

**Exhibit A**

**Part 1**

**Attachment 2**

**CERTA Participant Support Cost (PSC) Beneficiary Agreement**

*(This version is for use with single family homes not owned by HHGP grantee.)*

**Program:** Healthy Homes Grant Program (HHGP) – CERTA Measure 9: Residential Weatherization

**Funding Source and Type:** U.S. EPA Climate Pollution Reduction Grant (CERTA), Participant Support Cost (PSC) via Oregon Health Authority (OHA)

**PSC Issuer:**

Organization Name: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PSC Beneficiary:**

Head of Household/ Landlord Name: \_\_\_\_\_

City/ ZIP: \_\_\_\_\_

**1. Background and Purpose**

This Agreement outlines the terms under which a PSC benefit will be granted to the PSC Beneficiary as residential weatherization activities that reduce energy use and greenhouse gas emissions, funded under the CERTA-PSC initiative and administered through the HHGP.

The PSC is a one-time benefit provided to facilitate eligible GHG-reducing activities at the PSC Beneficiary’s Residence and is not a subgrant or contract under federal grant rules. ***This Agreement is not a subaward or procurement contract.*** Homeowners or tenants are ***PSC Beneficiaries.***

The parties acknowledge that CERTA PSC funding is limited to greenhouse-gas-reducing home energy efficiency improvements for Low-Income Households and that CERTA-PSC funds may not be used for administrative, indirect, or overhead expenses.

**2. Eligibility and Residence Certifications**

**Income Eligibility.** The PSC Issuer or relevant authority certifies that PSC Beneficiaries meet the program’s Low-Income Household criteria including

**household income at or below 80% of Area Median Income (AMI)** as defined in the HHGP Agreement, RFGA, and applicable Oregon Administrative Rules. The PSC Issuer may request supporting documentation and will retain records in accordance with applicable law.

**Property Eligibility.** The PSC Beneficiary certifies that:

- The Residence being improved is a residential dwelling located in Oregon;
- Income-eligible individuals live in the unit as a primary Residence; and
- If the PSC Beneficiary does not own the property (for example, is a renter), the PSC Beneficiary has obtained all required permissions from the landlord before any improvements are made.

**No Duplication of Benefits.** The PSC Beneficiary agrees that **costs reimbursed or covered by this PSC will not be used to claim duplicate or overlapping rebates, subsidies, or grant payments from other programs**, and will not be used to satisfy any cost-share or match requirement for other federal awards, beyond what program rules allow.

### 3. **Eligible Activities and Project Scope**

**Activities.** Under this Agreement, the PSC will support only the following **weatherization and energy-efficiency improvements** at the PSC Beneficiary's residence (**PSC Issuer to check and describe all that apply**):

**Insulation and Sealing**

Description: \_\_\_\_\_

**Window and Door Replacement**

Description: \_\_\_\_\_

### 4. **Participant Support Cost Amount, Payment, and Timing**

**PSC Amount.** The total PSC benefit for this Agreement is:

Total PSC Amount (not to exceed \$5,000 per Residence): \$ \_\_\_\_\_

**Funding Cap.** The PSC Beneficiary understands that:

If total project costs exceed this PSC amount, remaining costs may be covered by base HHGP funding, other funding sources, or household contributions, subject to program rules.

**Payment Method.** The PSC Issuer will provide the program benefit as services or a direct payment to contractor or vendor on behalf of the PSC Beneficiary for eligible costs, with the homeowner retaining ownership of installed equipment.

**5. CERTA Activity Completion** occurs when all the following are true:

- All agreed-upon measures described in this agreement have been installed or completed at the PSC Beneficiary's Residence in accordance with applicable codes, standards, and PSC Issuer program requirements.
- Any required inspections (by PSC Issuer, contractor, or relevant authority) have been completed and passed, as applicable.
- The homeowner or PSC Beneficiary has signed a work acceptance statement confirming that the measures described in this agreement have been installed and are acceptable. This statement is at the end of this document.
- The PSC Issuer has complete source documentation for all eligible expenses, including invoices and receipts that add up to the total PSC amount being claimed.
- The PSC Issuer has any additional documentation required by the program (e.g., photos, contractor certificates, permits, or other proof of completion).

The PSC Beneficiary agrees to allow reasonable access (with notice) for inspections necessary to verify completion of the work and its eligibility for CERTA-PSC funding.

**6. Equipment and Materials Ownership**

**Household Ownership.** The PSC Beneficiary will retain **full ownership and title** to any materials or equipment purchased and installed using CERTA-PSC funds, including any equipment paid directly by the grantee or a contractor on the PSC Beneficiary's behalf.

**7. Purchasing Controls and Cost Reasonableness**

Cost Reasonableness (2 CFR 200.404). PSC Issuer must determine and document that CERTA-PSC funded costs are commercially reasonable for local market conditions (e.g., quotes, price lists, independent estimates) for similar work and materials. If the PSC Issuer determines that a proposed cost is not reasonable, they will work adjust the scope or vendor selection

before proceeding.

PSC Issuer certifies that all costs for which reimbursement is claimed through this PSC represent actual, reasonable expenditures for the eligible activities described in this agreement.

## **8. Suspension and Debarment Certifications**

PSC Beneficiary certification that they are not excluded, disqualified, or debarred from receiving federal assistance and are not on the Federal Suspension and Debarment list as required by 2 CFR 180.300.

## **9. Payment Terms and Disbursement**

The PSC Beneficiary understands and agrees to the following:

- The PSC Issuer is responsible for meeting all program requirements set by OHA and the Oregon Department of Environmental Quality (DEQ), including submitting documentation such as receipts, proof of project completion, and any other required reports.
- The PSC Beneficiary is not responsible for these reporting requirements and will not interfere with the PSC Issuer/grantee's ability to fulfill them.
- The PSC Beneficiary has no claim to the CERTA-PSC funds provided to the PSC Issuer. These funds are not a direct payment or benefit to the household but are used by the PSC Issuer to carry out eligible project activities.
- If any funds are not used or properly documented by the PSC Issuer, they must be returned to OHA. This responsibility lies solely with the PSC Issuer.

By signing this agreement, the PSC Beneficiary confirms its understanding of the program structure and agrees to cooperate with the PSC Issuer in completing the project, without interfering in the financial or administrative responsibilities of the PSC Issuer.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below.

	<b>PSC BENEFICIARY:</b>	<b>PSC ISSUER:</b>
<b>Agreement Acceptance</b>	_____	_____
<b>Printed Name</b>	_____	_____
<b>Signature</b>	_____	_____
<b>Date</b>	_____	_____
<b>Work Acceptance</b>	_____	_____
<b>Printed Name</b>	_____	_____
<b>Signature</b>	_____	_____
<b>Date</b>	_____	_____

