

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.