 **Oregon Department of Energy**

 **Energy Incentives Program**

 **Renewable Energy Development – Final Report Form**

Provide an executive summary that discusses each of the elements listed below. The Final Report is due to the Agency after commencement of operation of the System, and before receiving funds from Agency. The Final Report must be accompanied by the financial information described below. If the System is inspected by any entity, the Final Report must include a copy of the inspection report(s).

* An account of total System Costs that identifies all funding sources and includes all receipts, paid invoices, cancelled checks (if applicable), and bank loan or promissory note documentation. If the total System 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.
* Proof that Grantee or owner of the System location, if different, is current on the property taxes for the System’s location.

**Grant No:** ODOE CONTRACT # (RG #)

**Grantee:** NAME

**Executive Summary**

* Installation

Construction start and completion dates; changes in scope; changes to equipment specifications; key issues; critical success factors.

* System performance assessment

Challenges; benefits; production achieved

* Outcomes

Lessons learned; conclusions

**Financial Summary**

The Grant amount is initially calculated based on Grantee’s estimate of the total System Costs. Upon receipt of the Final Report, Agency will recalculate the Grant amount using actual System Costs, and Agency’s disbursement of the Grant Monies may be reduced as a result. So that Agency may calculate the disbursement, provide the following information:

**Actual Total System Cost:** $

*(replaces the “Estimated System Cost” from Grantee’s application)*

**Other Government Incentives & Grants Available:** $

*(directly related to the System; not including this Grant; identify source(s) and amount(s))*

**Prepared By:** Name, Title

**Date Prepared:** MM/DD/YYYY

**Financial Reporting Guidance**

With the commencement of operation of the System, Grantee must submit an account of total System Costs that identifies all funding sources and includes all receipts, paid invoices, cancelled checks (if applicable), and bank loan or promissory note documentation. Grantee must also provide proof that Grantee or owner of the System location, if other than Grantee, is current on the property taxes for the System’s location. If the total System Costs are $50,000 or more, Grantee must include an independent Certified Public Accountant’s attestation to the validity and accuracy of the account. The following guidance is intended to help Grantee comply with these requirements.

1. **Total System Costs** (Grantee should provide this Section A guidance to the Certified Public Accountant responsible for verifying cost and payments.)

“Cost” means the actual cost of the acquisition, construction and installation of the renewable energy production system paid by the applicant for the System, before considering utility incentives.

To verify the total System Costs that received a Renewable Energy Development (RED) grant from the Oregon Department of Energy, you must be a Certified Public Accountant with a current license who is **NOT** an employee or affiliate of the System owner or any company associated with the System.

Obtain the following documents to complete your verification:

* A copy of the System owner’s Performance Agreement (the System must comply with all conditions of the Performance Agreement).
* All receipts, paid invoices, cancelled checks (if applicable), and bank loan or promissory note documentation that pertains to the System.
* A copy of the applicable Oregon Administrative Rules (OAR). The permanent rules related to Renewable Energy Development grants can be found here:

 http://arcweb.sos.state.or.us/pages/rules/oars\_300/oar\_330/330\_200.html

Verify and document the following information:

* The actual total System Costs (regardless of whether the costs are eligible for RED grants).
* The actual total **eligible** System Costs. These are the costs that concur with the “System Description” in the Performance Agreement and that are eligible costs according to OAR 330-200-0070 (4).
* The total amount of the payments made by the System owner for the System.
* An itemization of all financial incentives and grants received for the System by the System owner or any affiliate (e.g., utility incentives, Energy Trust of Oregon incentives, federal tax credits, grants, etc.).
* The System’s completion date. This is the date on which the System became operational.
* The date the System was paid in full (paid outright or loan contracts were fully executed).
1. **Property Tax Status.** Provide proof that the owner or owners of the System location are current on their property taxes for that location. This can be provided in the form of a receipt or statement indicating no balance is due.