

Community Renewable Energy Program

Project Plan 6 Month Completion Requirement

Important: There are two separate Final Report requirements and deadlines for all C-REP planning projects.

- **First**, a copy of the Project Plan document must be submitted on or before the six-month PA deadline.
- **Second**, all other final reporting requirements are due *promptly following* the submission of the Project Plan document (and no more than 12-months from PA deadline).

This document provides instructions and guidance for the first of the above, submitting the Project Plan document to confirm the planning project has been completed with the six-month deadline (or amended date, if applicable).

Project Plan: Requirements

Due within Six-Months of Performance Agreement Execution with ODOE

Purpose: Beyond confirming timely planning project completion, the purpose of the Project Plan is to organize and consolidate key proposed system and plan details to help prepare a competitive C-REP construction grant application.

The project plan document requirements are outlined in **Section 6.b.1.** which states *A copy of the plan completed under this performance agreement which must include a proposal for developing a community renewable energy project that provides at a minimum the following details as outlined in the instructions and guidance below.*

Per the project's PA **Section 9.b. Completion** *The planning of the Project shall be completed within 6 months of the Effective Date of this Agreement. Planning of the Project is complete upon the completion of the project plan document.*

Please Note: The C-REP portal is currently not available for reporting submission. Please review the instructions below.

Project Plan: Instructions

- (A) **Do not submit the Project Plan** if project planning is not complete and/or has changed from the Exhibit A: Project Description in the PA. Contact the program team immediately to discuss.
- (B) Please format and submit the Project Plan with complete responses for each required item. If an item is not applicable to your project (i.e., such as energy storage) please mark as "Not applicable" and provide a statement as to why the item is not applicable (i.e., "*Not applicable. This project does not include energy storage or resilience aspects.*").
- (C) In an Appendix section within the Project Plan, please include all reports, studies, system design plan sets, site assessments and other relevant documentation that is part of the planning project. This documentation can also be included as email attachments with clear filenames along with the Project Plan with filename "**Project Plan PA XX-XXX.pdf**".
- (D) Use the Subject Line: Project Plan Document [Organization Name PA XX-XXX], attach the Project Plan and supporting materials not in the plan document and email to: community.grants@energy.oregon.gov
- (E) **Please note:** Planning project details located in other documents produced by the project should be copied into the Project Plan format for submission and include a reference where the information is located (document/file name & page number for verification). Additional documentation produced by the project may be submitted, but such submissions do not replace the requirement to provide all required details in the Project Plan document.

Project Plan: Guidance (Formatting, Required Details and Supporting Documentation)

Guidance: Please organize the Project Plan document in the format below and respond to each item.

Answer the following:

- Was the planning project completed as specified in the performance agreement? Yes / No
- If the planning project is complete, provide the completion date: MM/DD/YYYY

Guidance:

The completion date is the day the project's planning was completed (within the six-month timeline or amended timeline as approved by ODOE)

Project Plan.

A copy of the proposal for developing a community renewable energy project **that provides at a minimum the following details:**

- A description of how consultation with the following groups was incorporated into the planning:
 - Members of qualifying communities served by the proposed community renewable energy project;
 - Businesses located in the communities served by the proposed community renewable energy project;
 - Electric utilities that have customers in the communities served by the proposed community renewable energy project; and
 - Other regional stakeholders.

Guidance:

1. Please clarify and note whether members of qualifying communities served by the proposed community renewable energy project were consulted and include the specific members in your response.
2. Please provide a description of how the consultation with each group listed above was incorporated into planning the community renewable energy project and identify the type of each group represented (i.e., Local Business, Utility, Environmental Justice Group/Community), and include the specific groups in your response.
3. If applicable (not required), each of the above can also include a brief description of plans to incorporate the above groups and any steering committee into the construction of the community renewable energy project.
4. Or, if consultation with one or more of the following groups was not a part of the planning project but will be incorporated into the construction of the renewable energy system, indicate so and provide details.

- A description of the project **that includes the following information:**
 - An assessment of the suitability of the site.
 - A detailed description of the project **including type and quantity of equipment**, how the system will integrate into existing site or building conditions and any additional work needed.
 - **If the project is for generating renewable energy:**
 - Technical specifications of the selected technology.
 - Nameplate capacity (KW) of the entire project.
 - Projected amount of net energy the project will generate, in KWh per year for electricity generation or Btu for other types of energy.

- A renewable resource assessment demonstrating adequate renewable resource availability for the proposed system operations that includes the data collected to support the assessment and any assumptions made.

Guidance:

Request the details above from your consultant / contractor prior to submitting the Project Plan. If EV Charging was proposed in the application, include the EV Charger system information here as well (separate from renewable energy system details).

All planning reports, studies, site assessment, design plan sets, etc. should be included in an Appendix or clearly named attached file for verification.

- **If the project is for energy storage:**

- Technical specifications of the selected technology.
- Nameplate power storage capacity in KW.
- Projected amount of net energy the project will supply, in KWh per year.
- Duration the project will provide backup for selected purposes.
- Proposed operational use cases for the energy storage project.

Guidance:

Either (1) Request the details above from your consultant/contractor prior to submitting a Project Plan, or (2) If this planning project did not include resiliency aspects or components such as microgrid or energy storage, please state “not applicable” in the Project Plan document.

All planning reports, studies, site assessment, design plan sets, etc. should be included in an Appendix or clearly named attached file for verification.

- A project management plan that includes:
 - A detailed construction plan and project schedule.
 - A description of who would manage the planning, construction, and system start-up.
- If applicable, a description of the community resilience aspects of the project.
- A project budget that includes:
 - The anticipated total project cost with an itemized list of costs.

Guidance:

A project management plan and project budget should be provided as detailed (if known) or best estimations for the construction of the planned renewable energy system.

Note: This is designed to assist with preparing a later C-REP construction application, but these details can change between planning and this construction application.