

**COMMUNITY DEVELOPMENT BLOCK GRANT  
QUARTERLY PERFORMANCE REPORTS**

Agency Community Energy Project, Inc.

Program Do-It Yourself Small Measure WX & Energy Education Workshops

Person Completing Report Emilio Hernandez III Title Weatherization Workshop Coordinator

Reviewed by: Perry Cabot, Community Education Supervisor  
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Date of Report July 9<sup>th</sup>, 2011

Quarterly Performance Report Due Dates

	<u>Reporting Period</u>	<u>Report Due</u>
1 <sup>st</sup> Quarter	7/1 - 9/30	October 15 <sup>th</sup>
2 <sup>nd</sup> Quarter	10/1 - 12/31	January 15 <sup>th</sup>
3 <sup>rd</sup> Quarter	1/1 - 3/31	April 15 <sup>th</sup>
<input checked="" type="checkbox"/> 4 <sup>th</sup> Quarter	4/1 - 6/30	July 15 <sup>th</sup>

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Reviewed By \_\_\_\_\_  
(County Staff)

Date \_\_\_\_\_

*Form updated 5-11*



## PROGRAM INFORMATION SUMMARY REPORT

(To be completed each Quarter)

Beneficiary Count  Unduplicated <b>household</b> /Individual (circle one)	Number of clients this reporting period	Total number of clients year-to-date	Annual Goal
<b>I. Total</b>	0	30	15

From the number listed above, how many are:

Direct Benefit Data  Racial Data/ Ethnicity Data / Home Ownership Status	# Qtr	# Qtr. Hispanic	# YTD	# YTD Hispanic	# Owner	# Renter
(11) White	0	0	9 (30%)	2 (7%)	6 (20%)	3 (10%)
(12) Black/African American	0	0	0 (0%)	0 (0%)	0 (0%)	0 (0%)
(13) Asian	0	0	0 (0%)	0 (0%)	0 (0%)	0 (0%)
(14) American Indian/Alaska Native	0	0	1 (3%)	1 (3%)	0 (0%)	1 (3%)
(15) Native Hawaiian or Other Pacific Islander	0	0	0 (0%)	0 (0%)	0 (0%)	0 (0%)
(16) American Indian/Alaska Native & White	0	0	0 (0%)	0 (0%)	0 (0%)	0 (0%)
(17) Asian & White	0	0	0 (0%)	0 (0%)	0 (0%)	0 (0%)
(18) Black/African American & White	0	0	0 (0%)	0 (0%)	0 (0%)	0 (0%)
(19) American Indian/Alaska Native & Black/African American	0	0	1 (3%)	0 (0%)	1 (3%)	0 (0%)
(20) Other Multi-Racial*	0	0	19 (63%)	18 (60%)	10 (33%)	9 (30%)
<b>2. Total</b>	0	0	30 (100%)	21 (7%)	17 (57%)	13 (43%)

Please note: Hispanic is no longer considered a race but an ethnicity. A member of any race may be considered to be Hispanic.

\*(20) "Other Multi-Racial" includes: 6 other; 12 Hispanic/Latino (a) only; and 1 declined response

Income Data	# Qtr.	# YTD	#Owner	#Renter
Extremely Low Income (0-30% AMI)	0	24 (80%)	12 (40%)	12 (40%)
Very Low Income (31-50% AMI)	0	4 (13%)	3 (10%)	1 (3%)
Low Income (51-80% AMI)	0	2 (7%)	2 (7%)	0 (0%)
Non Low Moderate (over 80% AMI)	0	0 (0%)	0 (0%)	0 (0%)
<b>3. Total</b>	0	30 (100%)	17 (57%)	13 (43%)

Other Demographic Data	# Qtr.	# YTD	#Owner	#Renter
Female Head of Household	0	11 (37%)	3 (10%)	8 (27%)
Occupied by Elderly (62+)	0	4 (13%)	3 (10%)	1 (3%)
Household Members with Disabilities	0	3 (10%)	2 (6%)	1 (3%)

## **A. Overview**

### **Weatherization Workshop Program Activity Detail**

- Conducted participant follow-up surveys:
  - + Trained interns, staff, and volunteers who completed the Phone surveys and compiled data into a database.
    - **7 Follow Up surveys conducted.**
- Final Data review, revision and prep for 4<sup>th</sup> Quarter / Year End Report
- Completed, reviewed and formatted final Follow Up Survey data input for 4<sup>th</sup> Quarter and Year End Reporting.
- Conducted year-end inventory of workshop program supplies.

### **Ongoing Activities**

- Networking with other community service providers and community members to develop new workshop hosts who can assist with reaching traditionally underserved groups.
  - + Focus on developing Spanish only workshops this program year and for 2011-2012 Weatherization season.
    - Analyzed Spanish language participant attendance at workshops to identify potential Spanish Only workshops at Host sites that had high percentages of Spanish participants. Identified twenty potential Spanish only workshops.
    - Recruitment of Spanish (bilingual) Volunteer Workshop Leaders to meet identified need.
- Rethink of Window and Door props to better bridge language / cultural barriers.
- Researching energy conservation and weatherization technical information and related resources

### **Activities from additional funding sources:**

- Scheduling, marketing, and outreach activities to organize and promote weatherization workshops in:
  - + East Multnomah County

## B. Workshop Follow-up Activities

**CEP conducts two different types of Workshop follow up activities:**

1. **Workshops** -Anonymous Feedback Surveys immediately after.
2. **Follow-up phone surveys** one to eight months following the workshop for approximately 10-20% of participants.

### I. Anonymous Feedback Surveys (Immediately after the workshop).

\*The following tables show participants' multiple choice feedback responses to the following questions directly after the workshop and may include others attending with qualified participants (30).

- **Percentages are out of 31 responses.**
  - + Feedback forms are:
    - Anonymous
    - \*Optional, so the number of surveys collected may not, but could exceed, number of participants that attended.

#### The majority of participants:

- **96.8%** found the presentations “clear and easy to understand”.
- **83.9%** said it provided “the right amount of information”.
- **96.8%** combined % of total of participants who found the presentation useful:
  - + **61.3%** “extremely useful”.
  - + **35.5%** “useful”.

#### The top three reasons participants attended the workshop were;

- **74.2%** “save money on energy bills”.
- **51.6%** “stay warmer”
- **45.2%** “to conserve energy resources”.

<b>Question 1.</b>	a. clear and easy to understand	b. a little confusing	c. difficult to follow	No response
I thought the presentation was:	<b>96.8%</b> (30)	<b>3%</b> (1)	<b>0%</b> (0)	<b>0%</b> (0)
<b>Question 2.</b>	a. too much information	b. the right amount of information	c. not enough information	No response
I think the workshop covered:	<b>16.1%</b> (5)	<b>83.9%</b> (26)	<b>0%</b> (0)	<b>0%</b> (0)

<b>Question 3.</b>	a. extremely useful	b. useful	c. somewhat useful	d. not useful	No response
I found this workshop to be:	<b>61.3%</b> (19)	<b>35.5%</b> (11)	<b>3.2%</b> (1)	<b>0%</b> (0)	<b>0%</b> (0)

For Questions 4 and 5, many participants selected more than one choice. This means that the percentage is **of total responses**, not of the number of participants.

<b>Question 4.</b>	a. save money on energy bills	b. free materials	c. conserve energy resources	d. Stay warmer	Total responses
Why did you attend the workshop?	<b>74%</b> (23)	<b>25.8%</b> (8)	<b>45.2%</b> (14)	<b>51.6%</b> (16)	<b>61</b>

<b>Question 5.</b>	a. I will use them in my home.	b. I can't use them in my home.	c. I will not use them in my home.	d. I will share with a friend or family member.	e. I choose not to take a free kit.	I do not qualify for a free kit	Total responses
What will you do with the free weatherization materials?	<b>94%</b> (29)	<b>0%</b> (0)	<b>3.2%</b> (1)	<b>7%</b> (19-24)	<b>0%</b> (0)	<b>3%</b> (1)	<b>31</b>

<b>Question 6.</b>	Enthusiastic	Easy to Understand	Knowledgeable	Approachable
The presenter was: (scale of 1 strongly disagree ☹️ to 5 strongly agree 😊) Average responses reported.	<b>4.5</b>	<b>4.3</b>	<b>4.5</b>	<b>4.0</b>

## 2. Follow-up Surveys (1-8 months following workshop)

This year, CEP Staff and several volunteers conducted follow-up surveys with **23.3% (7) of our 30 East County workshop participants, exceeding our program goals.**

- **100%** of survey participants said it was worth their time to attend the workshop.
- **85.7%** reported that they saved money after using the materials and energy-saving tips from the workshop (goal: 70%)
- **85.7%** of participants reported that their homes were more comfortable after weatherizing (goal: 80%).
- **100%** of participants reported using materials from their kits (goal: 90%).
- **71.4%** reported changing daily routines and habits to save energy.
- **3.6** hours average time participants spend weatherizing their own homes.

## Participant Comfort, Savings, and Behavior Changes

Surveys were conducted by staff, volunteers, and interns; **not** the same person that conducted the workshops.

\* % reflects the number of responses for each question.

Survey Questions	Yes	No	No Response	Summary of Comments
1. Was it worth your time attending the workshop?	<b>100%</b> (3)	<b>0%</b> (0)	<b>0</b>	<ul style="list-style-type: none"> <li>Has helped me pay bills and save money.</li> </ul>
2. Do you feel that you saved money on your heating bills after using the weatherization materials and following the energy-saving tips?	<b>85.7%</b> (6)	<b>14.3%</b> (1)	<b>0</b>	<ul style="list-style-type: none"> <li>Bill comes the same (only one response of 7)</li> </ul>
3. Was your home made more comfortable in the cold months after using the weatherization materials and following the energy-saving tips?	<b>85.7%</b> (6)	<b>14.3%</b> (1)	<b>0</b>	<ul style="list-style-type: none"> <li>Felt much more comfortable.</li> </ul>
8. After attending the workshop, did you (or your family) change daily routines or habits at home to save energy?	<b>71.4%</b> (5)	<b>28.6%</b> (2)	<b>0</b>	<ul style="list-style-type: none"> <li>Heater temperature got adjusted lower.</li> </ul>

Participants reported turning the thermostat for their heating unit down an average of 3.5 degrees.

Heating System – Thermostat Adjustment				<ul style="list-style-type: none"> <li>It gets chilly for kids.</li> <li>Adjusted before I installed the materials.</li> </ul>
	YES	NO	NO RESPONSE	
10. Did you check or adjust the thermostat for your heating system this <i>winter</i> ?	<b>28.6%</b> (2)	<b>71.4%</b> (5)	<b>0</b>	

<b>Water Heater – Thermostat Adjustment</b>			
	YES	NO	NO RESPONSE
<b>11.</b> Did you check or adjust the thermostat on your water heater?	<b>0%</b> (0)	<b>100%</b> (7)	<b>0</b>

- I don't touch it because it's old and I don't want to break it.

## Self-Reported Heating Bill Savings

**85.7%** of participants reported that they saved money after using the materials and energy-saving tips from the workshop.

- Many participants did not remember how much they saved, but perceived a recognizable improvement in home comfort in the cold months.
- 28.6%** of those who could remember how much they saved reported savings in the \$11-\$20 and \$21-\$30 /month range in the heating season.

<b>Estimate of Monthly Heating Bill Savings</b>						
(If the person answered “Yes” to question 2.)						
How much money do you think you saved each month in the heating season?						
Percentages below calculated from <b>100%</b> of participants who could report a dollar amount saved.						
\$1 - \$10	\$11 - \$20	\$21 - \$30	\$31 - \$40	\$41 - \$50	Other \$\$	No Response
<b>0%</b>	<b>28.6%</b> (2)	<b>28.6%</b> (2)	<b>14.3%</b> (1)	<b>14.3%</b> (1)	<b>0%</b>	<b>14.3%</b> (1)

## Home Heating Systems

Participants reported how they heat their homes.

Home Heating System	Percentage (%)
(Forced air) gas furnace	14.3%
(Forced air) oil furnace	0%
(Forced air) electric furnace	28.6%
Portable electric space heater	14.3%
Wood Stove	0%
Fireplace	14.3%
Electric baseboard	0%
Wall heater	28.6%
Electric radiant ceiling heat	0%
Gas wall heater	0%
Propane Heater	0%
Other	0%
Don't Know/No Response/no Data	0%
More Than One Response	0%
<b>Total</b>	<b>7 (100%)</b>

## Weatherization Kits

We asked participants if they used/installed each of the items from the kit. 100% used materials from the kit. The most popular items used were:

1. Plastic Storm Window Kits.
2. Poly Tape
3. Rope Caulk
4. Door Weather Stripping
5. Door Sweep
6. Compact Fluorescent Light.
7. Outlet/Switch gaskets and Safety Caps
8. Energy Tips Booklet
9. Pipe Insulation

<b>Standard Kit Items</b> <i>Did you use....?</i>	<b>Yes</b>	<b>No Response</b>
<b>Plastic Storm Window Kits</b> Average 5 kits used per household	<b>7</b>	<b>0</b>
<b>Poly Tape</b>	<b>7</b>	<b>0</b>
<b>Rope Caulk</b>	<b>5</b>	<b>2</b>
<b>Door Weather-stripping</b>	<b>6</b>	<b>1</b>
<b>Door Sweep</b>	<b>5</b>	<b>2</b>
<b>Compact Florescent Light</b>	<b>5</b>	<b>2</b>
<b>Outlet/Switch gaskets and Safety Caps</b>	<b>4</b>	<b>3</b>
Thermometer	<b>2</b>	<b>5</b>
<b>Energy Tips Booklet</b>	<b>5</b>	<b>2</b>
<b>Pipe Insulation</b>	<b>5</b>	<b>2</b>

## Time Spent Installing Materials

- **3.6** hours participants spent on average installing the kit materials
- **5** windows on average, were installed per household

Time Spent Installing Materials			
	Average time spent installing weatherization materials	Average number of windows installed	Time range
<b>4.</b> How much time did you spend installing the weatherization materials?	<b>3.6 hours</b> (7 responses)	<b>5.28</b> (7 responses)	30 min – 16 hours

## Unused Items

If a participant responded that they hadn't used an item(s) from the kit, we asked them what they planned to do with it.

- **40%** of participants informed us that they planned to install the materials later.
- **40%** reported that they trade / return unused items.

Unused Items					
	Gave to friends/family	Still have them	Will use them later	Trade/Return	Total Responses
<b>6.</b> What will you do with the materials you didn't use?	<b>20%</b> (1)	<b>0%</b> (0)	<b>40%</b> (2)	<b>40%</b> (2)	<b>5</b>

## Problems Installing Materials

- One of the participants reported encountering trouble installing the materials and that participant was able to find solutions to the problem
- One person was unable to install the materials themselves due to health or other physical reasons. We referred to CEP's In-Home Services team, who contacted the client and installed the materials for them.

Problems Installing Materials				
	Yes	No	Able to correct the problem	Comments
<b>7.</b> Did you have problems installing any of the materials?	<b>14.3%</b> (1)	<b>85.7%</b> (3)	<b>Yes</b>	<ul style="list-style-type: none"> <li>• Yes it got easier.</li> </ul>

## Participant Comments and Suggestions

Survey participants had an opportunity to share general comments about the program.

<b>Summary of Participant Suggestions</b>
<ul style="list-style-type: none"> <li>• Keep it up your program helps a lot of people.</li> <li>• Keep helping others. Need to ask people their window sizes.</li> </ul>

<b>Summary of Participant Comments</b>
<ul style="list-style-type: none"> <li>• It wasn't as cold anymore.</li> <li>• Keeps the house warmer.</li> <li>• House feels warmer.</li> </ul>

We asked each survey respondent whether they would or have recommended the Community Energy Project workshops to family and friends.

- **100%** responded that they would, or had recommended CEP workshops to others.

<b>CEP Recommendations to Friends and Family</b>		
<b>13.</b> Would you (or did you) recommend Community Energy Project workshops to family or friends?	<b>100%</b> (7)	<ul style="list-style-type: none"> <li>• Have talked with family and friends</li> </ul>

## C. East County Outreach Activities

This was our fourth year serving East County, we were able to rely more on past partnerships and established relationships without most of the effort going towards reaching completely new audiences and cold calling. We have partnerships with East County City Halls, Mobile Home Parks, Head Start, and Community Centers. The local Parks and Rec catalog has been publishing weatherization workshops.

- East County contract completed this quarter with a private Weatherization Workshop for Spanish speaking East County residents at Fairview Head Start.
  - + This relationship will be continued.

- For the 2011-2012 Weatherization Workshop season, more emphasis will be placed on building on existing relationships, identifying new ones and pursuing East County opportunities much earlier.

## Community In-Kind Support

Volunteers provide much needed additional resources in accomplishing project goals by assisting with conducting follow-up surveys, data entry, assembling conservation kits and assisting with leading workshops and registering participants.

- **20** volunteers provided **816** hours for the Weatherization Workshop Program for Portland Housing Bureau and East Multnomah County contracts combined. A full report on volunteer activities at CEP is available upon request.



*Left.* Two Spanish-speaking volunteers from the PIVOT program are conducting follow-up surveys with weatherization workshop and In-Home Services clients.

### CEP partners with:

- Schools, churches, community centers, and other organizations to host workshops that are family-friendly and open to the public.
- Other community service organizations and agencies that help us reach underserved groups experiencing barriers to attending regularly scheduled public workshops.
  - + These host agencies provide interpretation in many languages, as well as accommodations for people with disabilities.
  - + These workshops are usually closed to the public.
- Most of our partners provide free space for 3 hours per workshop, and occasionally provide interpretation services, childcare, and assistance with outreach.
- Hosts provided:
  - + **3** hours of free workshop space.
  - + **1** workshop with refreshments for participants.
  - + **0** hours of interpretation services for Spanish, Chinese, Vietnamese, and Russian languages were provided.

Year to Date Workshop Donations	# Hours Space	# Hours Interpretation	# of Times Hospitality Provided
Weatherization WS			
East Multnomah Co.	<b>9</b>	<b>0</b>	<b>1</b>
<b>Program Total</b>	<b>9</b>	<b>0</b>	<b>1</b>

## D. APPENDIX: Additional Survey-sourced Statistical Information

The following statistics are collected for other funders supporting CEP Weatherization Workshops for Multnomah County CDBG-qualified households.

Home Ownership Status	Total for Fiscal Year
Renter	13 (43.3%)
Owner	17 (56.7%)
Declined /No response	0 (0%)
<b>Total</b>	<b>30</b>

Housing Type	Total for Fiscal Year
Single-Family House	6 (18%)
Apartment/Duplex	9 (27%)
Mobile Home/Other	18 (55%)
Declined /No response	0 (0%)
<b>Total</b>	<b>30</b>

Primary Heat Source	Total for Fiscal Year
Electricity	21 (70%)
Natural Gas	8 (26.7%)
Oil	0 (0%)
Wood	0 (0%)
other	0 (0%)
Don't know/no response	0 (0%)
<b>Total</b>	<b>30</b>

Electric Utility Company	Total for Fiscal Year
Portland General Electric (PGE)	1 (3%)
Pacific Power (PP&L)	28 (85%)
Don't know/no response	0 (0%)
<b>Total</b>	<b>30</b>

Natural Gas Customer	Total for Fiscal Year
Yes (for hot water and/or heat)	1 (3%)
Don't know /No response	4 (12%)
<b>Total</b>	<b>---</b>

<b>Home Build Date (potential lead risk)</b>	<b>Total for Fiscal Year</b>
1929 or before	0 (0%)
1930-1950	1 (3.3%)
1951-1978	13 (43.3%)
1979 and after	3 (10%)
Don't know	13 (43.3%)
Don't know /No response	0 (0%)
<b>Total</b>	<b>30</b>

<b>Participant Age Range</b>	<b>Total for Fiscal Year</b>
Under 21	1 (3.3%)
21-30	9 (30%)
31-40	10 (33.3%)
41-54	5 (16.7%)
55-61	0 (0%)
62 and over	4 (13.3%)
No response or "prefer not to respond"	0 (0%)
<b>Total</b>	<b>30</b>