



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

PORTLAND HOUSING BUREAU PROJECT PROGRESS REPORT

Community Energy Project (CEP)

Do-it-Yourself Weatherization Workshop Program

Second Quarter Report: October 1, 2009 – December 31, 2009

Prepared by: Chaun MacQueen, Program Manager, Education and Outreach

Sherrie Smith, Outreach Coordinator

Reviewed by: Sherry Burbach, Executive Director

Overview

The Community Energy Project's (CEP) Weatherization Workshop program provides education on low-cost, small measure weatherization techniques in lower income Portland neighborhoods and the Portland Metro Area. Free materials are distributed to eligible low-income workshop participants. The City of Portland Housing Bureau (PHB) supports energy education for the bulk of CEP's workshops for low-income Portland residents. Multnomah County Office of Schools and Community Partnerships funded services for East Multnomah County residents. The Confederated Tribes of the Siletz Indians Foundation is supporting expanded services to Native Americans. Portland Energy Conservation Inc., and CEP's retail fundraiser is supporting the distribution of weatherization kits at the Bureau of Planning and Sustainability Fix-it-Fairs this year.

This quarter, CEP's Weatherization Workshop Program served 505 qualified households through 31 home weatherization workshops funded by the Portland Housing Bureau.

CEP served a grand total of **628 metro area households this quarter** through all contracts (505 City of Portland Housing Bureau, 12 East Multnomah County, 26 Confederated Tribes of the Siletz Indians Foundation, 61 PECE Fix-it-Fair, and 24 non-qualified participants). There were two non-qualified participants from last quarter, brings the ***year-to-date total up to 630 households served***. Non-qualified participants include households with income exceeding the income guidelines and came for the information, lived outside of the State of Oregon, or submitted incomplete income verification forms. Full reports detailing these additional services are available by request.

Please note: We recognize that the level of service we've provided over the last two seasons' second quarter is not sustainable. We are appreciative of our staff's diligence to serve in emergency situations; however they will not be able to nor are expected to maintain this level of productivity indefinitely. We worked with our community partners and have implemented measures to limit attendance and have even had to cancel some workshops, and still the need outstrips the availability of the resource. We are working on solutions.



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

I. Activities. Describe the major activities carried out during the reporting period.

For a second year in a row, we experienced a flood of participants pushing the households served up over the contract goals before Christmas. After data analysis for contract compliance, we were able to shift some of the participants to other contracts and grants from East County and the Confederated Tribes of the Siletz Indians Foundation, which means we've officially completed 98% of the contract goal for households served under the Portland Housing Bureau contract. We distributed an announcement alerting the public that we would still conduct the remaining workshops on the schedule, but we were out of materials. We received notice that we may receive supplemental funds to continue serving clients in the next quarter for the workshops scheduled. (We happily acknowledge receiving notice that funds were allocated subsequent to the end of the quarter. Thank you!) The outcome of this allocation will be addressed in the third quarter report.

The primary activities for this quarter of the 2009-2010 fiscal year included:

- Conducted 31 weatherization workshops for 505 PHB-qualified households
- Scheduled 48 of the required 50 workshops for the fiscal year (but 7 cancelled)
- Continued to communicate with partners who host our workshops, schedule workshops for winter and spring
- Appeared twice on local TV news stations about keeping warm and resources available (KOIN 6 and KGW 8)
- Participated in the Bureau of Planning and Sustainability Fix-it Fair at Roosevelt School
- Participated in several community events, fairs, networking meetings to promote our Weatherization Workshop Program
- Maintained workshop demonstration materials and equipment/props
- Provided Volunteer Orientation and training to volunteers who assembled workshop kits and had an interest in becoming a Community Workshop Leader
- Trained volunteers and interns on data entry, registration, and office support
- Ordered materials for workshop participant kits
- Created an "emergency kit" distribution procedure (using leftover donations from another project) and released a special announcement when the materials ran out in the warehouse due to extreme high participation in workshops and sent out appeals for additional funds to continue to serve clients

Ongoing Activities

- Conducting informational presentations to community groups/staff at other agencies promoting CEP programs and services (including weatherization workshops)
- Conducting outreach/marketing activities for the program
- Networking with other community service providers and community members to develop new workshop hosts who can assist with reaching traditionally underserved groups, provide translation assistance, provide space, or childcare at privately-hosted workshops



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

- Evaluating curriculum and implementing of minor adjustments
- Researching energy conservation and weatherization technical information and related resources
- Maintaining workshop props, models, and presentation equipment
- Training and supervising volunteers and interns for the program
- Participating in TACS Diversity Leaders Network and Cultural Competency trainings
- Program development research and planning

Weatherization Workshop Highlights

This quarter, CEP’s Weatherization Workshop Program served 505 qualified households through 31 home weatherization workshops, for a total of 530 served through 33 workshops so far the fiscal year. The average size of households served was 3.6 people per home.

We have scheduled over 40 of the 50 required workshops to fill the contract, with requests coming in daily. We had to cancel 7 workshops due to last-minute changes from workshop hosts relating to illness or logistical issues and inclement weather. We have put community workshop host organizations on a waiting list to be called if the supplemental funds and donations come through after the New Year.

CEP partners with several schools, churches, community centers, and other organizations to host workshops that are family-friendly and open to the public. We conducted 23 public workshops at the following locations:

Public Workshop Locations	City Sector	Date	# of Workshops
Woodmere SUN School	SE	10/6/09	1
Vernon SUN School	NE	10/8/09	1
Earl Boyles SUN School	SE	10/13/09	1
Grout SUN School	SE	10/14/09 & 11/18/09	2
Arleta SUN School	SE	10/20/09	1
NE Portland Tool Library	NE	10/21/09	1
Harvey Scott SUN School	NE	10/26/09	1
Mt. Scott Community Center	SE	10/28/09	1
Alder SUN School	SE	10/29/09	1



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

Harold Oliver Elementary School	SE	11/3 & 11/4/09	2
Community Energy Project office	NE	11/7/09	1
Glenfair Elementary School	NE	11/9/09	1
Shaver Elementary School	NE	11/10/09	1
East Portland Community Center	SE	11/12/09	1
Peninsula Park Community Center	N	11/17/09	1
James Madison High School	NE	12/1/09	1
Harrison Park SUN School	SE	12/2/09	1
Whitman Elementary School	SE	12/3/09	1
Kelly Elementary School	SE	12/8/09	1
NAYA (Native American Youth and Family Center)	NE	12/9/09	1
Alice Ott SUN School	SE	12/10/09	1

CEP also partners with 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.

Eight privately-hosted workshop was conducted at the following location:

Privately-Hosted Workshop Locations	City Sector	Date	# of Workshops
Rosa Parks School (Parent Coffee Hour)	N	10/16/09	1
Portland Public Schools – Clark HeadStart	SE	10/19/09	1
Portland Public Schools – Sacajawea HeadStart	NE	10/23/09	1
Portland Public Schools – Kelly HeadStart	SE	10/30/09	1
Portland Public Schools – Applegate HeadStart	N	11/13/09	1



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

Portland Public Schools – Creston HeadStart ESL	SE	11/16/09	1
Portland Public Schools – Beech HeadStart	N	11/17/09	1
Children’s Relief Nursery	N	11/9/09	1

Almost all of our partners provide free space for 3 hours per workshop, and occasionally provide interpretation services, childcare, and assistance with outreach. This quarter, community partners provided 22 hours of interpretation for participants at 13 workshops in Spanish, Ethiopian, Somali, Vietnamese, and Chinese. The community provided 102 hours of free workshop space and workshop host organizations provided refreshments for participants at 15 PHB-funded workshops.

Year to Date Workshop Donations	# Hours Space	# Hours Interpretation	# of Times Hospitality Provided
Weatherization WS			
Portland Housing Bureau	102	22	15
East Multnomah Co.	6	0	0
<i>Program Total</i>	<i>108</i>	<i>22</i>	<i>15</i>
Lead Poisoning Prevention			
<i>PBW (Total)</i>	<i>47</i>	<i>4</i>	<i>7</i>
Workshop Total	155	26	22

Outreach Highlights

The Outreach Coordinator prepared an independent report describing all of CEP’s outreach and volunteer efforts in much detail. Here we just include highlights specific to the PHB contract for weatherization workshops. The full CEP Outreach and Marketing report is available upon request.

Community Events

CEP participated in 7 community events this quarter. The type of events varied, as well as the thematic emphasis, however we promoted the Weatherization Workshop Program at all events. The events are listed below.

- Oct 30, 2009 Wintering In – Impact Northwest
- Nov 21, 2009 Fix-it-Fair – Roosevelt High School
- Oct 20, 2009 Student Volunteer Fair – Sunset High School
- Oct 23, 2009 Resource Fair – Buckman Elementary School



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

- Oct 31, 2009 Multicultural Healthy Homes Healthy Kids Fair – Friends of Children
- Nov 11, 2009 Washington County Community Action Energy Fair
- Nov 14, 2009 Winter Warm-Up Event – International Center for Traditional Childbirth

The Outreach Coordinator tracks interactions at tabling events to get an idea of how many people we talk to, and the nature of the communication. At a busy event it is nearly impossible to keep track of how many people come to a table during a busy outreach event, so these results may be underreported (see table below).

Contact Tracking (Tabling Events)	Total for Quarter	Total for Fiscal Year
Total Visit Table	228	638
Take Information	123	332 (52%)*
Leave Information/Sign up	10	65 (10%)
Conversations	198	532 (83%)
Networking/Conversation with other orgs.	33	91 (14%)

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

Community Presentations and Meetings

CEP hosted a representative from Region 10 EPA for a “site visit.” The site visit was the final step before the EPA issues accreditation to an agency to conduct the new RRP training. During the site visit the EPA representative and CEP staff toured the Architectural Heritage Center to assess the site’s suitability as a “remote training facility” and then returned to CEP to assess our preparedness to offer trainings in-house as well as in off-site locations. The site visit went smoothly and the EPA representative more than once mentioned that CEP stood above all other applicants in the region in terms of thorough preparation and attention to detail.

Meetings/Networking Opportunities:

- | | |
|--------------|---|
| Oct 06, 2009 | Portland Green Drinks networking event – Ecotrust Building |
| Oct 07, 2009 | Spirit Mountain Casino Community Fund Grant Workshop |
| Oct 10, 2009 | Oregon HEAT Annual Dinner |
| Oct 10, 2009 | LUSSA monthly meeting |
| Oct 15, 2009 | Portland Community Media orientation |
| Oct 22, 2009 | Black United Fund Brownbag Families First luncheon |
| Oct 22, 2009 | Oregon HEAT conference call - updates |
| Oct 28, 2009 | ECOS (East County One-Stop) monthly board meeting |
| Nov 10, 2009 | Met with Oregonian representative about prices for non-profit advertising |



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

Nov 10, 2009	NOVAA (Northwest Oregon Volunteer Administrators Association) Training: Advanced Volunteer Managers
Nov 11, 2009	LUSSA monthly meeting
Nov 12, 2009	Center for Advanced Learning students about their Adopt-a-Grandparent program
Nov 17, 2009	Art on Alberta mural artists presentation
Nov 18-19 09	OECA quarterly meeting – Newport, Oregon
Nov 18, 2009	TACS Diversity Leaders Network: Social Policy Implications of Incarceration and Public Safety
Nov 19, 2009	NOVAA: Living the Life of Your Dreams as a Volunteer Administrator
Nov 19, 2009	CNRG Non-Profit Networking Night
Dec 07, 2009	Environmental Protection Agency site visit for RRP application approval
Dec 09, 2009	Dec 18, 2009 Construction Contractors Board Lead-based Paint Programs stakeholders meeting – CCB headquarters, Salem, Oregon

Publications

CEP has contacted the editors or reporters of 49 community publications to learn which ones had community calendars and were receptive to regularly scheduled events. As a result, we send a list of CEP community calendar events to 17 local publications on a monthly basis: *Southeast Examiner, Portland Alliance, The Bee, Asian Reporter, El Hispanic News, the East Portland News, East County News, Portland Family Magazine, Metro Parent Calendar, The Skanner, Mid-County Memo, Portland Observer, Gresham Outlook, The Hollywood Star, and Concordia News.* The *Oregonian* publishes CEP events in their calendar by using CEP's web calendar. The Outreach Coordinator frequently studies the local media to find new angles for future article writing, and to find CEP publications, and contacts potentially interested reporters about stories relating to CEP services.

The number of papers to which we send press releases varies by how much time we have for publication. Press releases tend to be immediate and time-sensitive, and we have a list of 13 papers we use who can print a story with only a week or two notice. Most community papers are monthly, and often need a month and a half notice to publish a story. If the press release is not time sensitive, then we expand the size of the list.

Due to frequent requests from the media to go into client homes, we have developed an official statement regarding our policies with client dignity and protection, to be posted on our website.

We are currently constructing a portion of the website specifically for the press which will have with past coverage, FAQ, and a media packet available for download.



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

Media Events by Program

This quarter we had four media events via internet, television news, print, and radio.

- Oct 13, 2009 GoodSearch highlighted CEP as “Charity of the Day”
- Oct 21, 2009 KOIN 6 News on preparing for the cold weather
- Oct 27, 2009 Portland Business Journal Book of Giving
- Nov 13, 2009 AM 750 KXL’s “Good News PDX”
- Dec 08, 2009 KGW 8 News on staying comfortable in cold weather

GoodSearch is a Yahoo! powered search engine that donates 50% of its revenue to the charities designated by its users. GoodSearch has “charity of the day” it highlights on its home page, for which CEP was chosen.

The Portland Business Journal generates the Book of Giving, a yearly publication dedicated to providing information on different non-profits in hopes of inspiring holiday donations. CEP had a full page color publication in the Book of Giving, thanks to a donation from PacifiCorp, which was sent to subscribers and local businesses.

KOIN 6 News came to our office to film three live segments on weatherization. The Weatherization Workshop Coordinator gave demonstrations on door weatherstripping and window kit installation, and the Outreach Coordinator showed how to change a furnace filter. CEP’s segments were intermingled with segments from the Energy Trust of Oregon and Northwest Natural. It aired live and one of CEP’s segments was the feature story on KOIN 6’s official website.

KGW Channel 8 News went to a weatherization workshop to interview the Weatherization Workshop Coordinator regarding tips on weatherization and what services CEP offers. They filmed a small segment with the Coordinator, as well as portions of the workshop. The segment aired that evening at 11pm.

Online Marketing

Posting to community websites and list serves such as CNRG and CraigsList.org is a simple and convenient way to post new workshop information that becomes more effective with experience. Some news agencies, such as *The Oregonian* use our online calendar and publish events frequently on their own. There are always a variety of places where we are mentioned on personal blogs and sustainability sites as well that utilize our calendar to spread the word to their constituents.

This quarter we open purchased a Constant Contact account, an email marketing tool. We created a variety of lists, totaling 756 contacts (after culling bounce backs) and sent our first electronic quarterly newsletter, followed by a holiday appeal. We added a box to the website giving people the option to sign up for our mailing list. At this point 2-3 new people are signing up a week.



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

We created a second WordPress account to store newsletter content. The newsletter contains a small synopsis of a story, with an embedded hyperlink entitled “read more...” leading the reader to individual WordPress entries expanding on the story.

Through Constant Contact we also sent an email holiday appeal to 634 people on December 14, 2009.

Viral Marketing

Viral marketing gives us the chance to reach new audiences locally and nationally, especially the millennial generation. Currently CEP has a MySpace, YouTube, Facebook, and Twitter, which are in the top 30 most visited pages on the internet. Three staff also have LinkedIn accounts. The Viral Marketing Plan outline is consistently revised with experience and education. This quarter we:

- Placed links to social networking accounts on website
- Maintained and updated our MySpace, Twitter, YouTube and LinkedIn accounts
 - Made frequent status updates
- Researched “Causes” – a fundraising program through Facebook
- Interacted with the online community through comments and “friending” other account holders
 - Facebook: 56 fans
 - MySpace: 69 friends
 - Twitter: 32 followers
 - YouTube: 2 subscribers, 3 friends 700+ views of CEP videos

Information and Referral

Community Energy Project makes and receives countless referrals from community partners and individuals, and participates in dozens of community events per year. The table below represents self-reported data from weatherization workshop participants during registration and participation. We created the designations “registration” and “participant” data. We wanted to compare what people report as their information source when they register for a workshop to what participants writes on their feedback form after the workshop. “Registration” data includes mostly public workshop sign-ups, and “Participant” data includes both public and privately-hosted workshops, where the host organization is responsible for the outreach to their clients.



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

The following data includes all contracts throughout the reporting period. Fix-it-Fair participants, Energy Fair participants, and translated workshop participants are not included in this table. This information gives us an idea about how workshop participants make their way to CEP workshops.

Info Source - Weatherization Workshop	Registration Year to Date	Participants Year To Date
Host Agency	8 (2%)*	266 (50%)*
Word of Mouth	95 (28%)	65 (18%)
Community Partners	42 (12%)	33 (6%)
Past Participant	15 (4%)	42 (8%)
Caseworker/ Family Advocate	2 (1%)	0 (0%)
Utility Company	20 (6%)	10 (2%)
Building/sign walk-in	33 (10%)	21 (4%)
Magazine / Catalogue	1 (0%)	1 (0%)
Internet	48 (14%)	36 (7%)
Newspapers	22 (6%)	10 (2%)
Flyers	0 (0%)	0 (0%)
Neighborhood Newsletter	0 (0%)	0 (0%)
TV/Radio	5 (2%)	2 (0%)
CEP program (incl. Or heat)	16 (5%)	8 (1%)
Community Events	8 (2%)	0 (0%)
Fix-it-Fair	5 (2%)	0 (0%)
No response/forgot/other	25 (7%)	68 (13%)
Total	345	537

* Percentages may not total 100 due to rounding to the nearest whole percent.

Referrals Provided by CEP Staff to Other Resources

CEP functions as a significant referral source for many clients. The Outreach Coordinator has created a referral database to track how often and to whom we refer community members who contact us. Information is available to community partners about how many referrals we've made to their specific organizations by request. Below are the overall statistics in this report. Referrals are divided into three categories:



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

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 referrals they make, and the data collected quarterly.

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

C. “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. The database is ready for the new fiscal year, and changes are to be expected as it develops.

CEP Staff make active referrals to more than 60 organizations, three of which (LeadLine, 211-info, and Senior Hotline) are resource hotlines that lead to thousands of other resources.

	Quarter Total	Year to Date Total
Office Referrals	334	671
Outreach Events	40	140
<i>Total Active Referrals</i>	<i>374</i>	<i>811</i>

In the table below, “referral” means number of resources provided through receiving a packet from a workshop, an in-home audit, or unique visits to our website. “Resources” refers to how many resources a participant can access through the program. For example – if 100 people attended a lead workshop, each participant would receive 20 resources automatically, and that would mean that 2,000 pieces of information with phone numbers, addresses, organization information, etc. were distributed for the quarter.

Program	Participants Quarter	Resources	Quarter Total	YTD Total
Basic Lead Poisoning	113	20	2,260	4,560
Lead Safe Home Project	15	22	330	374
DIY Weatherization WS	597	45	26,865	28,170
In-Home Services	165	13	2,145	3,263
CEP Website Resource Page	3,113	36	112,068	189,303
<i>Total Passive Referrals:</i>			<i>143,668</i>	<i>225,670</i>

Volunteer Support



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

This year CEP became a host site for a Clara Barton VISTA Corps (CBVC) member, who is serving for one year as a Volunteer Coordinator. CBVC members serve with local organizations who focus on preventing individuals and families from entering poverty or offering services to assist with transitioning out of poverty. They provide service through indirect, capacity building activities to ensure the organizations they are serving have the necessary resources to remain successful. The VISTA Volunteer Coordinator prepared an independent report describing all of CEP’s outreach and volunteer efforts in much detail. Here we just include highlights specific to the PHB contract for weatherization workshops. The full CEP Volunteer report is available upon request.

CEP volunteers provide support for all of our programs. This quarter, **33 volunteers provided 251.5 hours of labor for the DIY Weatherization Workshop program** to help us assemble workshop kits, data entry, preparing materials, assisting with registration, and facilitating workshops (see table below). We continue to partner with organizations such as Steps to Success, Hands-On Greater Portland, Easter Seals, Federal Work-Study programs, PIVOT Job Corps, and other organizations to help recruit and place interns and volunteers at CEP. All new individual volunteers receive a one-hour volunteer orientation. Those that commit to volunteering receive one-on-one training with the appropriate program staff member.

Independent Sector is a Federal program that measures the value of volunteer time. Oregon’s dollar value for volunteer time is \$17.90 per hour, which would total \$26,689 in in-kind donations for the year. At the Federal rate of \$20.25 per hour it would total \$30,193. In the past few years, CEP has had a combination of a small number of interns who volunteer a large number of hours, and a large number of volunteers who participate in groups that come once or twice a year. This quarter, volunteers donated an average of 6.9 hours per person (range 1-172.5 hours).

Program	Number of Volunteers Quarter	Number of Volunteers Year	Volunteer Hours Quarter	Total Hours Fiscal Year
DIY Weatherization Workshop	31	33	251.5	263 (17.6%)
Lead Poisoning Prevention	7	11	44	52.5 (3.5%)
In-Home Services	111	120	543	552 (37%)
Other	3	3	27	47 (3%)
Total	5	7	189	576.5 (38.6%)

*Number of volunteers without duplication (as some volunteers work within more than one program)

II. Shortfalls. Describe any project activities that are behind schedule or are not being carried out and explain the reason for the problems and how they are being resolved.



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

There were no shortfalls.

III. New Directions. Describe any activities or approaches taken that deviate from or add to the scope of the project.

All new directions serve to enhance the service to clients and expand resources to the community.

CEP Fee-for-Services Activities Development

Retail Fundraiser – Vision into Action

CEP was approved for Vision into Action grant to promote our retail store and provide job-training opportunities. Since approval, we have conducted research and outlined details for the launch of the store, and created position descriptions and solidified who our partners will be for internships. This quarter we have:

- Created/upgraded storefront displays
- Marketing
 - Created a basic marketing plan
 - Promotion of retail store when appropriate in available media coverage
 - Posted an advertisement on Craigslist.org
 - Created and submitted an advertisement for the January edition of Beloved Community Journal
 - Met with representative of ElloPortland.com, created an advertisement banner promoting the store, posted it online. (Secured years subscription for free, \$700 value)
- Logistics
 - Updated product prices, descriptions on retail form
 - Began tracking how customers heard about us
 - Created spreadsheet for inventory tracking
- Intern skill-building
 - Easter Seals and Masters in Social Work Community-Based Practice Interns were trained to sell materials, inform customers about tips and tricks regarding products, and take payments

Training and Consulting Services



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

With the successful completion of the State of Oregon Department of Justice Reliant Energy Settlement-funded pilot training program, CEP is now embarking on releasing training and consulting services for energy education, outreach, and volunteer management training as well as EPA Accredited Repair, Renovation, and Painting (RRP) rule training for contractors.

*Small-Measure Weatherization: Facilitating Community Empowerment, Education, and Involvement
– A Training for Energy Educators*

This quarter we conducted our first paid Training and Consulting workshop. This customized event was for Pastor Darnell Johnson, and Keith Miller from Holistic Community Coalition, from East Chicago, Indiana 12/16 and 12/17/09 at Community Energy Project office.

Their particular interest was in Developing/Designing a Community-Based Program to train people from the ex-offender community in a workforce-training job to conduct small measure weatherization for seniors and people with disabilities in their city. They found us through a Google search, which lead to our PDF flyer for this service.

We have also begun conversations with the Community Action Partnership Association of Idaho about utilizing this service. They heard about us through a retired board member with Pacific Power who spoke to them about our services. See next quarterly report for more details.

EPA Lead Renovation, Repair, and Painting Training Provider Accreditation

In Mid-September the Lead Poisoning Prevention Program Coordinator completed and submitted 2 applications to the US EPA to become an EPA recognized training provider for the new Renovation, Repair and Painting requirements for contractors and others who disturb lead-based paint in targeted housing. CEP has applied to become an authorized trainer for both the 8-hour Initial training as well as the 4-hour Refresher training.

In November, CEP was contacted by the EPA Region 10 in Seattle and a “site visit” was scheduled for early December. The EPA uses the site visit to view the proposed training facilities/locations, ascertain that the training organization has secure document storage capabilities and, most importantly, assess the prospective trainer’s capacity and readiness to conduct off-site trainings if they have applied to be a mobile training provider. CEP put substantial time and resources into both the initial application process as well as preparation for the site visit. The site visit went extremely well and CEP was informed that their application was “head and shoulders” above the rest of the applications received at the Regional EPA office in Seattle in terms of thoroughness of the application and supporting documentation. The EPA representative informed us that she would make her recommendation that we be accredited; however we must wait for the decision at headquarters. We hope to get confirmation by the New Year, 2010; we have subsequent to quarter end received accreditation.



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

Oregon HEAT Energy Assistance

We continued our partnership for a sixth season with Oregon HEAT to provide emergency assistance with heating bills for income-qualified people in need. We have only a small amount of funds relative to the LIEAP agencies. However, we can reach homebound seniors and people with disabilities, as well as low-income folks trying to conserve energy resources and reduce their bills. This quarter staff and interns worked with Oregon HEAT clients that called or walked in. So far, we have distributed funds to 45 households.

Staff Capacity-Building

Two CEP staff are members of the TACS (Technical Assistance for Community Services) Diversity Leaders Network. This quarter they participated in the session, "Social Policy Implications of Incarceration and Public Safety."

The Education and Outreach Program Manager participated in a 32-hour training provided by Oregon State Parks for the National Association for Interpretation (NAI) Certified Interpretive Guide (CIG) training at Tryon Creek State Park. She received hands-on training and lots of information and resources for environmental interpretation and environmental education. As a requirement for certification, she produced a 10 minute program on how saving energy in your home helps reduce global warming impacts, "Save Energy and...Polar Bears!" This resulted in an invitation to return to Tryon Creek to provide this program in a one-hour extended form for the Lake Oswego community; hopefully to generate donations and sales to the retail store.

CEP's Lead Program Coordinator participated in OR OSHA training, "Identifying and Controlling Hazards," which he will share with the rest of CEP staff as part of our safety portion of the staff meeting next quarter. The Lead Program Coordinator attended a 2-day train-the-trainer provided by the Alliance for Healthy Homes on the new EPA RRP Lead Renovator trainings in preparation for the accreditation application process.

The VISTA Volunteer Coordinator and interns attended Portland Police Bureau's WomenStrength self-defense trainings as part of their orientation to CEP service.



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

BUREAU OF HOUSING AND COMMUNITY DEVELOPMENT PROJECT
PROGRESS REPORT

IV. BHCD-funded Client Demographic Information. List total number of clientsⁱ participating in the project for the reporting period and since the program began.

1. Gender	Total for Reporting Period	Total for Fiscal Year
Female	331	342 (65%)
Male	117	131 (25%)
Declined/No Response	57	57 (11%)
Total	505	530

2. Race/Ethnicity	Total for Reporting Period	Total for Reporting Period	Total for Fiscal Year	Total for Fiscal Year
Ethnicity	Hispanic	Non Hispanic	Hispanic	Non Hispanic
White/European American	5	162	5 (0.9%)	171 (33%)
Black/African American	4	49	4 (0.7%)	62 (12%)
Asian	0	47	0	47 (9%)
American Indian/Alaskan Native	1	3	1 (0.2%)	4 (0.7%)
Native Hawaiian/Other Pacific Islander	0	6	0	6 (1.1%)
American Indian/Alaskan Native & White	1	5	1 (0.2%)	5 (0.9%)
Asian & White	0	7	0	7 (1.3%)
Black/African American & White	1	8	1 (0.2%)	8 (1.5%)
American Indian/Alaskan Native & Black/African American	1	1	1 (0.2%)	1 (0.2%)
Other/Declined/No Response*	126	78	127 (24%)	79 (15%)
Total	139	366	140	390

* Year-to-date “other/declined/no response” include: 126 “Hispanic/Latino(a),” 3 “other,” 16 “declined response” and 49 “no responses.”



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

3. Income	Total for Reporting Period	Total for Fiscal Year
Over 80% Median Income	0	0
51-80% Median Income	10	10 (2%)
31-50% Median Income	156	168 (32%)
0-30% Median Income	339	352 (66%)
Total Low-Mid Income (0-80% Median Income)	505	530

4. Residence	Total for Reporting Period	Total for Fiscal Year
NE Portland	108	125 (23%)
SE Portland	236	236 (45%)
NW Portland	3	7 (1.3%)
SW Portland	11	11 (2%)
N Portland	147	151 (28%)
Total	505	530

5. Other	Total for Reporting Period	Total for Fiscal Year
Female Head of Household	218	227 (43%)
Elderly Head of Household (55 and over)	41	44 (8%)
Disabled/Special Needs Household	108	111 (21%)
Total	--	--



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

Additional Statistical Information (Not required by BHCD)

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

Home Ownership Status	Quarter Total	Total for Fiscal Year
Owner	133	140 (26%)
Renter	322	337 (64%)
Declined /No response	50	53 (10%)
Total	505	530

Housing Type	Quarter Total	Total for Fiscal Year
Single-Family House	244	257 (48%)
Apartment/Duplex	189	198 (37%)
Mobile Home/Other	24	25 (5%)
Declined /No response	48	50 (9%)
Total	505	530

Primary Heat Source	Quarter Total	Total for Fiscal Year
Electricity	269	278 (52%)
Natural Gas	172	181 (34%)
Oil	28	30 (6%)
Wood	9	10 (1.9%)
other	4	6 (1.1%)
Don't know/no response	23	25 (5%)
Total	505	530

Electric Utility Company	Quarter Total	Total for Fiscal Year
PGE	332	341 (64%)
Pacific Power	112	122 (23%)
Don't know/no response	61	67 (13%)
Total	505	530



422 NE Alberta St.
Portland, OR 97211

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

Natural Gas Customer	Quarter Total	Total for Fiscal Year
Gas Customer (for hot water and/or heat)	192	202 (38%)
Don't know /No response	44	50 (9%)
Total	---	---

Home Build Date (potential lead risk)	Quarter Total	Total for Fiscal Year
1929 or before	68	74 (14%)
1930-1950	51	55 (10%)
1951-1978	78	80 (15%)
1979 and after	80	82 (16%)
Don't know	171	179 (34%)
No response	57	60 (11%)
Total	505	530

Participant Age Range	Quarter Total	Total for Fiscal Year
Under 21	7	8 (1.5%)
21-30	131	139 (26%)
31-40	158	162 (31%)
41-54	98	103 (19%)
55 and over	41	44 (8%)
No response or "prefer not to respond"	70	74 (14%)
Total	505	530

ⁱ Totals for fiscal year and other statistics include participants meeting the income guidelines (households at or below 80% MFI) under BHCD contract only. Many community members exceeding income guidelines attend for the information, but do not receive a kit, and are not included in the calculations above. We refer interested people to CEP's Conservation Products Fundraiser, other energy conservation agencies and organizations for additional resources, rebates, or incentives.