



422 NE Alberta St.
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PORTLAND HOUSING BUREAU PROJECT PROGRESS REPORT

Date Submitted:	October 15, 2011
Subrecipient Name:	Community Energy Project Inc.
Contract Number:	32000587
Program Title:	DIY Weatherization Workshop Program
Prepared By:	Perry Cabot, Community Education Supervisor
Reporting Period	<input checked="" type="checkbox"/> 1 st Quarter: July 1 to September 30, 2011 <input type="checkbox"/> 2 nd Quarter: October 1 to December 31, 2011 <input type="checkbox"/> 3 rd Quarter: January 1 to March 31, 2012 <input type="checkbox"/> 4 th Quarter: April 1 2012 to June 30, 2012

I. Progress towards outputs and outcomes

OUTPUTS	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total (Year to Date)	Annual Goal
Workshops Scheduled	40				40	50
Workshops Completed	1				1	50
Households Served	6				6	500

1. Weatherization Workshop Program - Accomplishments

- Order/receive/stock all Weatherization Program materials for 2011-2012.
- Train new Weatherization Workshop Community Education staff person.
- Prepare and update PowerPoint presentation for '11-'12 season.
- Examine feedback from prior season and make small changes in slide order or appearance based on feedback and staff preference.
- Update/improve workshop props for hands-on demonstration
- Practice delivery of Spanish PowerPoint presentation (Bilingual Educator)
- Identify, recruit and develop Volunteer Workshop leaders.
 - 6 Volunteer Workshop Leaders recruited to date with training and orientation in process.
 - 2 returning Workshop leaders scheduled to lead in October.
- Conduct 1 Weatherization workshop for 6 households.
- Collect and enter data for workshop participants.



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- Continue networking with community partners and community members to identify new workshop host sites that can assist with reaching traditionally underserved groups, provide translation assistance and provide space or childcare at privately-hosted workshops. Examples: Innovative Housing Inc., HeadStart, Self Enhancement Inc., Native American Youth and Family Association.
- Research energy conservation and weatherization technical information and related resources to improve workshop quality and instructor knowledge.
- Work with volunteers/interns on a variety of projects and provide training and experience for other organizations such as Easter Seals, PIVOT and Masters of Social Work Programs.
 - Coordinate and train volunteers to build over 65 weatherization kits for the coming heavy workshop load in October.

Outreach and Referral Summary

Provided by Sherrie Smith, Outreach and Marketing Supervisor

Community Energy Project makes and receives countless referrals from community partners and individuals, and participates in dozens of community events per year.

Outreach - Events & Contacts

CEP promotes all programs at every event and networks with other organizations. CEP attended **7** Outreach Events this Quarter at the following locations:

- July 30, 2011 Kern Park Christian Church BBQ and Resources Fair
- July 30, 2011 NAYA Housing to Homeownership Fair
- Aug 2, 2011 National Night Out – Portland Adventist Academy
- Aug 2, 2011 NE WIC World Breastfeeding Celebration
- Sept 9, 2011 Standard Insurance Volunteer Expo
- Sept 10, 2011 City of Wood Village End of Summer Oktoberfest
- Sept 19, 2011 Community Alliance of Tenants Rent Green, Rent Clean

Contact Tracking is done to generate data on how many people visit, have conversations and take information.

Contact Tracking (Tabling Events)	Total for Quarter	Total for Fiscal Year
Total Visit Table	307	307
Take Information	181	181 (59%)*
Leave Information/Sign up	45	45 (15%)
Conversations	195	195 (64%)
Networking/Conversation with other orgs.	25	25 (8%)

* Percentages are not mutually exclusive, and are a percentage of how many people visited the table



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Outreach - Referrals

CEP functions as a large referral source for many clients to many organizations. Referrals are divided into four categories:

A. “Active Office Referrals” occur when a person who calls, emails, or walks in the door requests a service we do not offer and we refer them to the appropriate resource. Each member of CEP staff tracks the referrals they make, and the data is collected quarterly.

B. “In-Home Referrals” – occur when a staff member or volunteers gives information to an In-Home Services client for a needed service.

C. “Active Outreach Events” where we track which brochures are taken at an event by bundling and pre-counting each quarter.

D. “Passive Referrals” include the resources automatically given to our clients through workshops and the In-Home program, as well as how many people visit our website.

Active Referral Type	Quarter Total	Year to Date Total
Office Referrals	286	286
In-Home Referrals	40	40
Outreach Events	40	40

* Each member of CEP staff tracks the referrals they make, and the data is collected quarterly.

Passive referrals by Program	Participants Quarter	Resources	Quarter Total	YTD Total
Lead Poisoning Prevention	156	20	3,120	3,120
Lead-Safe Home Projects	0	22	0	0
DIY Weatherization WS	6	45	270	270
In-Home Services	40	45	1,800	1,800
CEP Website	2,642	36	95,112	95,112
<i>Total Passive Referrals:</i>			<i>100,302</i>	<i>100,302</i>

*Numbers are for ALL CEP weatherization workshop contracts combined.



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Volunteer Highlights

This quarter, **12** volunteers provided **39** hours of volunteer time for the Weatherization Workshop program. Volunteers helped to assemble weatherization kits, made calls to workshop participants, organized warehouse materials and assisted past participants with trades and bonus materials. The overall program assistance for CEP programs is below with the DIY Weatherization program highlighted:

Program	Number of Volunteers Quarter	Number of Volunteers Year	Volunteer Hours Quarter	Total Hours Fiscal Year
Weatherization Workshop	12	12	39	39 (16%)
Lead Poisoning Prevention	8	8	43.25	43.25 (17%)
In-Home Services	5	5	59	59 (24%)
Oregon Heat	1	1	18.75	18.75 (7%)
Administration / Other	13	13	78	78 (31%)
Fundraising	7	7	12.5	12.5 (5%)
Total	*31	*31	250.5	250.5

*Number of non-duplicated volunteers (as some volunteers work within more than one program)

2. Challenges

All program activities are on track for meeting program goals; the seasonal natural of consumer demand for this service prioritizes our activities each quarter. First quarter (summer) is largely spent setting up for the *intense demand* of the 2nd and 3rd quarters (fall/winter) where we deliver most or all of the workshops, and the fourth quarter is spent following up with the participants and conducting program analysis.

The only significant challenge we face is adequately meeting the demand of a community in great need of weatherization education with a single Community Educator funded at 30 hours/week! Current community demand exceeds available resources. We continue to work on securing additional resources to meet this need.

3. New Directions

In the Spring of the 2010-2011 workshop season our then Community Educator began the initial phase of development of an advanced weatherization workshop to augment the basic draft-stopping and small measure weatherization curriculum currently provided. Our new Community Educator will continue to add to the fabric of a more advanced curriculum as time and resources allow. CEP continues to seek alternative funding sources to support the advancement and diversification of its educational program content.

4. Additional Comments

No additional comments at this time.



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Participants Demographics Report - First Quarter 2011-2012 DIY Weatherization Workshop Program

Program Goal	500 households	
Qualified Households Served	Qtr.	Ytd.
	6	6

1. Gender	Total for Reporting Period	Total for Fiscal Year
Female	3	3
Male	2	2
Declined/No Response	1	1
Total	6	6

2. Race/Ethnicity	Total for Reporting Period	Total for Reporting Period	Total for Fiscal Year	Total for Fiscal Year
	Hispanic	Non Hispanic	Hispanic	Non Hispanic
Ethnicity	Hispanic	Non Hispanic	Hispanic	Non Hispanic
White/European American	0	3	0	3
Black/African American	0	0	0	0
Asian	0	0	0	0
American Indian/Alaskan Native	0	0	0	0
Native Hawaiian/Other Pacific Islander	0	0	0	0
Am. Indian/Alaskan Native & White	0	2	0	2
Asian & White	0	0	0	0
Black/African American & White	0	0	0	0
American Indian/Alaskan Native & Black/African American	0	0	0	0
Other/Declined/No Response*	0	1	0	1
Total	0	6	0	6

* Year-to-date "other/declined/no response" include: 1 "no response."



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3. Income	Quarter Total	Total for Fiscal Year
Over 80% Median Income	0	0
51-80% Median Income	2	2
31-50% Median Income	0	0
0-30% Median Income	4	4
No response	0	0
Total Low-Mid Income (0-80% Median Income)	6	6

4. Residence	Quarter Total	Total for Fiscal Year
NE Portland	4	4
SE Portland	1	1
NW Portland	0	0
SW Portland	0	0
N Portland	1	1
Total	6	6

5. Other	Quarter Total	Total for Fiscal Year
Female Head of Household	2	2
Elderly Head of Household (62 and over)	0	0
Disabled/Special Needs Household	1	1
Total	--	--



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Additional Statistical Information (Not required by PHB)

The following statistics are collected for other funders also supporting CEP Weatherization Workshops for PHB-qualified households.

Home Ownership Status	Quarter Total	Total for Fiscal Year
Owner	2	2
Renter	3	3
Declined /No response	1	1
Total	6	6

Housing Type	Quarter Total	Total for Fiscal Year
Single-Family House	5	5
Apartment/Duplex	0	0
Mobile Home/Other	0	0
Declined /No response	1	1
Total	6	6

Primary Heat Source	Quarter Total	Total for Fiscal Year
Electricity	2	2
Natural Gas	2	2
Oil	1	1
Wood	0	0
Other	0	0
Don't know/no response	1	1
Total	6	6

Electric Utility Company	Quarter Total	Total for Fiscal Year
PGE	3	3
Pacific Power	1	1
Don't know/no response	2	2
Total	6	6



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Natural Gas Customer	Quarter Total	Total for Fiscal Year
Yes (for hot water and/or heat)	1	1
Don't know /No response	3	3
Total	---	---

Home Build Date (potential lead risk)	Quarter Total	Total for Fiscal Year
1929 or before	2	2
1930-1950	0	0
1951-1978	1	1
1979 and after	0	0
Don't know	2	2
No response	1	1
Total	6	6

Participant Age Range	Quarter Total	Total for Fiscal Year
Under 21	0	0
21-30	2	2
31-40	1	1
41-54	1	1
Over 55-61	1	1
Over 62	0	0
No response or "prefer not to respond"	1	1
Total	6	6

Note: Totals for fiscal year and other statistics include participants meeting the income guidelines (households at or below 80% MFI) under **PHB contract only**.

Other interested parties and community members exceeding income guidelines that attended a workshop but did not receive a kit are referred to CEP's Conservation Products Fundraiser, other energy conservation agencies and organizations for additional resources, rebates, or incentives.