



Oregon

Kate Brown, Governor



To: Certified Public Accountants

From: Oregon Department of Energy

Date: April 2019

RE: Guidance for Verifying Renewable Energy Development Grants Program Project Costs

550 Capitol St. NE
Salem, OR 97301
Phone: 503-378-4040
Toll Free: 1-800-221-8035
FAX: 503-373-7806
www.oregon.gov/energy

The Oregon Department of Energy offers Renewable Energy Development Grants for certain energy projects through our Energy Incentives Program. Eligible projects will have a Performance Agreement issued to it by the Oregon Department of Energy. For projects with costs of \$50,000 or more, the project owner/applicant is required to have a Certified Public Accountant verify the costs and payments of the eligible energy project. To complete this requirement for the project owner, you must be a CPA with a current license who is **not** an employee of the project owner nor otherwise affiliated with the project owner.

You will need the following documents to complete the review and verification:

- A copy of the project owner's Performance Agreement with the Oregon Department of Energy (a project must comply with all conditions of the Performance Agreement).
- All paid receipts, paid invoices, cancelled checks (if necessary), and bank loan or promissory note documentation that pertain to this project.
- A copy of the Oregon Administrative Rule as it relates to the eligible energy project costs. The rules are [available online](#).

Please verify and document the following in a signed letter:

1. The total project costs (regardless if the project costs are eligible for the RED Grant).
2. Total eligible project costs allowed under Oregon Administrative Rules¹ for the project described in the Performance Agreement.
3. The total amount of the payments made by the project owner for the entire project.
4. The itemized amount of all financial incentives (utility, Energy Trust of Oregon incentive, federal tax credit, grants, etc.) received or applied for by the contractor and/or project owner.
5. The date the project was completed. This is the date that:
 - a. The project was operational; and
 - b. The project was fully paid for and/or loan contracts were signed.

Upon completion of your verification letter, the project owner/applicant will submit it along with their Final Report for the RED Grant.

If you have questions, please call our office at (503) 378-4040 or (800) 221-8035. Questions may also be emailed to energy.incentives@oregon.gov.

¹ For Renewable Energy Development Grants [OAR 330-200-0070](#) (4)(a)(A) through (G)