

COMMUNITY IS KEY



Reporting subcommittee meeting #2

January 12, 2021, 12-1:30 p.m.

PORTLAND
CLEAN ENERGY
COMMUNITY BENEFITS
FUND



Bureau of Planning and Sustainability



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Agenda

- 5-10 minutes: Welcome
- 15 (20) minutes: Clear understanding of the subcommittee's purpose and scope including a plan for getting to high-level program metrics. Assign homework.
- 45 (60) minutes: Outline of what will be reported to City Council about the program to-date
- 10 Assignments and Next steps

Updates

- Outreach to Committee members regarding outcomes and lessons learned:
 - Robin and Faith: grantmaking subcommittee (coordinated or done separately) - Janet
 - Michael: bylaws - June
 - Shanice: guiding principles process - Angela
 - Amanda: onboarding process - June
 - Jeffrey: meetings pre and post COVID - Angela
 - Maria, Ranfis, and Megan: community engagement as a whole (during subcommittee meeting)

Reporting Mandate

Background: Reporting Mandate

- The Reporting Subcommittee of the PCEF Grant Committee exists to provide guidance to implement PCEF's two legislative directives regarding reporting. These are:
 1. Adopt a methodology to measure, track and report to the public, the Mayor, and the City Council the effectiveness of the programs in implementing the City's Climate Action Plan in a manner that supports social, economic and environmental justice, including developing a diverse and well-trained workforce and contractor pool in the field of energy efficiency, renewables, green energy initiatives generally. All fund recipients shall file a report tracking their success in meeting the stated objectives (7.07.050.E.5).
 2. Prominently display progress in meeting "measurable and ambitious goals for the training and hiring of historically disadvantaged groups, including women, people of color, people with disabilities, and the chronically underemployed and measurable goals for contracting with businesses owned or operated by such groups" (7.07.050.E.6).
- In meeting these reporting obligations, PCEF will evaluate two components of the program:
 1. *achievements* (high level program metrics and grantee outputs and outcomes) and
 2. *processes* (what worked well in delivering our program and how might we improve).

Subcommittee: purpose (DRAFT)

The purpose of this subcommittee is to support the PCEF Committee's responsibility for reporting on program effectiveness and performance in both achievements (outputs and outcomes) and process (delivery of programs).

The subcommittee will:

- Develop recommendations on the data and stories used to report program effectiveness and performance to City Council;
- Provide guidance and oversight of the process for generating and interpreting data and stories; and
- Review reports on program effectiveness and performance to ensure alignment with the purpose and goals in the ballot measure and guiding principles.

Recommendations of this subcommittee will be presented to the full Committee for deliberation and approval. This subcommittee is expected to be a standing subcommittee as reporting is a regular part of the Committee's work.

Subcommittee: scope (DRAFT)

Immediate (by February 12, 2021)

- a) Report on program start-up
 - For example, Committee formation, guiding principles, RFP release, applications received, applicant experience, community engagement
- b) Report on high-level plan to identify measures of program effectiveness and performance in both achievements (outputs and outcomes) and process (delivery of programs)

Medium-term (by Summer 2021)

- a) Identify measures (data and stories) of **program administration** performance
 - For example, priority population participation, applicant experience, grantee experience, capacity building, and community engagement
- b) Identify measures (data and stories) of **grant project** performance
 - For example, mitigating climate change, adapting to climate impacts, advancing racial equity, advancing social equity, implementation of workforce goals
- c) Inform RFP process evaluation

Reporting on program start-up: sideboards

- **Timing for Council presentation budget 1 – 1.5 hours**, with presentation being 30 –45 for minutes including content regarding the recommended projects/portfolio. Sam is working on the date; he'll complete task as soon as we are sure about the scoring panels dates (so we don't have to move the date if those shift).
- **Written report length.** This should be high level 2 –3 (4 max) pages. Important to highlight strengths; don't want this to be a time or place to begin to pick things apart.
- All Commissioners will be briefed by March meeting.

Reporting on program start-up: draft content



Staffing



Committee Formation

(recruitment process, bylaws, working agreements, indigenous perspective recruitment, what it takes to be a Committee member)



Guiding principles



Capacity building

(workgroup, application support grants, grant writing trainings)



RFP release

(grant subcommittee work)



Applications received



Recommendations for funding made



Community engagement

(workforce and contractor equity agreements, resource potluck event, networking event, public comment periods)



Evaluation and continuous improvement

(RFP process evaluation, Program metrics)

Next steps

- **January 28th:**
 - Staff send draft of presentation and written report
- **February 4th: Reporting subcommittee meeting #3**
 - Feedback on draft of presentation and written report
- **February 8th: Reporting subcommittee meeting #4**
 - Finalize draft of presentation and written report
- **February Committee meeting:**
 - Update on report to full Committee