



OREGON
HEALTH
AUTHORITY

Healthy Homes Grant Program Grantee Training

Spring 2026

Amendment 1: New CERTA Participant Support Cost Requirements

Public Health Division - Oregon Health Authority

What We'll Cover Today

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03

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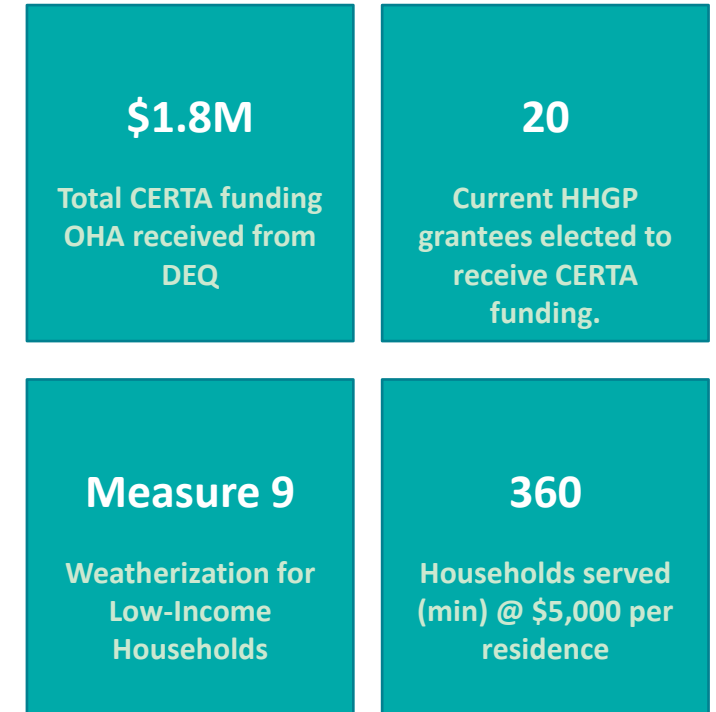
Documentation and activity completion requirements

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Reporting in Smartsheet + disbursement schedule

What is CERTA?

- Climate Equity and Resilience Through Action (CERTA) is Oregon DEQ's implementation grant under EPA's Climate Pollution Reduction Grants (CPRG) program — funded by the Inflation Reduction Act.
- Oregon received \$197 million to implement 12 climate pollution reduction measures.
- OHA administers Measure 9: Residential Weatherization for Low-Income Households.
- OHA passes CERTA funds to HHGP grantees as Participant Support Costs (PSCs) through your Grant Agreement Amendment 1.



CERTA and HHGP: Separate but Compatible

HHGP Base Funds	CERTA- PSC Funds (NEW)
Broad health and safety home repairs	Green-House-Gas (GHG) reducing weatherization ONLY
Covers admin, overhead, indirect costs	NO admin, overhead, or indirect costs
Funded by Oregon state appropriation	Federal EPA funds (stricter requirements)
Existing compliance requirements apply	Federal compliance supersedes HHGP terms
Flexibility across all allowable activities	Must be tracked and reported separately

Participant Support Costs (PSCs): A New Funding Type

PSCs are...

A one-time payment upon activity completion*

A rebate for eligible equipment and installation*

A direct benefit for the homeowner or tenant

A benefit that stays with the homeowner

PSCs are not...

Payable for admin, overhead, or staffing

An advance or upfront payment

A subgrant or federal subaward

Definition (2 CFR 1500.1 *paraphrased*): *A rebate, subsidy, or monetary incentive paid to a program beneficiary to encourage participation in environmental programs or the purchase of climate pollution control equipment.*

CERTA-Eligible Activities & the \$5,000 Cap

*CERTA-PSC funds cover only two specific GHG-reducing measures under your agreement (marked with * in Exhibit A):*

Insulation and Sealing

- Install or upgrade insulation and air sealing to reduce heat loss and improve temperature control.
- Examples: attic insulation, wall insulation, weatherstripping, caulking, foam sealing at penetrations.


Window and Door Replacement

- Upgrade windows and doors with energy-efficient alternatives to reduce drafts and improve insulation.
- Examples: double-pane windows, ENERGY STAR rated doors, storm windows, sliding glass door replacements.

CERTA-PSC funds are capped at \$5,000 per residence. Remaining project costs may be covered by base HHGP funds or other sources. You may not combine CERTA-PSC funds from multiple sources to pay for the same activity in the same home.

Eligible vs. Ineligible Expenses

Eligible CERTA- PSC Expenses	Ineligible CERTA- PSC Expenses
Materials: insulation, weatherstripping, energy-efficient windows and doors	General home maintenance or remodeling unrelated to eligible measures
Labor and installation costs tied to the GHG-reducing measure	Supplies, appliances, or equipment NOT approved as GHG-reducing under the program
In-house staff labor (with itemized invoices, hours, rates, and materials — no overhead or admin)	Administrative, overhead, or indirect costs of any kind
Reasonable contractor charges for eligible scope	Any costs not backed by invoices or receipts

 Using your own staff? Provide itemized invoices with hours, rates, and materials. Exclude all administrative or overhead costs from PSC charges.

The PSC Beneficiary Agreement (Exhibit A, Attachment 2)

A written agreement (including the following) with the homeowner or landlord is required BEFORE any CERTA-PSC funds are issued. OHA will provide the document template for you to use.

- 01 **Background and Project Information**
- 02 **Eligibility Certifications.**
- 03 **Description of Activities** — Check the applicable eligible measures and describe the specific work.
- 04 **PSC Amount** — State the total benefit — not to exceed \$5,000 per residence.
- 05 **Activity Completion Requirements. Source Documentation** — Specify that receipts and invoices totaling the PSC amount are required at project completion.
- 06 **Equipment & Materials Ownership**
- 07 **Cost Reasonableness** — Document that costs are commercially reasonable per local market conditions (2 CFR 200.404).
- SAM.gov debarment checks required if not using provided template which includes beneficiary attestation.****

Documenting Activity Completion

CERTA-PSC funds are paid to OHA on a reimbursement basis — after the work is done. Here's what 'activity completion' means:

- **Measures Installed** — All agreed-upon measures have been installed at the residence in accordance with applicable codes and program requirements.
- **Inspection Passed** — Any required inspections by your staff, your contractor, or a relevant authority have been completed and passed.
- **Work Acceptance Signed** — The homeowner or tenant has signed the Work Acceptance Statement at the end of the PSC Beneficiary Agreement.
- **Receipts Add Up** — You have source documentation — invoices and receipts — that total the exact PSC amount being claimed.

CERTA Reporting Requirements- Household Survey- ASAP

Household Surveys

Due immediately upon each completion

- Grantees must track and report CERTA funds and HHGP Base funds separately
- Conditional skip logic allows CERTA reporting through normal process
- Must include GHG data: sq. ft., year built, heat source
- Attach all receipts in Smartsheet

Questions? Email healthyhomes@odhsoha.oregon.gov | CERTA data feeds DEQ for federal GHG reporting — accuracy is essential.

Household Survey Reporting View



Household Survey

Information required by ORS431A.400 to be collected for EVERY residence/ household assisted using HHGP funding. This form should be filled out by the HHGP grant recipient organization.

Were CERTA funds used in the repair of this residence?
Were CERTA funds used in the repair of this residence?

Yes

What is the ZIP code of the weatherized residence? *
CERTA Funding Only

#

Square Footage of Home
CERTA Funding Only

#

What year was the residence built?
CERTA Funding Only

What is the primary heat source for this residence?
CERTA Funding Only


What is the total amount of CERTA weatherization funding that was used to repair or rehabilitate this residence?
CERTA Funding Only. Include the total dollar amount of CERTA funding here. Remember that the maximum amount of CERTA funding which can be used per household is \$5,000.

#

What specific weatherization activities were provided using CERTA funds?
CERTA Funding Only. Select all that apply.

Upload supporting CERTA documents as attachments here. *

Please see the CERTA amendment of your grant agreement for more information about supporting documents for households served using CERTA funds.



Drop your files here

Browse

Questions? Email healthyhomes@odhsoha.oregon.gov | CERTA data feeds DEQ for federal GHG reporting — accuracy is essential.

CERTA Reporting Requirements- Quarterly Expenditure

Quarterly Expenditure Reports

- List CERTA-PSC activities and expenditures
- Break down by budget category
- Due dates: 45 days after each quarter ends

Questions? Email healthyhomes@odhsoha.oregon.gov | CERTA data feeds DEQ for federal GHG reporting — accuracy is essential.

Quarterly Reporting View

Smartsheet Dynamic View

HHGP - Expenditure Reporting

Form info	Reporting Quarter	Personnel Costs	Subcontracts	Materials and Supplies	Equipment	Other Direct Costs- Program Delivery	Other Direct Costs- Administrative	Total Direct Costs	Total Cost
Click to update	Quarter 01 (October 1, 2024 – December 31, 2024)	\$200.00	\$205.00	\$20.00	\$20.00	\$40.00	\$20.00	\$505.00	
Click to update	Quarter 02 (January 1, 2025 – March 31, 2025)							\$0.00	
Click to update	Quarter 03 (April 1, 2025 – June 30, 2025)							\$0.00	
Click to update	Quarter 04 (July 1, 2025 – September 30, 2025)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$30.00	
Click to update	Quarter 05 (October 1, 2025 – December 31, 2025)							\$0.00	
Click to update	Quarter 06 (January 1, 2026 – March 31, 2026)							\$0.00	
Click to update	Quarter 07 (April 1, 2026 – June 30, 2026)							\$0.00	
Click to update	Quarter 08 (July 1, 2026 – September 30, 2026)							\$0.00	
Click to update	Quarter 09 (October 1, 2026 – December 31, 2026)							\$0.00	
Click to update	Quarter 10 (January 1, 2027 – March 31, 2027)							\$0.00	
Click to update	Quarter 11 (April 1, 2027 – June 30, 2027)							\$0.00	
Click to update	Quarter 12 (July 1, 2027 – September 30, 2027)							\$0.00	

Details

Data

Admin Cost Rate (Other Admin + Indirect) Total

8 %

Were CERTA Funds Used This Quarter?

Click "Save" after answering. Answer "Yes" only if you have executed a CERTA amendment to your HHGP grant. CERTA expenditure reporting should be kept separate from all other HHGP reporting submitted here. NOTE: USERS MUST SAVE THE RESPONSE TO THIS QUESTION TO SEE PROMPTS FOR ADDITIONAL CERTA DATA.

Yes

If Yes to CERTA- Number of Homes Served w/ CERTA *

What was the total number of homes served (completed) with CERTA funding in this quarter? Include any homes receiving any CERTA funding, but please report separately for each funding source.

If Yes to CERTA- Amt. PSC Funds Spent in Quarter *

What was the total amount of CERTA funding expended on the homes reported above? Reminder: CERTA does not allow any indirect or overhead expenses and PSC funding can only be used towards window and door replacement and insulation and air sealing work, up to \$5,000 per household.

\$

If Yes to CERTA- List all payments made to subcontractors, including amount, recipient, and brief description of work. *

List the requested information here. This list should match the data submitted through household surveys in the quarter.

Questions? Email healthyhomes@odhsoha.oregon.gov | CERTA data feeds DEQ for federal GHG reporting — accuracy is essential.

CERTA Reporting Requirements- Stat/ Annual

Annual Activity ('STAT') Reports

- STAT/ Annual Activity Reports remain based on grantee-specific outcomes and progress measures, in addition to statutorily required data elements.
- CERTA grantees should include a general description of their GHG-Reducing work along with other narrative updates.

Questions? Email healthyhomes@odhsoha.oregon.gov | CERTA data feeds DEQ for federal GHG reporting — accuracy is essential.

STAT/ Annual Reporting View

Smartsheet Dynamic View

☆ **HHGP - Stat Report** ⓘ

Filter [Grid Icon] [Refresh Icon]

Fo... Info Reporting Year

- Click **Year 1: October 1, 2024 – May 30, 2025**
- Click **Year 2: June 1, 2025 – May 30, 2026**
- Click **Year 3: June 1, 2026 – May 30, 2027**
- Click **Year 4: June 1, 2027 – September 30, 2027**

Details

Data

Grantee Name

Healthy Homes of Oregon

1. Please give us a detailed description your organization's use of grant funds *

sdg

2. Please give us the number of low income households that your organization has provided financial assistance to for the repair and rehabilitation of their residences *

Number Only

sdg

3. Please provide the number of landlords that your organization has provided financial assistance to for the repair and rehabilitation of dwelling units *

sdg

4. Please describe the nature and amounts of the administrative expenses and program delivery costs that your organization has incurred in providing the financial assistance under the program *

sdf

5. HHGP would like to hear about the successes that you have had while working with clients to make repairs in their homes. Please share one specific example of a success (no identifying information) story that you have had this year with a client that stands out that we might share publicly. *

Questions? Email healthyhomes@odhsoha.oregon.gov | CERTA data feeds DEQ for federal GHG reporting — accuracy is essential.

CERTA Disbursement & Budget

Your Amendment 1 adds CERTA-PSC funds to your existing grant. Here’s how disbursements work:

Disbursement	Trigger	Timing	Amount (Example)
Initial (HHGP)	Agreement fully executed	Nov/Dec 2024	\$1,000
Disbursement 2 (HHGP)	After approval of Qtly Reports 1–4	Dec 2025/Jan 2026 (ongoing)	\$1,000
CERTA Disbursement ★	Upon execution of Amendment 1*	April- May 2026	\$1,000
Final (HHGP)	After approval of Qtly Reports 5–8	Dec 2026/Jan 2027	\$1,000
TOTAL BUDGET (HHGP + CERTA):			\$4,000

⚠ CERTA PSC funds (really ALL HHGP funds) are issued as an advance. You may only retain funds spent on eligible activities. Unspent CERTA (and all other HHGP) funds must be returned to OHA.

Your CERTA-PSC Process: Step by Step

01

Identify Eligible Home: Confirm Low-Income Household ($\leq 80\%$ AMI). Determine that Insulation & Sealing and/or Window & Door Replacement is needed.

02

***Check SAM.gov:** Search the homeowner or landlord on sam.gov and document your search before any agreement is signed. *(More on next slide)**

03

Execute PSC Beneficiary Agreement: Complete Exhibit A, Attachment 2 with the homeowner/landlord. Both parties sign. Retain your copy.

04

Complete the Work: Arrange for eligible installation. Use cost-reasonable contractors or in-house staff. Collect invoices and receipts.

05

Confirm Completion: Obtain Work Acceptance signature. Verify all completion criteria are met. Confirm receipts total the PSC amount.

06

Submit in Smartsheet: Complete Household Survey. Attach all receipts. Enter GHG data. Submit quarterly expenditure report and annual STAT report as usual.

Key Reminders

CERTA-PSC is a rebate, not a subaward.
PSC Beneficiary Agreement must be signed first.

Maximum \$5,000 per residence. PSC from any source. Deduplication rule prevents double-funding the same activity.

***SAM.gov** debarment checks required if not using provided template which includes beneficiary attestation.*

Only two eligible CERTA activities.

Insulation & Sealing and Window & Door Replacement. All other HHGP activities use base funds only.

Separate accounting is required. CERTA-PSC and HHGP funds must be tracked and reported separately — even if used in the same home.

Receipts must add up. Submit all source docs in Smartsheet. Anything not documented must be returned to OHA.

Questions? Email healthyhomes@odhsoha.oregon.gov



Questions?

Contact: healthyhomes@odhsoha.oregon.gov

More information available at the Healthy Homes Grant Program website:
<https://www.oregon.gov/healthyhomes>