

**CERTA Kick-Off Meeting FAQ (2026)**

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# GENERAL PROGRAM QUESTIONS

## What is CERTA?

CERTA stands for *Climate Equity and Resilience Through Action*. It is Oregon DEQ's implementation grant under EPA's Climate Pollution Reduction Grants (CPRG) program, funded by the Inflation Reduction Act.

OHA administers Measure 9 (Residential Weatherization for Low-Income Households) and passes CERTA funds to HHGP grantees as Participant Support Costs (PSCs).

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## How does CERTA relate to the Healthy Homes Grant Program (HHGP)?

CERTA and HHGP are separate funding streams with different rules, but **they can be used together in the same home** if tracked separately.

Key differences:

- HHGP: broad health & safety repairs, can fund admin/overhead, state-funded.
  - CERTA: only specific GHG-reducing weatherization, **no admin/indirect costs**, federally funded, stricter requirements.
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# FUNDING & ELIGIBLE ACTIVITIES

## What are Participant Support Costs (PSCs)?

A PSC is:

- A **one-time rebate** paid after eligible weatherization work is completed
  - A **direct benefit** for the homeowner/tenant
  - Limited to the cost of eligible equipment and installation
  - Not a subgrant/subaward and not an advance payment
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## What activities are eligible under CERTA-PSC funds?

Only **two** activities:

### 1. **Insulation & Sealing**

Examples: attic/wall insulation, weatherstripping, caulking, foam sealing.

### 2. **Window & Door Replacement**

Examples: double-pane windows, ENERGY STAR doors, storm windows, sliding glass door replacements.

No other HHGP activities (lead, mold, HVAC, etc.) may be funded with CERTA.

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## What is the funding cap?

CERTA-PSC benefits are capped at **\$5,000 per residence**, across all CERTA sources combined.

You cannot combine PSC funds from multiple CERTA programs to pay for the same activity in the same residence (“deduplication rule”).

Extra costs can be covered by HHGP base funds or other funding sources.

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## What expenses are eligible?

Eligible:

- Materials (insulation, weatherstripping, efficient windows/doors)
- Labor and installation costs connected to eligible measures
- In-house staff labor with itemized hours, rates, and materials (no overhead/admin)
- Reasonable contractor charges

Ineligible:

- General home maintenance
  - Appliances or non-GHG-reducing equipment
  - Any administrative, overhead, or indirect costs
  - Undocumented costs (missing receipts/invoices)
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# PSC BENEFICIARY AGREEMENT

## What is the PSC Beneficiary Agreement?

A required, **signed agreement with the homeowner or landlord BEFORE any work begins.**

OHA provides the template (Exhibit A, Attachment 2).

It includes:

1. Background and project info
  2. Eligibility certifications
  3. Activity description
  4. PSC amount
  5. Completion documentation requirements
  6. Equipment & materials ownership
  7. SAM.gov certification (no debarment)
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## Do I need to run a SAM.gov check?

Yes — unless you use the OHA-provided template, which includes a beneficiary attestation.

If not using the template, you must check sam.gov and document the search **before the agreement is signed.**

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# DOCUMENTATION & REIMBURSEMENT

## When can CERTA-PSC funds be claimed?

CERTA-PSC funds are **reimbursements (from DEQ)**, paid (to OHA) only **after** work is completed. OHA is providing funding up front as a courtesy, but unspent or undocumented funds must be repaid.

Completion means:

- All measures installed

- All required inspections passed
  - Work Acceptance Statement signed
  - Receipts/invoices equal the PSC amount
  - Any additional documentation requested by OHA/DEQ is on file
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## What documentation is required?

You must submit:

- Receipts and invoices totaling the PSC amount
- Household Survey (noted in several slides—sometimes called Satisfaction Survey in error)
- GHG data (square footage, year built, heat source)
- Work Acceptance Statement
- PSC Beneficiary Agreement

Anything undocumented must be returned to OHA.

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## REPORTING REQUIREMENTS

### What are the reporting requirements for CERTA?

#### **1. Quarterly Expenditure Reports**

- Submitted via Smartsheet
- Show CERTA and HHGP expenditures separately
- Due 45 days after each quarter
- Require total number of homes served with CERTA funds, total amount of CERTA funds spent in the quarter, and a list of the payments and descriptions of CERTA activities in the quarter

#### **2. Annual Activity (“STAT”) Reports**

- Narrative updates including GHG-reducing work

- Submitted via Smartsheet
- Mostly unchanged by CERTA, but narrative updates should include description of CERTA work

### 3. Household Surveys

- Submitted **immediately** after completion of each CERTA-funded residence
- Must include GHG data and all receipts
- Primary source of activity and expenditure data

Accurate reporting ensures OHA can be reimbursed by DEQ.

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## DISBURSEMENT & BUDGET

### How are CERTA funds disbursed?

CERTA funds (and all HHGP funds) are issued as **advance payments**.

Grantees may **only retain funds spent on eligible activities**.

Unspent funds must be returned to OHA at the end of the grant period.

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## PROCESS OVERVIEW

### What are the steps for completing a CERTA-PSC project?

1. Identify eligible low-income home and eligible measure
  2. Check SAM.gov (document the search)
  3. Execute PSC Beneficiary Agreement
  4. Complete the work and collect documentation
  5. Confirm completion, get Work Acceptance signature
  6. Submit Household Survey + receipts in Smartsheet; report in next quarterly report
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## ADDITIONAL HELP

Who do I contact with questions?

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

Website: <https://www.oregon.gov/healthyhomes>