



Opportunity Announcement for the Community Renewable Energy Grant Program

Opportunity Announcement No. 22-004 for:

Grant dollars to support developing a community renewable energy project that does not qualify as a community energy resilience project.

Contact

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Schedule

| Event | Date |
|---|-----------------|
| Opportunity Announcement Published | March 7, 2022 |
| Opening of Opportunity Period | March 7, 2022 |
| Questions Due | May 20, 2022 |
| Final Questions and Answers Posted | May 27, 2022 |
| Closing of Opportunity Period & Applications Due | June 10, 2022 |
| Eligibility and Completeness Review (approximate) | July 1, 2022 |
| Competitive Review (approximate) | August 12, 2022 |
| Award Notification (approximate) | August 26, 2022 |

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Section 1: Purpose and General Information

1.1 Introduction

The purpose of this Community Renewable Energy Grant Program opportunity announcement is to create an application, competitive review, and grant award process that follows the requirements of the legislation and rules under which the Community Renewable Energy Grant Program is administered to determine which projects will receive grant funding.

1.2 Objectives

The Community Renewable Energy Grant Program provides grants to:

- Support offsetting the cost of planning and developing community renewable energy projects;
- Make community renewable energy projects economically feasible for qualifying communities;
- Promote small-scale renewable energy projects; and
- Provide direct benefits to communities across this state in the form of increased community energy resilience, local jobs, economic development, or direct energy cost savings to families and small businesses.

This opportunity announcement aims to support developing a community renewable energy project that does not qualify as a community energy resilience project.

1.3 Grant availability

The Department has \$12,000,000 in grant funds available for four open Community Renewable Energy Grant Program opportunity announcements. A minimum of 50 percent of these funds are reserved for projects that qualify as a community energy resilience project, and a minimum of 50 percent is reserved for community renewable energy projects that primarily serve a qualifying community.

The maximum grant available for developing a community renewable energy project, whether it qualifies as a community energy resilience project or not, is \$1,000,000. If the grant is not for a community energy resilience project, the grant may be used to cover up to 50 percent of the project costs.

1.4 Eligibility

An applicant must be one of Oregon's federally recognized Native American Tribes, a public body, or a consumer-owned utility. See [ORS 174.109 for a definition of public body](#). An applicant may partner with a federally recognized Native American Tribe, public body, nonprofit entity, private business with a business site in Oregon, or owner of rental property in Oregon.

Eligible community renewable energy projects must utilize one or more renewable energy systems. Eligible renewable energy system technologies include:

- Energy generation:

- Biomass
- Solar
- Geothermal
- Hydroelectric
- Wind
- Landfill gas
- Biogas
- Wave
- Tidal
- Ocean thermal energy technology
- Energy storage
- Microgrid technologies
- Electric vehicle charging

A new energy storage system, microgrid technology, or electric vehicle charging station must be paired with an existing or newly-constructed renewable energy generation system listed above.

Other eligibility requirements for a grant to develop a community renewable energy project include:

- The project must be located in, and benefit, a community in Oregon and must not be located in a city with a population of 500,000 or more.
- The project must provide a direct benefit to a community in the form of increased community energy resilience, local jobs, economic development, or direct energy costs savings to families and small businesses.
- The project must not exceed 20MW of nameplate capacity, if the project is for generating renewable energy.
- The project must operate for at least five years.
- The applicant must meet all the application requirements detailed in Section 2 of this opportunity announcement.

Costs eligible to be covered by a Community Renewable Energy Grant project development grant are detailed in [OAR 330-250-0100](#).

Section 2: Application Requirements & Process

2.1 Submission of Applications

Applications must be submitted through the Department's [online application portal](#) with all the requested information. Access to the application portal, and associated materials are available on the [Oregon Department of Energy website](#).

Applications that are submitted improperly or are incomplete may be rejected. The Department must receive applications no later than the due date on the cover of this opportunity announcement.

On the application form, the applicant must list a person as the point of contact for the application. The Department will contact this designated responsible party with technical questions; it is the job of the designated point of contact to coordinate and submit responses to the Department.

A complete planning grant application includes, at a minimum:

- (1) An application form with all required information completed.
- (2) Applicant eligibility information and contact details.
- (3) Information about any partner organizations and their roles, including:
 - (a) For any partner that is a private business, documentation that the partner has a business site located in Oregon.
 - (b) For any partner that is an owner of rental property, documentation that the partner owns rental property located in Oregon.
- (4) The following supplemental documents:
 - (a) Written authorization from the applicant's governing body allowing submission of the application.
 - (b) For any partner that is a public body, written authorization from the partner's governing body allowing submission of the application.
 - (c) Evidence the application has been drafted in consultation with regional stakeholders for the purpose of ensuring feasibility. This must include a description of the applicant's consultation with regional stakeholders and community groups, and any additional community engagement process as part of developing the project development grant application.
 - (d) Evidence the application has been drafted in consultation with electric utilities that have customers in the communities covered by the community renewable energy project, for the purpose of ensuring feasibility. This may include a high-level assessment of the impacts of the proposed project on existing utility infrastructure and the estimated costs for interconnection of the proposed project. Evidence may include:
 - (A) A letter confirming consultation from the electric utility serving the communities covered by a community renewable energy project.

- (B) Utility interconnection application or interconnection agreement.
- (e) 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.
- (5) A description of the project including:
 - (a) Clear overall project description that includes the project design, the equipment proposed to be used in the project, any engineering studies or calculations already done, status of the utility consultation, and planning already done.
 - (b) A description of the project location including details of its location in Oregon and not in a city with a population of 500,000 or more. An assessment of the suitability of the site, and the degree to which the applicant has secured site control.
- (c) If the project is for generating renewable energy, include information on:
 - (A) The equipment technical specifications, including manufacturer's information and warranties for the selected technology and all other major project equipment, including information that demonstrates the system will operate for at least five years.
 - (B) The nameplate capacity (KW).
 - (C) The projected amount of net energy the project will generate, in KWh per year.
 - (D) A renewable resource assessment demonstrating adequate renewable resource availability for the proposed system operations. The resource assessment must describe the type of resource available, explain how the applicant evaluated and estimated the resource availability, and how the system will ensure access to the resource.
- (d) If the project is for energy storage, include information on:
 - (A) The equipment technical specifications, including manufacturer's information and warranties for the selected technology and all other major project equipment, include information that demonstrates the system will operate for at least five years.
 - (B) Nameplate power capacity in KW.
 - (C) The projected amount of net energy the project will supply, in KWh per year.

- (D) Proposed operational use cases for the energy storage project, including emergency backup power, providing grid services, demand reduction, arbitrage, or any other planned uses.
- (e) If the community renewable energy project will add capacity to or be paired with an existing renewable energy system, for example pairing energy storage and/or microgrid enabling technologies with an existing solar photovoltaic array, the applicant must include a description of the existing renewable energy system.
- (6) A project management plan that contains:
 - (a) List of project team members, their roles and lines of authority, and experience with similar projects.
 - (b) A detailed construction plan and project schedule with major milestones including the target operational date of the system. The schedule must show construction beginning within 12 months of execution of the performance agreement and will be completed within 36 months of execution of the performance agreement.
 - (c) A description of how the applicant will manage planning, construction, and system start-up. Include a commissioning plan if developed.
 - (d) A detailed description of the project operations plan post construction that demonstrates the project will operate as represented for at least five years, and for the life of the project. The applicant should show how the project will be operated, the estimated costs, how maintenance and operations will be adequately funded, and that there will be sufficient experienced personnel to operate the plant.
 - (e) Information on the number and types of jobs directly connected to the awarding of the grant that will be:
 - (A) Created by the project; and
 - (B) Sustained throughout construction and operation of the project.
- (7) A detailed description of the community benefit and equity considerations, or other documentation of the extent to which the community renewable energy project would be located in and/or will serve one or more [qualifying communities](#). This should include a description of the location, the communities served, and the community benefits. It could also include, but is not limited to:
 - (a) A description of qualifying communities involved in project development and operations, and the extent to which they are represented in project leadership.
 - (b) A description of any partnerships with qualifying communities.

- (c) A description of outreach done to qualifying communities. This could include, but is not limited to, descriptions of surveys of the local community, attendance or participation at public meetings, and community ideas and recommendations incorporated in project plan.
 - (d) A description of any equity framework used by applicant in developing the project.
 - (e) A description of the level of direct energy cost savings to families and small businesses that will result from the project.
 - (f) A description of the level of economic development that will result from the project.
- (8) The grant amount requested and project budget, including:
- (a) The anticipated total project cost, which must contain 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.
 - (b) A description of any other incentives that the applicant has been or may be awarded that are directly related to the renewable energy system in the application.
 - (c) A description of the applicant's project financing plan that includes potential sources for funding during construction, and to cover the balance of project costs beyond the grant amount and other incentives.
- (9) If applicable, a description of how the community renewable energy project would integrate with broader community energy and environmental goals.

The department will not accept amendments to applications during the opportunity period. An applicant may withdraw an application and submit a replacement application during the opportunity period.

2.2 Other Incentives or Grants

In the application, an applicant must indicate other incentives that have been or may be awarded that are directly related to the renewable energy system in the application. The amount of any potential CREP grant will be reduced if in combination with other incentives the amount exceeds 100 percent of the project costs.

2.3 Questions

Questions, including requests for explanations of the meaning or interpretation of provisions of this opportunity announcement, must be submitted via email to community.grants@energy.oregon.gov and be received by the due date for questions set forth on the cover of this opportunity announcement. To help ensure questions are answered and responses are posted appropriately, please identify "CREP question" in your subject line. Answers to questions submitted will be posted online for access by all applicants.

Section 3: Review Process

3.1 Overview of Review Process

The Department staff will first review all applications on a pass/fail basis to determine if each application is complete, meaning it includes all the minimum required elements described in section 2.1 of this opportunity announcement. The Department will evaluate all applications for completeness. The Department will conduct a competitiveness review of all complete applications and based on the competitive review results; certain applications may be offered a performance agreement.

The only information the Department will consider in the review process is that which is submitted by the applicant through the application process. Attempts to improperly influence the review process by submitting additional information or contacting the agency review team with additional information will result in application denial. All comments and questions should be submitted via email to community.grants@energy.oregon.gov.

3.2 Eligibility and Completeness Review

Department staff will first review all applications on a pass/fail basis to determine if each application is complete, meaning it includes all the minimum required elements described in section 2.1 of this opportunity announcement. The applicant's failure to comply with the instructions or failure to submit a complete application may result in the application being found incomplete and rejected. Only those applications that meet the minimum requirements will be considered for further review. If the applicant is relying on information in attachments, the information in the attachments should be readily identifiable with explicit references noted on the application form.

If the Department finds that the application is complete, the Department will notify the applicant that the application will move into the competitive review process. The Department will not process incomplete applications, though the Department may request additional information from an applicant if necessary to support the competitive review process. The Department will provide written notification to the applicant of incomplete applications that their application is not moving to the competitive review. If an application is found to be incomplete, the applicant may apply in a future opportunity announcement.

3.3 Competitive Review

The requested information detailed in Section 2.1 is the minimum required information for an application to be considered complete. Some of the scoring criteria in Section 3.3 are optional. Applicants that demonstrate they meet these criteria may score higher during the competitive review process. The online application portal will provide details on how to submit this information.

| Development Project – Community Renewable Energy Project Competitive Review Criteria | | Points |
|--|----|--------|
| Project Feasibility | | |
| Strength of project team: applicant provides a list of significant members, clearly defined roles, sufficient number of team members, experience of the team on similar projects, clear ownership and partners. | 45 | |
| Strength of project operations plan: applicant details how are they going to maintain and operate project, how it will be adequately staffed and includes a contingency plan. | | |
| Strength of project description: applicant adequately describes the project to be constructed. | | |
| Strength of financial plan: applicant adequately demonstrates financial ability to complete and operate the project. | | |
| Strength of construction plan and detailed schedule: applicant demonstrates construction will begin within 12 months of Performance Agreement and will be completed within 36 months. Clear lines of authority and duties outlined in the plan. Adequate description of project milestones and level of detail in the plan and schedule. | | |
| Program Priorities & Project Benefits | | |
| Equity: <ul style="list-style-type: none">• Location in Community: Project is located in a qualifying community.• Communities Served: Project provides direct benefits to one or more qualifying communities.• Project Leadership: Applicant demonstrates members of qualifying communities are involved in the project and represented in project leadership.• Community Partnerships. Applicant provides a description of the consultations with regional stakeholders and community groups, and any additional community engagement process as part of developing the grant application.• Community Outreach Plan: Applicant includes a community outreach plan that describes the participation and engagement by people with low incomes; Black, Indigenous or People of Color; members of tribal communities; people with disabilities; youth; people from rural communities; and people from otherwise disadvantaged communities in the siting, planning, designing, or evaluating of the proposed project. This could include, but is not limited to, descriptions of surveys of the local community, attendance or participation at public meetings, community ideas and recommendations incorporated in project plan.• An Equity Framework is used by the applicant to guide development, or is proposed to guide implementation or evaluation, of the project. | 15 | |
| Demonstrates significant prior investments in energy efficiency measures at the project location or will result in aggregate improvements to demand response capabilities. Evidence may include utility or Energy Trust of Oregon project documentation or finance statements demonstrating investments. | 5 | |
| Project constructed in part or in whole by disadvantaged business enterprises, emerging small businesses, or businesses that are owned by minorities, women, or disabled veterans. | 5 | |

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| Applicant includes information detailing the extent to which the project includes inclusive hiring and promotion policies. | 5 |
| Project assists applicant in achieving goals included in the applicants' natural hazard mitigation plan as approved by the Federal Emergency Management Agency. | 5 |
| Level of anticipated direct energy cost savings to families and small businesses (amount of savings predicted relative to the grant request amount, number of families and businesses that see direct savings, diversity and types of families and businesses that see the direct benefits). | 5 |
| Level of anticipated economic development (beyond job creation, will the construction project increase average incomes, ensure sustainable economic growth, innovation, workforce development, business retention and expansion, and promotion of an environment that supports entrepreneurship and small business development). | 5 |
| Level of anticipated local jobs directly created during construction, and directly sustained during operations, in relation to the size of the requested grant amount. | 5 |
| Project Diversity | |
| Geographic Diversity | 5 |
| Diversity or technology/resource/project size | |

Applications will be ranked based on the competitive review scores and recommendations from competitive review committee. Final recommendations will be determined by the department. Applicants that are recommended for awards may be offered a Performance Agreement.

The Department will notify applicants of the competitive review outcome in writing. Projects not selected may be eligible to apply again during a future opportunity announcement.

3.4 Offer of Performance Agreement

Following the competitive review, successful applications may be offered a performance agreement. The grant amount offered may be less than requested. The Department will communicate to the applicant the conditions surrounding the offer of a performance agreement. Applicants will have 30 calendar days to respond in writing to the offer, after which the Department may revoke the offer.

The performance agreement will include the terms provided in [OAR 330-250-0130](#), and may include additional terms, such as reporting frequency. In accordance with OAR 330-250-0130 (4), failure to agree to the terms of a performance agreement may result in the Department rejecting the grant application.

Section 4: Grant Process and Payment

4.1 Reporting

Once a Performance Agreement is executed, successful applicants will be required to submit project progress reports as specified in the performance agreement.

After verified completion of construction, reports will be required annually for the first five years of the project's operation. These annual reports will include information on jobs provided by the project, quantity of energy produced monthly and annually, and other information outlined in the Performance Agreement.

4.2 Amendments

Performance agreements may be amended only as provided under [OAR 330-250-0140](#). The grantee must submit a written amendment request to the director to amend a performance agreement. Prior to approval of an amendment, the grantee must demonstrate that the project with the proposed change will continue to meet the requirements in statute, rule, and the opportunity announcement, as well as continuing to be technically feasible, and operating essentially as originally proposed. The grantee has the responsibility to provide complete technical documentation that will support a case for the proposed amendment. The Department may deny amendments submitted without such justification and documentation.

The Department will evaluate amendments to determine if the change would have affected the outcome of the competitive review, which may result in pro-rating the award amount or denial of the amendment request. Amendment request will not result in an increased award amount, even if the output of the project or the project costs increase.

4.3 Disbursing Grant Award

Once a Performance Agreement is executed, up to 30 percent of the grant funds may be released if the applicant demonstrates:

- They have 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; and
- Filed a request for interconnection with a host utility or appropriate transmission provider; and
- Met any other requirements provided by the Department in the performance agreement.

The remaining grant funds will be released upon verification of the completion of the project and submission of the final report and other required materials from the Performance Agreement. The final distribution amount may be reduced based on the CPA verification letter required in the final report as specified in the Performance Agreement. Grant amounts cannot exceed the cost of the project less other incentives.

4.4 Inspection & Audit

The Department reserves the right to conduct a physical inspection of all projects and to audit all documentation relating to a project for which a grantee and the Department have entered into a performance agreement.

Section 5: Additional Information

5.1 Public Information, Confidentiality

The State of Oregon's Public Records Law (ORS 192.311 through 192.478) applies to filings and applications submitted to the Department. The law states every person has a right to inspect any public record of a public body, subject to certain exceptions. Applications are public records, and the Department may be required by law to disclose information in the application to the public on request. An applicant may request confidentiality of certain information in its application by marking the information confidential. Marking information does not guarantee that it will be kept confidential, however, and the Department will make any decisions regarding public disclosure of information contained in this application in accordance with Oregon Public Records Law.

Grant funding from the state of Oregon may be reported on [Oregon Transparency](#), a state agency tool available for Oregonians to learn about how state government works, taxes are used, and more. The data and information on this website are provided to users for general knowledge and information. It excludes data and information that is confidential, protected, or private under state and federal laws, and is unaudited.

The Department may publicly announce awarded grantees under this program. The public announcement may include, but is not limited to: the system owner's name, partner's names, type of project and/or description, location of project, size of the project, total cost of the project, and the awarded grant amount.

5.2 Reservation of Department Rights

The Department reserves all rights regarding this opportunity announcement, including, without limitation, the right to:

1. Amend, delay, or cancel the opportunity announcement without liability if the Department finds it is in the best interest of the State of Oregon to do so;
2. Not consider any or all applications received upon finding that it is in the best interest of the State of Oregon to do so;
3. Deem incomplete any application that fails substantially to comply with all prescribed opportunity announcement procedures and requirements; and
4. Allocate a grant amount less than the amount requested by applicant, at its discretion.

5.3 No Obligation

The Department is not obligated as a result of the submission or acceptance of an application to award a grant to an applicant.

5.4 Sunset Information

If awarded, a grant applicant's performance agreement will outline the timeframe required to receive the grant award. In general, CREP development grant performance agreements provide 12 months from the date of the agreement for the applicant to begin construction and 36

months for the project to be completed. Extensions to the final completion period may, at the Department's discretion, may be granted for a reasonable time frame if good cause to extend the deadline is demonstrated.