



**Opportunity Announcement for the
Community Heat Pump Deployment Program
Opportunity Announcement No. 22-025**

Grant dollars to provide financial assistance for the purchase and installation of heat pumps and related upgrades.

Contact

Address: Oregon Department of Energy
550 Capitol St NE, 1st Floor
Salem, OR 97301

Email: Community.HeatPump@energy.oregon.gov

Schedule

Event	Date
Opportunity Announcement Published	February 24, 2023
Opening of the Online Application Portal	March 6, 2023
Questions Due	March 27, 2023
Final Questions and Answers Posted	March 31, 2023
Closing of Opportunity Period & Applications Due	April 7, 2023
Eligibility, Completeness, & Competitive Review (approximate)	May 5, 2023
Award Notifications Start (approximate)	May 15, 2023

Contents

Section 1: Purpose and General Information	3
1.1 Introduction.....	3
1.2 Objectives.....	3
1.3 Grant availability.....	3
1.4 Eligibility.....	5
Section 2: Application Requirements & Process	6
2.1 Submission of Applications.....	6
2.2 Questions.....	7
Section 3: Review Process	8
3.1 Overview of Review Process.....	8
3.2 Review of Applications.....	8
3.3 Offer of Performance Agreement.....	9
Section 4: Grant Process and Payment	9
4.1 Reporting.....	9
4.2 Amendments.....	10
4.3 Disbursing Grant Award.....	10
4.4 Compliance Monitoring.....	10
4.5 Advisory Council.....	10
Section 5: Additional Information	10
5.1 Public Information, Confidentiality.....	10
5.2 Reservation of Department Rights.....	11
5.3 No Obligation.....	11
5.4 Sunset Information.....	11

Section 1: Purpose and General Information

1.1 Introduction

The purpose of this Community Heat Pump Deployment Program opportunity announcement is to create an application, review, and grant award process that follows the requirements of the legislation and rules under which the Community Heat Pump Deployment Program is administered to determine which eligible entities will receive grant funding through a performance agreement.

1.2 Objectives

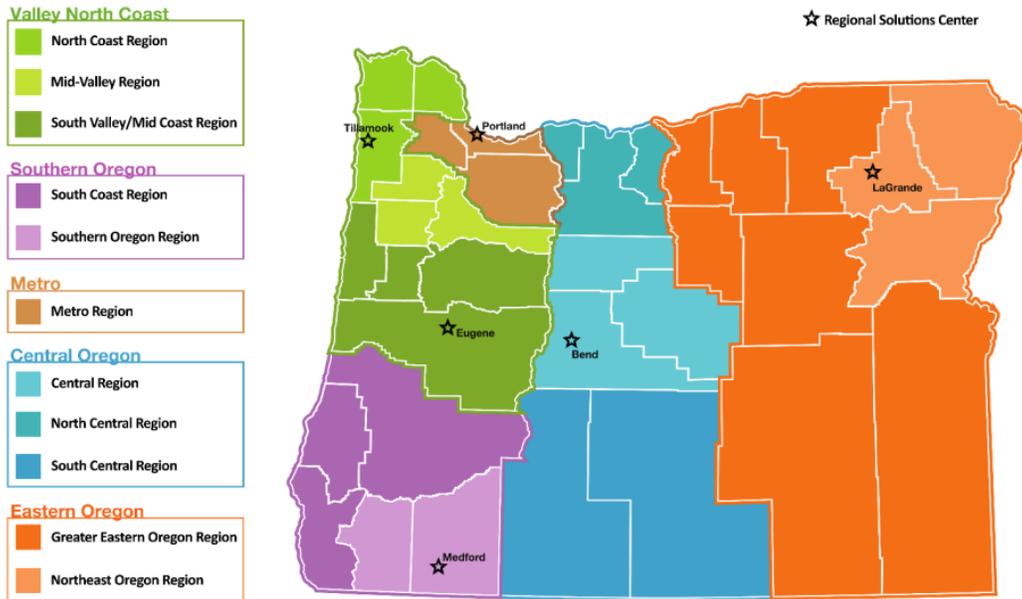
The Community Heat Pump Deployment Program provides grants to eligible entities to provide financial assistance for the purchase and installation of heat pumps and related upgrades to individuals who reside within the region or who are members of the tribe the entity has been awarded a grant for.

1.3 Grant availability

The Department has \$8,500,000 in grant funds available for this open Community Heat Pump Deployment Program opportunity announcement. \$4,716,256.45 of the \$8,500,000 will be available for the period ending June 30, 2023. The remaining funds shall be made available to recipients upon confirmation of funding from the Oregon legislature.

The grants may be allocated to one eligible entity for each region and one eligible entity for each federally recognized Indian tribe in Oregon.

The regions are the economic development districts in Oregon, designated by the Economic Development Administration of the United States Department of Commerce, for which a regional solutions center has been established under ORS 284.754. Below is a map of the 11 regions taken from the Office of the Governor's Regional Solutions 2015 Program Overview.



The grant shall be allocated based upon the following criteria:

- (1) Up to 1.5 percent of the available grant funding shall be allocated to each eligible entity selected. If an eligible entity does not wish to receive the full one and a half percent, they may choose a lower percentage. The remaining funds may be distributed according to the following bullet points.
- (2) 30 percent of the available grant funding shall be allocated to the regions based upon the mean average heating zone of the counties in a region multiplied by the number of households that spend greater than 6 percent of their income on home energy costs and as a result are considered energy burdened.
- (3) 40 percent of the available grant funding shall be allocated to the regions based upon the mean average cooling zone of the counties in a region multiplied by the number of households that spend greater than 6 percent of their income on home energy costs and as a result are considered energy burdened.
- (4) Allocations to eligible entities selected for each federally recognized Indian tribe in Oregon will consist of the allocation of available grant funding under criterion (1), plus a portion of the funding to the regions within a tribe’s service area under criteria (2) and (3). This portion shall be based upon the proportion of occupied housing units in a tribe compared to the total number of occupied households in the regions in the service area of the tribe.

Applying these criteria to the funding amount results in the following grant availability:

Region or Tribe	Total
Burns Paiute Tribe	\$128,075

Central	\$486,065
Confederated Tribes of Coos, Lower Umpqua & Siuslaw Indians	\$127,668
Confederated Tribes of Grand Ronde	\$128,186
Confederated Tribes of Siletz Indians	\$128,177
Confederated Tribes of Umatilla Indian Reservation	\$134,868
Confederated Tribes of Warm Springs Reservation	\$131,517
Coquille Indian Tribe	\$128,739
Cow Creek Band of Umpqua Tribe of Indians	\$127,770
Greater Eastern	\$487,048
Klamath Tribes	\$127,620
Metro	\$1,950,493
Mid-Valley	\$775,668
North Central	\$214,915
North Coast	\$274,368
Northeast	\$257,980
South Central	\$328,380
South Coast	\$521,080
South Valley/Mid Coast	\$1,049,869
Southern	\$991,514

The funding amounts displayed above are subject to change. A minimum of 85 percent of the grant must be reserved for use by the eligible entity to provide financial assistance to individuals who reside within the entity’s region or who are members of that tribe for the purchase and installation of heat pumps and related upgrades. The eligible entity awarded a grant for a region or tribe may use a percentage, as specified in the performance agreement, not to exceed 15 percent of the awarded grant funds, for program related administrative expenses and marketing costs. Grant funds will be issued under a Performance Agreement entered into between the Grantee and the Department.

1.4 Eligibility

An applicant must be one of the following:

- A local government as defined in ORS 174.116;
- A local housing authority;
- A nonprofit organization;
- A federally recognized Indian tribe in Oregon;
- A coordinated care organization as defined in ORS 414.025;
- A community action agency as described in ORS 458.505;
- A manufactured dwelling park nonprofit cooperative as defined in ORS 62.803; or
- An electric utility.

An applicant may partner with another eligible entity. A partner may assist the applicant by providing, or assisting in the provision of, financial assistance.

To be eligible to receive a grant, an eligible entity must also demonstrate that it serves or represents at least one environmental justice community within a region or that it serves or represents members of a federally recognized Indian tribe in Oregon. Environmental justice communities include communities of color, communities experiencing lower incomes, tribal communities, rural communities, coastal communities, communities with limited infrastructure, and other communities traditionally underrepresented in public processes and adversely harmed by environmental and health hazards, including seniors, youth, and persons with disabilities.

To be eligible to receive a grant, an eligible entity must also demonstrate it has the capacity to administer grant funds for the program.

An entity may only apply for a grant for the region that contains the greatest percentage of individuals that the eligible entity serves or represents. If an entity serves a community that spreads across two or more counties, which are located in two or more different regions, then the entity must apply for a grant for the region that contains the highest number of individuals that the entity serves.

The applicant must meet all application requirements detailed in Section 2 of this opportunity announcement.

Section 2: Application Requirements & Process

2.1 Submission of Applications

Applications must be submitted with all the requested information through the Department's online application portal. 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 grant application includes, at a minimum:

- (1) An application form with all required information in (2)-(8) completed.
- (2) Applicant eligibility information and contact details.
- (3) Information about any partner entities and their roles.

- (4) The name of the region or federally recognized Indian tribe in Oregon the entity is applying for.
- (5) A description of the entity's capacity to administer any grant funds received. This should include the following:
 - (a) A description of the entity's experience administering state grant programs or programs similar to the Community Heat Pump Deployment Program.
 - (b) A description of the entity's experience developing community programs within a region or with members of a tribe.
 - (c) A description of the entity's capabilities to manage and deliver the program. This should include how ready the entity is to begin the program and any anticipated challenges to beginning the program.
- (6) A description of the how the entity serves or represents environmental justice communities within a region or members of a federally recognized Indian tribe in Oregon. This should include a description of any connections to communities within the region or with members of a tribe.
- (7) A description of the proposed program. This should include:
 - (a) The proposed methods to prioritize financial assistance to the individuals and communities listed in OAR 330-270-0040(17). This should include a description of how individuals and communities that meet more than one prioritization category will be prioritized.
 - (b) A description of the financial offerings and heat pump installation requirements the entity is proposing within the limits established in Chapter 330 Division 270 of the Oregon Administrative Rules. This should include:
 - (A) The type of financial assistance that is proposed (loans, grants, rebates, incentives).
 - (B) The dollar amounts for the proposed financial assistance to be offered.
 - (C) Any additional project eligibility or efficiency requirements.
 - (c) A description of the related upgrades that the entity will also support with financial assistance.
 - (d) If applicable, a description of how the entity will support customers and coordinate other incentives for the customers benefit.
- (8) A detailed budget that includes administrative and marketing expenses.

2.2 Questions

Questions, including requests for explanations of the meaning or interpretation of provisions of this opportunity announcement, must be submitted via email to Community.HeatPump@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 "Community Heat Pump Deployment 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 will conduct a review of the applications received in response to this opportunity announcement. The Department will evaluate all applications for completeness and eligibility. The Department will conduct a competitiveness review of all eligible and complete applications and, based on the competitive review results, one application for each region and one application for each federally recognized Indian tribe in Oregon may be offered a performance agreement.

The only information the Department will consider during its review 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 must be submitted via email to Community.HeatPump@energy.oregon.gov.

3.2 Review of Applications

The Department staff will review all applications on a pass/fail basis to determine if each application is eligible and 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 eligible and complete, 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. The Department will provide written notification to the applicant of incomplete applications that their application is not moving to the competitive review.

The scoring criteria for the competitive review is outlined below.

Criteria	Community Heat Pump Deployment Program Competitive Review Criteria	Points
A	Connections to communities within a region or with members of a tribe: description of how the entity serves, represents, or has other ties to a community in a region or with members of a tribe. Scoring will evaluate the level of involvement with the community or members of a tribe; the size of the community in relation to the total population of the region or tribe; and the degree to which the community would qualify for prioritization under the program.	20

B	Experience with community program development: eligible entity describes their experience developing community programs within a region or with members of a tribe.	20
C	Organizational capability and capacity to administer the program: eligible entity demonstrates they have experience administering state grant programs or programs similar to the Community Heat Pump Deployment Program, has the capability to manage the program, and is ready to deliver the program.	20
D	Strength of proposed program: eligible entity provides an adequate description of the proposed program, including the proposed financial offerings, methods of prioritization, and project eligibility requirements. Scoring will evaluate program customization proposed by the entity in terms of how it strengthens the program and its proposed outcomes.	15
E	Strength of financial plan: applicant demonstrates financial ability to operate the program and proposed administrative costs in relation to the proposed activities and expected outcomes are reasonable.	10
F	Proposed outcomes: proposed benefits to the communities or members of a tribe; this may factor in how the entity will coordinate other incentives, programs, and resources, as well as the needs of the communities most closely linked to the entity.	10

Applications will be ranked based on the competitive review scores. Applicants that are recommended for awards may be offered a Performance Agreement. The Department will notify applicants of the competitive review outcome in writing.

3.3 Offer of Performance Agreement

Following the competitive review, successful applicants may be offered a performance agreement. 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 330-270-0050 and may include additional terms. 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 annual reports as specified in OAR 330-270-0060 and the performance agreement. In addition, successful applicants will be required to submit reports during the year, as specified in the performance agreement, to update the Department.

4.2 Amendments

Performance agreements may be amended only as provided under the terms of the performance agreement. The grantee must submit a written amendment request to the director to amend a performance agreement. The grantee must demonstrate the program will continue to meet the requirements of statute, rule, and the opportunity announcement. The Department will decide whether to approve or deny an amendment request. In making their decision the Department shall evaluate how, and to what degree, the amendment would impact the proposed outcomes for the communities served and whether the proposed changes would have affected the outcome of the competitive review.

4.3 Disbursing Grant Award

Once a performance agreement is executed, the grant shall be released according to the payment schedule in the performance agreement.

4.4 Compliance Monitoring

The department may conduct reviews, audits, inspections, and other compliance monitoring as it deems appropriate with respect to each grantee and its partners to verify compliance with the program requirements. Additional recordkeeping and compliance monitoring requirements can be found in OAR 330-270-0060.

4.5 Advisory Council

A representative from each grantee shall sit on the Community Heat Pump Deployment Advisory Council as outlined in Section 15 of Chapter 86, Oregon Laws 2022 (Senate Bill 1536). The advisory council shall study and identify best practices for administering grant funds and providing financial assistance; barriers to administering grant funds and providing financial assistance; and opportunities for providing technical assistance.

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 eligible entity's name, partner's names, region or federally recognized Indian tribe in Oregon the grant has been awarded for, 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 through a performance agreement 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.