

Community Renewable Energy Program

Preliminary Payment Request Guide

Please review the following preliminary payment request instructions and applicable requirements for a C-REP planning or construction project.

Include a specific amount requested with your submission to ODOE for review and approval.

Planning Projects:

Per [OAR 330-250-0080\(6\)](#) up to 30 percent of the Grant Monies may be released to grantees to use on eligible planning costs with an executed performance agreement following the receipt and approval by the Oregon Department of Energy. Projected planning Grant Monies can be found in **Section 5: Grant** of the project's performance agreement. There are no additional requirements for planning project preliminary payment requests.

Construction Projects:

Per [OAR 330-250-0130\(7\)](#) up to 30 percent of the Grant Monies may be released to grantees with an executed performance agreement following the receipt and approval by the Oregon Department of Energy of evidence of the following:

1. Meaningful steps to seek site control. Evidence may include, but is not limited to, an option to lease or purchase the site or an executed letter of intent or an exclusivity agreement to negotiate an option to lease or purchase the site.
2. Filing of a request for interconnection with host utility or appropriate transmission provider.
3. Providing an account of Incurred Project Costs at the time of the disbursement request.
4. Demonstrating a need for use of the funds within twelve months of execution of the agreement.

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. Administrative costs directly associated with the acquisition, construction, and installation of the renewable energy system are eligible costs.

Please review the following guidance on requirements and documentation necessary to request a preliminary payment of up to 30% of grantee's projected grant award amount as shown in **Section 5: Grant** of the project's performance agreement.

To request a C-REP preliminary payment disbursement for an awarded construction development project, please refer to paragraph 7.a.1. through 7.a.4 of the performance agreement (PA) (shown below).

- 7. Disbursement and Recovery of Grant.*
 - a. Disbursement.*



If requested by the Grantee, the Agency shall disburse up to 30% of the Grant Monies to Grantee upon execution of this performance agreement and receipt and approval of evidence that the Grantee has:

1. Taken meaningful steps to seek site control, including but not limited to an option to lease or purchase the site or an executed letter of intent or exclusivity agreement to negotiate an option to lease or purchase the site;
2. Filed a request for interconnection with a host utility or appropriate transmission provider;
3. Provided an account of incurred Project Costs at the time of the disbursement request;
4. Demonstrated a need for use of the funds within 12 months of execution of this agreement.

Please send an email with the information listed below and include the specific requested preliminary payment amount:

- **Re: PA para. 7.a.1.** Please provide proof of site control (i.e., property tax records showing facility ownership, any lease agreement between Grantee and the project owner, or site owner documentation for a project partner).
- **Re: PA para. 7.a.2.** Please provide documentation from the host utility or appropriate transmission provider that a request for interconnection has been filed or signed interconnection agreement (email communications or call transcripts between Grantee/partner and utility do not satisfy this requirement).
- **Re: PA para. 7.a.3.** Please provide an itemized account of total Project Costs paid or incurred by grantee as of **the PA Execution Date** or dating back to **Application Close Date from the project's opportunity round**. Itemized account should include a description of each itemized cost, the cost amount and the date the cost was paid or incurred, and include all invoices, paid receipts or applicable records for verification.
- **Re: From PA para. 7.a.4.**
 - (A) If the full preliminary payment amount will only be applied to previously paid or incurred costs by the grantee listed under item 7.a.3, state as such and no additional information is required under para. 7.a.4.
 - (B) If any of the preliminary payment funds will be spent on future costs, please list them, and confirm that they will be spent within 12 months of **the PA Execution Date**. List the costs following the format example below. Preliminary payment funds may be used for eligible costs incurred after **Application Close Date from the project's opportunity round**.

Description of Cost	Amount	Date of Payment/Estimated date of payment
1.		
2.		
3.		
Total Advance Request:		

Please send the request email to Community.Grants@Energy.Oregon.gov and include in your request the Subject Line: **"[Grantee Name] - CREP Advance Request: PA# XX-XXX"**



Reminders:

Projects without Partners: Project costs, as defined in House Bill 2021, *are the actual cost of the acquisition, construction and installation of a renewable energy system incurred by the applicant/grantee*. Please refer to Exhibit D of the PA, Financial Reporting Guidance. To be considered grant eligible, costs must be paid by the grantee as shown on a receipt, paid invoice or cancelled check. Costs incurred by the grantee must be covered by a bank loan or promissory note document following the applicant's own procurement and accounting practices.

Projects with Partners: Paid or incurred costs by a partner must be covered by an agreement prior to disbursing grant funds, including advance funds, for eligible costs incurred by, but not paid for by the grantee. To meet the PA requirements, including for a preliminary payment, ODOE must receive evidence of an agreement between Grantee and its partner(s) following your own procurement and accounting practices that can serve as proof of costs incurred by the grantee. Please provide a copy of such an agreement or a letter signed by an appropriate authority at Grantee Organization stating that an agreement is or will be in place.

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.

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.

For questions or clarification about preliminary payment requirements or eligible/ineligible costs, please contact program staff at Community.Grants@Energy.Oregon.gov.