

Community Renewable Energy Program

Final Reporting Requirements

Important: There are two separate Final Report requirements and deadlines for all C-REP planning projects.

- **First**, a copy of the Project Plan document must be submitted on or before the six-month PA deadline.
- **Second**, all other final reporting requirements are due *promptly following* the submission of the Project Plan document (and no more than 12-months from PA deadline).

This document provides instructions and guidance for the second of the above, all other final reporting requirements.

Final Reporting: Requirements

Due Promptly Following Submission of the Project Plan Document

(No later than 12-Months from Performance Agreement Execution)

Purpose: Verify planning project costs (including CPA verification, if applicable), DBE documentation if stated in application as part of the planning/future construction project and site ownership/control through property tax records.

The planning project's final reporting requirements are outlined in the performance agreement in **Sections 6.b.2-4** with additional financial reporting instructions in **Exhibits C and D** as outlined in the instructions and guidance below.

Please Note: The C-REP portal is currently not available for reporting submission. Please review the instructions below.

Final Reporting: Instructions

- (A) Final Reporting documentation is not due at the same time as the Project Plan document (6-Month Completion Requirement) but should be provided *promptly following completion of the project planning* (and no later than 12-months from PA execution date).
- **Do not submit Final Reporting documentation** if a Project Plan has not been provided to ODOE within the required deadline of six-months from performance agreement execution.
 - Final Reporting documentation can be submitted with the Project Plan if all materials are complete within the six-month completion of the project planning deadline.
- (B) Please format and submit all Final Reporting documentation with complete responses for each required item. If an item is not applicable to your project, please state as "Not applicable" and provide a statement as to why the item is not applicable.
- (C) Please use the file names requested for each item below. Other relevant supporting documentation for each item can be included in the file or attached separately with clear filenames. If preferred, all items below and supporting documentation can be organized clearly by each item below and submitted as a single document with the filename "**Final Reporting PA XX-XXX.pdf**"
- (D) Use the Subject Line: Final Reporting Documents [Organization Name PA XX-XXX], attach all files and supporting materials and email to: community.grants@energy.oregon.gov
- (E) **Please note:** Final reporting details located in other documents produced by the project should be copied into the appropriate item below and formatted for submission. Additional documentation produced by the project may be submitted, but such submissions do not replace the requirement to provide all required details in each item's file or item's section in a single Final Reporting document.

Project Plan: Required Details and Supporting Documentation Guidance

Cost Accounting. Please see PA Exhibit D and create a single PDF document containing the information listed below.

Name file: [Accounting File PA XX-XXX.pdf](#)

- A. The total planning cost.
- B. **An itemized list of all planning project costs**, paid and incurred, associated with the planning project listed as:
 - a. Consulting fees
 - b. Load analysis
 - c. Siting, excluding property acquisition
 - d. Ensuring code compliance
 - e. Interconnection studies
 - f. Transmission studies
 - g. Other expenditures (see C-REP Eligible cost Guidance – link below)
- C. Identify all funding sources and their amounts, **including other incentives and grants** directly related to the project.
- D. Scans of receipts, paid invoices, cancelled checks (if applicable), and bank loan or promissory note documentation.

Guidance:

Total planning cost includes all eligible and ineligible costs associated with the project. Eligible Cost Guidance for Planning Projects can be found [here](#).

Funding sources should include all actual funds used, external grants and incentives or other funding used or will be used towards financing the planning of the renewable energy system.

CPA verification attestation letter. If the Total Planning Costs were \$50,000 or more, please see PA Exhibit D and include an independent Certified Public Accountant's attestation to the validity and accuracy of the account.

Name file: [CPA Attestation PA XX-XXX.pdf](#)

Guidance:

CPA Verification Guidance for applicants and CPAs can be found [here](#). The document contains instructions for CPAs for the type of verification/attestation requested and guidance to determine eligible and ineligible costs.

Please note: CPA verification is not an eligible cost for grant fund reimbursement.

DBE Documentation. If a description of how disadvantaged business enterprises, emerging small businesses, or businesses that are owned by minorities, women, or disabled veterans would be involved in the planning of the Project was provided in your grant application, please either **(a)** provide proof of their involvement or **(b)** a statement of why they were not involved.

Name file: [DBE Usage Report PA XX-XXX.pdf](#)

Guidance:

If DBE information was noted in the original application, an "X" will be marked on the table at the bottom of the PA's Exhibit A document. If DBE information was included in the original application but was intended to be related to the

future construction of the project planned, please acknowledge such and provide details on future DBE involvement/plans.

Property Taxes. If your organization (or the owner of the project property) pays property taxes, provide proof that the property taxes are current for the Project's location. **If property tax exempt, please provide details of exemption.**

Name file: Taxes PA XX-XXX.pdf