



## Award requirements

If your project is selected for funding, you will be subject to certain requirements to maintain your project's eligibility. The following describes the current award requirements, which are subject to change without notice.

### Project reports

1. Sign a funding award agreement and participate in an awardee webinar.
2. Submit a quarterly reporting form on Apr. 15, July 15, Oct. 15 and Jan. 15 for the prior quarter until the project is completed and on-line. Failure to submit reports may delay the processing of future reimbursement or for the award offer to be rescinded.
3. Notify PGE as soon as possible, in writing, of any change in project scope via the change request form. You must receive approval from PGE prior to altering the scope of the project. The original level of funding awarded will be reevaluated at that time against the new project scope. Please note that significant project changes could result in the cancelation of an award.
4. Keep the Renewable Development Fund (RDF) administrator and local utility contact apprised of project updates and opportunities to participate in celebrations and news/press announcements, at least three weeks prior to event or announcement, as your project develops and, upon project completion.
5. Submit a final reporting form with any supporting documentation upon completion of the project. This includes but is not limited to project specifications, completion date, anticipated electricity production, educational components, community benefits, detailed project costs and documentation that verifies permission to operate.

Funds will be distributed once PGE receives the final report and completes a final inspection<sup>1</sup> to confirm:

- City/county electrical and building inspections are completed
- Utility has approved interconnection agreement application
- Utility has approved installation for operation (utility installed net meter is operational, and system is grid tied; for projects that are not to be net metered, the final report must include a copy of the power purchase agreement signed by the project sponsor and an authorized PGE representative)
- Itemized financial report showing allocation of Renewable Development Fund award, including the percent of the total project cost covered by award and back-up documentation submitted (i.e. invoices for total project costs including material and labor costs)
- Details of ongoing education plan with any supporting documentation such as signage, flyers, boards, blogs etc. Recipients are expected to notify PGE of all media, outreach and education pieces in advance and submit all collateral for review by the RDF team.
- Non-secure web link to the inverter monitoring system displaying production data of the renewable energy installation

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<sup>1</sup> In some cases, if the project is eligible for, and receives, Energy Trust of Oregon incentives, an Energy Trust verification report should be provided to PGE in addition to an RDF inspection. Please note the RDF inspection is solely for fund reimbursement and awardees will still need Permission to Operate from a full PGE inspection.

- Photos of construction, completed installation, project kiosk/dashboard and project area

### **Project communication**

All correspondence regarding the project reports, project change forms, and communication must be submitted via email to PGE at [renewabledevfund@portlandgeneral.com](mailto:renewabledevfund@portlandgeneral.com).

### **Project monitoring**

Provide PGE with public access to inverter data and to the inverter monitoring website for a period of 10 years following project installation. PGE may place a link to the monitoring site on its website.

Information collected may be used for educational purposes, performance analysis or any other reason PGE deems necessary.

### **Financing**

Documentation of secured funding sources must be provided with project application. Documentation of any funding sources not secured at the time of application submission must be provided to PGE prior to project completion and before Renewable Development Fund award is issued.

### **PGE customer communications**

Renewable Development Fund award recipients must allow PGE and its customers and guests at least two tours each year, subject to 30 days advance notice by PGE for up to 10 years.

Renewable Development Fund award recipients must also allow PGE to include information regarding your project in customer communication material used by PGE and in conversations with the Energy Trust. This includes PGE's right to use photographs of the facility in brochures and webpages for the purpose of supporting the Renewable Development Fund program. Additionally, this includes the right to have a celebration when the project begins producing electricity.

### **Renewable Energy Certificates**

The award recipient must retain Renewable Energy Credits (RECs) generated by the renewable energy facility. RECs shall not be sold to a third party. The applicant maintains the rights to these RECs for the first 5 years the facility produces electricity. After that point, PGE can make claims on the RECs for the remainder of the life of the project.

Projects incentivized by the ETO are also subjected to these terms, whereas the ETO makes claims to a proportional amount of the RECs after the 5-year period.