Community Heat Pump Deployment Program

Online Application Quick Start Guide

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. The program is open to Oregon Tribes, local governments, local housing authorities, nonprofit organizations, coordinated care organizations, community action agencies, manufactured dwelling park nonprofits, and electric utilities. The grants may be allocated to one eligible entity for each region and one eligible entity for each federally recognized Indian tribe in Oregon.

Visit https://www.oregon.gov/energy/Incentives/Pages/CHPDP.aspx for program details.

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PROGRAM AT A GLANCE

- Eligibility – Entities applying to be regional or tribal administrators: Local government as defined in ORS 174.116, local housing authority, nonprofit organization, federally recognized Indian tribe in Oregon, coordinated care organization as defined in ORS 414.025, community action agency as described in ORS 458.505, manufactured dwelling park nonprofit cooperative as defined in ORS 62.803, or an electric utility.
- Required information–
  - Designated point of contact information.
  - Information about any partners.
  - Descriptions of the entity's capacity and experience administering similar programs and the communities they serve.
  - A detailed description of the proposed program, including a budget.
- Timeframe – Apply by April 7, 2023. Applications will be reviewed by ODOE staff and award notifications will begin approximately in May.
- For more details contact ODOE Heat Pump team at 800-221-8035 or
  community.heatpump@energy.oregon.gov

GETTING STARTED

Register

- **Enter your email address**
- **Create a username and password**
- **Click the blue *Register* button**
- **Or, sign in with your Google or Microsoft account**

1. First time users should select the register tab ①. Enter your username and password, then click the blue *Register* button.
2. All registered customers should use the *Sign In* tab②. Enter your username and password, then click the blue *Sign in* button.
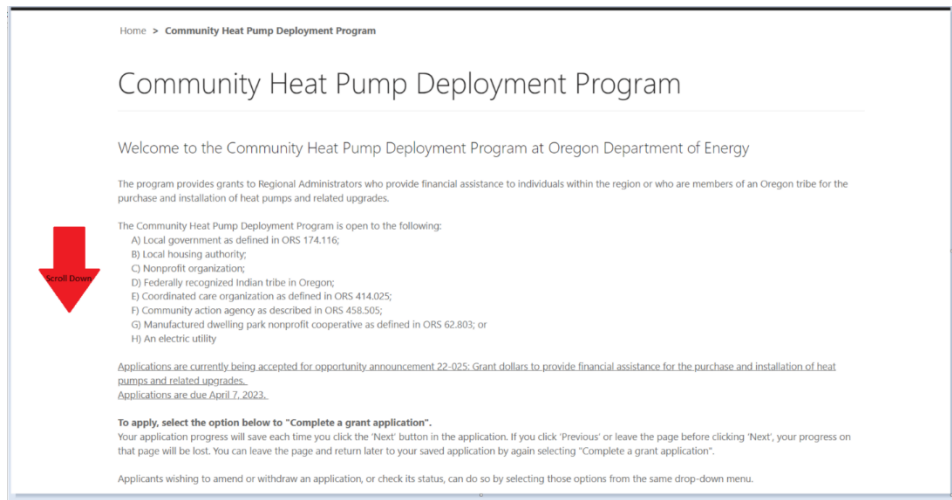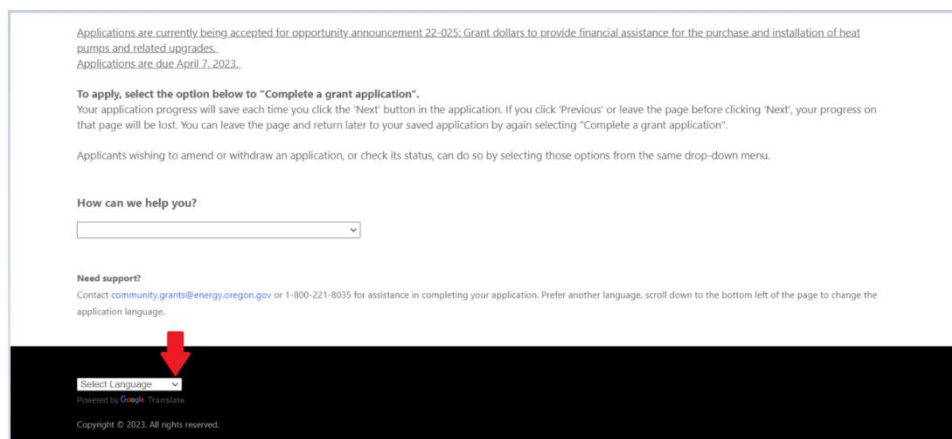

Change the Application Language

You can change the language in which the application is in.

1. Once on the program home screen scroll down to the bottom of the page, below the ***Need support?*** contact information.

2. Click the drop-down button to the right of the Select Language field.

3. Select the Language you wish to change the application to. You can scroll through the listed options using the arrows or bar circled in the photo below. Or, you can type to find the language you're searching for more quickly by clicking the Select Language field and quickly typing the first two letters of the language you're searching for. The entire page will then be presented in the language you've selected.
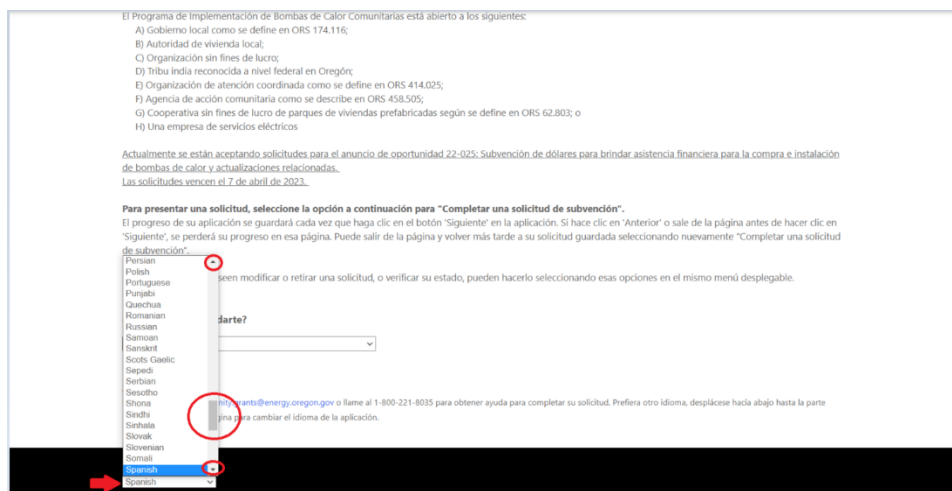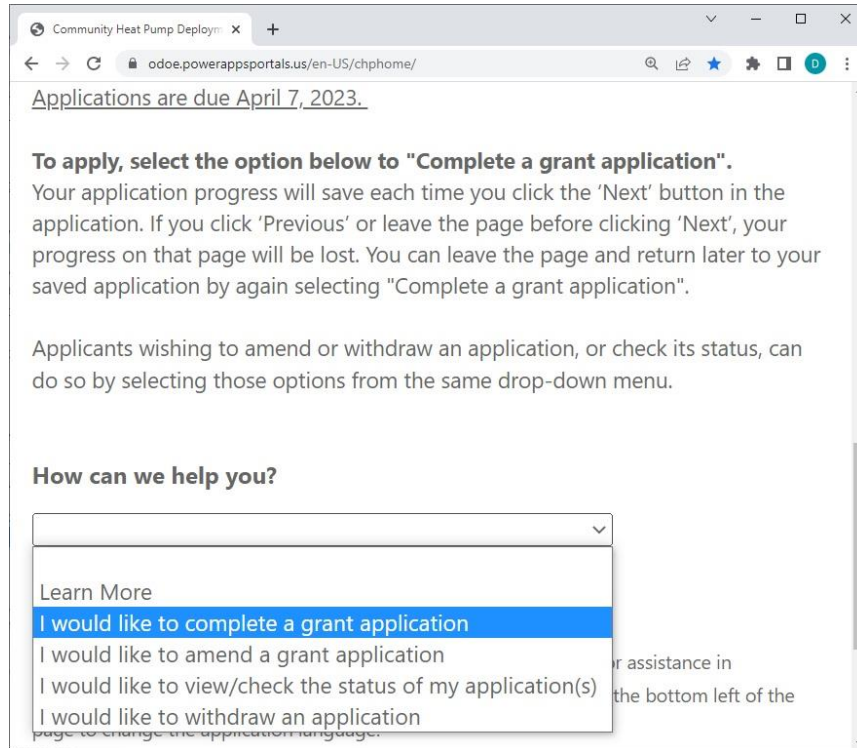
Apply for a Grant

- **Answer all required questions.**
- **Questions marked with "*" are required.**
- **Click the *Submit* button at the end of the application.**

**You must submit an application for it to be reviewed.**

Sign in to the CHPDP application portal at https://odoe.powerappsportals.us/en-US/CHPDP/

Select "I would like to complete a grant application".

This creates a draft application for your grant. To be considered, your application must be completed and submitted to ODOE.

The application will ask a series of questions on different pages. The name of the active page is highlighted in blue at the bottom of the application window.
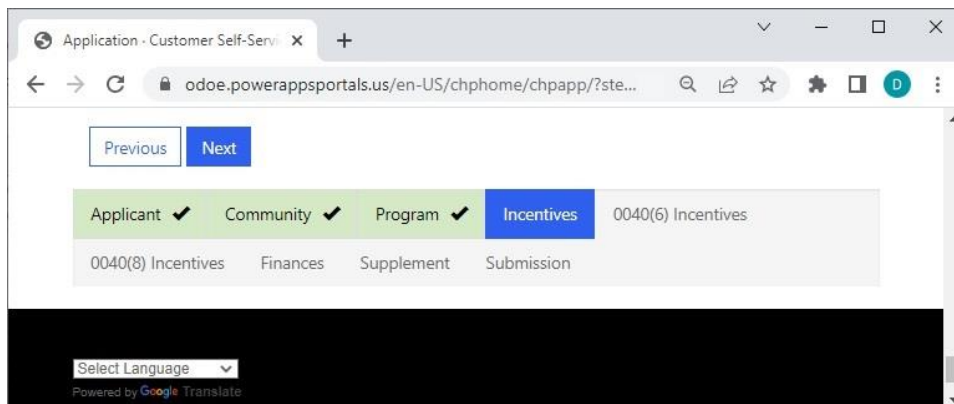
Your progress is saved automatically when you click the blue *Next* button. If you sign out before submitting the application, you will be returned to the last completed page when you sign back in.

Applicant Information Section

The first part of the application requires information about the organization applying to be the Regional/Tribal Administrator and the designated point of contact, as well as any partnering entities and qualifications.

The qualifications section is where an entity demonstrates its eligibility and competitive qualifications. Per OAR **330-270-0030,** an entity must establish that it has the capacity to administer the program it is proposing and currently serve an environmental justice community, which is addressed in the *Community* section. When ODOE staff conduct the competitive review, one of the scoring criteria is an entity's capacity and experience administering similar programs. (Please see the Opportunity Announcement for the full scoring criteria.)

Community Information Section

The next section of the application establishes an entity's eligibility in serving an environmental justice community and will be used for scoring the strength of the entity's connections to the community. The CHPDP Applicant Resources document provides links to help when describing the community you serve or represent.
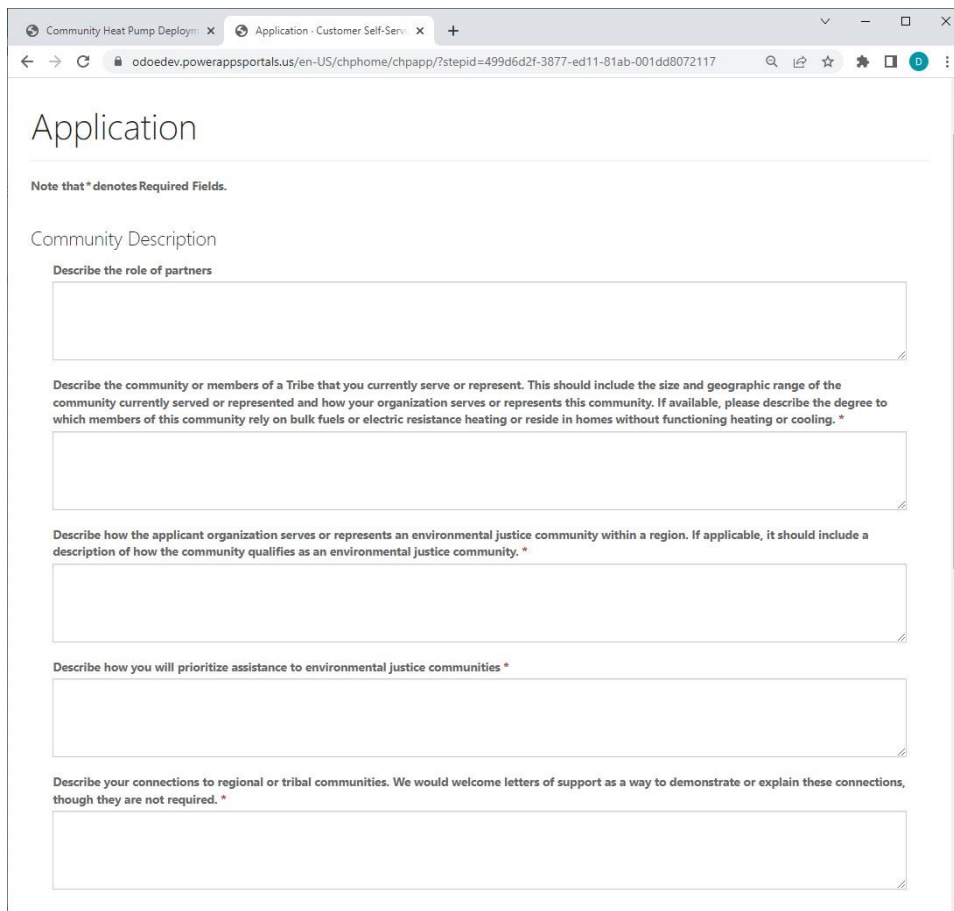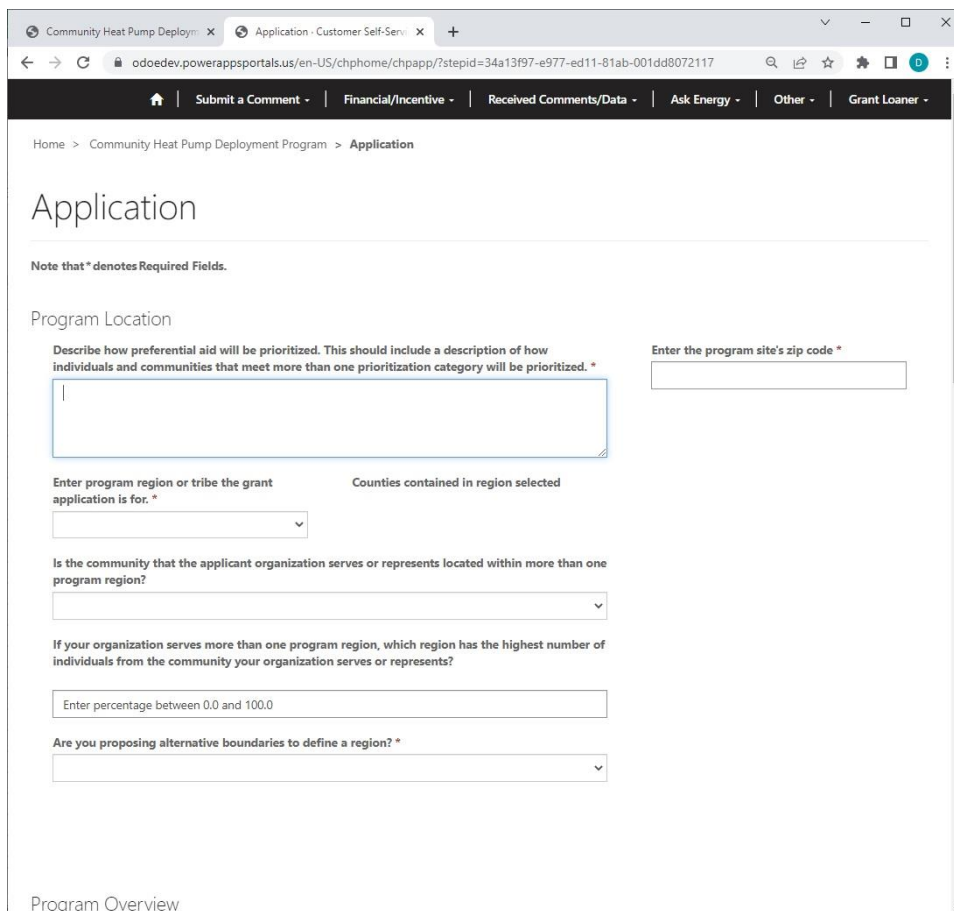
Community Assistance is where applicants have an opportunity to explain how applicants to the proposed program will be prioritized.
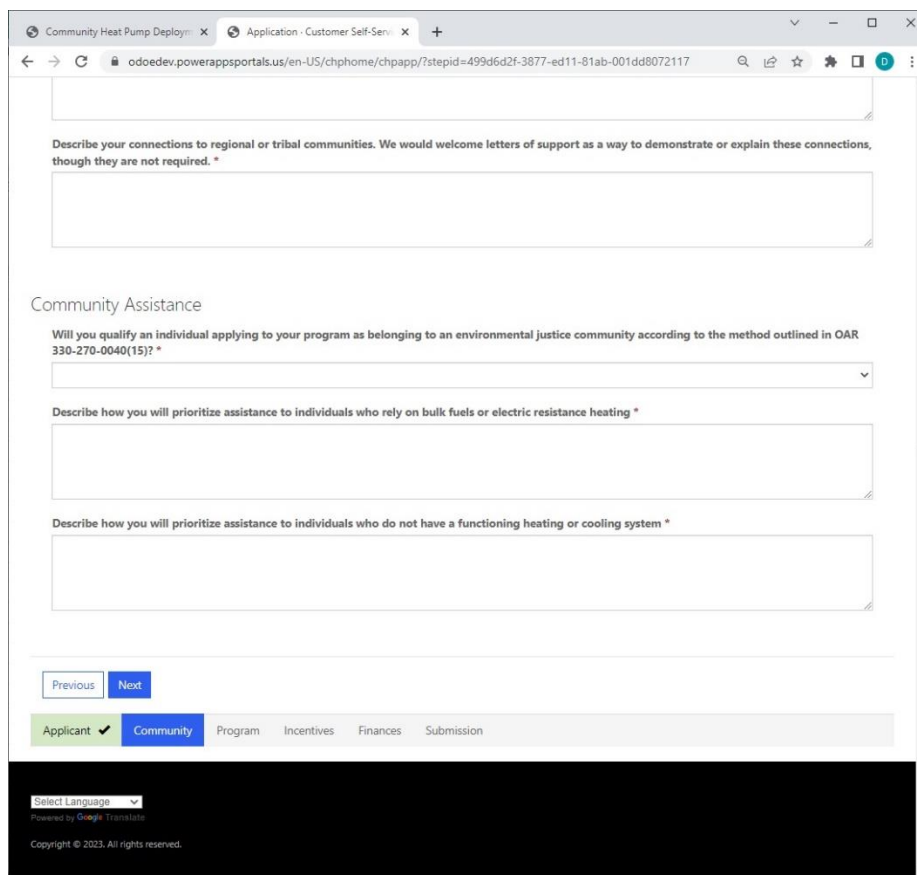
Program Description Section

The next section of the application is where applicants establish which region they are applying for and can propose alternative boundaries if they wish.

This is also the place for a detailed description of the program they are proposing.

Financial Assistance/Incentives Section

The next section of the application is where applicants have an opportunity to describe the type and amounts of financial assistance that the program will offer.

Per OAR **330-270-0040(13)** applicants may propose financial assistance for cooling devices other than heat pumps. If they wish to do so, they can give details under *Additional Benefits*, but if they answer *No* to the first question, the other questions are not required.

0040(6) and 0040(8) Incentives Sections

The next sections of the application only need to be completed if you are proposing higher efficiency standards than those required in OAR **330-270-0040(6)** and **330-270-0040(8).**

Budget/Finances Section

The next section of the application for applicants to provide a detailed budget of the proposed program. If applicants would like to upload a document in addition to their response, they will have the opportunity to do so on the following *Supplement* page.

Budget

Describe the program's financing plan. This should include any details that provide context for costs identified in this budget section, including, for example, the anticipated financial and administrative role of program partners. The applicant's financing plan should have a projected end date of no later than December 30, 2025. *

Enter anticipated total administration cost of program, including marketing *

$ | Please enter numeric values only

Enter the total contributions from partners

Please enter numeric values only

Enter other program operational costs

Please enter numeric values only

Enter anticipated total program cost *

$ | Please enter numeric values only

Enter the total amount of funds requested if awarded a grant *

$ | Please enter numeric values only

At the end of the application there's an opportunity to upload files or provide any information you wish ODOE to know.

If you have reached the end of the application and not yet uploaded your documents, do it now.

On the *Supplement* page, click *Choose Files* to upload your documents. To attach multiple files, select them all at once.

Previously submitted files

No Documents have been Attached

Attach any additional files or documentation *if attaching multiple files, you must select them all at once* (Maximum file size 64 MB)
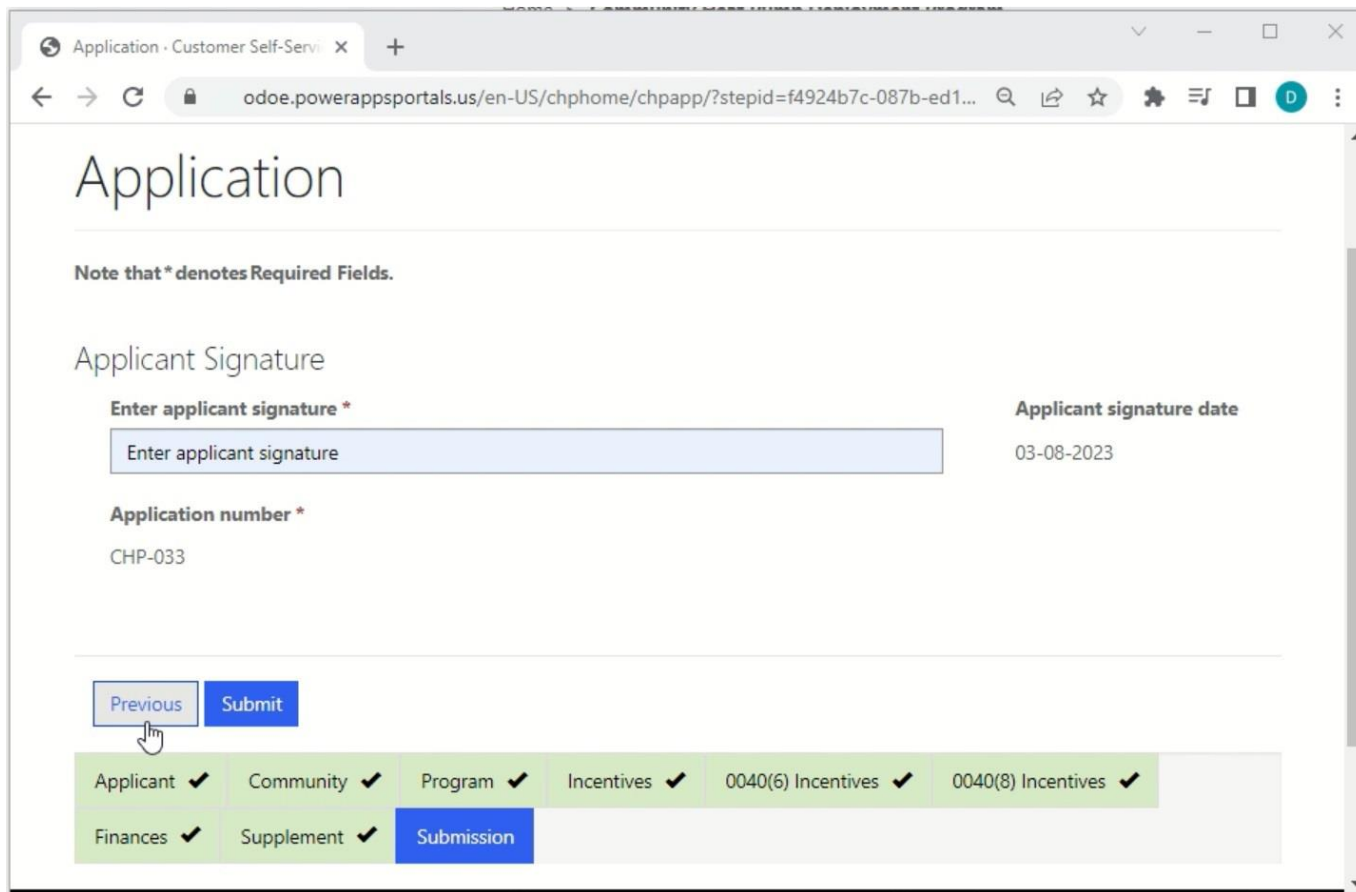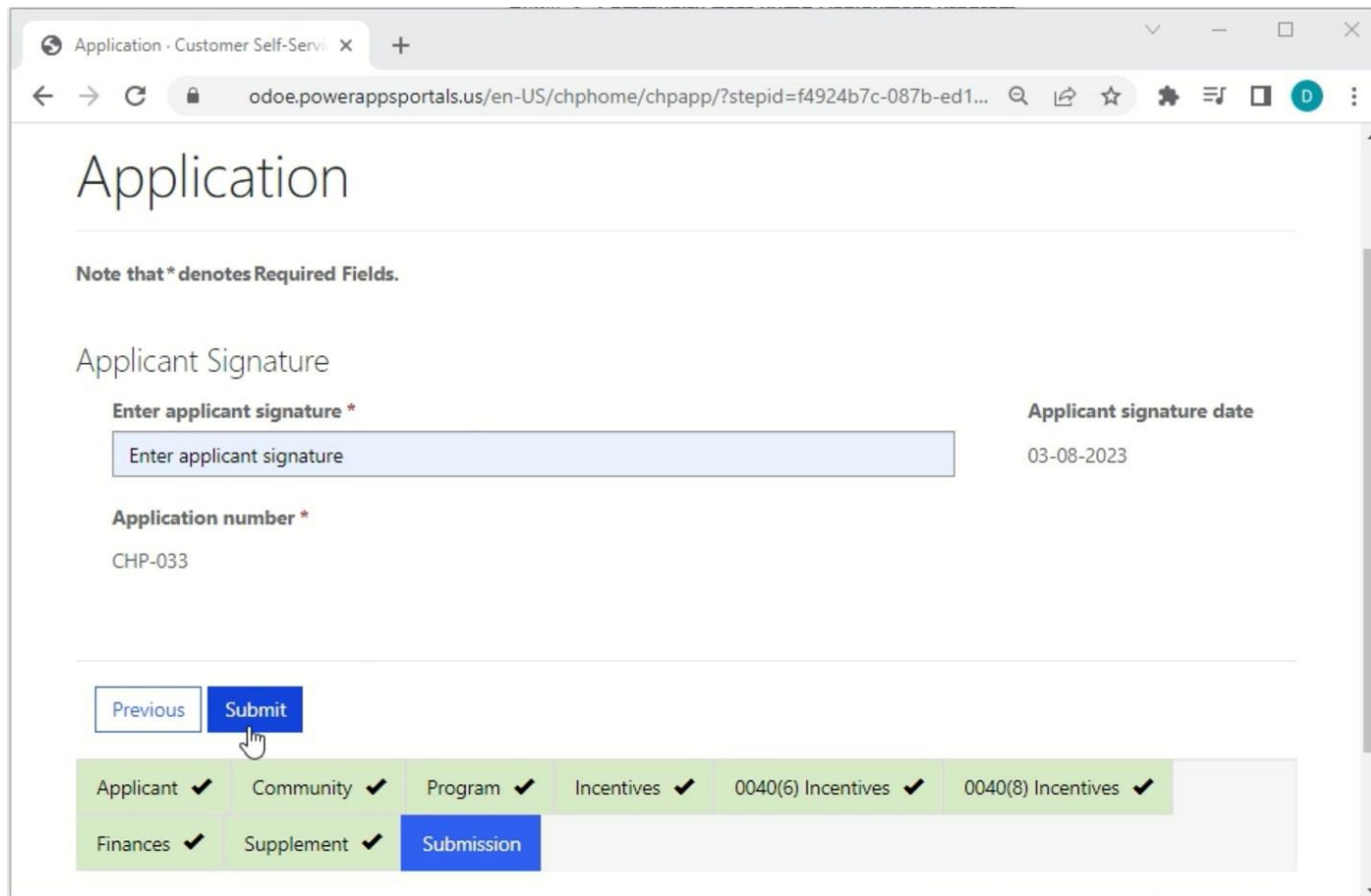
Choose Files | No file chosen

⬆CLICK

Ready to submit your application?

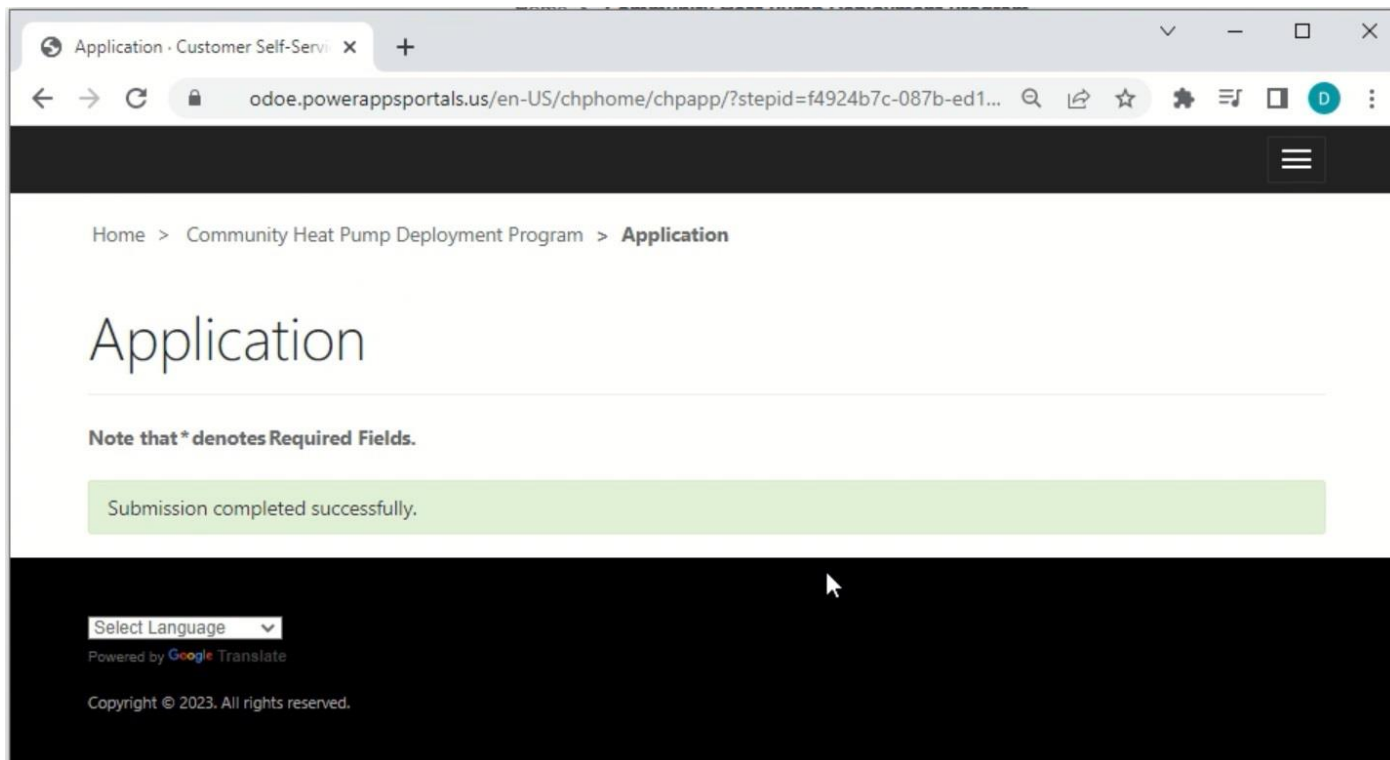**Before you submit your application, take a moment to double check your answers.**

Click previous to review your answers on each page.

When finished return to the Submission page, enter applicant signature, and click submit.

**After clicking Submit you will see the Submission complete page**

You will receive notification by email that ODOE has received your application for processing.

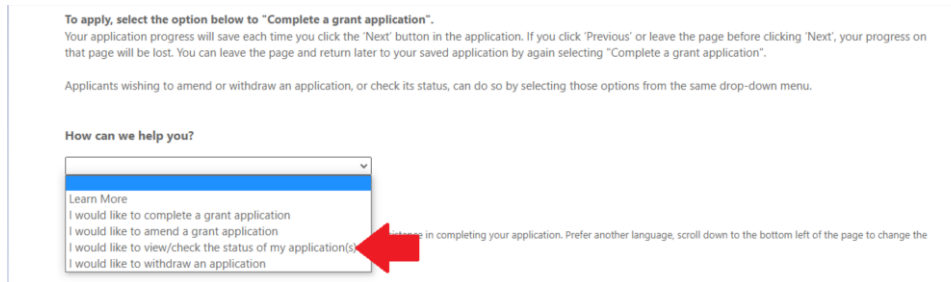Email us at community.heatpump@energy.oregon.gov if you have any questions.

ADDITIONAL INFORMATION
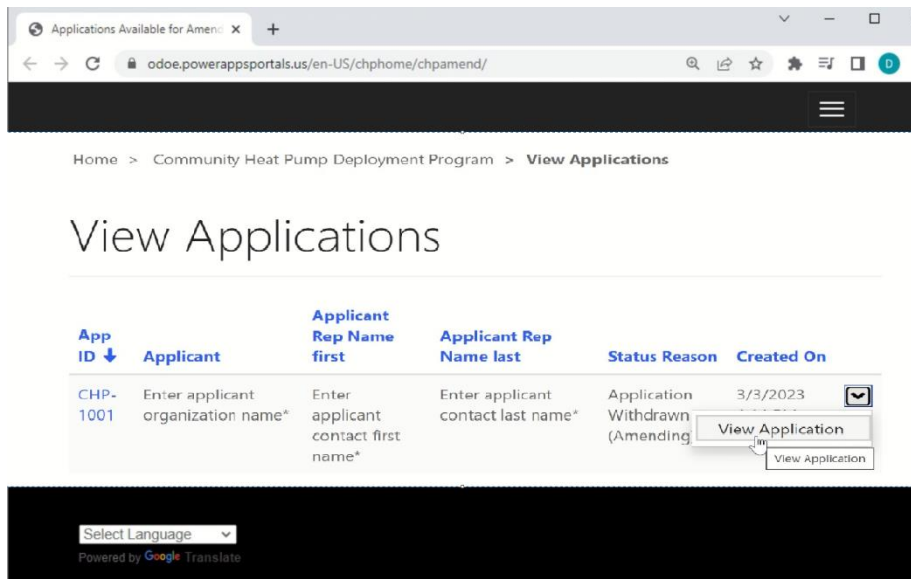
View an Application/Print

1. Click the drop-down arrow under the ***How can we help you?*** section of the Community Application page of the portal.
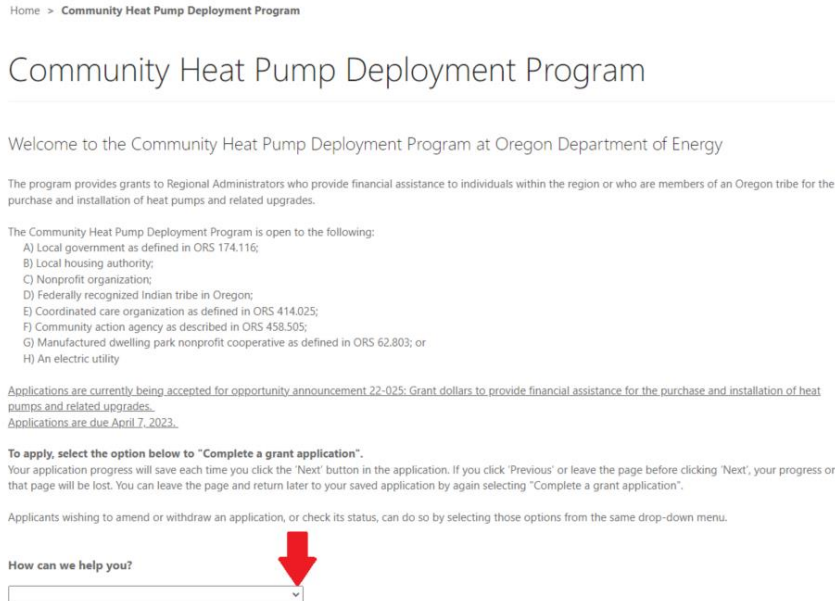
2. Select the ***I would like to view/check the status of my application*** option from the dropdown.

3. Click the application you wish to view. You may also print your completed application from this view.
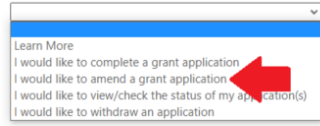
Amend an Application

You may amend an application if you wish to make changes after you have submitted the application.

1. Select the *I would like to amend a grant application* option from the *How can we help you?* section.

2. You can select the application you wish to amend two ways:

   a. One way is to click the drop-down arrow on the right side of the application you wish to amend.
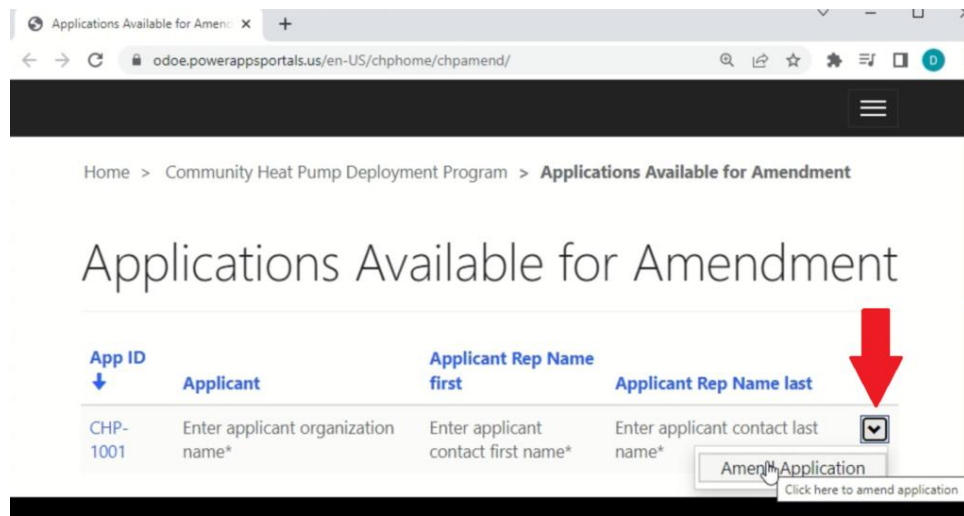

   b. The other way is to click the application number to the left of the application you wish to amend.
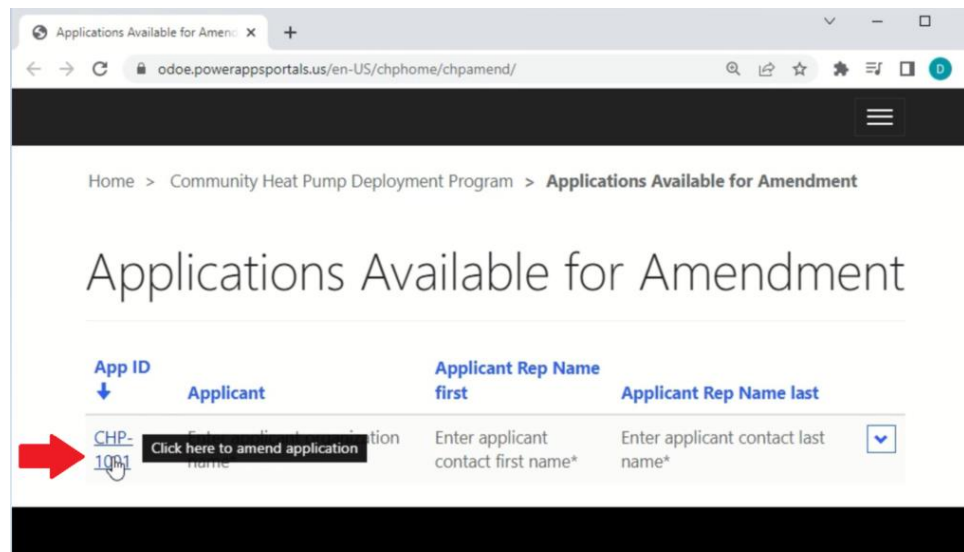
3. After you click on the application you wish to amend, you will need to acknowledge that you wish to continue with amending your application. You do this by checking the acknowledgement box and clicking the **Submit Acknowledgement and continue to Amend Application** button.
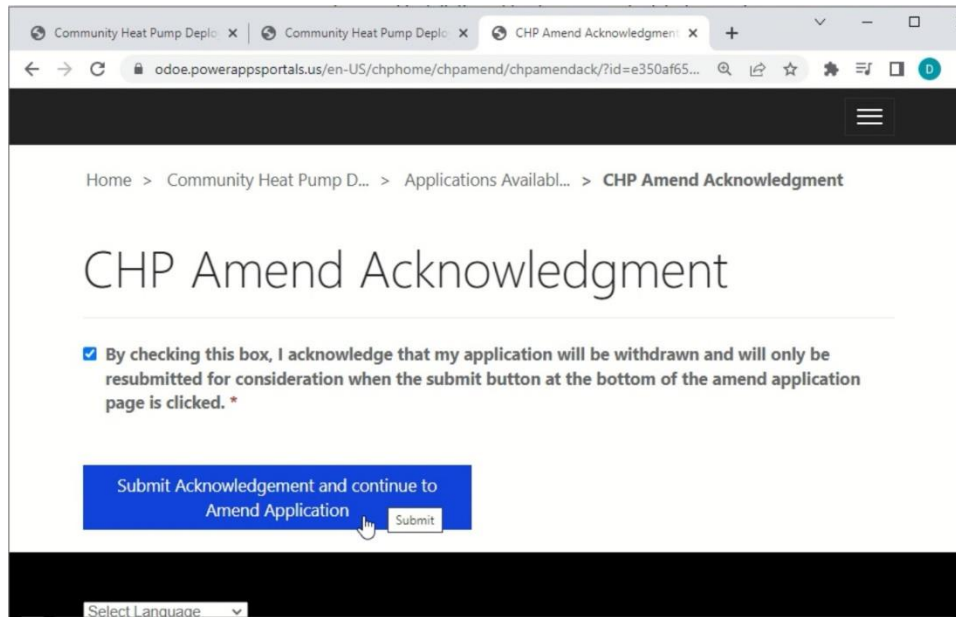
4. Once you have acknowledged that you wish to amend your application you will be taken to a screen that shows your application in its entirety. From here you may scroll through and make the changes you wish to on your application.
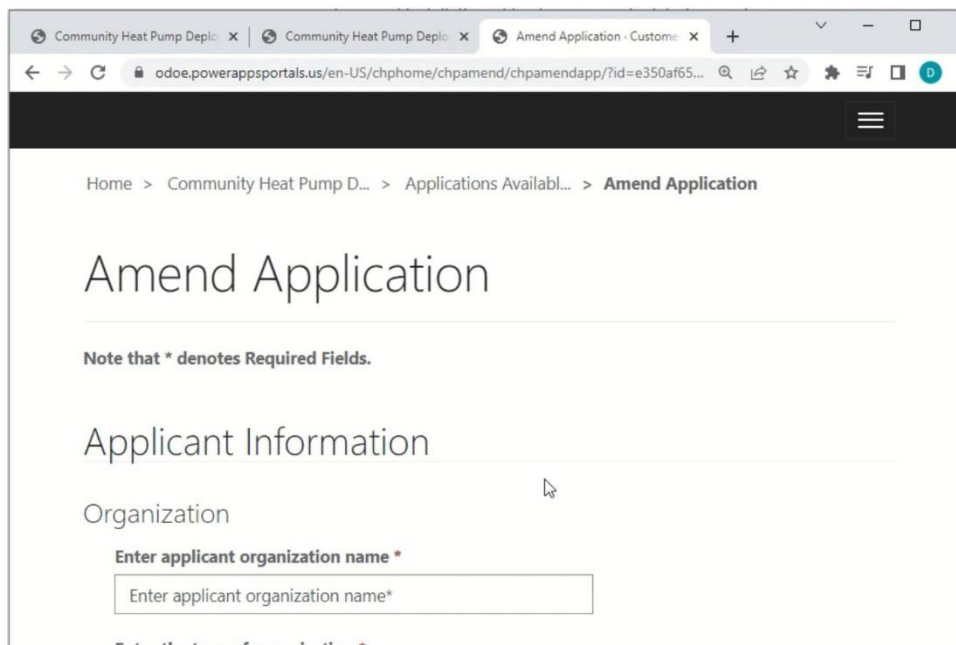
5. Once you are finished and wish to resubmit your application you will need to click the submit button at the bottom of the page under your completed amended application. You will receive a confirmation email shortly after confirming your amended application was submitted.
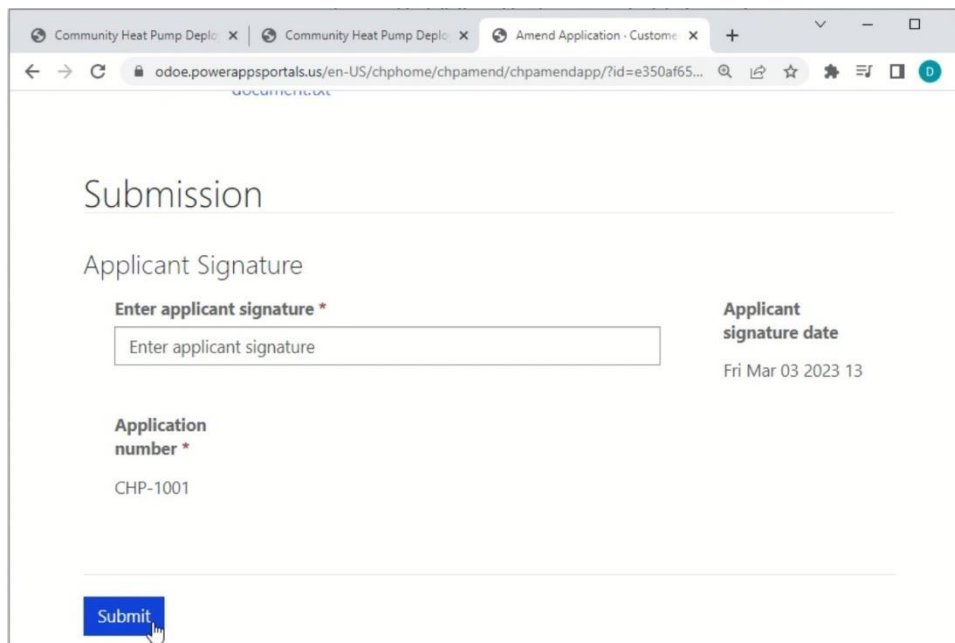
Withdraw an Application

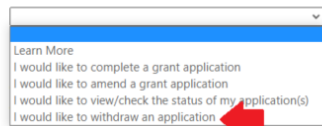You have the option to withdraw your application at any time.

1. Select the *I would like to withdraw an application* option from the *How can we help you?* Drop down menu.

2. Click the drop-down button to the right of the application you wish to withdraw and select the *Withdraw Application* option.
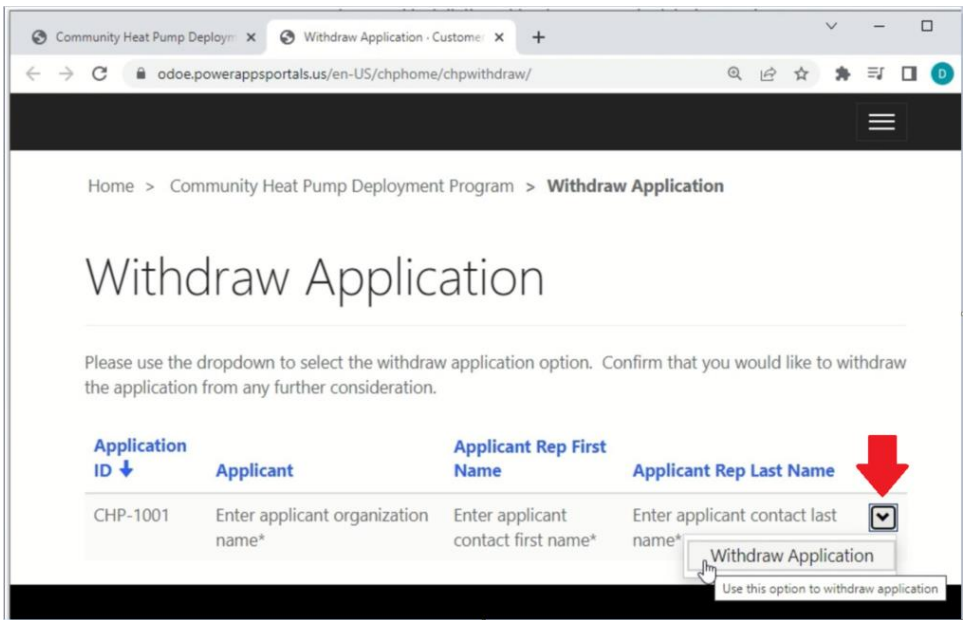
3. A pop up asking if you would like to proceed with withdrawing the application will show on your screen. Click the **Proceed** option to continue with withdrawing the application. Click the **Cancel** option if you no longer wish to proceed with the withdrawal.
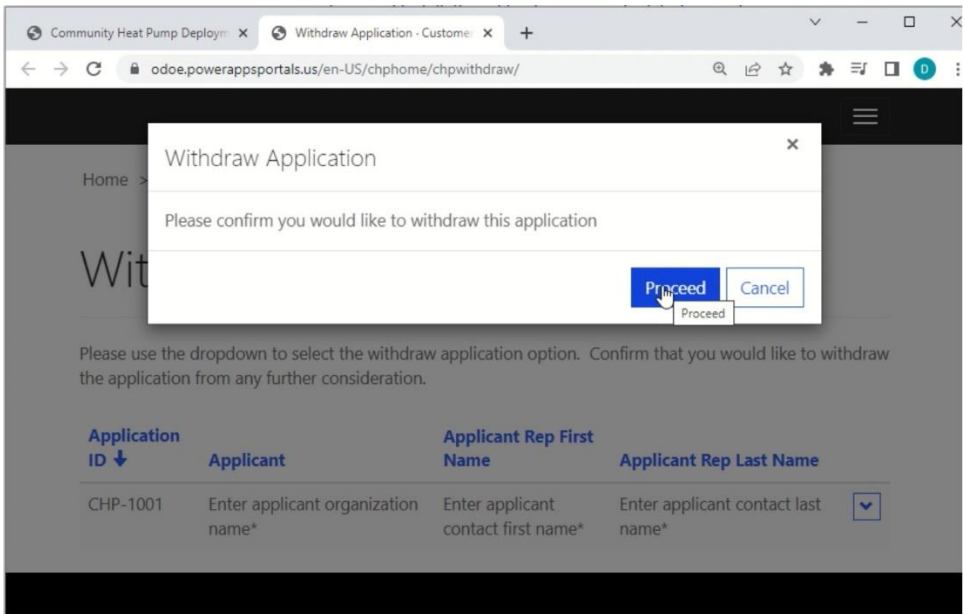
4. You will next be taken to the application(s) list view and see that the application you withdrew is no longer in the list. You will receive an email confirming the actions taken.

FOR MORE INFORMATION

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Salem, OR 97301
503-378-4040 | 800-221-8035
community.heatpump@energy.oregon.gov