



Opportunity Announcement for the
Energy Efficiency Training Grant

Opportunity Announcement No. 24-087 for:

In 2023, the Oregon Legislature passed HB 3409. This bill allotted \$2 million in funding for Oregon to develop and implement a state energy workforce program that prepares workers to deliver energy efficiency, electrification, and clean energy improvements.

Address: Oregon Department of Energy
550 Capitol St NE, 1st Floor
Salem, OR 97301

Email: ee-training@energy.oregon.gov

Schedule

Event	Date
Opportunity Announcement Published	December 2, 2024
Application Submission Opening	December 2, 2024
Deadline for Questions Relating to Application Evaluation	January 14, 2025
ODOE to Post Final Q&A	January 15, 2025
Closing of Opportunity Period & Applications Due	January 17, 2025
Eligibility and Completeness Review	January 17, 2025
Competitive Review	February 7, 2025
Award Notifications Start (approximate)	February 10, 2025

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Section 1: Purpose and General Information

Introduction

The purpose of this Energy Efficiency Training Grant Program opportunity announcement is to solicit grant applications and outline the procedures for the selection of recipients through a competitive process following the Oregon Department of Energy's (ODOE or The Department) program narrative, and the applicable laws and regulations under which the Energy Efficiency Training Grant Program is administered. ORS 469.769, 469.772, OAR 330-290

Objectives

The following objectives are required for all training projects under this opportunity:

1. Provide initial and continuing technical assistance and training to new or existing workers and contractors to conduct renovations and installations of energy efficient technologies, including heat pumps.
2. Provide training on the availability of monies, rebates, and incentives available for installation of energy efficient appliances, heat pumps, and electrical panel upgrades.
3. Provide information and assistance that is understandable and usable by developers, builders, community-based organizations, and other industry stakeholders with an interest in acquiring, maintaining, and using energy efficient technologies for heating and cooling homes and commercial buildings, including heat pump technologies.
4. Include information on delivering, installing, and using high efficiency heating and cooling appliances in instances where variation exists in funding options for various minimum efficiency requirement.
5. Demonstrate that the program will work with locally connected and culturally connected organizations to provide the program's information, technical assistance, training, and support.

Grant availability

The Department has made \$2,000,000 available for grant awards for this opportunity.

1. A minimum of \$800,000 (40 percent) is made available for projects that demonstrate direct benefit to disadvantaged communities for clean energy workforce development. Communities are identified using the Climate and Economic Justice Screening Tool (CEJST). Additional justification may be requested to demonstrate need, impact, and greatest community benefit.
2. An additional \$1,200,000 will be made available to programs that provide training or benefits consistent with the requirements outlined in this opportunity announcement.

Eligibility

1. Funding from this grant program is available to eligible applicants including, but not limited to: community-based organizations, labor organizations, registered apprenticeship and pre-apprenticeship programs, training centers, community college training facilities, and other culturally and locally connected organizations.
2. Grantees must demonstrate the ability to meet the desired outcomes in one of four program option categories:
 - a. HVAC training: Successful applicants for an HVAC training grant should include plans for connecting new trainees who graduate from training programs with prospective employers. Successful programs can include training for new workers, programs to upskill existing workers, and pre-apprentice/apprenticeship programs. Access to programs should be convenient for employees and employers alike. Applicants will need to demonstrate how the program will prepare workers to meet the growing demand for heat pump installations in Oregon.
 - b. Home energy auditing and modeling: Qualifying programs will provide residential auditor training and certification. Applicants must include home energy modeling to meet the BPI 2400 specifications, which will provide opportunities for career growth for existing employees and small construction business owners, especially as the demand created by the federal Home Energy Rebates programs (also known as HOMES and HEAR) increases the need for more home energy auditors trained in modeling.
 - c. Contractor business development: Qualifying training programs will help small contractors providing energy efficiency installations to improve their business competency, which should make their businesses more profitable and sustainable, enabling them to take on more employees.
 - d. Home energy efficiency upgrades: Programs providing training to contractors and technicians on weatherization, heat pump installation, heat pump water heater installation, electrical panel upgrades, or any other home upgrade to achieve maximum energy savings from energy efficiencies. Applicants will need to outline how the program will prepare technicians to perform quality renovations and inform homeowners of available incentives.
3. Program must demonstrate how it will meet the following targets:
 - a. Provide information and assistance that is understandable and usable by developers, builders, community-based organizations, and other industry stakeholders with an interest in acquiring, maintaining, and using energy efficient technologies for heating and cooling homes and commercial buildings, including heat pump technologies.

- b. Include information on delivering, installing, and using high efficiency heating and cooling appliances in instances where variation exists in funding options for various minimum efficiency requirement.
- c. Demonstrate that the program will work with locally connected and culturally connected organizations to provide the program's information, technical assistance, training, and support.

Section 2: Application Requirements & Process

2.1 Submission of Applications

Applications must be submitted with all the requested information by email to ee training@energy.oregon.gov. Access to the application and associated materials are available on the Oregon Department of Energy [website](#).

A partnership project by two or more entities may be considered under one application, with one of the entities designated as the Recipient under a performance agreement with ODOE.

Applications that are submitted improperly or are incomplete may be rejected. The Department must receive complete applications no later than the due date on the cover of this opportunity announcement.

A complete grant application includes, at a minimum:

- (1) An application form with all fields completed.
- (2) Applicant eligibility information and contact details.
- (3) Information about any partner entities and their roles.
- (4) A description of the entity's capacity to administer any grant funds received. This should include the following:
 - (a) A description of the entity's experience administering state grant programs or programs with similar reporting requirements.
 - (b) A description of the entity's experience with community program development within disadvantaged or environmental justice communities by outlining how their current programs benefit local communities and how funding will enhance this benefit.
 - (c) A description of the entity's capabilities to manage and deliver the program. This should include how ready the entity is to begin the program and any anticipated challenges to beginning the program.
- (5) A description of the proposed program. This should include:
 - (a) Which program option category from this funding opportunity the program will implement.

- (b) A description of the existing program and how funds will be used to expand or advance the program either in offerings or availability, if applicable.
- (c) A description of the financial assistance provided to participants to ensure program completions. This could include:
 - (A) Access to training.
 - (B) Certification exam fees.
 - (C) Travel reimbursement.
 - (D) Wage stipends.
 - (E) Software licenses.
 - (F) Access to wraparound services deemed by the Department to be necessary for the successful completion of the program by participants.
 - (G) Employer engagement & hiring incentives.
- (6) A detailed budget that includes administrative and marketing expenses.

2.2 Questions

Questions, including requests for explanations of the meaning or interpretation of provisions of this opportunity announcement, must be submitted via email to eetraining@energy.oregon.gov. The Department will respond to questions concerning the application and its contents by January 14, 2025 to ensure the Department's ability to provide any resulting guidance to all applicants through a Q&A document. This deadline does not apply to programmatic questions not related to application evaluation.

Section 3: Review Process

3.1 Overview of Review Process

The Department will evaluate all applications for completeness and eligibility. The Department will then conduct a competitive review of all eligible and complete applications based on the selection criteria and program priorities. Applicants that are approved for awards may be offered a performance agreement.

The Department will only consider the information submitted in the application. Unless specifically requested by the agency, information submitted outside of the application will not be considered during review. All comments and questions must be submitted via email to eetraining@energy.oregon.gov.

3.2 Review of Applications

The Department staff will review all applications on a pass/fail basis to determine if each application is eligible and complete, meaning it includes all the minimum required elements described in section 2.1 of this opportunity announcement. Only those applications that meet the minimum requirements will be considered for further review.

Incomplete and/or ineligible applications will not move to the competitive review. In this event, the Department will provide written notification to the applicant that their application is not moving to the competitive review.

The scoring criteria for the competitive review is outlined below.

Criteria	Energy Efficiency Training Grant Program Competitive Review Criteria	Points
A	Project Objectives: Applicant will provide a list of objectives for the program. Activities that support these objectives will be included and will have a stated timeline for completing these activities, which will be used for program reporting.	10
B	Project Description: Applicant will provide a description of how the program will provide workforce development in one of the prescribed paths outlined. Projects will also describe how the program will deliver training to participants by outlining: <ul style="list-style-type: none"> • Project Goals • How the applicant will implement the program • Clear description of the program 	25
C	Participant Impact: Programs will develop new workers to join the energy efficiency workforce, provide upskilling to existing workers, and/or business development to contractors. Trainings will include information on existing energy efficiency incentives. Programs will identify and connect participants with additional barriers to services that support their development. Participants will have access to a clear career path.	15
D	Community Benefit: Programs demonstrate direct benefit to disadvantaged communities or environmental justice communities. Disadvantaged communities are identified using the Climate and Economic Justice Screening Tool (CEJST) .	20
E	Applicant: Applicant has experience with community program development within disadvantaged or environmental justice communities .	5
F	Applicant has experience administering state grant programs or programs with similar reporting requirements.	5
G	Applicant has experience providing training for programs like the proposed program.	5
H	Strength of financial plan: applicant demonstrates financial ability to operate the program and proposed administrative costs in relation to the proposed activities and expected outcomes are reasonable.	15

3.3 Offer of Performance Agreement

Successful applicants may be offered a performance agreement. Successful applicants will have 30 days to return the signed performance agreement, after which the Department may revoke the offer.

Section 4: Grant Process and Payment

4.1 Reporting

Once a performance agreement is executed, successful applicants will be required to submit annual reports as specified in OAR 330-290-0080 and the performance agreement. In addition, successful applicants will be required to submit reports during the year, as specified in the performance agreement, to update the Department on project progress.

4.2 Disbursing Grant Award

Once a performance agreement is executed, the grant shall be released according to the payment schedule in the performance agreement.

4.3 Compliance Monitoring

The Department may conduct reviews, audits, inspections, and other compliance monitoring as it deems appropriate with respect to each grantee and its partners to verify compliance with the program requirements. Additional recordkeeping and compliance monitoring requirements for grantees and their partners are in OAR 330-290-0090.

Section 5: Additional Information

5.1 Public Information, Confidentiality

The State of Oregon's Public Records Law (ORS 192.311 through 192.478) applies to filings and applications submitted to the Department. The law states every person has a right to inspect any public record of a public body, subject to certain exceptions. Applications are public records, and the Department may be required by law to disclose information in the application to the public on request. An applicant may request confidentiality of certain information in its application by marking the information confidential. Marking information does not guarantee that it will be kept confidential, however, and the Department will make any decisions regarding public disclosure of information contained in this application in accordance with Oregon Public Records Law.

Grant funding from the state of Oregon may be reported on [Oregon Transparency](#), a state agency tool available for Oregonians to learn about how state government works, taxes are used, and more. The data and information on this website are provided to users for general

knowledge and information. It excludes data and information that is confidential, protected, or private under state and federal laws, and is unaudited.

The Department may publicly announce awarded grantees under this program. The public announcement may include but is not limited to: the eligible entity's name, partner's names, and the awarded grant amount. Awardees are asked not to issue announcements about the program without checking with the Department first.

5.2 Reservation of Department Rights

The Department reserves all rights regarding this opportunity announcement, including, without limitation, the right to:

1. Amend, delay, or cancel the opportunity announcement without liability if the Department finds it is in the best interest of the State of Oregon to do so;
2. Not consider any or all applications received upon finding that it is in the best interest of the State of Oregon to do so;
3. Deem incomplete any application that fails substantially to comply with all prescribed opportunity announcement procedures and requirements; and
4. Allocate a grant amount less than the amount requested by applicant, at its discretion.

5.3 No Obligation

The Department is not obligated as a result of the submission or acceptance of an application to award a grant through a performance agreement to an applicant.

5.4 Sunset Information

If awarded, a grant applicant's performance agreement will outline the timeframe required to receive the grant award.