

OREGON DEPARTMENT OF ENERGY
Community Heat Pump Deployment Program – Application for Funds
January 26, 2024

The Community Heat Pump Deployment Program grants funds to eligible entities to provide financial assistance for the purchase and installation of heat pumps and related upgrades to individuals who reside within the region or who are members of the tribe that an entity serves. The program is open to Oregon Tribes, local governments, local housing authorities, nonprofit organizations, coordinated care organizations, community action agencies, manufactured dwelling park nonprofits, and electric utilities. The grants may be allocated to one eligible entity for each region and one eligible entity for each federally recognized Indian Tribe in Oregon.

Visit <https://www.oregon.gov/energy/Incentives/Pages/CHPDP.aspx> for program details.

Complete applications and materials are due no later than 5:00 p.m., January 26, 2024.

Organization

Organization name: [Coquille Indian Housing Authority](#)
Type of organization: [Federally Recognized Indian Tribe in Oregon](#)
Federal Tax ID: [93-1133051](#)
Address: [2678 Mexeye Loop](#)
[Coquille Tribal Lands](#)
[Coos Bay, OR 97420-7713](#)
County: [Coos](#)

Representative

Name: [Anne Cook](#)
Title: [Executive Director](#)
Email: annecook@coquilleiha.org
Phone: [\(541\) 888-6501](#)

Qualifications

Describe your experience in administering either state grant programs or programs similar to the Community Heat Pump Deployment Program. This description should include the program name, the purpose of the program, the funding size, the geographic scope, and the program outcomes, as well as any additional information you wish to provide.

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For the last 30 years, the Coquille Indian Housing Authority (“CIHA” or “Authority”) has been responsible for establishing and operating multiple grant-funded affordable housing programs to support the well-being of the Coquille Tribal membership. During the 2023 federal fiscal year (“FFY”), CIHA administered \$2.9 million in federal funds. CIHA’s primary ongoing source of funding is the HUD Indian Housing Block Grant (“IHBG”), which supports programs within the Tribe’s five-county service area, which includes Coos, Curry, Douglas, Jackson, and Lane Counties in Oregon. The HUD IHBG comprised \$1.8 million of CIHA’s FFY 2023 budget. CIHA also operates programs available to the membership nationwide funded by other federal and Tribal sources. Most recently, CIHA has been awarded two grants by the State of Oregon Housing and Community Services to prevent homelessness and support shelter services for the homeless, and to promote Tribal homeownership opportunities through a first-time homebuyer assistance program. Both State grant programs are currently in development and will begin operation in 2024.

In FFY 2021, CIHA entered into a partnership agreement with the Energize the South Coast program, sponsored by Spark Northwest and Rogue Climate, to promote the purchase and installation of ductless heat pumps in the homes of low- and moderate-income Tribal families located on the South Coast of Oregon. CIHA received \$18,000 from the program to be used for the benefit of the Coquille Tribe and the Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians. With those funds, CIHA designed, marketed, and operated an incentive program that successfully funded installations in the homes of two low-income Tribal elders and the Tribal elders’ activities center.

Further, CIHA has a strong commitment to the adoption of clean energy and reduction of carbon emissions as demonstrated by its partnership with Common Energy in support of the State of Oregon Community Solar Program and the resource conservation measures featured in the residences and buildings it owns and operates. In the past year, CIHA has installed what is believed to be the largest solar photovoltaic power generation system with battery storage on the South Coast of Oregon. CIHA has also been named one of the 100 Best Green Workplaces in Oregon by Oregon Business magazine.

Describe your experience developing community programs for a geographic region or with members of a Tribe.

CIHA offers a variety of programs to Coquille Tribal members, other American Indians, and Alaska Natives, targeting varying income levels and selection preferences, locally, regionally, and nationwide. Its core programs include 64 low rent and homebuyer units on Coquille Tribal Lands in Coos County, 50 units of tenant based rental assistance available within the Tribe’s 5-county service area, and 14 units of tenant based rental assistance available nationwide. In addition, it offers emergency rental housing,

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emergency rental assistance, housing stabilization and homelessness prevention, emergency homeowner assistance, first time homebuyer assistance, and other housing-related services with diverse service delivery areas. CIHA also maintains partnerships with multiple service providers and organizations that support its mission and goals.

Describe your capacity to administer grant funds and deliver desired program outcomes. This should include a description of the entity’s capabilities to manage and deliver the program such as staffing positions and experience, application processing ability and outreach network.

The CIHA organization has an exceptional performance history supported by its capable, long-term staffing, robust internal controls and monitoring protocols, annual financial audits, and outside agency reviews.

The Authority has a staff of nine employees, all of whom have worked for CIHA for many years and whose experience in affordable housing and community development totals in excess of 165 years cumulatively. The Oregon Department of Energy Community Heat Pump Deployment Program management team builds on the relevant and recent expertise of CIHA staff and is supported by the Tribe’s climate resilience taskforce, communications team, and other Tribal programs and resources in its work.

Key members of the project management team include:

Anne Cook, Executive Director: Ms. Cook has worked for the Authority for 23 years, the last 20 as Executive Director. In the past five years, she has managed over \$12 million in grant, Tribal, and other agency funds. Under her leadership, the Authority has completed multiple construction and rehabilitation projects, expanded existing programs and services, designed and implemented new programs, and maintained exceptional performance standards in all areas of operation. Her role with this program will include policy and program development, communications, direction, and oversight.

Debbie Dennis, Administrative Services Coordinator: Ms. Dennis recently celebrated 17 years with the Authority. Her work involves a variety of functions, including scheduling and tracking, procurement, managing facilities, equipment, and supplies, IT support, database maintenance, records management, operating special programs, and compliance monitoring. Her support of this program will include developing forms, receiving and screening applications, facilitating participant access to complementary incentives and resources, interacting with contractors to arrange payment, providing follow up support to participants, and reporting.

Marcy Chytka, Financial Controller: Ms. Chytka has overseen all aspects of the Authority’s financial activities for 16 years and maintains its records of account, assures compliance

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with financial management policies, grant accounting requirements, generally accepted accounting principles, and other applicable laws and regulations. On this project, she will ensure successful performance of all accounting functions, maintain complete and accurate records, and compile financial reports.

Community Description

Describe the community or members of a Tribe that you currently serve or represent. This should include the size and geographic range of the community currently served or represented and how your organization serves or represents this community. If available, please describe the degree to which members of this community rely on bulk fuels or electric resistance heating or reside in homes without functioning heating or cooling.

CIHA is the Tribally Designated Housing Entity (TDHE) for the Coquille Indian Tribe. It provides housing assistance to low- to moderate-income members of the Coquille Indian Tribe, other American Indians, and Alaska Natives. The Tribe has nearly 1,200 members nationwide, the majority of whom reside in Oregon. Approximately 600 Coquille Tribal members reside within the Tribe’s 5-county service area. An estimated 35% of the total Tribal membership currently participates in CIHA housing assistance programs.

Describe how the applicant organization serves or represents an environmental justice community within a region. If applicable, it should include a description of how the community qualifies as an environmental justice community.

CIHA is the Tribally Designated Housing Entity (TDHE) of the Coquille Indian Tribe and offers housing assistance to low- to moderate-income Coquille Tribal members, other American Indians, and Alaska Natives. Most CIHA program participants reside in the Tribe’s five-county service area, which includes Coos, Curry, Douglas, Jackson, and Lane Counties in Oregon.

American Indians and Alaska Natives are acknowledged to be among the most socioeconomically disadvantaged groups in the United States by multiple indices. CIHA is grateful for the State of Oregon’s commitment to ensuring equitable access to State programs, services, grants, and other resources by Tribes and other BIPOC communities.

Describe your connections to regional or tribal communities.

CIHA is the Tribally Designated Housing Entity (TDHE) of the Coquille Indian Tribe, established by Tribal ordinance to serve its membership. It maintains a close connection with neighboring Tribes through frequent communications and cooperative efforts. CIHA engages regularly with all of the nine federally recognized Tribes located in Oregon

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through the Oregon Housing and Community Services Tribal Housing Workgroup. The Authority’s Director is a current appointee to the Executive Committee of the Northwest Indian Housing Association representing Tribes in Washington, Oregon, and Idaho. CIHA is also a member of the National American Indian Housing Council.

Community Assistance

Will you qualify an individual applying to your program as belonging to an environmental justice community according to the method outlined in OAR 330-270-0040(17)?

Yes

Describe how you will prioritize assistance to individuals who rely on bulk fuels or electric resistance heating.

Applicants will be awarded a preference point for each preference category set forth at OAR 330-270-0040(17), including an individual who relies on bulk fuels or electric resistance heating. Assistance will be prioritized for applicants with the greatest number of preference points.

Describe how you will prioritize assistance to individuals who do not have a functioning heating or cooling system.

Applicants will be awarded a preference point for each preference category set forth at OAR 330-270-0040(17), including an individual who does not have a functioning heating or cooling system. Assistance will be prioritized for applicants with the greatest number of preference points. Depending on the circumstances, an applicant also may be prioritized for assistance through other available resources.

Describe how you will prioritize assistance to environmental justice communities

Program participation will be limited to Coquille Tribal members who own and occupy a residence in Oregon where the heat pump will be installed.

How will individuals and communities that meet more than one prioritization category be prioritized?

Applicants will be awarded a preference point for each preference category set forth at OAR 330-270-0040(17). Assistance will be prioritized for applicants with the greatest number of preference points. In the event of an equal number of preference points, participation will be determined by the earliest application completion date, which includes submission of all required documentation and supplemental information.

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Describe your proposed outreach to communities in the region. This should include how you plan to conduct outreach to non-English speaking individuals and communities in the region.

Outreach will be conducted through internal Tribal communication channels, including monthly and weekly newsletters, social media outlets, at Tribal events, and direct mailings. Interpretive services will be provided for non-English speaking individuals.

Program Location

Enter program region or tribe the grant application is for.

The grant will serve Coquille Tribal members residing in Oregon.

Is the community that the applicant organization services or represents located within more than one program region?

No

If your organization serves more than one program region, which region has the highest number of individuals from the community your organization serves or represents?

The State of Oregon

Are you proposing alternative boundaries to define a region?

No

Program Overview

Identify the type of financial assistance proposed to be offered.

Financial assistance will be provided in the form of a grant.

Describe the program’s proposed financial offerings for heat pumps. This should include whether additional financial assistance for higher efficiency heat pumps will be offered, any different levels of financial assistance offered, and whether the financial offerings will be available retroactively (and to what date).

The maximum amount per dwelling that may be payable toward the purchase and installation of a heat pump that meets or exceeds the minimum requirements in 330-270-0040(6) but does not meet the minimum requirements in 330-270-0040(8) will be \$5000, not to exceed 100% of the purchase and installation costs of a heat pump.

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The maximum amount per dwelling that may be payable toward the purchase and installation of a heat pump that meets or exceeds the minimum requirements in 330-270-0040(8) will be \$7000, not to exceed 100% of the purchase and installation costs of a heat pump.

Describe the major program components. This should include a description of how individuals are expected to apply to the program; who is responsible for the purchase and then installation of the heat pumps; and how the financial benefits will be distributed to the individuals applying to the program. If applicable, include how the individual will be made aware of, or assisted in leveraging, other incentives available to them.

Individuals may apply in person, electronically, or by mail or other means of document delivery. CIHA staff will assist individuals with engaging a contractor and identifying and applying for additional incentives to the extent needed.

Describe the benefits of your proposed program to the communities and individuals in the region you are applying for.

The benefits will include reduced carbon emissions, decreased energy consumption and costs, and increased comfort for Tribal families.

Estimate the number and types of dwellings anticipated to be directly cooled by the program funded through the proposed program.

It is estimated that 10-15 single-family dwellings will be assisted.

Enter the program's estimated start date

July 1, 2025

Describe how the program planning, design, and start-up will be managed. Include any challenges you anticipate to beginning the program.

Program design, planning, and start up will follow the existing model established by CIHA's Energize the South Coast Program, with the addition of ducted heat pump eligibility. No specific challenges are anticipated.

Describe your program implementation plan and schedule, including any anticipated program milestones.

Policy and program development will begin immediately following notification of award. Communications and marketing will begin upon execution of a grant award agreement. The program will launch at least 30 days from the first announcement of its availability. Application screening will begin on the date advertised. Initially, grants will be awarded

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to the first 10 applicants to submit complete applications. A waiting list will be maintained for additional applicants. The applicant at the top of the waiting list, based on preference points and date of application, will be assisted based on funding availability.

Incentive Details

Describe system upgrades that support or enable the use of a heat pump that would be eligible for financial assistance under your program.

- A new electrical panel or other upgrades to the electrical system of a home or building.
- Weatherization or other structural repairs that reduce home or building heat and cooling loss.
- Upgrades to improve the airflow of a home or building.

Enter the maximum percentage of system upgrades that support or enable the use of a heat pump covered. 100%

Enter the maximum percentage of costs covered for electrical upgrades. 100%

Enter the maximum percentage of costs covered for airflow upgrades. 100%

Enter the maximum percentage of costs covered for weatherization or other structural repairs. 100%

Enter the maximum dollar amount per dwelling available for system upgrades that support or enable the use of a heat pump covered. \$4,000

Enter the maximum percent of the purchase and installation cost of a ground source heat pump that may be covered. 100%

Enter the maximum dollar amount per dwelling available for the purchase and installation of a ground source heat pump. \$5,000

Enter the maximum percent of the purchase and installation cost of a ductless heat pump that may be covered. 100%

Enter the maximum dollar amount per dwelling available for the purchase and installation of a ductless heat pump. \$5,000

Enter the maximum percent of the purchase and installation cost of a ducted heat pump that may be covered. 100%

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Enter the maximum dollar amount per dwelling available for the purchase and installation of a ducted heat pump. **\$5,000**

If proposed to be offered, enter the maximum percent of the purchase and installation cost of a higher efficiency ground source heat pump that may be covered. **100%**

If proposed to be offered, enter the maximum dollar amount per dwelling available for the purchase and installation of a higher efficiency ground source heat pump. **\$7,000**

If proposed to be offered, enter the maximum percent of the purchase and installation cost of a higher efficiency ductless heat pump that may be covered. **100%**

If proposed to be offered, enter the maximum dollar amount per dwelling available for the purchase and installation of a higher efficiency ductless heat pump. **\$7,000**

If proposed to be offered, enter the maximum percent of the purchase and installation cost of a higher efficiency ducted heat pump that may be covered. **100%**

If proposed to be offered, enter the maximum dollar amount per dwelling available for the purchase and installation of a higher efficiency ducted heat pump. **\$7,000**

Additional Benefits

Are you proposing to provide financial assistance for the purchase and installation of a heating or cooling device that has an efficiency rating similar to or higher than that of a heat pump and that provides additional benefits such as improving air quality or lowering an individual's energy burden? **No**

Specify what types of devices you will be offering financial assistance for. **N/A**

What efficiency requirements will you have for the device? **N/A**

Enter the maximum percentage of the purchase and installation cost of the device that may be covered. **N/A**

Enter the maximum dollar amount per dwelling available for the purchase and installation of one of these devices. **N/A**

Budget

Describe the program's financing plan. This should include any details that provide context for the costs identified in this budget section, including, for example, the anticipated financial and

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administrative role of program partners. The applicant’s financing plan should have a projected end date of no later than December 30, 2025.

The amount allocated to the Coquille Indian Tribe under this program is \$128,739. 85% or more will be used to provide financial assistance. 15% or less will be used for program related administrative expenses and marketing costs.

Enter anticipated total administration cost of program, including marketing	\$ 19,310
Enter the total contribution from partners	0
Enter other program operational costs	<u>109,429</u>
Enter anticipated total program cost	\$128,739
Enter the total amount of funds requested if awarded a grant	\$128,739

Supplement

Application Supplemental information [None](#)

Submission

Applicant Signature: [Anne F. Cook](#)

Applicant Signature Date: [Fri Jan 26 2024 16:29:16 GMT-0800 \(Pacific Standard Time\)](#)

Application Number: [CHP-128](#)