

State of Oregon Weatherization Assistance



Energy Conservation Helping Oregonians (ECHO) Guidelines

Effective July 1, 2026

Andrea Bell, Director

Danielle Safford, Weatherization Program Coordinator

North Mall Office Building (NMOB); 725 Summer St. NE., Suite B, Salem, Oregon 97301-1266
503-986-2000; 800-453-5511; FAX 503-986-2020; TTY 503-986-2100

www.oregon.gov/OHCS; energyassistance@oregon.gov

Table of Contents

Introduction.....	4
1. Part I.....	5
1.1 Subgrantees	5
1.2 Allocations	5
1.3 Fund Uses	5
1.4 Monitoring Activities	5
1.4.1.1. Introduction	5
1.4.1.2. Peer Exchange	6
1.4.1.3. Technical Assistance	6
1.4.1.4. Allocation of T&TA Funds.....	6
2. Part II	7
2.1 Eligible Population	7
2.1.1.1. What is Income.....	8
2.1.1.2. Time Period for Income Verification	8
2.1.1.3. Priorities	9
2.1.1.4 Nondiscrimination	9
2.2 Weatherization Work	10
2.2.1.1. Prior to Audit	10
2.2.1.2. Historic Preservation Guidelines.....	10
2.2.1.3. Permission to Proceed	10
2.3 Energy Audit Procedure.....	11
2.3.1.1 Use of the Computerized Audit Tool.....	11
2.3.1.2. Coordinator Override	12
2.3.1.3. Prioritization of Work.....	12
2.3.1.4. Braiding with USDOE Funds	12
2.4 Final Inspection	13
2.4.1.1. Self-Declaration.....	14
2.4.1.2. Funding Summary Report	15

2.5	Analysis of Effectiveness.....	15
2.6	Health and Safety Plan	16
2.6.1.1.	Mold and Mildew	16
2.6.1.2.	Training for Mold & Mildew Safe Work Practices.....	16
2.7	Health and Safety –Repairs	16
2.7.1.1	Weatherization Readiness Funds.....	17
2.8	Rental Procedures	18
2.9	Lien On Property	19
2.10	Documentation	19
2.11	Program Management	19
2.11.1.1.	Service Delivery System.....	19
2.11.1.2.	Contract with Subgrantees.....	20
2.11.1.3.	Administrative Expenditure Limits.....	20
2.11.1.4.	Funding Formula.....	20
2.11.1.5.	Funding.....	21
2.12	Certification for Lead Safe Renovators.....	22
2.13	Monitoring - Productivity.....	22
2.14	Multi-Family.....	22
2.14.1.1.	Eligibility	22
2.14.1.2.	Landlord Contribution Clause	22
2.15	Standard Weatherization Procedures.....	23
2.15.1.1.	Labor.....	23
2.15.1.2.	Davis-Bacon Act-Compliance	23
2.15.1.3.	Authorization.....	23
2.15.1.4.	Operation of the Program	23
2.15.1.5.	Expansion of Manufactured Home Definition	24
2.16	Certify Work.....	24

2.17	General Accounting Practices	24
2.17.1.1.	Submit an Annual Audit	24
2.17.1.2.	Inventory Control.....	25
2.17.1.3.	Receive Authorization from OHCS for Purchases or Lease ...	25
2.17.1.4.	Financial Operations Manual	27
2.17.1.5.	Prohibited Expenditures.....	27
2.17.1.6.	Discretion of Procurement	28
2.17.1.7.	EPA Compliance	28
2.18	Reporting Requirements	28
2.18.1.1.	Success Story Reports	28
2.18.1.2.	Bulk Fuel Switching	29
2.18.1.3.	Cook Stoves	30
2.18.1.4.	Wood Stove Replacement	30
2.19	Quality Control	30
2.19.1.1.	Fire Codes	30
2.19.1.2.	Electrical Codes	30
2.19.1.3.	Building Codes.....	30
2.19.1.4.	Materials Installed Properly	30
	Appendices	31
	Appendix A – Peer Exchange Protocol.....	32
	Appendix B – Measure Lives	34

Introduction

Subgrantees are to follow these guidelines when delivering weatherization, baseload, and energy-education services using Energy Conservation Helping Oregonians (ECHO) funds.

ECHO funds are provided as a part of the surcharge on Portland General Electric (PGE) and Pacific Power & Light (PPL) customer monthly utility bills. The funds are meant to decrease electricity usage in income-eligible households served by these two utilities.

The guidelines are designed to provide clear and precise program direction for program administrators, coordinators, crews, and contractors.

Meter counts will be reviewed annually, and the formula updated to reflect the count. Changes to the guidelines will be reviewed by a working group consisting of OHCS and subgrantee staff prior to implementation.

Subgrantees will be notified in writing of any change to the guidelines.

Oregon Housing and Community Services (OHCS) is the designated administrator of the Energy Conservation Helping Oregonians (ECHO) program and implements the program under the following:

Statutory Authority: [ORS 456.555](#)

Statutes Implemented: [ORS 458.505](#), [ORS 757.612](#)

Administrative Rules: [OAR chapter 813, division 205](#)

1. Part I

1.1 Subgrantees

Only subgrantees within Portland General Electric (PGE) and/or Pacific Power & Light (PPL) service areas are eligible to receive ECHO Low-Income Weatherization Funds, or those delivering services to PGE and/or PPL service areas. ECHO funds are collected on the monthly bills of these two utilities.

1.2 Allocations

Oregon Housing and Community Services (OHCS) will allocate ECHO funds to subgrantees based on the percentage of PGE and/or PPL residential meters within their service area in relation to the total number of residential meters of the utility in Oregon. Allocations broken down by county are available for subgrantees with multiple counties within their service area. Subgrantees are responsible for tracking expenditures by utility and by county. **Funds from one utility cannot be spent in another electric utility's service area.**

1.3 Fund Uses

All available federal low-income weatherization funds **EXCEPT Bonneville Power Administration (BPA)** can be used with, or in conjunction with, ECHO funds. Re-weatherization is allowed using ECHO funds.

1.4 Monitoring Activities

1.4.1.1. Introduction

Monitoring is the principal method by which OHCS can identify areas within the subgrantee's program operation and administration where assistance may be required. OHCS ensures that each subgrantee is monitored during each grant year. The monitoring visit will consist of a review of financial records, the inventory system, client files, and work completed. The results of these reviews and individual subgrantee requirements will determine the need for Training and Technical Assistance (T&TA) and/or additional monitoring. [Find the comprehensive OHCS Monitoring Plan on the OHCS website.](#)

1.4.1.2. Peer Exchange

Agencies will follow the Peer Exchange Protocol as outlined in [Appendix A](#).

1.4.1.3. Technical Assistance

Training and Technical Assistance (T&TA) funds are allocated to support all levels of staff working within the weatherization program; this includes field/technical staff as well as staff responsible for supporting and/or managing the program. Training for field staff should be tied into an overall certification program: Residential Energy Analyst (REA) Program, Building Performance Institute (BPI) certification program, or Home Energy Professional (HEP) certifications, which are designed to bring the skill and competence level of all weatherization subgrantee staff and contractors to a uniform standard.

The T&TA Plan identifies the type of training that is required, and which certifications are required to perform work for the WAP program in each of the following four job categories:

- Auditor
- Inspector
- Crew Leader
- Field Installer

A detailed Training & Technical Assistance (T&TA) Plan has been developed by OHCS. [See Appendix C in the current USDOE State Plan](#).

1.4.1.4. Allocation of T&TA Funds

OHCS will allocate T&TA funds to subgrantees to meet their training and technical assistance needs. Subgrantees need not notify OHCS when they spend T&TA “Training” funds as long as they are spent on the following:

- a. Registration costs for conferences, meetings, workshops, and other related energy functions.
- b. Travel, lodging, meals, and parking to attend activities identified in a. above.

- c. Salary and fringe costs for direct agency staff while attending approved training functions.
- d. The purchase of materials and/or supplies for trainings.
- e. The purchase of Energy Education materials.
- f. Subscriptions to magazines, newsletters, and memberships.
- g. Other energy-related functions, activities, or events not mentioned in 1.4.4. a. - f. above.

2. Part II

2.1 Eligible Population

The income eligibility level for the ECHO Weatherization Program shall meet OHCS [Weatherization income guidelines](#). This **must** be applied throughout an agency's entire service territory.

- A. Only households that use electricity supplied by PGE and PPL as their primary heat source are eligible dwelling units for the ECHO program. See State Plan Exhibit 1- Eligible dwelling units for specifics regarding fuel type and eligibility. Households that heat with other fuels may receive baseload measures and energy-education services only.
- B. If a water heater measure is to be addressed, ECHO funds shall only be used on electric water heater measures, including pipe wrap, aerators, and water conservation measures.
- C. Income eligibility has been expanded to categorically include HUD means-tested programs at or below 80% of Area Median Income (AMI) to better facilitate referral services for low-income households, reducing the burden on both the intake agencies and households trying to obtain services. (Examples of HUD programs, but not limited to Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME), Lead Hazard Control & Healthy Homes Program (OLHCHH, Section 8, etc.)

Subgrantees may certify that applicants have met the income requirements of HUD means-tested programs through mechanisms, including but not limited to applicant documentation, interagency lists of recipients, shared databases, etc. Methods of verification of eligibility must be included in the client file. **OHCS must approve the method of verification prior to proceeding with the project.**

D. Households not eligible through categorical eligibility are subject to WAP-specific thresholds. In determining the level of eligibility, the state shall use the LIHEAP criteria for households at or under 200% of the federal poverty level. Persons who have applied and have been found eligible for the Low-Income Home Energy Assistance Program Act of 1981 (LIHEAP) will also be eligible for services funded by ECHO. Oregon will use the current statewide LIHEAP manual established for LIHEAP, as established by the United States Office of Management and Budget (OMB) in determining eligibility for households.

2.1.1.1. What is Income

Please [refer to the current Oregon LIHEAP manual](#) for the definition of income.

2.1.1.2. Time Period for Income Verification

The period for determining income eligibility will be based on the same standards, protocols, and guidelines for LIHEAP.

1. Verification of income must be re-verified when the eligibility determination exceeds 12 months. Subgrantees are not required to re-verify income eligibility once the project is started. The start of the project is defined as the date the energy audit is completed.
 - a. In multi-family buildings, subgrantees **shall make every effort possible to receive an application** for each household in an effort to gather demographic information.
 - b. Both renters and homeowners will be eligible, and those households in similar circumstances will receive similar benefits.
 - c. Subgrantees are strongly encouraged to coordinate with the local Low-Income Home Energy Assistance Program provider to obtain eligible Energy Assistance applicants who have requested weatherization.

2.1.1.3. Priorities

An actual waiting list to determine who is next to receive weatherization services must be developed, with priority given to:

1. Elderly persons - 60 years of age and older.
2. Persons with disabilities.
3. Families with children 18 years of age and under.
4. High residential energy users (i.e., energy usage is above average as a result of household composition or unusual needs for energy).
5. Households with a high energy burden (i.e., when 6.00 percent, or more, of the household income is going towards energy).
6. Additional criteria can be used if the values are weighed the same as the five listed above.

The priority criteria used for determining applicant priority must be in writing and on file with the subgrantee. The criteria must be used consistently for all applicants unless the subgrantee is involved in an OHCS-sanctioned special project.

Subgrantees must notify OHCS of changes and additions to their priority criteria through an implementation report amendment.

Subgrantees must ensure that weatherization services are being provided to low-income persons who live in all types of housing (i.e. single-family, rentals, manufactured housing units, and multi-family buildings). Housing type is not a recognized priority.

2.1.1.4. Nondiscrimination

No person shall, on the grounds of race, color, religion, national origin, sex, disability, familial status, sexual orientation, gender identity, marital status, or source of income, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with DOE funds. Any prohibition against discrimination based on age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified disabled individual as provided in section 504 of the Rehabilitation Act of 1973, also shall apply to this weatherization program.

2.2 Weatherization Work

Activities included in the weatherization of qualified homes may include:

- A. General heat waste.
- B. Insulation.
- C. Health and safety inspections and remediation.
- D. Baseload measure installation
- E. These activities will be guided by an OHCS-approved computerized audit and in accordance with the provisions of the [Oregon Weatherization Field Guide](#) or amendments to it. The actual installation of weatherization materials is specified in the above-referenced documents.

2.2.1.1. Prior to Audit

Prior to an audit of a prospective dwelling, the subgrantee must have a completed application and all necessary paperwork, including proof of income eligibility, the owner's name and address/contact information, as well as utility supplier(s).

2.2.1.2. Historic Preservation Guidelines

Weatherization activities on structures 50 years of age or more must comply with Historic Preservation Guidelines.

2.2.1.3. Permission to Proceed

Prior to any work being done on a dwelling (including baseload measures), and prior to a subcontractor visiting the dwelling for purposes of evaluating job costs, the subgrantee must have a signed statement from the owner, or the owner's agent, that permission has been granted to perform weatherization and baseload measures on and at the dwelling and provision for utilities to release data to OHCS, its contractors, and its subgrantees. At a minimum, the statement must include:

- A. A list of possible measures that may be installed.
- B. If walls are to be blown with insulation, it must indicate that the owner or the owner's agent has seen pictures of what a wall blown with insulation includes and how the dwelling will look when completed.

- C. The residence is not currently for sale by the owner of the property, nor is it designated for acquisition or clearance (foreclosure) by federal, state, or local programs.
- D. If a refrigerator(s) is to be installed, the statement **must** clearly indicate:
 - 1. Who owns the refrigerator.
 - 2. A copy of this statement with the owner's (**or** owner's agent) signature, printed/typed name of each signatory, and date signed, **must** be clearly visible in the job file.
 - 3. A second copy of the signed refrigerator owner statement **must** be given to the tenant, and the original signed statement **must** be given to the owner (or owner's agent).
 - 4. The old refrigerator must be disposed of in accordance with EPA guidelines.

Stand-alone freezers and through-the-door ice/water dispensers are not allowed when utilizing ECHO funding. Subgrantees must have an OHCS-approved refrigerator replacement plan prior to replacing refrigerators.

2.3 Energy Audit Procedure

REM/Design™ will be the official audit tool.

- A. Subgrantees are required to have one staff member certified in the use of OHCS' approved auditing tool.
 - 1. The copy of the computerized audit in the project file must include the name of the person who completed it.
 - 2. No other method of establishing cost effectiveness/SIR's can be used by the subgrantee other than those approved and adopted by OHCS.
 - 3. Training is available to any subgrantee having difficulties using the approved computerized audit tool. Agencies should contact OHCS for assistance.

2.3.1.1. Use of the Computerized Audit Tool

Subgrantees **are required** to only provide weatherization services with ECHO funds that have been identified as "**cost-effective**" (a grouped

savings to investment ratio of 1.0 or greater) by an OHCS-approved computerized audit, or other computerized audit approved and adopted by OHCS (unless using the ECHO Braiding Protocol).

2.3.1.2. Coordinator Override

Coordinator override is **not** allowed.

2.3.1.3. Prioritization of Work

One grouped SIR will be utilized for the entire project; energy-related repairs may be included in the grouping. All non-deemed measures will be included in the grouped SIR. Deemed measures may be left outside of the SIR calculation.

- A. If the grouped SIR drops below 1.0, flexible funding may be used to buy down the non-cost-effective portion.
- B. If flexible funding is not available, measures may be dropped by running measures with independent SIRs, removing the lowest SIR measure(s) until the total package is cost-effective.
- C. Deemed measures not included in the grouped SIR and energy savings will be automatically reported separately within OPUS.

2.3.1.4. Braiding with USDOE Funds

To maximize the utilization of USDOE funds, OHCS is suspending the Savings-to-Investment Ratio (SIR) requirements for ECHO funds when combining USDOE funds on a project. This policy allows projects to use maximum allowable funds on energy-saving measures and H&S while maintaining the Average Cost Per Unit (ACPU). Non-Cost-effective portion of a measure may be covered by ECHO funds.:

Braiding Criteria

1. PGE or PPL must be the primary heat source
2. Must use USDOE life measures when modeling REM.
3. Conduct an individual SIR improvement analysis. Must have at least one measure with an SIR of 1.0 or better.
4. Conduct a grouped SIR improvement analysis that includes all measures funded by USDOE, taking into consideration only the cost-effective portion of bought-down measures and any incidental repairs charged to USDOE. To comply with USDOE regulations, the group must achieve an SIR of 1.0 or better.

5. Maintain copies of both individual and grouped improvement analyses in the project file.

Exclusions

1. When utilizing ECHO funds independently or with non-USDOE funds, the existing protocol that requires a grouped SIR will remain in effect.
2. When employing the ECHO Bulk Fuel Switching protocol, USDOE funds may not be used.

Reporting

1. Enter all relevant job information into the OPUS system as is customary.
2. Document USDOE and/or ECHO contributions for each measure accurately.
3. Clearly annotate the comment to identify measures that are using the ECHO/USDOE Braiding Protocol.

2.4 Final Inspection

All dwelling units (100 percent of jobs weatherized or where baseload measures were installed) that are being reported as completed for the purpose of obtaining ECHO funds must have a final inspection completed.

A legibly signed and dated Oregon Weatherization Assistance Program Quality Control Inspection must be used. The final inspector is not allowed to have performed any of the work.

The inspection form **must** indicate that all measures designated to be installed, including mechanical work, were installed in compliance with the [Oregon Weatherization Field Guide](#). If a designated measure is not installed, then a written explanation shall be included in the file and noted on the inspection form. A properly executed change order is an acceptable method of documentation.

Furthermore, a Final Inspection Certification form legibly signed by a designated subgrantee staff person, and all warranties and user manuals for installed equipment shall remain with the occupant. This completion form **must** indicate:

- A. All the measures were installed in a workmanlike manner and according to specifications.
- B. The measures installed should, under reasonable conditions, save energy and make the dwelling more comfortable for the inhabitants.
- C. All the weatherization measures installed are guaranteed for material and workmanship defects for a period of one year (365 days) from the date signed.
- D. The contact information for the contractors who completed work on the project.

An ECHO Weatherized unit is:

- 1. A dwelling unit on which an OHCS-approved energy audit or deemed measure has been applied. The ECHO measures installed on this unit have a grouped Savings to Investment Ratio (SIR) of 1.0 or greater, but also may include any necessary energy- related and Health & Safety repairs or follow the ECHO/DOE braiding criteria.
- 2. The use of ECHO Funds on this unit may include, but are not limited to:
 - a. Auditing
 - b. Measure installation
 - c. Inspection
 - d. Health & Safety repairs
 - e. Energy related repairs
- 3. Therefore, a dwelling unit that meets both the definition of an ECHO weatherized unit and has ECHO funds used directly must be counted as an ECHO completed unit.

2.4.1.1. Self-Declaration

Subgrantees may use an OHCS-approved form (such as a postcard mailed by the owner) for declaration of receipt and installation of refrigerator.

- A. If subgrantee does **not** receive the self-declaration form within two (2) weeks of delivery, subgrantee **must** explore other ways of verifying inspection.
- B. A refrigerator installation is **not** considered complete until it has passed final inspection.

- C. If it is not possible due to circumstances to perform a final inspection, it shall be clearly noted in the file the reason the inspection could not be completed, including copies of any correspondence with the client regarding scheduling of the inspection.

2.4.1.2. Funding Summary Report

All weatherization projects are required to include a properly completed OPUS funding summary report in the file. The funding summary report, at a minimum, must include:

- A. Actual costs of each measure completed.
- B. Funding source(s) utilized for each measure.
- C. If a non-cost-effective grouping of measures are “bought down” using appropriate funding, the amount of the “buy down” must be indicated, funding source identified and explained on the funding summary report. Indicate in comment section when using ECHO/DOE Braiding Protocol.
- D. If a non-cost-effective measure is completed and paid for completely using appropriate funding, the funding must be identified and explained on the funding summary report.
- E. Health and safety repair costs must indicate which funding source(s) were utilized and an explanation of what the health and safety repairs included.
- F. Repair costs must indicate funding source(s) utilized and an explanation of what the repairs included.
- G. A total of each individual funding source, as well as a combined total of all funding sources, must be identified.

2.5 Analysis of Effectiveness

In order to calculate the most accurate energy savings:

- A. Subgrantees are required to obtain, when possible, 12 months' prior energy usage of metered energy sources for each dwelling to be weatherized.
- B. If 12 months of usage are unavailable and missing usage can be reasonably estimated, it is allowable to estimate the missing billing

period. Documentation of the thought process for estimating usage must be included in the file.

- C. The REM/Design™ model must be tried according to the OHCS [REM/Design™ Technical Policies](#).

2.6 Health and Safety Plan

OHCS is required to develop a Health & Safety Plan. OHCS will work with OECA to consistently review and maintain the Oregon Health & Safety Plan as an updated, useful, and meaningful tool for all subgrantees and contractors.

The primary goal of the ECHO Low-Income Weatherization Assistance Program is energy conservation. Therefore, a maximum of 20 percent of the subgrantees' total program allocation is allowed for completing Health & Safety Repairs. Health and Safety costs do not need to be included in the overall project cost when determining the total project cost in relation to SIR.

2.6.1.1. Mold and Mildew

See [DOE State Plan Exhibit 2 – Mold & Mildew Protocol](#).

2.6.1.2. Training for Mold & Mildew Safe Work Practices

OHCS, in conjunction with OECA, has developed and instituted a training program. The training program for weatherization workers includes:

- A. How to identify mold and mildew conditions.
- B. How to understand and eliminate the conditions responsible for the growth of mold and mildew.
- C. How to protect occupants and workers from the harmful effects of mold and mildew.

2.7 Health and Safety –Repairs

This is an issue that concerns everyone involved in delivering weatherization services. As our understanding of the systems within a house expands, attention needs to be given to the Health & Safety of the occupants and workers. All subgrantees have the equipment and skill to identify the major Health & Safety and incidental repair problems found in

dwellings. To support subgrantees in the identification and reduction of Health & Safety and incidental repair problems:

- A. Health & Safety is defined as any measure necessary to assure the health and well-being of a client.
 - 1. It is necessary for Health & Safety costs to be included in the overall job cost, but they **do not** have to be included in SIR calculations.
 - 2. Repair costs **must be included** in the job cost, SIR calculations, and reported in OPUS under the “repair” category with an explanation.
- B. Health & Safety **cannot** exceed 20 percent of a subgrantee’s allocated ECHO Program dollars.
- C. Repairs are defined as a non-energy efficiency action that is necessary to protect the energy efficiency measure being installed, or to make it possible to install the energy efficiency measure.

For additional information on health and safety, [see DOE State Plan Appendix D](#).

2.7.1.1. Weatherization Readiness Funds

ECHO Weatherization Readiness Funds (WRF) will be used to reduce the number of deferred homes that require services outside the scope of standard weatherization before weatherization work can begin. These funds may be used in conjunction with ECHO-funded weatherization projects and must ultimately support a completed ECHO weatherization unit.

While the use of WRF does not require the weatherization to be completed within the same program year (PY), all WRF-funded activities and weatherization projects must be completed within 120 days from the date of the approved WRF application.

Applying: WRF funds will be held by OHCS and distributed to subgrantees who identify homes that have been deferred or are at risk of deferral. These projects are typically identified when clients on the waitlist are assessed for standard services, and issues beyond the scope of weatherization are discovered during the energy audit. Subgrantees may apply for WRF on the OHCS website under *Technical Tools & Guides*. Applications will be reviewed and funds allocated on a case-by-case basis. The maximum investment per completed unit is capped at \$20,000.

An energy model is required to determine if any of the identified building needs can be funded, typically with Health & Safety dollars. Supporting documentation, including bids, the approved energy model, and photos, must accompany the application. Projects using WRF will not be given priority as they will not be identified until clients are determined eligible for services and the energy audit has been conducted.

Reporting: WRF expenditures must be entered and will be tracked in the OPUS database for each building.

Documentation: An approved WRF application must be included in the project file in section four, directly behind the Funding Summary Report from OPUS. The WRF cost should be included in the 'other' category in OPUS. Final invoices for WRF work need to be submitted upon completion of the readiness work.

2.8 Rental Procedures

These regulations must be followed when weatherizing rental dwellings:

- a. No rental dwelling unit shall be weatherized without first obtaining the written permission of the owner or the owner's authorized agent.
- b. The subgrantee shall establish procedures to be approved by OHCS to ensure that:
 - b1. The benefits of weatherization assistance shall accrue primarily to the low-income tenants;
 - b2. Rents shall not be raised because of the increased value of the dwelling unit(s) due solely to weatherization assistance provided under this part;
 - b3. Subgrantee can receive tenant complaints, and owners can appeal should rental increases occur;
 - b4. No undue or excessive enhancement shall occur to the value of the dwelling unit(s).
 - b5. The residence is not currently for sale by the owner of the property, nor is it designated for acquisition or clearance (foreclosure) by federal, state, or local programs.
- c. Weatherization services will not be provided to eligible clients who pay their energy costs as part of their rent unless:
 - c1. Landlord agrees to make reductions in rent to reflect in some equitable way the reductions achieved in fuel cost due to weatherization;

- c2. There are health or safety reasons that justify weatherization.
- c3. Investments in energy savings in facilities or services that offer measurable direct benefits to the tenants.
- c4. Additional improvements to heating, hot water distribution, and ventilation systems to improve the residents' comfort.

2.9 Lien On Property

In order to secure the public investment made under this part and address issues of eviction from and the sale of property receiving weatherization materials, agencies may seek a landlord's agreement to the placement of a lien or other contractual restrictions.

OHCS does **not** require any subgrantee to include a lien or contractual restrictions on property owners.

2.10 Documentation

All documentation will remain the property of OHCS. In the event of program closure, such files shall revert to OHCS.

2.11 Program Management

Under Oregon Revised Statute (ORS) 757.612, funds are made available to OHCS for weatherization assistance for low-income persons. As outlined in OAR 813-205-0011, OHCS shall allocate funds to the subgrantee agencies.

If grant funds are not obligated for reimbursement by the subgrantee in a timely manner, as determined by OHCS, OHCS may, at its sole discretion, reduce the subgrantee funding and redistribute it to other subgrantees. OHCS may implement adjustments by modifying the applicable Notice of Allocation (NOA). This remedy is in addition to any other remedies available to OHCS under the Master Grant Agreement or otherwise.

2.11.1.1. Service Delivery System

OHCS intends to utilize the existing network of service provider agencies including:

- A. Community Action Agencies (CAAs).
- B. Community-Based Organizations (CBOs).
- C. Area Agencies on Aging (AAAs).
- D. Special Population Organizations (SPOs).

Under this plan, there will be no distinction by agency type; all agencies shall be identified as "subgrantees."

2.11.1.2. Contract with Subgrantees

Subgrantees identified for weatherization funds must prepare and submit to OHCS an Implementation Report as part of their Housing Stabilization Division (HSD) planning process. OHCS shall review and approve all Implementation Reports. Funding to subgrantees shall be formula-based, and subgrantee status shall be protected except for the following reasons:

- A. Funding originating in ORS 757.612 ceases or is rescinded.
- B. Subgrantee elects to close out their grant and return funds.
- C. Subgrantee is determined to be consistently below program standards by the public hearing process.
- D. Subgrantee does **not** comply with the terms of the negotiated contract, or the Implementation Report.

2.11.1.3. Administrative Expenditure Limits

ECHO Weatherization Assistance Program Administration Fund Expenditures are as follows:

- A. The amount of allowable Administration Funds allocated to each agency is up to 15 percent of their allocation.
- B. OHCS's administrative costs are limited to five percent in the ECHO Weatherization Assistance Program.

2.11.1.4. Funding Formula

Funds remaining after OHCS administration and T&TA allocations have been removed from the grant will be allocated to subgrantees using the following formula:

- A. OHCS will allocate ECHO "Program" Funds to agencies based on the percent of Portland General Electric (PGE) and/or Pacific Power & Light (PPL) residential meters within the agency's service area.
 - 1. Allocations broken down by county are available for agencies with multiple counties within their service area.
 - 2. Funds from one utility cannot be spent in another electric utility's service area.

2.11.1.5. Funding

- A. **Advance of Funds (Projected):** The subgrantee may request and be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement, and financial management systems that meet the standards for fund control and accountability as established in this part. Advance payments to a subgrantee must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the subgrantee in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the subgrantee for direct program or project costs and the proportionate share of any allowable indirect costs. The subgrantee must make timely payment to contractors in accordance with the contract provisions. Advance grant fund payments are at OHCS' sole discretion and will be made only as close as is administratively feasible to the actual use by the subgrantee for applicable direct or indirect work costs and only up to the proportionate share of such allowable costs as is permitted under the agreement, including applicable program requirements.
- B. **Expenditure Reports** – Subgrantees shall enter completions and expenditures into the OPUS database by the 20th of the month following the end of a quarter. Completions and expenditures entered in OPUS after the 20th must be dated as complete within the current quarter. OHCS will generate a quarterly report based on the submitted information. These reports shall be considered amendable, allowing for revisions if ECHO funds are not removed from the project. Any revisions or amendments to submitted reports shall be reported to the WAP Program Coordinator.
- C. **Expenditure Reimbursements** – All reimbursements are subject to approval by OHCS and may be denied based on lack of funds, improper documentation, improper expenditures, or other reasons deemed necessary by OHCS. It is the responsibility of the subgrantee to reimburse OHCS for any expenditures determined improper by OHCS.

- D. **Cash Requests** – Subgrantees are encouraged to request cash as needed upon completion of weatherization work. Only funds sufficient to cover all costs of the work should be requested. Funds requested in advance of completed jobs (except as stated in 2.11.5(A) above) are not permitted.

2.12 Certification for Lead Safe Renovators

OHCS will continue, with the help of the Oregon Training Institute, to make training available for the Lead-Based Paint Renovation, Repair and Painting Program (RRP). All individuals performing lead safe weatherization must be either certified renovators or have been trained by a certified renovator. Training is required before performing any weatherization work that will disturb lead-based materials in homes built before 1978. All subgrantees and contractors must be certified firms. [See DOE State Plan Appendix D VII.](#)

2.13 Monitoring - Productivity

OHCS monitors subgrantee productivity through information provided on Quarterly Reports, Peer Exchange, and Fiscal/Program Monitoring Reports. If a subgrantee fails consistently and considerably below their projections, OHCS reserves the right to redistribute their unexpended funds.

2.14 Multi-Family

2.14.1.1. Eligibility

Prior to weatherizing multi-family housing units, at least 66 percent (50 percent for duplexes and fourplexes) must be occupied by income-eligible households for the entire building to qualify for weatherization assistance.

2.14.1.2. Landlord Contribution Clause

Multi-family units can be weatherized when the percentage of low-income tenants is below 66 percent. If the multi-family low-income occupancy falls below 66 percent, but is no less than 50 percent, then the building can qualify for weatherization if:

- A. Additional funds are leveraged from landlords, utilities, or other sources; **and**

- B. Leveraged funds **must** equal at least 10 percent of the total job cost to be eligible for reduced unit eligibility percentage; **and**
- C. Authorization from OHCS has been granted to proceed.

2.15 Standard Weatherization Procedures

2.15.1.1. Labor

It is the subgrantees responsibility to ensure that employees and contractors are qualified and properly supervised.

See T&TA Plan - Appendix C in the [USDOE State Plan](#) for specifics on required certifications and time frames for obtaining certifications.

2.15.1.2. Davis-Bacon Act-Compliance

Weatherization activities under the ECHO Low-Income Weatherization Program are not considered public works projects under ORS 279C.810 and are therefore exempt from prevailing wage.

2.15.1.3. Authorization

Prior to weatherizing residential units, the following procedures must be followed.

- A. The owner or an authorized agent **must** provide written permission for weatherization assistance. The owner must sign such written authorization, or the owner's authorized agent, and **must** include:
 - 1. Location of dwelling (physical street address).
 - 2. Name of eligible tenant.
 - 3. Specific work to be done.

2.15.1.4. Operation of the Program

It is the subgrantee's responsibility to identify and procure the local resources necessary to operate this program. Such resources are to be identified by the subgrantees in their grant proposals to OHCS. These would include, but not be limited to:

- A. Local and federal funds.
- B. Donated materials.
- C. Space.
- D. Support.

- E. Any resources not provided by ECHO Funds.
- F. Contractor Procurement:

All subgrantees that employ private licensed contractors to provide weatherization, repairs, or inspections where the cumulative one-year compensation is \$25,000 or more must include in their fiscal manual a written process for contractor procurement that is adhered to.

2.15.1.5. Expansion of Manufactured Home Definition

The definition of manufactured homes is to include travel trailers and motor homes under the following conditions:

- A. Unit is a permanent residence; and
- B. The unit has a physical address, and
- C. The occupant has a utility bill in their name or can demonstrate an energy burden; and
- D. The occupant has a legal lease or contract to live in the unit and park the unit at said location; and
- E. Improvements are only related to weatherization and do not address mechanical, other than heating or HVAC.

2.16 Certify Work

Subgrantees and their subcontractors must certify all weatherization work and materials, including base load measures, for a period of one year from the time of completion. Certification includes the repair and replacement of defective measures resulting from improper installation or material defects.

2.17 General Accounting Practices

To ensure accurate reporting, proper documentation, and compliance with federal and state guidelines for fiscal procedures, all subgrantees **must** at a minimum:

2.17.1.1. Submit an Annual Audit

Submit an annual audit of weatherization funds, which shall be conducted by a Certified Public Accountant, using the audit standards contained in 2 CFR 200 – Subpart F.

2.17.1.2. Inventory Control

Subgrantees will have a written weatherization inventory control system in place that outlines:

- A. Purchasing authority; access to inventory; quarterly inventory verifications; procedures for fall down (shake or waste); **and**
- B. Ability to track purchases to specific jobs and materials installed back to the point of purchase.
- C. Fall down shall not exceed two percent of the total materials budgeted annually.
- D. All material used in weatherization that is purchased in bulk, or by piece, for the weatherization program is considered inventory. Weatherization inventory does **not** include supplies or materials purchased with Weatherization Administrative Funds.

2.17.1.3. Receive Authorization from OHCS for Purchases or Lease

Subgrantees must receive authorization from the Weatherization Program Coordinator for purchases or leases of acquisitions of more than **\$10,000**. Vehicle & Capital Equipment Purchases must follow the process outlined below.

1. Equipment/Vehicle Purchases
 - a. All purchases of equipment/vehicles purchased with Weatherization (Wx) Program funds that have a unit cost of \$10,000 or greater require OHCS written approval.
 - b. Local agencies must submit a completed Vehicle/Equipment purchase form using Smartsheet's through the OHCS website.
 - c. The subgrantee's procurement system should include at least the following:
 - 1) A code or standard of conduct that shall govern the performance of its officers, employees, or agents engaged in the awarding of grants using federal funds.
 - 2) Procedures that ensure all procurement transactions shall be conducted in a manner to provide, to the

maximum extent practical, open and free competition.

- 3) Meet all requirements of the Master Grant Agreement procurement policy.

d. Minimum procedural requirements are as follows:

- 1) Follow a procedure to ensure the avoidance of purchasing unnecessary or duplicative items.
- 2) Solicitations shall be based upon a clear and accurate description of the technical requirements of the procured items.
- 3) Positive efforts shall be made to use small, minority, and women-owned businesses.
- 4) Some form of price or cost analysis should be performed in connection with every procurement action.

e. Equipment and vehicles should be acquired with grant funds from OHCS only after all other options have been explored.

f. If equipment is shared with other local agency programs, a rental fee is required and may be implemented based on the proportionate use of the equipment.

g. Insurance – Subgrantees shall provide insurance liability coverage for equipment at a minimum of \$1,000,000 liability coverage per occurrence.

Procedure

1. Subgrantees must complete and submit a Purchase Request Form via [OHCS website](#).
 - a. Fill out the Equipment/Vehicle purchase request/approval form completely.
 - b. Submit form – with required three bids/quotes and the responses to the bids.
2. Upon OHCS's approval of the subgrantee's Equipment/Vehicle purchase request/approval form, local agency may proceed with procurement process that conforms to agency, state, and federal procurement guidelines.

3. Procurement records and files must include the following documentation:
 - a. Selection or rejection.
 - b. The basis for the cost or price.
 - c. Justification for lack of competitive bids if offers are not obtained.
 - d. OHCS approval for any trade-in of previously acquired equipment valued at \$10,000 or more when making a replacement purchase.
 - e. Approved form.
 - f. DOE approval for equipment/vehicles purchased with DOE funds.
4. Submissions after approval:
 - a. Provide the following items to OHCS:
 - 1) Copy of invoice/delivery receipt.
 - 2) Copy of approved Purchase Request form.
 - 3) Copy of the insurance certificate showing required minimum liability insurance levels.
 - 4) License plate number.
 - 5) Copy of the vehicle title.

2.17.1.4. Financial Operations Manual

Each subgrantee has in place a financial operation manual that details accounting standards, segregation of duties, procurement procedures, program income application, and program rebates.

2.17.1.5. Prohibited Expenditures

Funds shall **not** be expended for:

- A. Items or services other than those listed in 10 CFR part 440, Weatherization Assistance for Low- Income Persons, Final Rule, 440.18 (d).
- B. T&TA Funds cannot be used to purchase equipment used in the day-to-day installation of weatherization measures.
 1. Where a need exists to purchase tools and equipment, subgrantees should use program funds.

2.17.1.6. Discretion of Procurement

OHCS gives subgrantees discretion in the procurement of materials. All supplies, equipment, materials, and services **must** be procured in accordance with:

- A. Applicable state law and procedures.
- B. 2 CFR 200.320.
- C. 2 CFR 200 subpart E; and
- D. Exhibit C – Special Provisions of the Master Grant Agreement.

2.17.1.7. EPA Compliance

Subgrantees **must** comply with the Environmental Protection Agency (EPA) regulations as set forth in 40 CFR Part 247 - Guidelines for Procurement of Building Materials, which encourages the use of recyclable materials. Subgrantees shall use recyclable materials whenever possible. Compliance with EPA regulations also applies to the decommissioning of replaced baseload appliances, whether subcontracted out or not.

2.18 Reporting Requirements

Each subgrantee must submit certified and timely reports to OHCS detailing the progress made towards the program objective(s), and all administrative and program expenditures. The report **must** agree with the subgrantee's accounting records and be certified by the subgrantee's chief executive officer or their designee. **Quarterly reports are to be reviewed by OHCS on or before the 20th day of the month following the last day of the quarter being reported:**

- A. **Reporting Format:** OHCS has provided all subgrantees with online access to OPUS-Weatherization for the purpose of reporting weatherization activities. All weatherization subgrantees are required to use OPUS-WX for quarterly reporting purposes.

2.18.1.1. Success Story Reports

Subgrantees receiving "thank you letters" from, or about, people whose homes were weatherized, should submit selected letters to OHCS.

2.18.1.2. Bulk Fuel Switching

Installing high-efficiency heating **is required** when using ECHO funds for a project heated by a bulk fuel source as the primary heat source. If a bulk fuel switch is not completed, funds other than ECHO must be used to complete the project. Bulk fuel sources include oil, wood, pellets, and propane. When installing a high-efficiency electric heating system in a home heated with bulk fuel, a fuel switch request is not required.

Bulk Fuel Switching Specifics:

- A. Existing bulk fuel heating sources may be kept in place.
Exception: Unvented and/or unsafe heating sources must be removed from the home.
- B. Ductless Heat Pumps: Heating seasonal performance factor (HSPF) must be AHRI-rated with a minimum of 9.0 HSPF.
- C. Whenever possible, bulk fuel source forced air heating systems must be replaced with a conventional air source heat pump.
- D. Conventional heat pumps must be AHRI-rated with a minimum of 9.0 HSPF and 14 SEER.

Energy Modeling Specifics:

- A. The savings-to-investment ratio is not required.
- B. When modeling energy efficiency measures, the home should be modeled with existing heat sources.

OPUS Reporting Specifics:

- A. Report heating upgrade cost in OPUS under the Bulk Fuel Switching measure category.
- B. All ancillary costs, including electrical upgrades, should be included in the bulk fuel switching category.
- C. Homes that receive bulk-fuel heating upgrades shall be designated as electrically heated under fuel type.
- D. When adding a heat pump, whether conventional or DHP, the "Deemed" checkbox must be checked regardless of cost.

Fuel switching of metered fuel and homes outside of the defined eligible dwelling unit definition is allowed on a case-by-case basis. A fuel switch request must be submitted and approved by OHCS.

2.18.1.3. Cook Stoves

Cook tops and free-standing range replacements are not allowed with ECHO funds.

2.18.1.4. Wood Stove Replacement

Wood stove replacement is not allowed with ECHO funds.

2.19 Quality Control

It shall be the responsibility of the subgrantee to establish measures to ensure the quality of work is completed and address the following areas:

2.19.1.1. Fire Codes

Each subgrantee shall ensure that all fire codes are observed. The sole purpose of this requirement is to protect the client and limit the liability of the subgrantee.

2.19.1.2. Electrical Codes

Each subgrantee shall ensure that all Electrical Codes are observed. A licensed electrical contractor **must** perform any and all electrical work.

2.19.1.3. Building Codes

Each subgrantee shall ensure that all building codes are observed.

2.19.1.4. Materials Installed Properly

It is the subgrantee's responsibility to ensure all materials are installed to required specifications to achieve maximum benefit to the client.

Appendices

Appendix A **Peer Exchange Protocol**

Appendix B **Measure Lives**

Appendix A – Peer Exchange Protocol

The following protocol will be used by OHCS and agencies with an Exemplary, Stable, Vulnerable, or At-Risk PE Tool rating:

- I. **Exemplary and stable agencies can, while Vulnerable and at-risk agencies must participate in an annual peer exchange.**
 - a. Exemplary, Stable, and Vulnerable agencies can visit another agency of their choice, while at-risk will be determined by OHCS. It is encouraged that they seek an agency that has a new or interesting aspect to their program, such as a new weatherization measure, technique, or technical application.
 - b. Agencies may not visit the same agency as in the prior year without OHCS permission.
 - c. Once an agency is chosen for peer exchange, the visiting agency shall inform the agency to be visited of their intentions at least three months prior to the visit.

- II. **Selecting Units to Visit**
 - a. At least three (3) weeks prior to the peer exchange, the host agency and visiting agency will communicate and discuss the visiting agency's topics of interest.
 - b. At least 10 days prior to the visit, monitoring agency will notify host agency of four jobs. Jobs selected based upon a previous conversation(s) concerning visiting agency's topic of interest.
 - c. Host and visiting agency will schedule a mutually convenient time for the peer exchange.
 - d. Host agency will schedule any field visits.

- III. **Elements of Exchange Visits**
 - a. Discuss new and innovative techniques and applications; administrative procedures, equipment use; applications diagnostic testing techniques; and use of testing equipment.
 - b. Job site inspection (all four units):
 - b1. Discuss work and make notes with host agency's representative.
 - b2. Review installation techniques; testing procedures; benefits of application; as well as related benefits to the home and occupant.

IV. Discuss Observations

- a. Items of interest should be discussed at length while on site; therefore, both agencies have a clear understanding of the issue, techniques, tools used, and methods.

V. Exit Interview

- a. Staff and program coordinator to discuss visit, roundtable applications, techniques, testing protocol, ideas and improvements.

VI. Report to OHCS

- a. Visiting agency to draft summary report of visit.
- b. The report will include:
 - b1. Topics and discussion.
 - b2. A narrative letter discussing observations, ideas, what they learned, and any differences they plan to implement into their program.
Visiting agency will submit a report to OHCS within 15 working days.

Appendix B – Measure Lives

Below are the measure lives to be used when determining cost effectiveness under the ECHO program.

<i>Measure</i>	ECHO/LIHEAP Stick Built <i>Life (yrs)</i>	ECHO/LIHEAP Mobile Home <i>Life (yrs)</i>
Ceiling Insulation: loose fill and batt	45	25
Ceiling Insulation: all other types	45	25
Floor Insulation: loose fill and batt in enclosed cavity	45	25
Floor Insulation: all other types (loose fill and batt NOT in enclosed cavity)	45	25
Wall/Knee wall Insulation: dense-pack, batt type in enclosed cavity, rigid foamboard	45	25
Wall/Knee wall Insulation: all other types (loose fill and batt NOT in enclosed cavity)	45	25
Rim/Band Joist Insulation	45	25
Slab/Foundation Wall Insulation	45	25
Replacement Doors	20	20
Windows	25	25
Low-E Storm Windows	20	20
Water Heater Replacement	15	15
Duct Sealing	20	20
Duct Insulation	20	20
Refrigerators	15	15
Infiltration	15	15

<i>Measure</i>	ECHO/LIHEAP Stick Built <i>Life (yrs)</i>	ECHO/LIHEAP Mobile Home <i>Life (yrs)</i>
Heating Systems: Fuel-Fired Furnace/Boiler	20	20
Heating Systems: all other types, except Heat Pumps	20	20
Central Heat Pump/Air Conditioning System	15	15
Ductless Heat Pump	15	15
Smart/Programmable Thermostat	15	15
Heating/Cooling System Tune-up	3	3