COMMUNITY IS KEY

PCEF Grant Committee Meeting

Nov. 11, 2020, 6-9 p.m.

PORTLAND
CLEAN ENERGY
COMMUNITY BENEFITS
FUND

Bureau of Planning and Sustainability

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portland.gov/bps/cleanenergy

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Virtual Participation Check

Guidelines for public participation

- Committee meetings open to the public
- Public invited to comment at around 6:10 p.m.
- Public asked to observe and listen
- Opportunities for public engagement in other forums

➡ **Guidelines applied to virtual meeting:**

Chatbox: open for introductions and public comment. All other times, host-only chats (PCEF Staff).

Raise Hand: used by Committee only.

Video: on for Committee only.

Microphone: public members muted unless giving public comment or for introductions.

Recording: this meeting is being recorded.

Captioning: this meeting is being captioned; settings > show subtitles.

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Introductions

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Public comment

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Agenda

6:00 Open

6:05 Public comment

6:20 Program updates

6:25 Application scoring and bias awareness training

7:10 Break

7:15 Application scoring and bias awareness training cont'd

7:50 Committee member comments

Program updates

Application scoring and bias awareness

Tonight's training

- Brief review of review process/timeline

- Mechanics/logistics

- How to score grants

- Scoring criteria guidance discussion

- Overview of bias

- Finding places bias shows up exercise
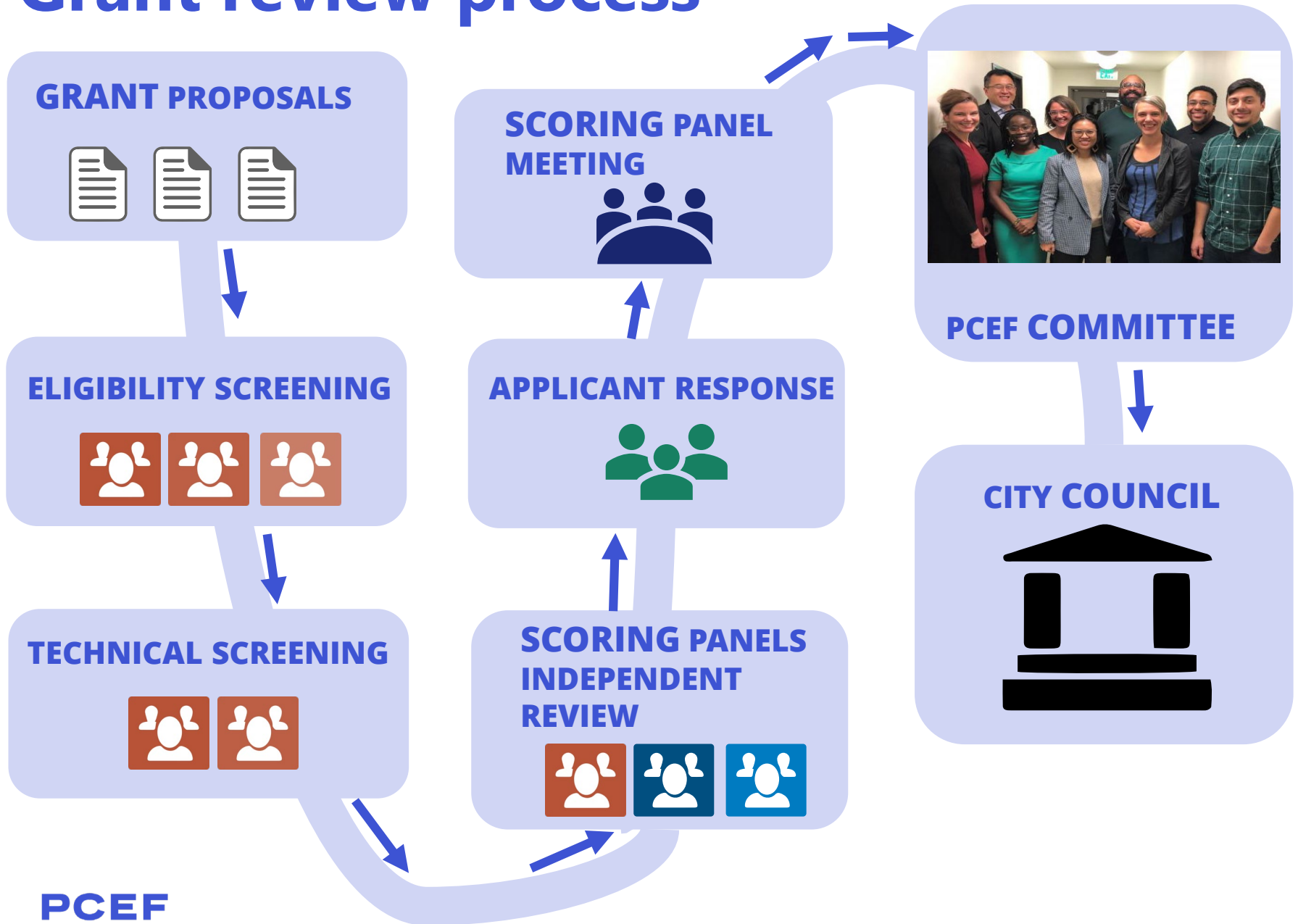
- How to interrupt bias

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Timeline

Important deadlines
- Dec 14th – applications assigned to panels
- Dec 23rd – mid-point check in
- Jan 7th - independent scores due
- Jan 15th – applicant feedback due
- Jan 29th – final scores due

	Dec. 13 to 19	Dec. 20 to 26	Dec. 27 to Jan. 2	Jan. 3 to 9	Jan. 10 to 16	Jan. 17 to 23	Jan. 24 to 30
Staff distribute applications to scoring panels	■						
Staff mid-point check with each panel member		■					
Independent scoring	■	■	■	■			
Applicant feedback					■		
Scoring panel meetings						■	■

Grant review process

GRANT PROPOSALS

ELIGIBILITY SCREENING

TECHNICAL SCREENING

SCORING PANELS INDEPENDENT REVIEW

APPLICANT RESPONSE

SCORING PANEL MEETING

PCEF COMMITTEE

CITY COUNCIL

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Scoring panel packet contents

1. Cover sheet
2. Overview of PCEF program purpose
3. Guiding principles
4. Bias awareness
5. Conflict of interest statement
6. Scoring instructions
7. Scoring criteria guidance tables
8. Application questions
9. Attachment A
10. Links to additional useful material online

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Review portal

Portal for eligibility screening, technical screening and scoring panel reviewers

Use city email to create account

Bias Awareness Conversation

For PCEF Grant Review Committee
Bureau of Planning & Sustainability

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Portland Plan Definition of Equity

"when everyone has access to opportunities necessary to satisfy essential needs, advance their well-being, and achieve their full potential."

Equity in hiring, workforce, contracting, employment opportunities, and grant review in the City are essential to achieving the vision of the Portland Plan.

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Equity In Grant Review

Grant review is not scientific, and bias can impact the selection process.

Naming and examining bias is the best way to address bias and helps ensure an equitable scoring process.

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What is Bias?

Biases are the positions we hold about others (individuals, groups of people and organizations) that are influenced by past experiences.

During grant review we focus on how bias impacts our:

- Partiality
- Preconceived notions
- Predispositions

Bias and Our Brains

Our brains use "schemas" or "templates of knowledge" to process massive amounts of incoming information.

Equivalent to reading **174** newspapers a day

How Bias Shows Up

Stereotypes & Attitudes

Explicit & Implicit

Familiar Types of Bias

- **Average/Central**
- Contrast
- Cultural Noise
- First Impression
- **Halo/Horn Effect**
- **Comparing & Contrasting**

- Knowledge-of-Predictor
- Leniency
- Nonverbal bias
- **Similar-to-me & familiarity**
- Stereotyping
- **Recency**

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Special Considerations

- Writing skills
- Belief in the "right" way to do something
- Assumptions about capacity
- Assumptions about nonprofits
- Letters of Support
- Confusion about equity

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Reminders

- **Slow down**
- Pay attention to your body
- Notice when you have strong negative, positive or blah reactions
- Focus on content
- Question how bias is influencing your reaction
- Question your fellow panelists
- Score applications immediately after reviewing them

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Committee member comments

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THANK YOU!

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