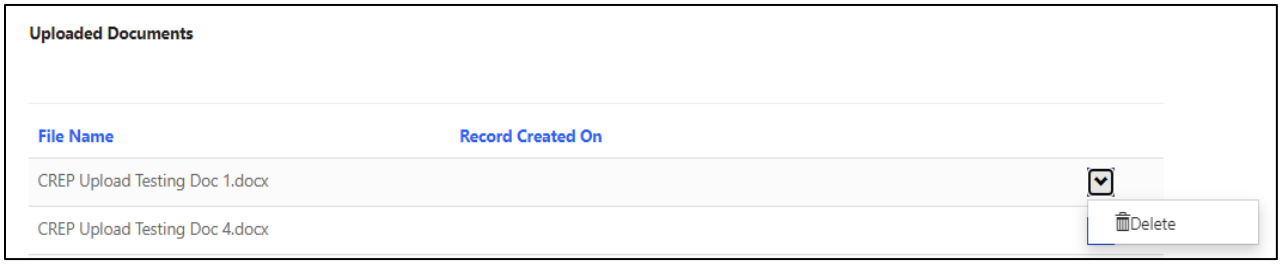
When returning to a previous section "No file chosen" will show, even after uploading. To see a list of uploaded files, proceed through the application to **Section 10: Document Checklist**.

Viewing the List of Uploaded Files:

The complete list of uploaded files is shown in **Section 10: Document Checklist**. To view the list of uploaded files, navigate to Section 10.

Removing Uploaded Files:

Files can be deleted from the application using the complete list of uploaded files in **Section 10: Document Checklist**. To delete a file, click the down arrow to the right of the file name and then select "delete" (see the screenshot below). Please check for and delete duplicate files before submitting the application.



Adding Files:

Files can be added while editing any section including Section 10. These files will be added to those already uploaded. To add files, in Section 10 or any section follow the instructions for Uploading Files, above.

Submitting an Application:
Applications remain as a draft and fully editable until Section 11 is completed and the **Submit** button is clicked. **Applications are not complete until they have been submitted.**

Note: Draft applications must be submitted before another of the same type may be started (planning or construction).

Upon submission, a confirmation message appears, and an email is sent to the email address entered in Section 2 for the Applicant Contact. All applicant contacts will be notified by phone or email after the status of a submitted application has been determined.

See the program website for current program timelines.

Contact program staff at Community.Grants@energy.oregon.gov with any questions.

Application Guide

Please Note: A Community Renewable Energy Grant Program application can only be completed online.

Complete entries are required in the online application.

The Opportunity Announcements lists the supplemental documents required to be uploaded and applicants may upload supporting files, but no file may be uploaded or submitted in place of the online application.

The following section presents the text of the online application and additional information required to complete the online application and must be used in conjunction with the details found in the related opportunity announcements, and Oregon Administrative Rules 330-250.

This guide is specific for planning grant applications under Opportunity Announcements 22-016 and 22-017. There is a separate user guide for the construction grant applications.

Section 1: Requirements and Acknowledgements

Application Instructions (also see Applying Online above)

- Please enter all information in the application fields in the format requested (do not upload application answers on a separate document)
- All file uploads should be supporting documentation as outlined in the application instructions. Enter the full name of uploaded files in the related text box and reference the file (page/section) as needed. Answering a question with only the text "See Attachment" (or similar) does not meet this requirement. Applications submitted otherwise may be considered incomplete.
- To save your work you must click the **next** button in the section/page you are working on.
- If you click the **previous** button or leave the page before clicking **next** your progress on that page will be lost.
- You can leave and return to the same application from the main menu (it will open to the last saved location).
- To Print Press ctrl-P (Print), then choose the desire option; Print, Print to PDF, or Save as PDF

Application Category

1.1 Select the category of Construction Application

Please read the definitions for Community Renewable Energy Project and Community Energy Resilience Project. Select the appropriate project type for your application based upon these definitions.

Community Renewable Energy Project: Select this application category if the proposed planning project is for one or more eligible new, existing or addition to existing renewable energy technologies that does or does not include EV Charging.

Community Energy Resilience Project: Select this application category if the proposed planning project is for one or more eligible new, existing or addition to existing renewable energy technologies that also includes resilience aspects such as microgrid technologies, energy storage or other types of resilience aspects.

Eligibility Requirements:

1.2-1.4 Verify that the project meets the following eligibility requirements, as specified by the program rules. Check each box upon verification that the criterion has been met. An application must meet all eligibility requirements to qualify for consideration under the Community Renewable Energy Grant Program.

☐ 1.2 Site Location: The proposed project must be located in Oregon but not in a city with a population of 500,000 or more.

☐ 1.3 Applicant: The applicant is a federally recognized Oregon Indian Tribe, a public body or COU. Click link for the statutory definition of a public body (ORS 174.109)

☐ 1.4 The proposed project is for the planning of a renewable energy system as defined in the rules. Click link for further description of the Community Renewable Energy Grant Program rules.

1.5-1.9 Read and acknowledge each of the following statements about the C-REP Program and/or Application process. Please consider the implications of each for your specific situation and grant request.

☐ 1.5 C-REP is a reimbursable grant, paid after project completion, for eligible costs paid and/or incurred by a grantee.
A detailed project financial plan, including organization funding, loans, grants and/or incentives is required as part of the application and competitive review process.

☐ 1.6 Grantee selection includes a competitive evaluation based on the Scoring Criteria listed in each Opportunity Announcement.

☐ 1.7 The project in the application matches one of the four Opportunity Announcements/project types.
Applications submitted under an incorrect project type may be ruled as ineligible and/or may impact the amount of available grant funding.

☐ 1.8 Only eligible applicants can be grantees. Partners are not considered grantees or sub-grantees. Grant payments will only be paid to grantees for eligible costs incurred or paid by the grantee. Eligible applicants with partners may need an agreement to document grantee incurred costs paid by a partner. **ODOE/CREP cannot advise applicants on the details of any such agreements.**

☐ 1.9 It is required to complete the application by entering information in the online application following the instructions throughout.
Answering a question with "See Attachment" (or similar) may result in your application being returned as incomplete.

Section 2: Applicant Information

Organization Information

The organization is applying for the C-REP Grant. The applicant must be a federally recognized Oregon Indian Tribe, a public body or COU. Click link for the statutory definition of a public body (ORS 174.109)

2.1 Organization Name
2.2a Type of Organization [*menu with 5 options*]
2.2b Other Organization Type (2000-character limit)
2.3 Street Address
2.4 City
2.5 State
2.6 Zip Code
2.7 County

Authorized Representative

Individual with signatory authority to enter the Applicant organization into a Grant Agreement with ODOE, if selected for an award. The grant Performance Agreement will list this individual (name and title) as the signatory on behalf of the Grantee.

2.8 Applicant Organization Authorized Representative (first and last name)
2.9 Title
2.10 Phone Number
2.11 Email

Application Contact

This is the point of contact for the application. ODOE may contact the individual regarding questions about the material in the Application package.

2.12 First Name
2.13 Last Name
2.14 Title
2.15 Phone Number
2.16 Email

Section 3: Project Partner Information

A partner may be a federally recognized Oregon Indian Tribe, public body, nonprofit entity, private business with a business site in Oregon, or owner of rental property in Oregon.

Organizations should only be listed as partners if they have a financial stake in the completed project. Vendors, contractors, consultants, and other organizations that do not have a financial stake in the completed project may be listed as a stakeholder, project team members or community team members as applicable in other sections of this application.

- For any partner that is a private business, upload documentation that the partner has a business site located in Oregon.
- For any partner that is an owner of rental property, upload documentation that the partner owns rental property located in Oregon.
- For partners that are public bodies, Tribes or COUs, upload written authorization to apply from the organization's governing body.

3.1 Are You Partnering with one or more organizations? (Select Yes or No)

If Yes, to Add a Partner:

- click the blue Add New Partner button.
- In the pop-up window enter:
  - Organization Name, Type of Organization [menu with 7 options], Role of Partner, Contact Name, Contact Phone, Contact Email, Partner Organization Street Address, City, State, and Zip Code
- Then click the blue Submit button at the bottom of the popup window.

To Edit or Delete a Partner click the arrow next to the Partner you wish to edit or delete and select the appropriate action.

Documents to Attach in Section 3:

- For any partner that is a public body, written authorization from the partner's governing body allowing submission of the application.

Section 4: Consultant/Contractor Information

Complete all information regarding the project consultant/contractor below, if known at the time of application to the Community Renewable Energy Grant Program. Otherwise, indicate below that this is not currently known by selecting “No” for 4.1 and skip the rest of this section.

4.1 Are you using a consultant or contractor? (Select Yes or No)

If yes, please add consultant/contractor information [*multiple entries allowed*]

To Add a Consultant/Contractor:

- click the blue Add New Contractor button.
- In the pop-up window enter:
  Consultant/Contractor Organization Name, Role of Consultant/Contractor, Street Address, City, State, Zip Code and Consultant/Contractor Contact First and Last Name, Title, Phone Number, Email Address.
- Then click the blue Submit button at the bottom of the popup window.

To Edit or Delete a Consultant/Contractor click the arrow next to the Consultant/Contractor you wish to edit or delete and select the appropriate action.

Note: Adding consultant/contractor information is not required, but it is an opportunity to provide details that may affect the competitive review of your application.

Section 5: Stakeholder Consultation

5.1 (5000-character limit) Please describe the consultation with regional stakeholders and community groups, and any additional community engagement process as part of developing the planning grant application.

Please answer below in detail and attach any supporting materials at the bottom of this page.

5.2 Select the electric utility that serves the building/infrastructure that supports this renewable energy system. (Question label for 5.2a and 5.2b)

5.2a Local Electric Utility. Select the Local Electric Utility for the project location from the list provided.

5.2b Local Gas Utility (if applicable). Select the Local Gas Utility (if applicable) for the project location from the list provided.

5.3 (2000-character limit) Describe the required consultations with the electric utility that ensured the feasibility of the renewable energy project. The utility must have customers in the communities covered by the renewable energy project.

A letter or documentation of utility consultation may also be uploaded at the bottom of this page.

Section 6: Project Description

6.1 Project Site Location

Please enter the following:

- Site Street Address
- Site City
- Site State
- Site Zip Code
- Site County

6.2 Project Latitude and Longitude

Please enter the following:

- Site Latitude (if known)

- Site Longitude (if known)

6.3 (5000-character limit) Briefly describe the location of this proposed renewable energy system. If the project covers multiple areas or facilities, please enter the main location information above and enter additional site addresses in this text box with labels (site 1, etc.).
Note: A map or satellite photo from Google Earth, GIS or similar representation indicating the scope and boundaries of the proposed renewable energy system may aid project evaluation (Please attach any supporting documents using the Upload Files button below).

6.4 (5000-character limit) Please provide a summary overview of the project concept. Include technologies, major components, configuration, and use. Include descriptions of any engineering studies or calculations and planning already done.

Please answer below in detail and attach any supporting materials at the bottom of this page.

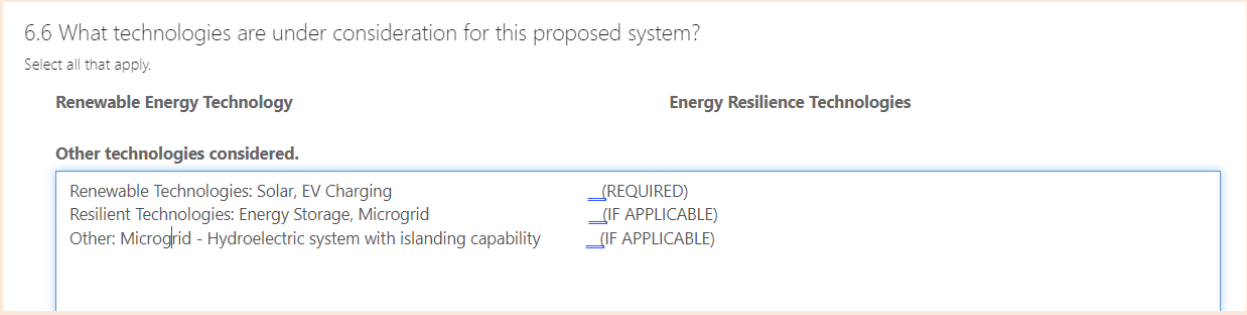
6.5 (2000-character limit) If the community renewable energy project will add capacity to or be paired with an existing renewable energy system, provide a description of the existing renewable energy system.

6.6 What technologies will be used in the system? Select all that apply.

Renewable Energy Technology [*menu with 11 options*] Select all that apply. Solar; Wind Turbines; Biomass Boiler or Cogen; Geothermal; Landfill Gas; Hydroelectric; Wave; Tidal; Ocean Thermal; Electric Vehicle (EV) Charging; Other Energy Resilience Technologies [*menu with 3 options*] Select all that apply. Energy Storage; Microgrid technologies; Other.

If other, please describe: (2000-character limit)
Please describe any "other" Renewable or Resilience technologies that will be used within the proposed project.

URGENT UPDATE (5/3/2024): Due to a technical issue with the drop-down lists for Renewable Energy Technology and Energy Resilience Technologies, please enter the project's applicable technologies from the eligible lists above in the "Other" text field as shown in the below example:


6.6 What technologies are under consideration for this proposed system?

Select all that apply.

Renewable Energy Technology **Energy Resilience Technologies**

Other technologies considered.

Renewable Technologies: Solar, EV Charging (REQUIRED)
Resilient Technologies: Energy Storage, Microgrid (IF APPLICABLE)
Other: Microgrid - Hydroelectric system with islanding capability (IF APPLICABLE)

6.7 (5000-character limit) What is the planned renewable energy resource(s) for this project? If known, include the levels of supply for the energy source and information from any resource assessments that have been completed.

Please see CREP-Resource-Assessment-Guide.pdf (oregon.gov) for more information on resource assessment.

6.8 (2000-character limit) Please describe the market for the energy produced by the system.

Please answer below in detail and attach any supporting materials at the bottom of this page.

6.9 If known, state the anticipated nameplate capacity in kW.

If unknown, enter "unknown".

6.10 If known, enter the anticipated storage nameplate power in kW and capacity in kWh.

If unknown, enter “unknown” or “N/A” for renewable-only systems.

6.11 (5000-charcter limit) Please describe how the community renewable energy project would support the energy resilience of structures or facilities essential to the public’s welfare. Include how the energy resilience will be increased and the energy resilience benefits the project will bring.
Any documents supporting the answer entered here may be uploaded at the bottom of this page
Please review the definitions in OAR 330-250-0010(3)(4)(5) before answering

6.12 (2000-character limit) Please describe how the system will connect or transmit energy to the community identified in the application.

Please answer below in detail and attach any supporting materials at the bottom of this page

6.13 (2000-character limit) Describe the community building(s), infrastructure or other community assets that will benefit from the proposed system.

6.14 (5000-character limit) Describe any prior investments in energy efficiency measures at the project location or how, if at all, the proposed project will result in aggregate improvements to demand response capabilities.
Evidence may include utility or Energy Trust of Oregon project documentation or finance statements demonstrating investments and may be uploaded below. Please answer in detail and attach any supporting materials at the bottom of this page. This item is an opportunity for additional scoring under Competitive Review.

Section 7: Project Plan

If awarded a grant under this program, the planning project must produce a complete project development plan document for a renewable energy system(s) within 6 months of executing a performance agreement.

7.1 Is this project expected to result in a proposal for developing a community renewable energy project? Select Yes or No.

7.2 (5000-character limit) List planning team members, their roles and lines of authority, and their experience with similar planning projects.

7.3 (5000-character limit) Below, please provide the following in order:

- Anticipated planning project Start Date
- Anticipated planning project Completion Date
- List planning project Milestones along a six-month timeline.

Section 8: Community Benefits and Equity Considerations

"Environmental justice community" includes communities of color, communities experiencing lower incomes, tribal communities, rural communities, coastal communities, communities with limited infrastructure and other communities traditionally underrepresented in public processes and adversely harmed by environmental and health hazards, including seniors, youth, and persons with disabilities.

8.1 Does the community renewable energy project primarily serve members of a qualifying (Environmental Justice) community? Select Yes or No (See OAR 330-250-0010 (12) for definition)

8.2 (5000-character limit) If yes, describe the qualifying community and detail how the members of the qualifying community are primarily served by the community renewable energy project.

Please limit response details specifically related to Environmental Justice qualifying communities only.

8.3 Is the community renewable energy project located in a qualifying (Environmental Justice) community? Select Yes or No.

8.4 (5000-character limit) If you answered yes to 8.3, describe in detail how and to what extent the community qualifies as an Environmental Justice community.

8.5 (5000-character limit) Please provide a brief bio of all project and community leaders involved in community outreach directly related to the proposed renewable energy system project.

You may also attach any supporting materials at the bottom of this page

8.6 (5000-character limit) Detail the current or planned involvement of and leadership by members of environmental justice communities in the siting, planning, designing, or evaluating of the proposed community renewable energy projects.

Separate involvement details for developing this application and developing the renewable energy project itself. (Opportunity for scoring under Competitive Review)

8.7 (5000-character limit) Provide details how your project planning has/intends to incorporate feedback from the following groups.

- Members of qualifying communities served by the community renewable energy project
- Businesses located in the communities served by the community renewable energy project
- Electric utilities that have customers in the communities served by the community renewable energy project
- Other regional stakeholders

8.8 (2000-character limit) Describe any equity framework that will be used to guide development, implementation and/or evaluation of your project.
This is an opportunity for scoring under Competitive Review.

8.9 (2000-character limit) Describe any policies in place for the proposed project to be planned or later constructed in part or in whole by disadvantaged business enterprises, emerging small businesses, or businesses that are owned by minorities, women, or disabled veterans and how they will be involved.

8.10 (2000-character limit) Please describe the extent to which the project includes inclusive hiring and promotion policies.
Documents may be uploaded at the bottom of this page.

8.11 (2000-character limit) If your organization participates in a FEMA approved natural hazard mitigation plan, describe the sections/goals of the NHMP this project assists and supports, and upload the related NHMP at the bottom of this page.
Opportunity for additional scoring under Competitive Review

8.12 (2000-character limit) Detail any direct energy cost savings to families and small businesses from the proposed project.
Enter “none” or “unknown at this time” if applicable.

8.13 (2000-character limit) Describe the anticipated economic development as a result of the proposed project.
Enter “none” or “unknown at this time” if applicable.

8.14 (2000-character limit) List the expected number and local job type(s) created by this project, and number and job type(s) required through the life of the system.

8.15 (2000-character limit) Please describe (or upload a document at the bottom of this page) how the community renewable energy project would integrate with broader community energy and environmental goals.

Section 9: Finances

9.1 Anticipated Total Cost for Planning and Design
Please provide the anticipated total cost of the planning and design of the proposed renewable energy system.

9.2 Total Plan and Design Grant Request Amount
Please state the total grant amount requested from the Community Renewable Energy Grant Program. The maximum amount for grants is $100,000 not to exceed 100% of project costs.

9.3 Preliminary Payment of Grant funds
If awarded a grant for planning a community renewable energy project, and upon entering a performance agreement, applicants may request up to 30 percent of the grant funding. The remaining funds will be released upon completion of the planning under the terms of the performance agreement. If you anticipate requesting a preliminary payment of grant funds, what dollar amount do you anticipate requesting?

9.4 Please provide a budget amount for each of the following community renewable energy project planning costs, enter $0 if not applicable (After entering below, you may also upload a detailed project budget at the bottom of this page).

9.5 Consulting fees, including design and engineering
9.6 Load analysis
9.7 Siting, excluding property acquisition
9.8 Interconnection studies
9.9 Ensuring code compliance
9.10 Transmission studies
9.11 Other Expenditures

See OAR 330-250-0050(7) for eligible costs, OAR 330-250-0080(5)(c) for non-eligible costs and CREP-Planning-Cost-Guidance.pdf (oregon.gov) for additional eligible cost guidance

Funding Table

Please describe the monetary contributions from other funding partners and sources.
This may include, but is not limited to, Federal, State, utility, or Energy Trust of Oregon funds.

To Add a Monetary Contribution:

- click the blue Add Monetary Contribution Record button.
- In the pop-up window enter:
  Contribution Source, Contribution Amount and Contribution Description.
- Then click the blue Submit button at the bottom of the popup window.

To Edit or Delete a Monetary Contribution click the arrow next to the Monetary Contribution you wish to edit or delete and select the appropriate action.

9.13 (5000-character limit) Describe the applicant's project financing plan. Include potential sources for funding during construction and to cover the balance of project costs beyond the grant amount and other incentives and grants. This should include in kind contributions or monetary contributions from applicants or project partners. (Documents may be uploaded at the bottom of this page).

Section 10: Document Checklist

Document Checklist

The purpose of this section is to help ensure that you have uploaded all the documentation required as part of this application.

10.1 Written authorization from the applicant's governing body allowing submission of the application.

Regarding the requirement stated in OAR 330-250-0040(3)(b)(A) and OAR 330-250-0090(3)(b)(A) Written authorization from the applicant's governing body allowing submission of the application, the following are examples of documentation that would be acceptable and meet this requirement:

1. A signed letter by an organization's governing body (Board of Directors/Commissioners) specifically authorizing the submission of an application for the specific opportunity period, and authorizing, by name and title, the authorized representative/signatory for the grant application

2. Official minutes from an organization's governing body meeting whereby approval is granted to submit an application, and a specific authorized representative is stated by name and title.

3. A letter or document from the organization that specifically cites the local rule, code or bylaw granting authority of an organizational role to pursue and submit grant opportunities on behalf of the organization and includes the name and title of the current individual with that authority to serve as the authorized representative. A statement from the authorized representative authorizing submission of the grant application should be included, or the individual should be listed as either the applicant contact and/or the authorized representative in the application.

4. A signed statement from the authorized representative that states their position has a prior-established and standing authority within the organization's local rule, code, or bylaw to pursue and submit grant opportunities on behalf of the organization. The statement should state that submission of the grant application is authorized.

10.2 For any partner that is a public body, written authorization from the partner's governing body allowing submission of the application.

See the "written authorization" requirements above before submitting.

10.3 A statement of how the applicant will comply with applicable state and local laws and regulations, and that states the applicant will notify the appropriate agencies and obtain the required licenses and permits.

10.4 Itemized list of costs designated as either eligible or non-eligible for the grant. See CREP-Planning-Cost-Guidance.pdf (oregon.gov) for additional eligible cost guidance.

10.5. For any partner that is a private business, documentation that the partner owns a business site(s) that is located in this state (if applicable).

10.6 For any partner that is a private business, documentation that the partner owns a business site(s) that is located in this state (if applicable).

Uploaded Documents

This section displays a list of all documents that have been uploaded in previous sections.

Uploaded Documents: Use the dropdown to remove a document, if desired.

To add document(s), use the "Choose Files" function below
Select documents and click "Next" to Section 11.
To confirm final documents, use "Previous" button in Section 11 to return to Section 10.

Please see the section on Uploading Files on pages 8-9 above for additional instructions on how to remove or add files within this section.

Section 11: Review, Sign, & Submit

1. I understand that the application is a public record and that ODOE may be required by law to disclose information in the application to the public on request. I have marked any information that I request be kept confidential. I understand that marking information does not guarantee that it will be kept confidential, and that the director will make any decisions regarding public disclosure of information contained in this application in accordance with Oregon Public Records Law.

2. I understand that ODOE does not endorse any company that requests information on this application and does not sell information as a mailing list.

3. Grant funding from the State of Oregon may be reported on Oregon Transparency, a state agency tool available for Oregonians to learn about how state government works, taxes are used, and more. The information on this website is provided to users for general knowledge and information. It excludes data and information that is confidential, protected, or private under state and federal laws, and is unaudited.

4. I hereby

a. release the State of Oregon and its commissions, agencies, officers, employees, contractors, and agents, and agree to defend and indemnify the foregoing from and against any claims demands or costs (including attorney and expert witness fees at trial and on appeal) arising from or in any way

related to claims made by applicant and which are related in any way to the ODOE's issuance or failure to issue a grant; and

b. agree to reimburse the State of Oregon for any damages, costs, and expenses, including, but not limited to attorney fees and reasonable expenses for agency staff and legal counsel incurred as a result of, or arising from or in any way related to the applicant obtaining a grant by fraud or misrepresentation. Agreement to the terms of this paragraph by applicants that are agencies of the State of Oregon is subject to the limitations of Article XI, section 7 of the Oregon Constitution and the Oregon Tort Claim Act (ORS 30.260 through 30.300).

5. I authorize any incentivizing entity outside ODOE to release all relevant information on this project to ODOE. This includes, but is not limited to, project information, incentives offered and received, and inspection results.

6. I understand that this application must comply with Oregon Laws 2021, chapter 508, sections 29 through 32 (House Bill 2021) and OAR 330 Division 250 and that if there are any changes to the Oregon Laws or rules this application will be subject to the law effective at the time.

By typing my name below, I acknowledge that I have read and agree with the terms and conditions of the opportunity announcement, the application, and the statement above. I declare, under penalty of perjury, that the information provided in this application and any supplemental forms and attachments are true and correct to the best of my knowledge. I declare that I have the authority on behalf of the listed Applicant Organization and the listed Authorized Representative to submit this application.

Applicant Signature and Date

Applicant Signature
Please enter the full name of the Applicant (person)

Applicant Signature Date
Please enter the current date

Submitting Your Application

Prior to submitting your application, you can navigate back to any section and update your application. Once your application has been submitted, to modify it you will need to follow the steps for Amending an application in Step 3: Apply Online (above).

To submit the application, click the blue Submit button.

A screen will appear indicating “Submission completed successfully.” An email will also be sent to the email address of the account used to log into the C-REP Application Portal.

The application will also appear in the list of applications on the C-REP Main Page with the status of “Application Submitted.”