

Community Renewable Energy Grant Program

Guidance for Required Application Documents

This document provides guidance for the documentation required to apply for a Community Renewable Energy Grant. This guidance is for reference only and does not replace the [Administrative Rules](#) or the Opportunity Announcements.

Additional program information:

<https://www.oregon.gov/energy/Incentives/Pages/CREP.aspx>

Documentation Required for All Applications

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.

If you have questions about the documentation needed to meet this requirement, please contact the ODOE Community Grants team at Community.Grants@Energy.Oregon.gov.

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

Regarding the requirement stated in [OAR 330-250-0040\(3\)\(b\)\(C\)](#) and [OAR 330-250-0090\(3\)\(b\)\(C\)](#), *For any partner that is a public body, written authorization from the partner's governing body allowing submission of the application.*

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.

If you have questions about the documentation needed to meet this requirement, please contact the Community Grants team at Community.Grants@Energy.Oregon.gov.

Documentation that partners who are private businesses own a business site located in Oregon.

Regarding the requirement stated in [OAR 330-250-0040\(3\)\(a\)\(D\)](#) and [OAR 330-250-0090\(3\)\(a\)\(D\)](#), *For any partner that is a private business, documentation that the partner owns a business site(s) that is located in this state.*

Preferred documents include:

- For partners that are Limited Liability Corporations, provide copy of Articles of Organization for the State of Oregon.
- For partners that are Corporations should provide Articles of Incorporation for the State of Oregon.
- For any partner, their Annual Report filed with the State of Oregon.

Any documentation provided should demonstrate that the business partner's physical mailing address or primary place of business is in Oregon. Addresses for registered agents or P.O. boxes do not meet this requirement.

If you have questions about the documentation needed to meet this requirement, please contact the Community Grants team at Community.Grants@Energy.Oregon.gov.

Documentation that partners who are rental property owners own rental property located in Oregon.

Regarding the requirement stated in [OAR 330-250-0040\(3\)\(a\)\(E\)](#) and [OAR 330-250-0090\(3\)\(a\)\(E\)](#), *For any partner that is an owner of rental property, documentation that the partner owns rental property(ies) that is located in this state.*

Recommended documents for meeting this requirement include copies of:

- Operating Agreements for the rental property,
- Property Title in the name of the partner,
- Property Deed in the name of the partner,
- A lease agreement including the partner as the property owner,
- Tax Records for the rental property in the name of the partner, or
- Other legal document that demonstrates ownership of rental property in Oregon.

Any documentation provided should include the partner's name as the owner and physical address of the property. Addresses that are P.O. boxes do not meet this requirement.

If you have questions about the documentation needed to meet this requirement, please contact the Community Grants team at Community.Grants@Energy.Oregon.gov.

Additional Documentation Required for Construction Applications

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.

Regarding the requirement stated in **Opportunity Announcements #23-078 2.1(10)(c) and #23-079 2.1(10)(c)**, *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.*

The preferred means of providing this statement is in the form of a letter signed by an official (for example Mayor/Board President/Director) of the applicant or by the authorized representative/signatory for the grant application stating specifically how the applicant and any partners will comply with applicable state and local laws and regulations, and that states the applicant and any partners will notify the appropriate agencies and obtain the required licenses and permits for the project.

An itemized list of costs designated as either eligible or non-eligible for the grant. Breakdown of cost should show equipment and materials, labor, engineering, and other soft costs.

Regarding the requirement stated in [OAR 330-250-0090\(3\)\(e\)\(A\)](#), *The anticipated total project cost, which must be documented by providing a list of itemized costs, which the applicant shall designate as either eligible or non-eligible for the grant. The department shall review project costs for eligibility.*

To meet this requirement, use the required [downloadable CREP form](#). Provide all anticipated project costs for the proposed renewable energy system only. These costs are the actual cost of the acquisition, construction and installation of a renewable energy system incurred by an applicant, before considering utility incentives. Breakdown of costs should show equipment and materials, labor, engineering, and other soft costs. Please see [CREP-Construction-Cost-Guidance.pdf \(oregon.gov\)](#) for additional eligible cost guidance.

Along with the required budget form, you may also provide a detailed project budget in your preferred format.

If you have questions about the documentation needed to meet this requirement, please contact the Community Grants team at Community.Grants@Energy.Oregon.gov.

		Alsea School
TEAM & PROJECT DESCRIPTION: Quality of project team based on clearly defined roles that show a sufficient number of team members (including partners) with the required experience in relation to the renewable energy project's need and complexity; and a complete project description summary that adequately describes the project to be developed.	10	I'll do this, School can add anything pertinent
PLAN & SCHEDULE: Strength of the renewable energy project plan, the applicant's ability to guide it to completion, and the quality of the project schedule details that demonstrate the applicant can meet grant timeline requirements: 12 months to start installation and 36 months to fully operational.	15	I'll do this
BUDGET & FINANCES: The demonstration of the applicant's ability to fund or finance the renewable energy project to completion in order to qualify for grant 10 Oregon Department of Energy 11 Opportunity Announcement #25-045 disbursement (grant is reimbursable).	10	School bids out project, put in the bid, contractor funds, until receipt of funds thru CREP grant
Equity Priorities		
RESILIENCE: The renewable energy project's ability to maintain the availability of energy needed to support and increase the community energy resilience of structures or facilities that are essential to the public welfare, level of importance of the critical public services, how many people will it serve.	10	Battery system can charge up any portable battery units that are critical to local homeowners (medical devices needed by locals, CPAP...), locals can charge up cell phones, ideally comm. can use some cold storage, have light, some heat, shelter if needed
PROJECT LOCATION & EJ COMMUNITY IMPACT: The renewable energy project is located in an Environmental Justice community and the degree to which the project will primarily serve and provide direct benefits to Environmental Justice community members.	5	Alsea is rural
EJ COMMUNITY OUTREACH PLAN: The quality of the community outreach plan to include EJ community members and regional stakeholders in the siting, planning, designing, or evaluating of the proposed project. This could include, but is not limited to, descriptions of surveys of the local community, attendance or participation at public meetings, community ideas and recommendations incorporated in the project plan	5	
EJ COMMUNITY ENGAGEMENT & LEADERSHIP: The level of community engagement in developing the grant application for a renewable energy project, including the degree to which EJ community members and community groups are involved in the project leadership, including project partners.	5	
EQUITY FRAMEWORK: The degree to which an equity framework(s) implementation and/or evaluation of the renew	5	
PROCUREMENT POLICIES: The degree to which disadvantaged business enterprises, emerging small businesses, or businesses that are owned by minorities, women, or disabled veterans are incorporated in the renewable energy project.	2.5	
Program Priorities		
PRIOR ENERGY EFFICIENCY INVESTMENTS: The level of significant prior investments in energy efficiency measures and/or the number of aggregate improvements to demand response capabilities at the project location.	2.5	They installed heat pumps to replace 30 year old inefficient system. They are replacing lighting with LED
NATURAL HAZARD MITIGATION PLAN: The extent to which the renewable energy project assists the applicant in achieving goals included in a related natural hazard mitigation plan approved by the Federal Emergency Management Agency	5	
BUSINESS AND FAMILY DIRECT ENERGY COST SAVINGS: The level of the renewable energy project's anticipated direct energy cost savings to families and small businesses (amount of savings predicted relative to the grant request amount, number of families and businesses that see direct savings, diversity and types of families and businesses that see the direct benefits)	2.5	
ECONOMIC DEVELOPMENT: Not including job creation, the types and level of economic development the renewable energy project will provide. (Consider increases to average incomes, ensure sustainable economic growth, innovation, workforce development, business retention and expansion, and promotion of an environment that supports entrepreneurship and small business development)	2.5	
JOB CREATION: Level of estimated local jobs created by the construction, installation, and operations of the renewable energy project's lifetime, in relation to the estimated size/cost of the renewable energy project.	5	
JOB CREATION:		
DIVERSITY: Geographic diversity including locations of prior grantees and the diversity of technology, resource types and renewable energy project/system size.	10	
	95	
Environmental Justice community		
Oregon's Definition (per HB 4077) includes:		
Communities of color		

[illegible]