



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

Welcome to this training on CERTA funding for the Healthy Homes Grant Program. This session is for current HHGP grantees who are receiving new federal funding under Amendment 1 of your grant agreement. We'll walk through what this new money is, what you can use it for, and exactly what you need to do to comply with federal requirements.

HHGP grantees should be used to state-funded grant requirements. CERTA adds a federal layer — and that means a few new processes. Today we'll make sure you understand what's different and what you need to do.

## What We'll Cover Today

01 What is CERTA and why it matters for your program

03 CERTA-eligible activities and the \$5,000 cap

05 The PSC Beneficiary Agreement

07 SAM.gov debarment checks\*

SH1

02 Participant Support Costs (PSCs): a new funding type

04 Combined CERTA + HHGP funding rules

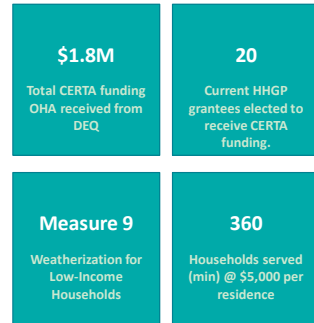
06 Documentation and activity completion requirements

08 Reporting in Smartsheet + disbursement schedule

First, we'll cover what CERTA is and where this funding comes from. Then we'll introduce a funding type that may be new to you — Participant Support Costs, or PSCs. We'll cover the two eligible activities under your agreement and the five-thousand-dollar cap. We'll talk about how CERTA and your existing HHGP funds can be used together on the same home. Then we'll walk through the PSC Beneficiary Agreement you'll need to use for every residence you serve with CERTA funds. We'll cover documentation and activity completion requirements, the (possibly) required SAM dot gov debarment check, and finally, reporting in Smartsheet and your disbursement schedule. *We know that this is a lot of information and have scheduled Optional Office Hours for you to attend to ask questions.*

## 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.



So where does this funding come from? CERTA stands for Climate Equity and Resilience Through Action. It's Oregon DEQ's implementation grant under EPA's Climate Pollution Reduction Grants program — funded by the federal Inflation Reduction Act.

Oregon received one hundred ninety-seven million dollars to implement twelve climate pollution reduction measures statewide. OHA is participating in Measure 9 — Residential Weatherization for Low-Income Households.

DEQ passed a portion of those funds to OHA through a formal grant agreement. OHA received one-point-eight million dollars in CERTA-PSC funds. Your organization's share — through Amendment 1 of your grant — flows to you as what are called Participant Support Costs, which we'll explain in detail shortly.

## 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

Before we get into the mechanics, let's address the most important concept in this training: CERTA funds and your existing HHGP base funds are separate funding streams with separate rules. They're compatible — but they are not interchangeable. Your HHGP base funds cover a broad range of health and safety home repairs. They can pay for administrative costs, overhead, and indirect costs — *as you have outlined in your submitted budget*. They come from Oregon state appropriations, and the compliance requirements are the ones you already know.

CERTA-PSC funds are different. They can only be used for GHG-reducing weatherization activities — specifically the two measures we'll cover in a moment. They cannot pay for any administrative, overhead, or indirect costs. They're federal EPA funds, which means federal compliance requirements apply, and those requirements supersede your HHGP terms if there's ever a conflict. And critically — they must be tracked and reported completely separately.

A key point: both funding sources CAN be used on the same home. You can do HHGP-funded work and CERTA-funded work in the same residence. But you must account for them separately.

SH3

## Participant Support Costs (PSCs): A New Funding Type JL1

### PSCs are...

SH4

- 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...

SH2

- 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.*

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Now let's talk about Participant Support Costs — the mechanism through which your CERTA money flows.

Under federal regulations, a Participant Support Cost is defined as 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. Technically, a PSC is a rebate. It is paid one time, after the work is done. OHA is providing CERTA funding to grantees in advance, given that low-income households are less likely to be able to shoulder the upfront costs of compliance for such activities. Think of your organization and OHA as partners in administering these PSC benefits to recipient households... Actions are required by both parties to ensure the process operates smoothly.

On the right side of this slide, look at what a PSC is NOT. It is not a subgrant. It is not a federal subaward. That matters, because it means the full administrative requirements under two CFR Part 200 — the ones that apply to subrecipients — do not flow down to the homeowner through the PSC. This is intentional. It protects the homeowner and simplifies the process. But it doesn't eliminate your compliance obligations as the PSC Issuer.

## 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.*

Under your CERTA grant agreement — CERTA-PSC funds cover only two activities. These are the two measures marked with an asterisk in your Exhibit A. The first is Insulation and Sealing. This means installing or upgrading insulation and air sealing to reduce heat loss and improve temperature control. Examples include attic insulation, wall insulation, weatherstripping, caulking, and foam sealing at penetrations. The second is Window and Door Replacement. This means upgrading windows and doors with energy-efficient alternatives to reduce drafts and improve insulation. Examples include double-pane windows, ENERGY STAR rated doors, storm windows, and sliding glass door replacements. That's it. Those are the only two activities CERTA-PSC funds can pay for under your agreement. If a home needs lead abatement, mold remediation, HVAC work, or anything else on the HHGP activities list, that work is funded by your HHGP base funds — not CERTA. The funding cap is five thousand dollars per residence. That's the maximum CERTA-PSC benefit per home, across all CERTA sources. If project costs exceed five thousand, the remainder can be covered by base HHGP funds or other sources. One more thing: the deduplication rule. If you use CERTA-PSC funds from one source for Insulation and Sealing in a residence, you cannot use CERTA-PSC funds from

another source (funder) to do additional Insulation and Sealing in that same home.  
One CERTA-PSC payment per 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.

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Let's be concrete about what CERTA-PSC dollars can and cannot pay for.

Eligible expenses include: materials like insulation, weatherstripping, and energy-efficient windows and doors; labor and installation costs directly tied to the eligible measure; and in-house staff labor — but only if you provide itemized invoices showing hours, rates, and materials, and you exclude all administrative and overhead costs from what you charge to CERTA.

Ineligible expenses include: general home maintenance or remodeling not related to the eligible measures; appliances or equipment not approved as GHG-reducing measures; and any administrative, overhead, or indirect costs. None of those costs can be charged to CERTA-PSC funds.

Also ineligible: any costs you can't document. If you don't have a receipt or invoice for it, it cannot be reimbursed with CERTA funds.

The note at the bottom applies specifically to organizations using their own staff for installations. If that's you — keep timesheets and payroll records, provide itemized invoices, and make sure your overhead and admin are excluded. Your base HHGP funds can cover those program administration costs.

## 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 | <b>Background and Project Information</b>  | 02 | <b>Eligibility Certifications.</b>   |
| 03 | <b>Description of Activities</b> — Check the applicable eligible measures and describe the specific work.  | 04 | <b>PSC Amount</b> — State the total benefit — not to exceed \$5,000 per residence.                                   |
| 05 | <b>Activity Completion Requirements. Source Documentation</b> — Specify that receipts and invoices totaling the PSC amount are required at project completion. | 06 | <b>Equipment &amp; Materials Ownership</b>   |
| 07 | <b>Cost Reasonableness</b> — Document that costs are commercially reasonable per local market conditions (2 CFR 200.404).                                      |    | <i>SAM.gov debarment checks required if not using provided template which includes beneficiary attestation.*</i> JL1 |

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Before any work begins — you need a signed PSC Beneficiary Agreement in place. OHA will provide you with a template. This is Exhibit A, Part 1, Attachment 2 of your grant agreement.

The agreement has seven required components.

First: Background and Project information.

Second: Eligibility Certifications.

Third: Description of Activities

Fourth: PSC Amount

Fifth: Activity completion and source documentation requirements

Sixth: Equipment & Materials Ownership

Seventh: Cost reasonableness

The PSC Beneficiary must certify they are not excluded, debarred, or disqualified from receiving federal assistance. If any of these seven elements are missing, the agreement is not compliant. Use OHA's template. It has already been cleared by the Department of Justice.

## 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.

PSC funds are paid to OHA on a reimbursement basis. The funds provided to CERTA grantees up front are an advance and must be repaid to OHA if unused or improperly documented. Given that, it is especially important to complete the required documentation. So what does "activity completion" mean, exactly?

There are several criteria, and all must be met before you can report use of CERTA-PSC funds for a residence.

One: all agreed-upon measures have been installed at the residence in accordance with applicable codes and program requirements.

Two: any required inspections — by your staff, your contractor, or a relevant authority — have been completed and passed.

Three: the homeowner or tenant has signed the Work Acceptance Statement at the end of the PSC Beneficiary Agreement. This is a separate signature from the initial Agreement Acceptance. Both signatures are needed.

Four: you have source documentation — invoices and receipts — that add up to the exact PSC amount you are claiming.

Five: Possible. If requested, you have any additional documentation required by OHA or DEQ — such as photos, contractor certificates, or permits — on file.

When all criteria are met, you submit everything in Smartsheet. Complete the Household Survey for that residence and attach all receipts to that survey record.

That's what triggers the reimbursement process.

## 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](mailto:healthyhomes@odhsoha.oregon.gov) | CERTA data feeds DEQ for federal GHG reporting — accuracy is essential.

Let's walk through the three types of reporting CERTA requires from you, in addition to your existing HHGP reporting.

The first one is time-sensitive: Household Surveys. These are due immediately upon completion of any CERTA-funded project — not quarterly, not monthly. When the work is done and the documentation is complete, submit the Household Survey in Smartsheet right away. Attach all receipts to that survey record. Include GHG data: square footage, year built, and primary heat source of the residence. This data isn't just for OHA. It goes to DEQ, which uses it to calculate greenhouse gas reductions for reporting to EPA. Accuracy matters.

# Household Survey Reporting View



Were CERTA funds used in the repair of this residence?

What is the ZIP code of the weatherized residence? \*

Square Footage of Home


What year was the residence built?

What is the primary heat source for this residence?

What is the total amount of CERTA weatherization funding that was used to repair or rehabilitate this residence?  
Maximum amount of CERTA funding that can be used per household is \$1,000

What specific weatherization activities were provided using CERTA funds?

**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](mailto:healthyhomes@odhsoha.oregon.gov) | CERTA data feeds DEQ for federal GHG reporting — accuracy is essential.

And here is a look at the household survey reporting view.

## 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](mailto:healthyhomes@odhsoha.oregon.gov) | CERTA data feeds DEQ for federal GHG reporting — accuracy is essential.

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Second, are the quarterly expenditure reports. These should be submitted as usual, with the additional CERTA questions included. Quarterly reports will ask for the number of CERTA funded homes repaired, the total amount of CERTA funding used in the quarter, and a description of work including contractor payment information. This is all to ensure alignment with the stringent federal reimbursement requirements.

# Quarterly Reporting View

Entitlement Dynamic View

HRGP - Expenditure Reporting

From info	Reporting Quarter	Approved Amount	Subcontract and Supplies	Equipment	Other Direct Expense Material	Other Direct Expense Administration	Total Direct Costs
Click to update	Quarter 01 (October 1, 2024 - December 31, 2024)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Click to update	Quarter 02 (January 1, 2025 - March 31, 2025)						
Click to update	Quarter 03 (April 1, 2025 - June 30, 2025)						
Click to update	Quarter 04 (July 1, 2025 - September 30, 2025)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Click to update	Quarter 05 (October 1, 2025 - December 31, 2025)						
Click to update	Quarter 06 (January 1, 2026 - March 31, 2026)						
Click to update	Quarter 07 (April 1, 2026 - June 30, 2026)						
Click to update	Quarter 08 (July 1, 2026 - September 30, 2026)						
Click to update	Quarter 09 (October 1, 2026 - December 31, 2026)						
Click to update	Quarter 10 (January 1, 2027 - March 31, 2027)						
Click to update	Quarter 11 (April 1, 2027 - June 30, 2027)						
Click to update	Quarter 12 (July 1, 2027 - September 30, 2027)						

**Details**

Were CERTA Funds Used This Quarter?

Click "Start" after answering. Answer "Yes" only if you have executed a CERTA amendment to your HRGP grant. CERTA expenditure reporting should be kept separate from all other HRGP reporting submitted here. NOTE: USERS MUST GIVE 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? Remainder: 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@odhsosha.oregon.gov](mailto:healthyhomes@odhsosha.oregon.gov) | CERTA data feeds DEQ for federal GHG reporting — accuracy is essential.

Here is the quarterly expenditure reporting view.

## 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](mailto:healthyhomes@odhsoha.oregon.gov) | CERTA data feeds DEQ for federal GHG reporting — accuracy is essential.

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Third: Annual Activity Reports, sometimes called Stat reports. These are also submitted via Smartsheet. Include data on residences served, program outcomes, and GHG reducing activities.

# STAT/ Annual Reporting View

Smartsheet Dynamic View

☆ HHGP - Stat Report ⓘ

Filter

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

Date

Grantee Name  
Healthy Homes of Oregon

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

idg

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  
idg

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

idg

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 \*

idg

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) that you have had this year with a client that stands out that we might share publicly.

Questions? Email [healthyhomes@odhsoha.oregon.gov](mailto:healthyhomes@odhsoha.oregon.gov) | CERTA data feeds DEQ for federal GHG reporting — accuracy is essential.

Finally, a look at the annual reporting view.  
Questions about reporting should go to [healthyhomes at odhsoha dot oregon dot gov](mailto:healthyhomes@odhsoha.oregon.gov).

## 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
<b>CERTA Disbursement ★</b>	<b>Upon execution of Amendment 1*</b>	<b>April- May 2026</b>	<b>\$1,000</b>
Final (HHGP)	After approval of Qtly Reports 5–8	Dec 2026/Jan 2027	\$1,000
<b>TOTAL BUDGET (HHGP + CERTA):</b>			<b>\$4,000</b>

⚠ 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.

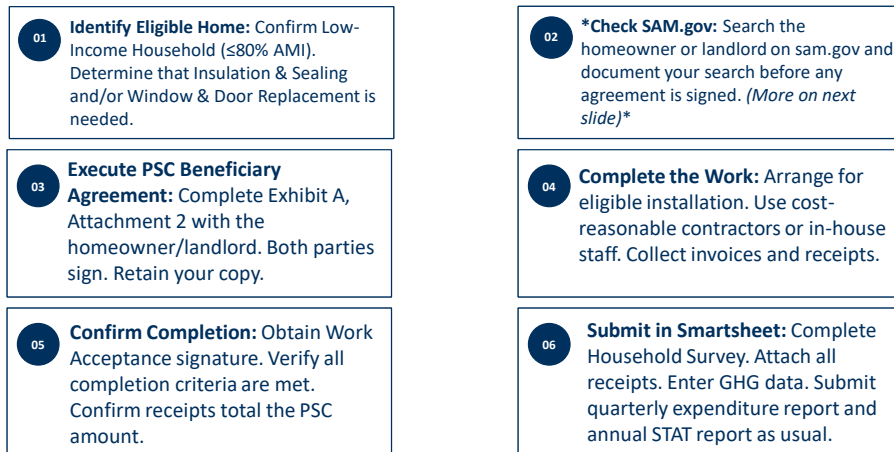
Your grant agreement has been amended to add CERTA-PSC funds. Here's how the full disbursement schedule looks.

Your base HHGP disbursements are unchanged.

Your CERTA disbursement is separate. That CERTA amount is issued as an advance.

That last point is important— you may only keep what you actually spend on eligible, documented activities. Any unspent CERTA funds must be returned to OHA at the end of the grant period.

## Your CERTA-PSC Process: Step by Step JL2



Here is your CERTA-PSC Process: Step by Step

Step 1: Identify an eligible home. Confirm the household is at or below 80 percent of Area Median Income. Determine that Insulation and Sealing and/or Window and Door Replacement is needed.

Step 2: Check SAM dot gov if necessary. Before any agreement is signed, search the homeowner or landlord and document your search or complete the PSC agreement with the beneficiary.

Step 3: Execute the PSC Beneficiary Agreement. Complete Exhibit A, Attachment 2 with the homeowner or landlord. Both parties sign. You keep a copy.

Step 4: Complete the work. Arrange for eligible installation. Use cost-reasonable contractors or in-house staff. Collect all invoices and receipts as you go.

Step 5: Confirm completion. Obtain the Work Acceptance signature from the homeowner or tenant. Verify all five completion criteria are met. Confirm that your receipts total the PSC amount.

Step 6: Submit in Smartsheet. Complete the Household Survey for that residence. Attach all receipts. Enter the GHG data. Include CERTA expenditure data in your next quarterly report.

Follow these six steps for every CERTA-funded residence. If any step is skipped or documentation is missing, OHA cannot reimburse the funds — and missing

documentation on advance funds means those funds must be returned.

## 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](mailto:healthyhomes@odhsoha.oregon.gov)

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Let's close with six things we want you to walk away remembering.

One: CERTA-PSC is a rebate, not a subaward. The PSC Beneficiary Agreement must be signed before work begins.

Two: Only two activities are eligible for CERTA-PSC funds under your agreement — Insulation and Sealing, and Window and Door Replacement. Everything else uses base HHGP funds.

Three: The maximum is five thousand dollars per residence from all CERTA sources combined. The deduplication rule means the same activity cannot be double-funded.

Four: Separate accounting is non-negotiable. Track CERTA-PSC and HHGP separately in your records — even when both are used in the same home.

Five: Check SAM dot gov (or ensure completed PSC agreement) before every PSC. Document it. Retain records for five years.

Six: Receipts must add up. Submit source documentation in Smartsheet. Anything not documented must be returned to OHA.

OHA is here to support you. If you have questions about CERTA requirements, email healthyhomes at odhsoha dot oregon dot gov. Use the HHGP Smartsheet Dashboard for all reporting and receipt submissions.

*We have set up Optional Office Hours to answer questions. Feel free to attend these and come with your questions.*

Thank you for your continued partnership in making Oregon homes healthier and more energy-efficient for the households who need it most.



## Questions?

Contact: [healthyhomes@odhsoha.oregon.gov](mailto:healthyhomes@odhsoha.oregon.gov)

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