



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* tab ②. Enter your username and password, then click the blue *Sign in* button.

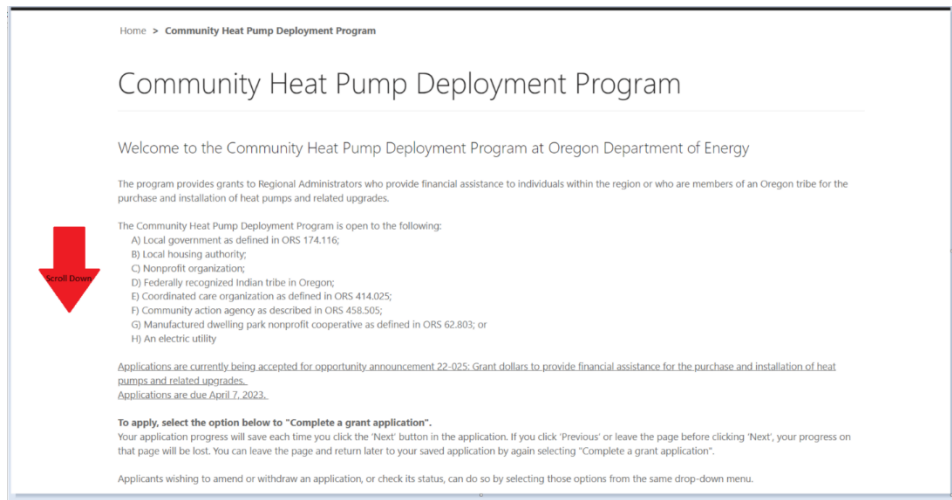
The screenshot shows the registration interface. At the top, there is a navigation bar with a home icon, 'Submit a Comment', 'Financial/Incentive', 'Received Comments/Data', 'Ask Energy', 'Other', and 'Sign in'. Below this, there are three tabs: 'Sign in' (marked with a circled 2), 'Register' (marked with a circled 1), and 'Redeem invitation'. The main content area has the text: 'In order to better serve your needs/interests please also complete the profile information on the next screen. Register for a new portal account:'. There are four input fields: '* Email' (with 'Example@...mail.com'), '* Username' (with 'Current Property Owner'), '* Password' (with '.....'), and '* Confirm password' (with '.....'). To the right of these fields is a box titled 'Register using an external account' containing 'Google' and 'Microsoft' buttons. A red box highlights this area, with a red arrow pointing to it and the text 'Sign in Options'. Below the input fields is a blue 'Register' button with a mouse cursor over it. At the bottom left, there is a 'Select Language' dropdown menu, 'Powered by Google Translate', and 'Copyright © 2022. All rights reserved.'

Change the Application Language

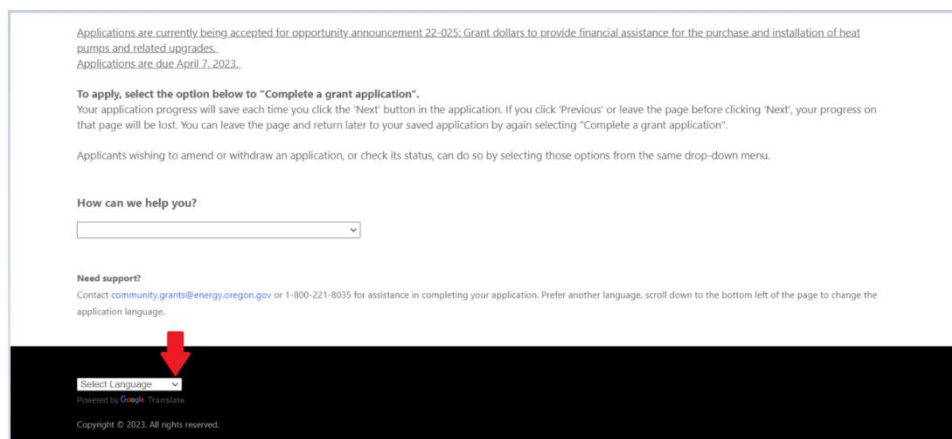
You can change the language in which the application is in.

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

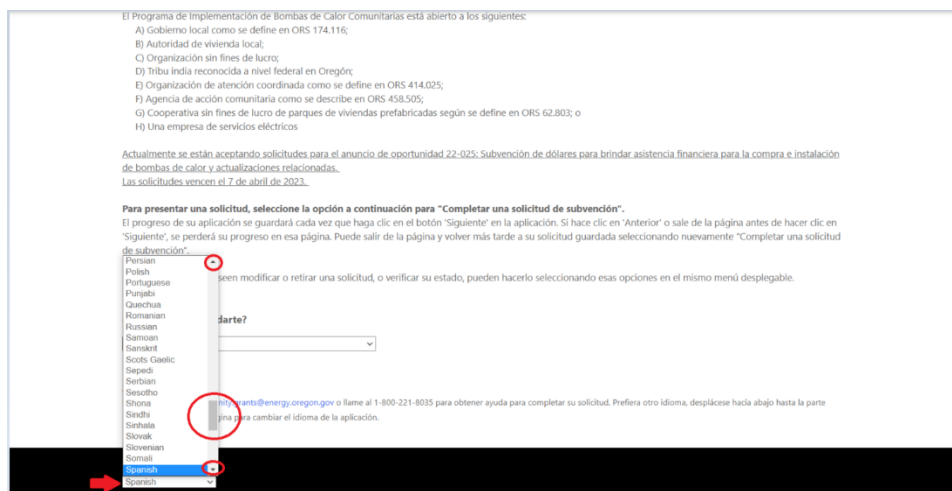
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2. Click the drop-down button to the right of the Select Language field.



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.

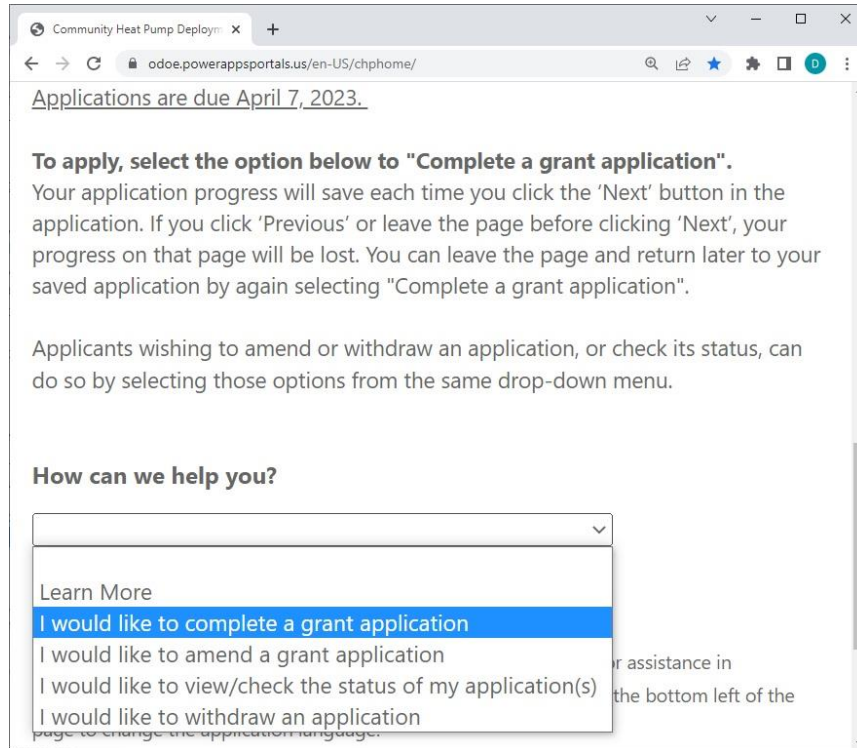


Apply for a Grant

- 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.

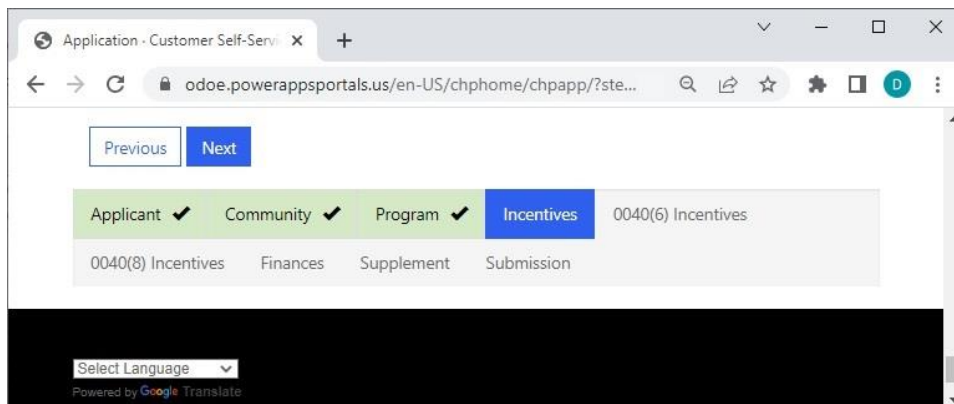
Sign in to the CHPDP application portal at <https://odoe.powerappsportals.us/en-US/CHPDP/>



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

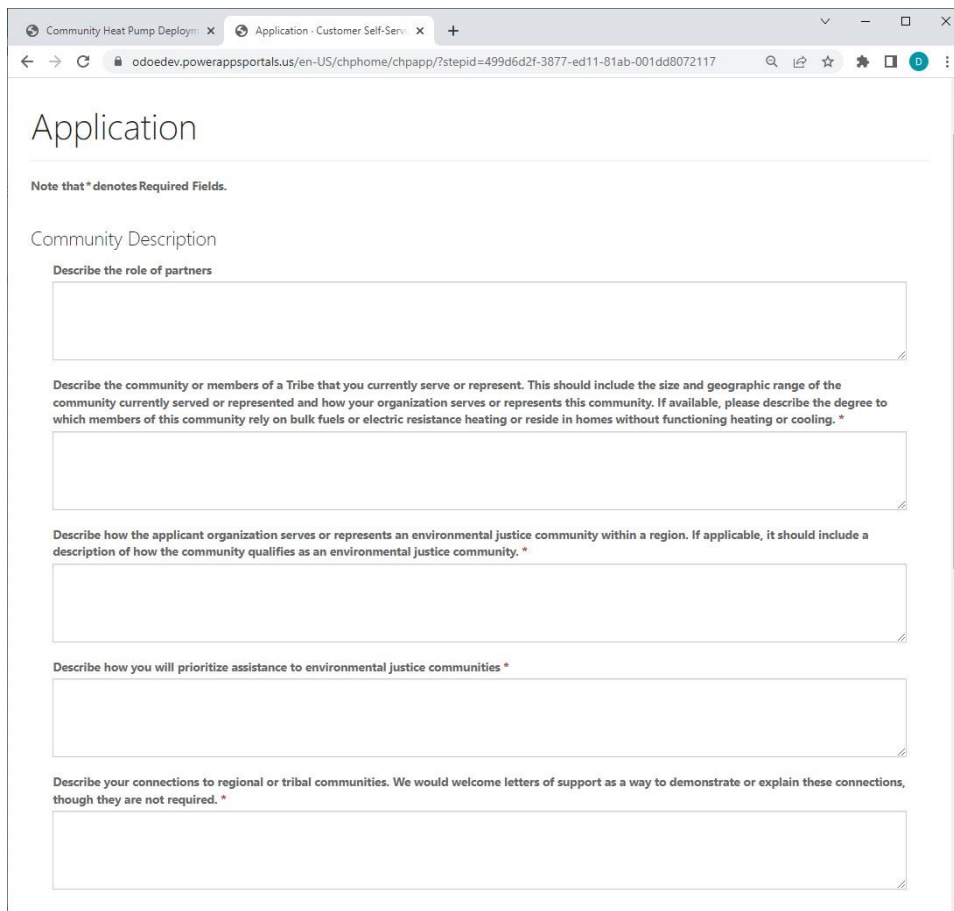
The first part of the application requires information about the organization applying to be the Regional/Tribal Administrator and the designated point of contact, as well as any partnering entities and qualifications.

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.)

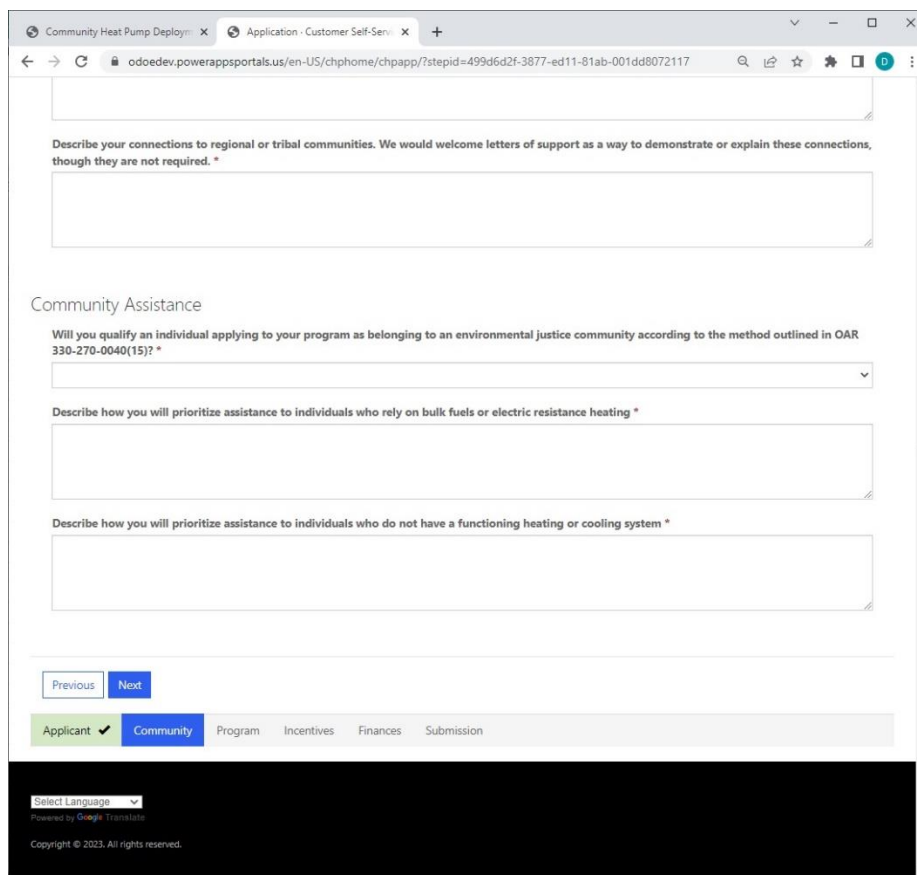
The screenshot shows a web browser window with two tabs: "Community Heat Pump Deploy..." and "Application - Customer Self-Serv...". The address bar shows the URL "odoedev.powerappsportals.us/en-US/chphome/chpapp/". The main content area is titled "Qualifications" and contains several text input fields and dropdown menus. The fields are for listing consultants/contractors, describing experience in administering grant programs, describing experience developing community programs, and describing the organization's capacity to administer grant funds. There are also two dropdown menus for partner information and a field for listing program partners. At the bottom, there is a "Next" button and a navigation bar with tabs for "Applicant", "Community", "Program", "Incentives", "Finances", and "Submission".

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.

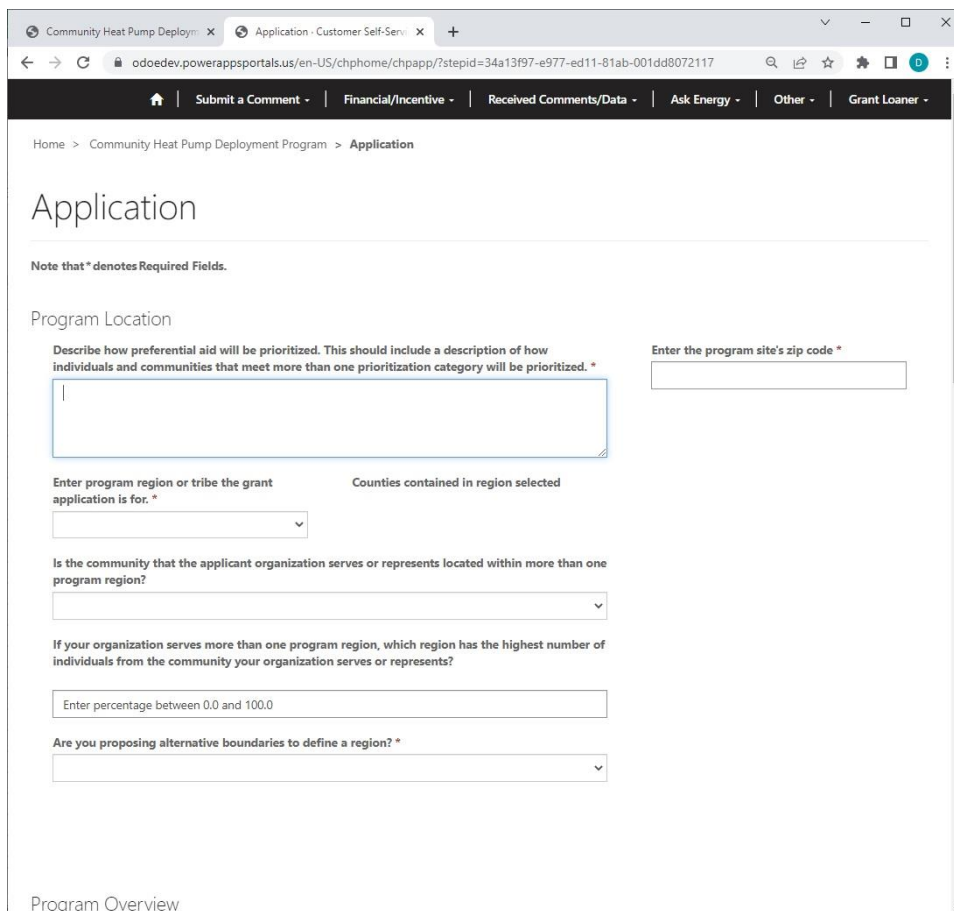


Community Assistance is where applicants have an opportunity to explain how applicants to the proposed program will be prioritized.



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.

The screenshot shows a web browser window with two tabs: 'Community Heat Pump Deploy...' and 'Application - Customer Self-Serv...'. The address bar shows the URL: 'odoedev.powerappsportals.us/en-US/chphome/chpapp/?stepid=34a13f97-e977-ed11-81ab-001dd8072117'. The main content area is titled 'Program Overview' and contains several text input fields with instructions:

- Describe your proposed outreach to communities in the region. This should include how you plan to conduct outreach to non-English speaking individuals and communities in the region. ***
- Identify the type of financial assistance proposed to be offered.** (This field is a dropdown menu.)
- Describe the aid program and its major financial assistance**
- Describe the program's proposed financial offerings for heat pump. This should include whether additional financial assistance for higher efficiency heat pumps will be offered, any different levels of financial assistance offered, and whether the financial offerings will be available retroactively (and to what date). ***
- A list of the minimum requirements is available in OAR 330-270-0040. Describe any additional heat pump installation requirements proposed in this program. ***
- Describe the major program components. This should include a description of how individuals are expected to apply to the program; who is responsible for the purchase and then installation of the heat pumps; and how the financial benefits will be distributed to the individuals applying to the program. If applicable, include how the individual will be made aware of, or assisted in leveraging, other incentives available to them. ***
- List other information required for the proposed program application. ***

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.

The screenshot shows a web browser window with the URL odoedeveloperpowerappportals.us/en-US/chphome/chpapp/?stepid=337f7b1-61a6-ed11-aad1-001dd807006e. The page title is "Application". Below the title, there is a note: "Note that * denotes Required Fields." The main section is titled "Incentive Details" and contains a large text area for describing system upgrades. Below this are several input fields:

- Enter the maximum percentage of heat pump purchase and installation costs covered. * (Input: Enter percentage between 0.0 and 100.0)
- Enter the maximum percentage of costs covered for electrical upgrades * (Input: Enter percentage between 0.0 and 100.0)
- Enter the maximum percentage of costs covered for airflow upgrades * (Input: Enter percentage between 0.0 and 100.0)
- Enter the maximum percentage of costs covered for weatherization or other structural repairs * (Input: Enter percentage between 0.0 and 100.0)
- Enter the maximum percent of the purchase and installation cost of a ground source heat pump that may be covered. * (Input: Enter percentage between 0.0 and 100.0)
- Enter the maximum dollar amount per dwelling available for the purchase and installation of a ground source heat pump. * (Input: Please enter numeric values only)
- Enter the maximum percent of the purchase and installation cost of a ductless heat pump that may be covered. * (Input: Enter percentage between 0.0 and 100.0)
- Enter the maximum dollar amount per dwelling available for the purchase and installation of a ductless heat pump. * (Input: Please enter numeric values only)
- If proposed to be offered, enter the maximum percent of the purchase and installation cost of a higher efficiency ducted heat pump that may be covered. (Input: Enter percentage between 0.0 and 100.0)
- If proposed to be offered, enter the maximum dollar amount per dwelling available for the purchase and installation of a higher efficiency ducted heat pump. (Input: Please enter numeric values only)
- Enter the maximum percent of the purchase and installation cost of a ductless heat pump that may be covered. * (Input: Enter percentage between 0.0 and 100.0)
- Enter the maximum dollar amount per dwelling available for the purchase and installation of a ductless heat pump. * (Input: Please enter numeric values only)
- If proposed to be offered, enter the maximum percent of the purchase and installation cost of a higher efficiency ductless heat pump that may be covered. (Input: Enter percentage between 0.0 and 100.0)
- If proposed to be offered, enter the maximum dollar amount per dwelling available for the purchase and installation of a higher efficiency ductless heat pump. (Input: Please enter numeric values only)

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.

The screenshot shows the "Additional Benefits" section of the application form. It starts with a question: "Are you proposing to provide financial assistance for the purchase and installation of a heating or cooling device that has an efficiency rating similar to or higher than that of a heat pump and that provides additional benefits such as improving air quality or lowering an individual's energy burden? *". Below this is a dropdown menu. There are three input fields:

- Specify what types of devices you will be offering financial assistance for. * (Text area)
- What efficiency requirements will you have for the device? * (Text area)
- Enter the maximum dollar amount per dwelling available for the purchase and installation of one of these devices. * (Input: Please enter numeric values only)

At the bottom of the section are "Previous" and "Next" buttons.

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 *

Enter the total contributions from partners

Enter other program operational costs

Enter anticipated total program cost *

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

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)

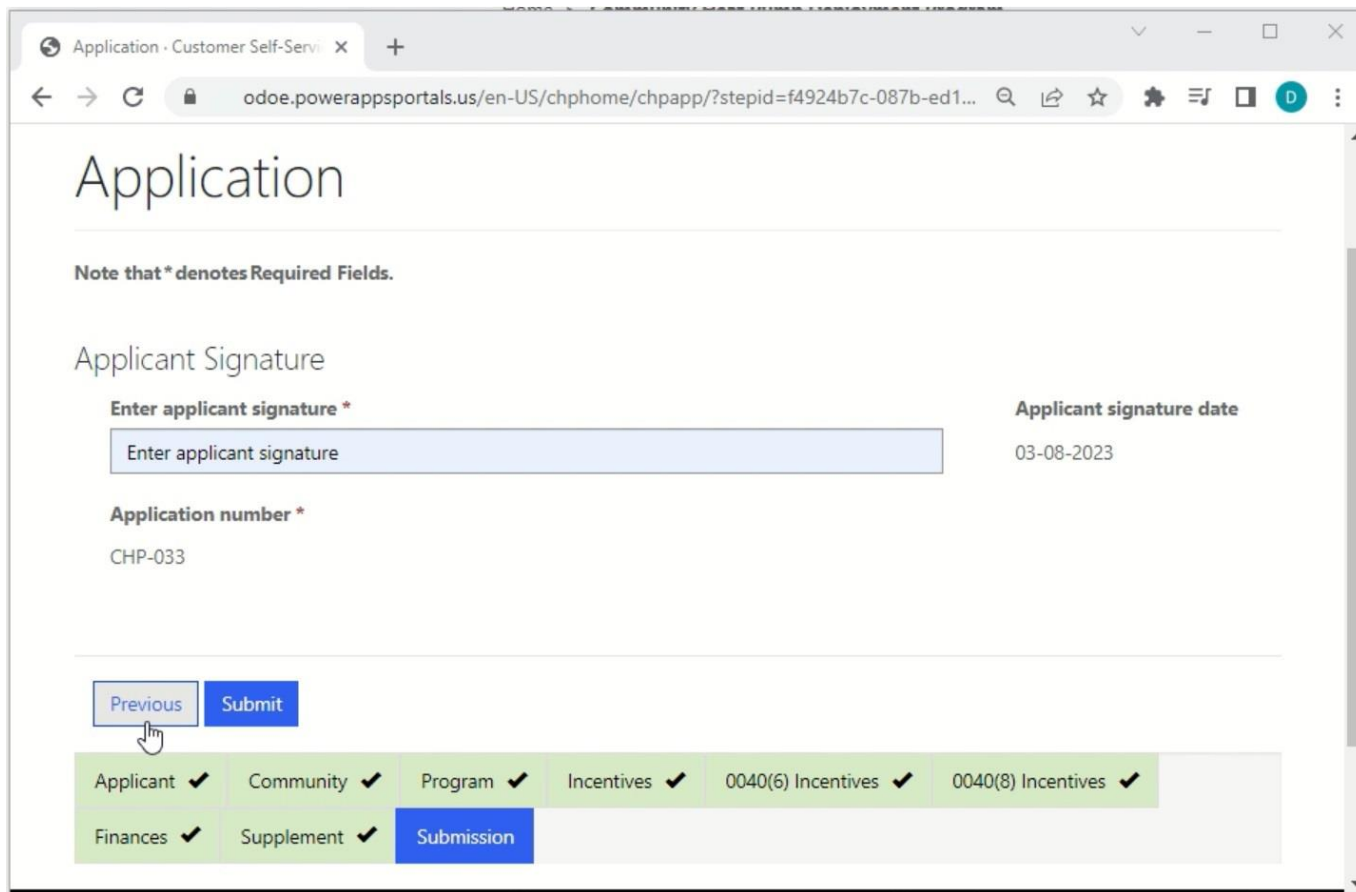
No file chosen



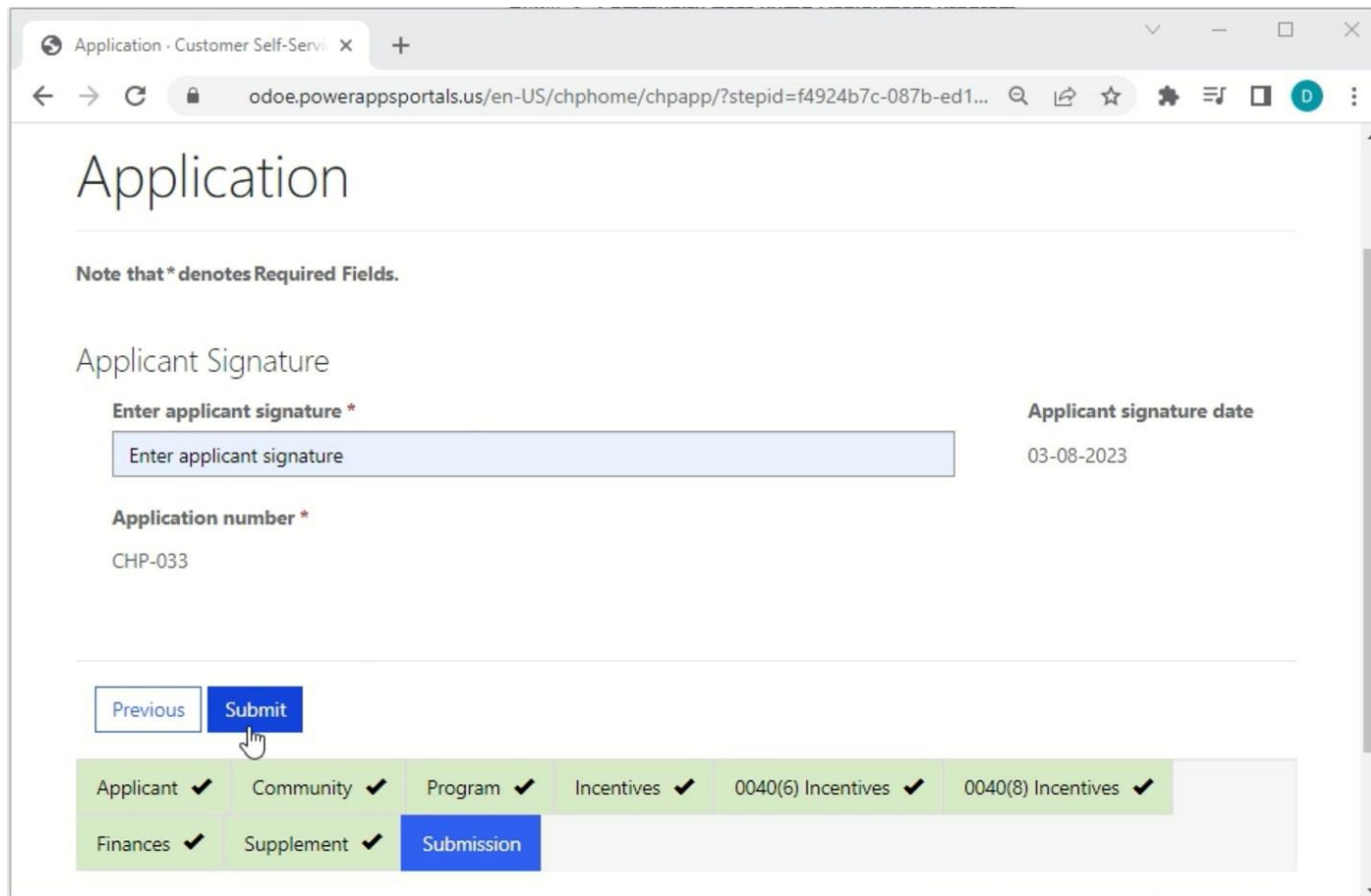
Ready to submit your application?

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

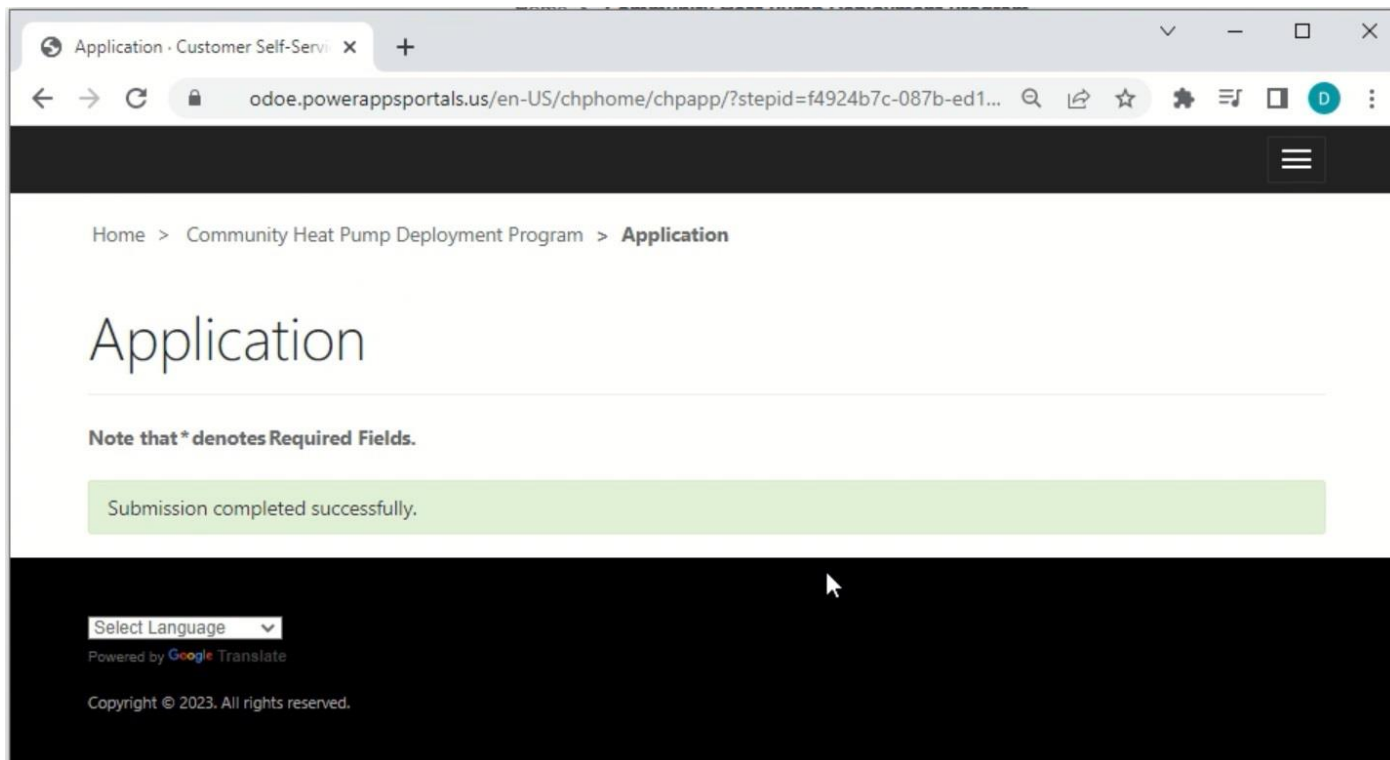
Click previous to review your answers on each page.



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



After clicking Submit you will see the Submission complete page



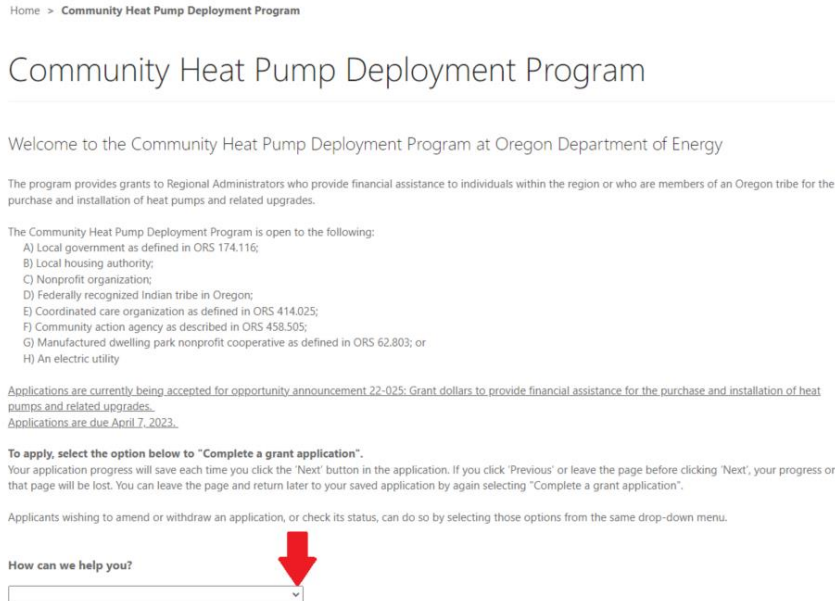
You will receive notification by email that ODOE has received your application for processing.

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

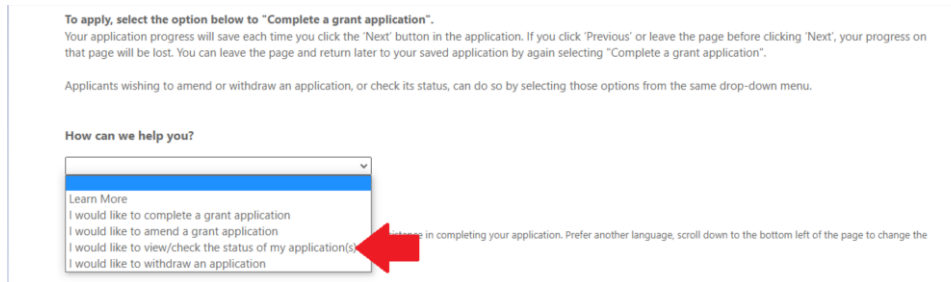
ADDITIONAL INFORMATION

View an Application/Print

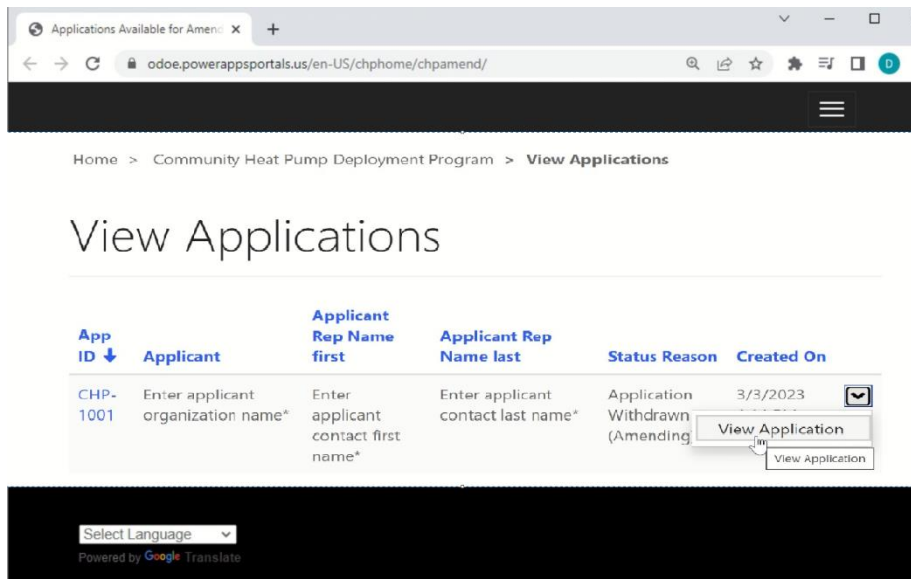
1. Click the drop-down arrow under the **How can we help you?** section of the Community Application page of the portal.



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

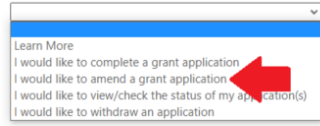
You may amend an application if you wish to make changes after you have submitted the application.

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

To apply, select the option below to "Complete a grant application".
Your application progress will save each time you click the 'Next' button in the application. If you click 'Previous' or leave the page before clicking 'Next', your progress on that page will be lost. You can leave the page and return later to your saved application by again selecting "Complete a grant application".

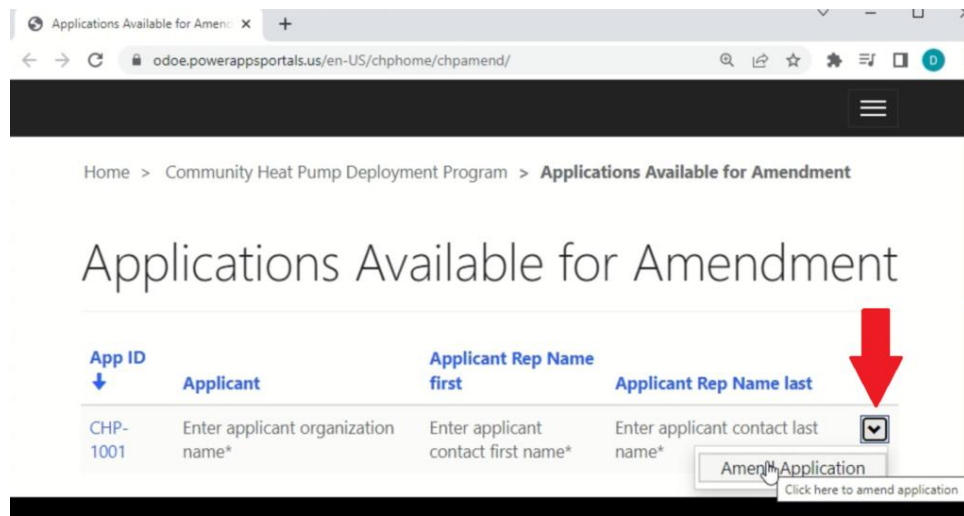
Applicants wishing to amend or withdraw an application, or check its status, can do so by selecting those options from the same drop-down menu.

How can we help you?

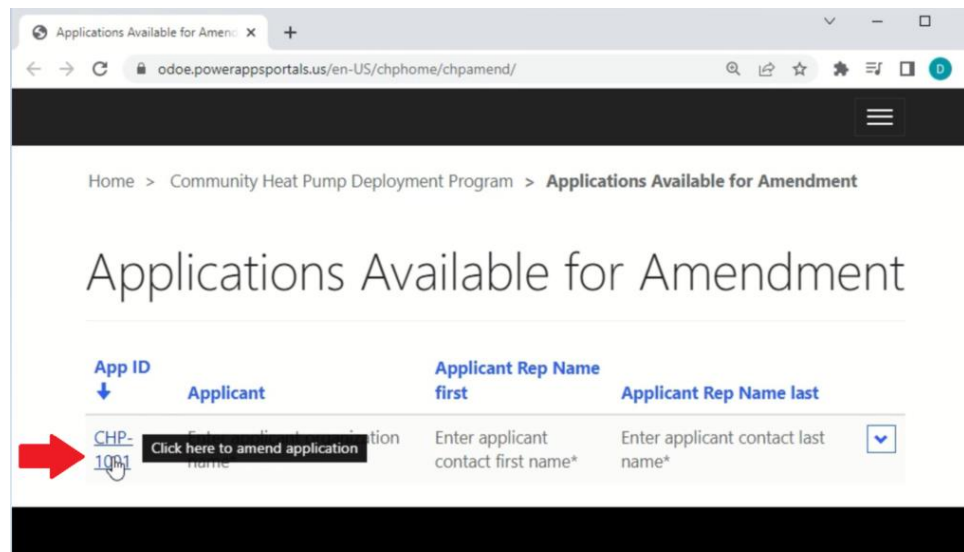


assistance in completing your application. Prefer another language, scroll down to the bottom left of the page to change the

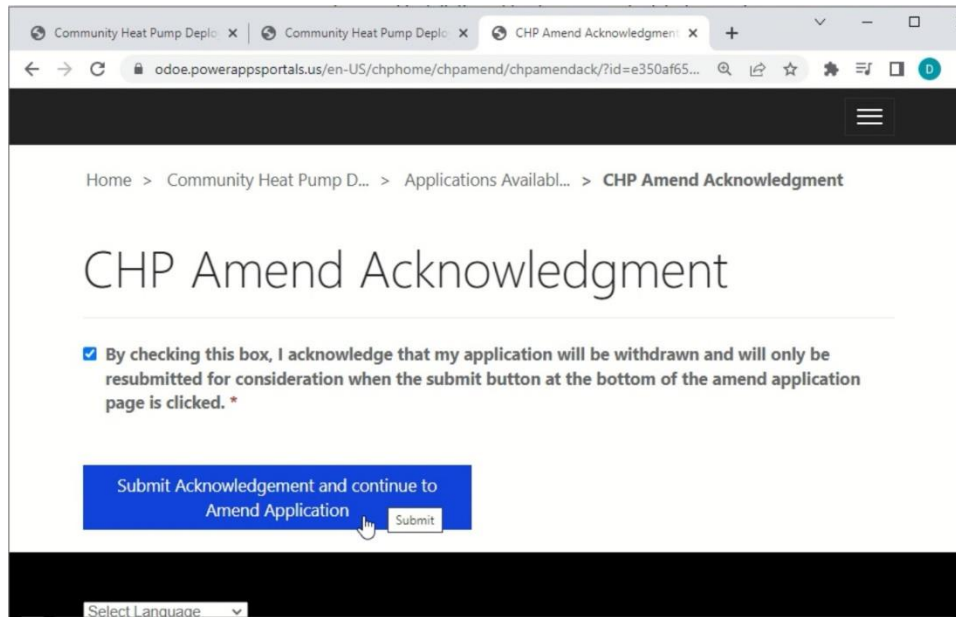
2. You can select the application you wish to amend two ways:
 - a. One way is to click the drop-down arrow on the right side of the application you wish to amend.



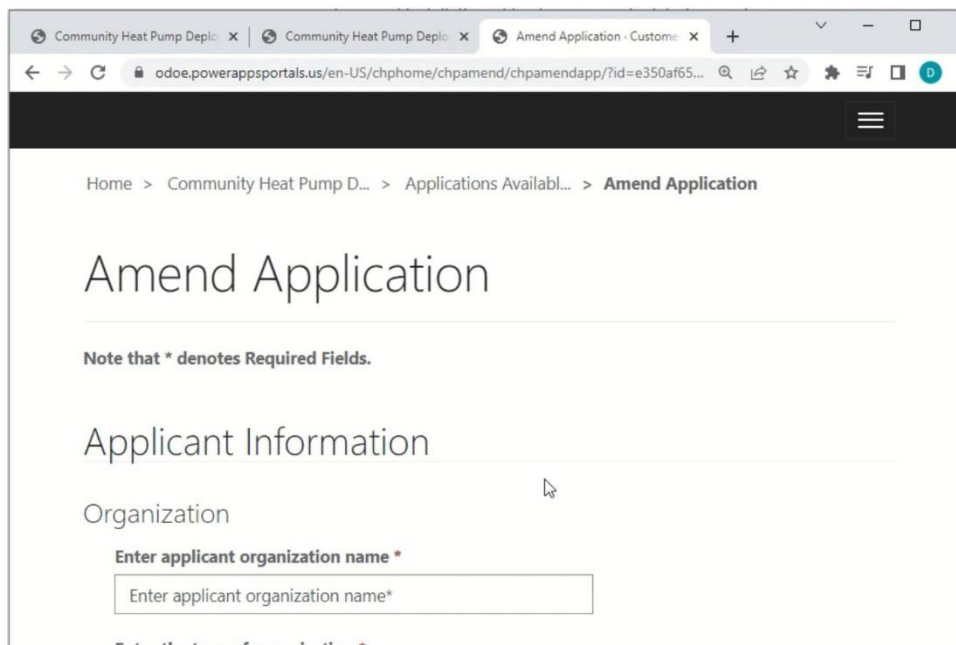
- b. The other way is to click the application number to the left of the application you wish to amend.



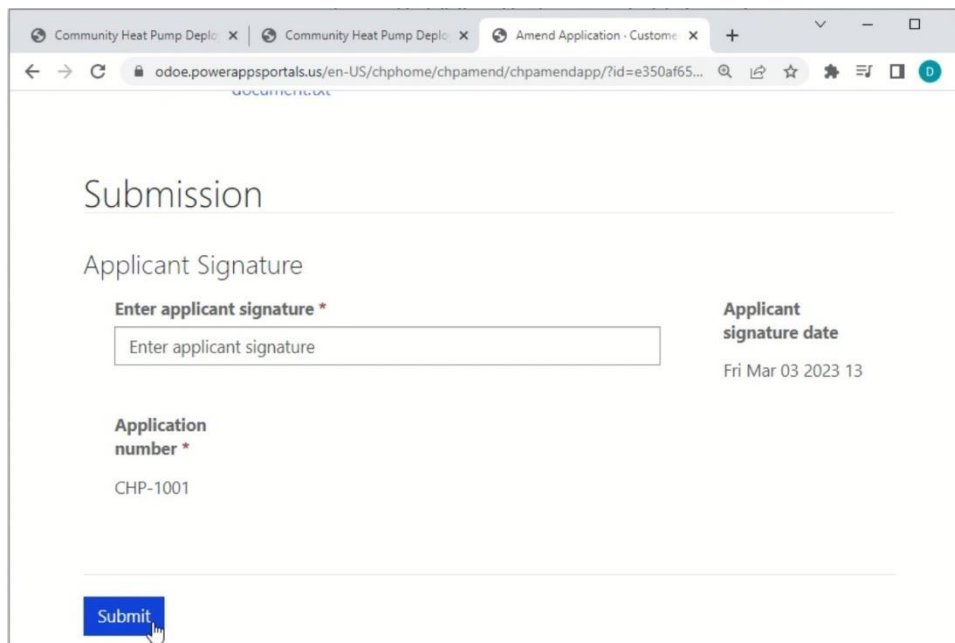
3. After you click on the application you wish to amend, you will need to acknowledge that you wish to continue with amending your application. You do this by checking the acknowledgement box and clicking the **Submit Acknowledgement and continue to Amend Application** button.



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.

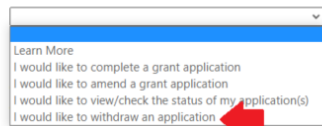
1. Select the ***I would like to withdraw an application*** option from the ***How can we help you?*** Drop down menu.

To apply, select the option below to "Complete a grant application".

Your application progress will save each time you click the 'Next' button in the application. If you click 'Previous' or leave the page before clicking 'Next', your progress on that page will be lost. You can leave the page and return later to your saved application by again selecting "Complete a grant application".

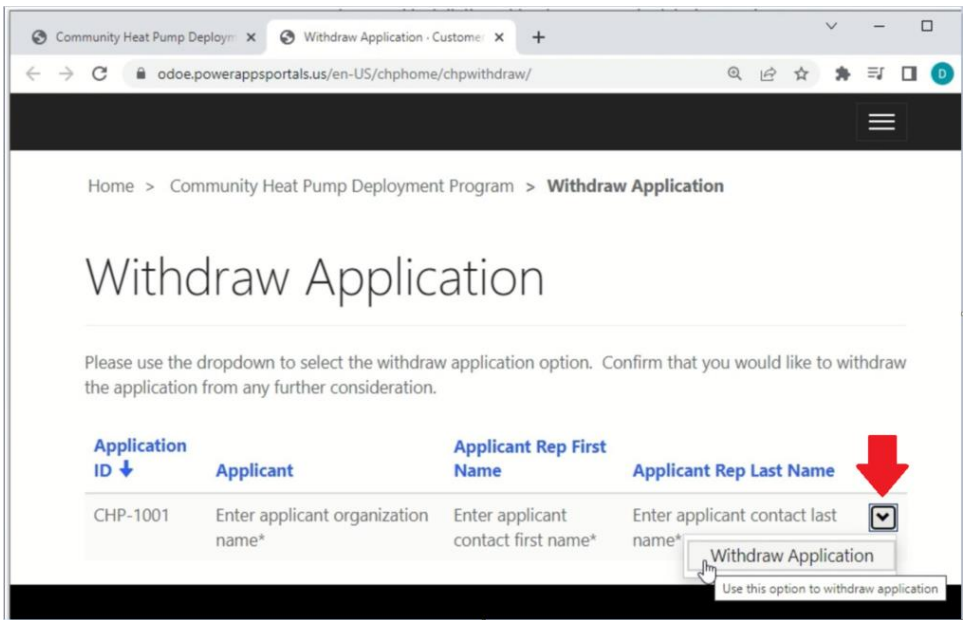
Applicants wishing to amend or withdraw an application, or check its status, can do so by selecting those options from the same drop-down menu.

How can we help you?

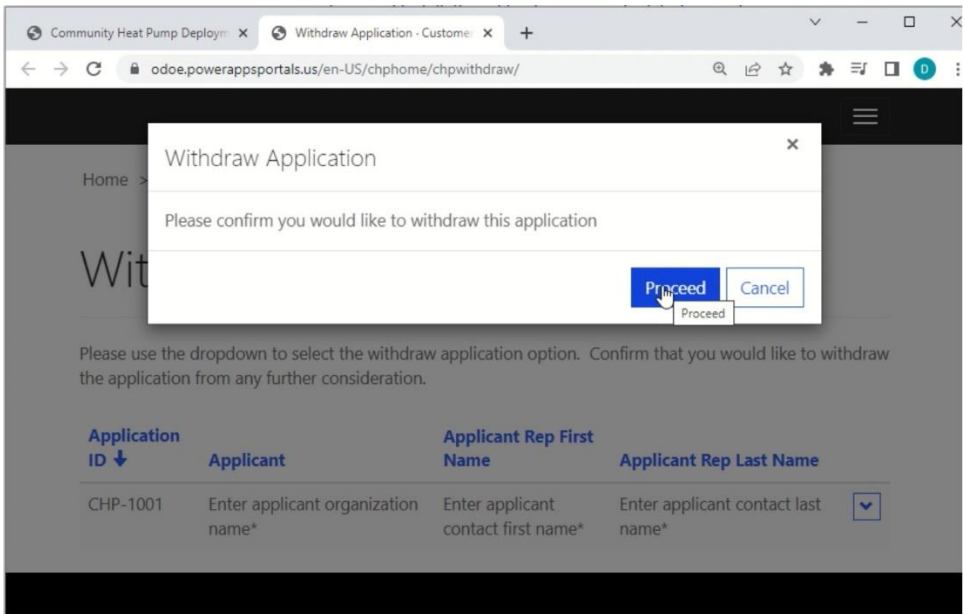


assistance in completing your application. Prefer another language, scroll down to the bottom left of the page to change the

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

Oregon Department of Energy

550 NE Capitol Street NE

Salem, OR 97301

503-378-4040 | 800-221-8035

community.heatpump@energy.oregon.gov

