



Oregon

Tina Kotek, Governor



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COMMUNITY RENEWABLE ENERGY GRANT PROGRAM CPA GUIDANCE

To: Certified Public Accountants
From: Oregon Department of Energy
Date: November 2, 2023
RE: Guidance for Verifying Renewable Energy Grants Program Project Costs

The Oregon Department of Energy offers Community Renewable Energy Planning and Development Grants for certain energy projects through our Energy Incentives Program. Eligible projects will have a Performance Agreement issued by the Oregon Department of Energy. For projects with costs of \$50,000 or more, the project applicant is required to have an independent Certified Public Accountant provide information in a letter report that provides an opinion attesting to the verified costs and payments of the eligible renewable energy project as required by the performance agreement. This can be performed by an examination engagement or other professional accountancy standard. To complete this requirement for the applicant, you must be a CPA with a current license who is **not** an employee or affiliate of the Grantee or any partner on the project (see Exhibit D Financial Reporting Guidance from the Grantee's performance agreement).

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

- A copy of the applicant'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.
- If applicable, a copy of any agreements between the applicant and project partner(s) related to incurred, paid and reimbursable eligible costs.

- A copy of the Oregon Administrative Rule as it relates to the eligible energy project costs. The rules are [available online](#).
- The most recent eligible cost guidance as determined by ODOE
 - [Planning](#)
 - [Construction](#)

Please verify and document the following in a signed letter:

1. The total project costs (regardless of whether or not the project costs are eligible for the CREP 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, or costs incurred by the Grantee.
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 applicant, partner(s), or contractor(s).
5. The date the project was completed. This is the date that:
 - a. The renewable energy project was operational (Construction)
 - b. The project plan was completed and verified by ODOE (Planning)

Upon completion of your verification letter, the applicant will submit it as part of their Final Report for the Community Renewable Energy Grant.

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

¹ For Community Renewable Energy Planning Grants [OAR 330-250-0050](#) and Community Renewable Energy Development Grants [OAR 330-250-0100](#)