

Community Renewable Energy Program

Final Report Guide: Construction Projects

Note: Due to an internal technical issue, the C-REP portal is currently not available to prepare and submit grantee reporting requirements and supporting materials. Please review the following guidance for submitting your final report and documentation below.

Final Report Instructions:

- A. **Do not submit a final report** if the renewable energy project is not fully operational as proposed under the Performance Agreement (PA) or **is not complete and/or any aspect has changed from the PA's Exhibit A: Project Description such as location, components, sizing, etc.** If details have changed, contact the C-REP team immediately to discuss changes.
- B. Attach all documents listed in the checklist below to an email with the **Subject: Final Report [Organization Name PA XX-XXX]** and send to: community.grants@energy.oregon.gov (Note instructions for naming files).
- C. **Please format and submit the Final Report documents with complete information as listed below** (required by the Performance Agreement, Section 5.b. Final Report, Exhibit C [Final Report Form], and Exhibit D [Financial Reporting Guidance]). If a document/information is not applicable to your organization, please list the item/topic that does not apply and state why not.
- D. In the report, please **include the date of project completion (fully operational and interconnected to utility)**.

Final Report Document Checklist with Required Details

Grantee must submit a Final Report promptly after commencement of operation with all required information, including but not limited to, items described below.

Guidance: Please organize your Final Report in the format below and include responses to each item (if applicable), including reference/filename of any supporting documentation. If not applicable to this project, state not applicable and why in the report.

Answer the following:

- Was the project completed as specified in the performance agreement?
- If the project has completed, provide project completion date:

Yes / No

MM/DD/YYYY

Guidance: If the project has changed – in any way – from what was specified in the Performance Agreement or Exhibit A, contact C-REP team immediately before proceeding with the Final Report (see “A” above). **The completion date is** the day the project – as proposed – is fully operational generating power and interconnected to the local utility (if applicable).

NOTE: If any aspect of the Project is inspected by any entity, the Final Report must include a copy of the inspection report(s).

1. An account of total Project Costs that identifies all funding sources and includes all receipts, paid invoices, cancelled checks (if applicable), and bank loan or promissory note documentation.

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

Guidance: Funding sources should include any external grants, incentives and/or tax credits used or will be used towards financing the construction of the renewable energy system project.

Eligible Cost Guidance for Development Projects can be found [here](#)

If the total Project Costs are \$50,000 or more, Grantee must also 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](#).

2. 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 Project was provided in the application, proof of their involvement or a statement of why they were not involved.

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

Guidance: DBE information noted on the original application will be marked with an "X" on the table at the bottom of the PA's Exhibit A document.

3. If they pay property taxes, proof that Grantee or owner of the Project's location, if other than Grantee, is current on the property taxes for the Project's location. **If [property tax exempt](#), please provide details of exemption.**

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

An approved site inspection by an ODOE representative is required prior to final funding disbursement