

COMMUNITY IS KEY



PCEF Grant Committee Meeting

May 5, 2021, 6:00 – 8:30 p.m.

PORTLAND
**CLEAN ENERGY
COMMUNITY BENEFITS
FUND**



Bureau of Planning and Sustainability

VISIT US ONLINE
portland.gov/bps/cleanenergy

Virtual Participation Check

Guidelines for public participation

- Committee meetings open to the public
- Public invited to comment at around 6:05 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.

Introductions & opening

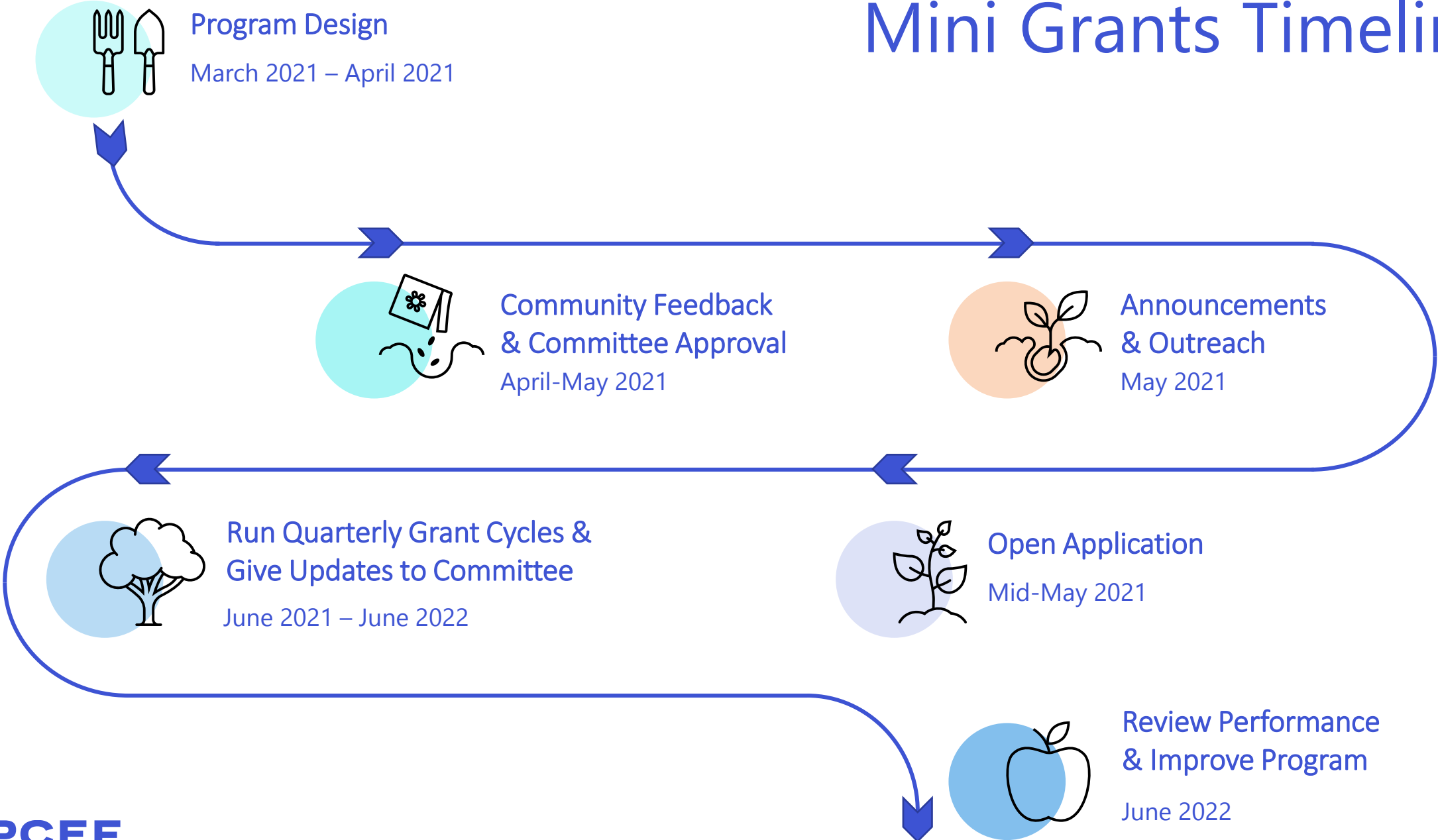
Agenda

- 6:00 Open
- 6:05 Public comment
- 6:15 Mini-grants (decision item)
- 6:45 Break
- 7:05 FY22 RFP planning: scaling up considerations and grant cap
- 7:30 Committee member breakout group exercise
Note: members of the public joining via zoom will have the option to observe Committee breakout discussions.
- 7:50 Report out on breakout group exercise
- 8:10 Introduce threshold review
- 8:20 Committee member comments
- 8:30 Meeting close

Public comment

Mini-grant program

Mini Grants Timeline



Why mini grants?

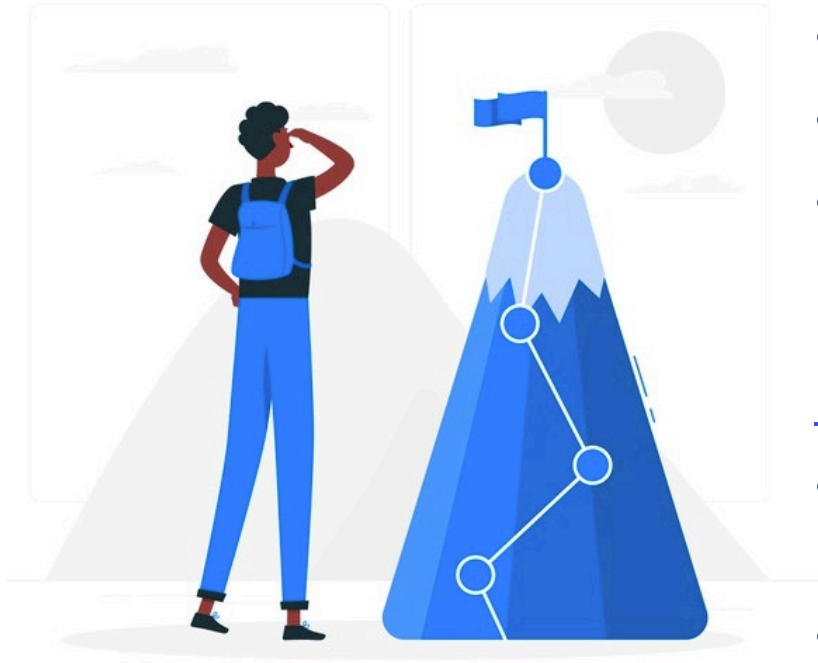
Response to community asks for our support of:

- Time-sensitive needs
- Grant application support
- An accessible entry point for orgs who are new to PCEF
- Projects/events that are too small for full RFP
- Community engagement and education
- Small-scale contracted services
- Organizational capacity building and training

PCEF



Program Goals & Eligibility



Goals

- Simple and accessible application and grant process
- Responsive to wide array of time-sensitive needs
- Support organizational capacity building

Eligibility

- Non-profit organization (including fiscal sponsors) whose work takes place in Portland or benefits its residents
- Requests must align with PCEF's goals to address climate change and advance racial and social justice
- Requests cannot add funds to other funded PCEF grant projects
- Organizations can only submit a single application per quarterly cycle

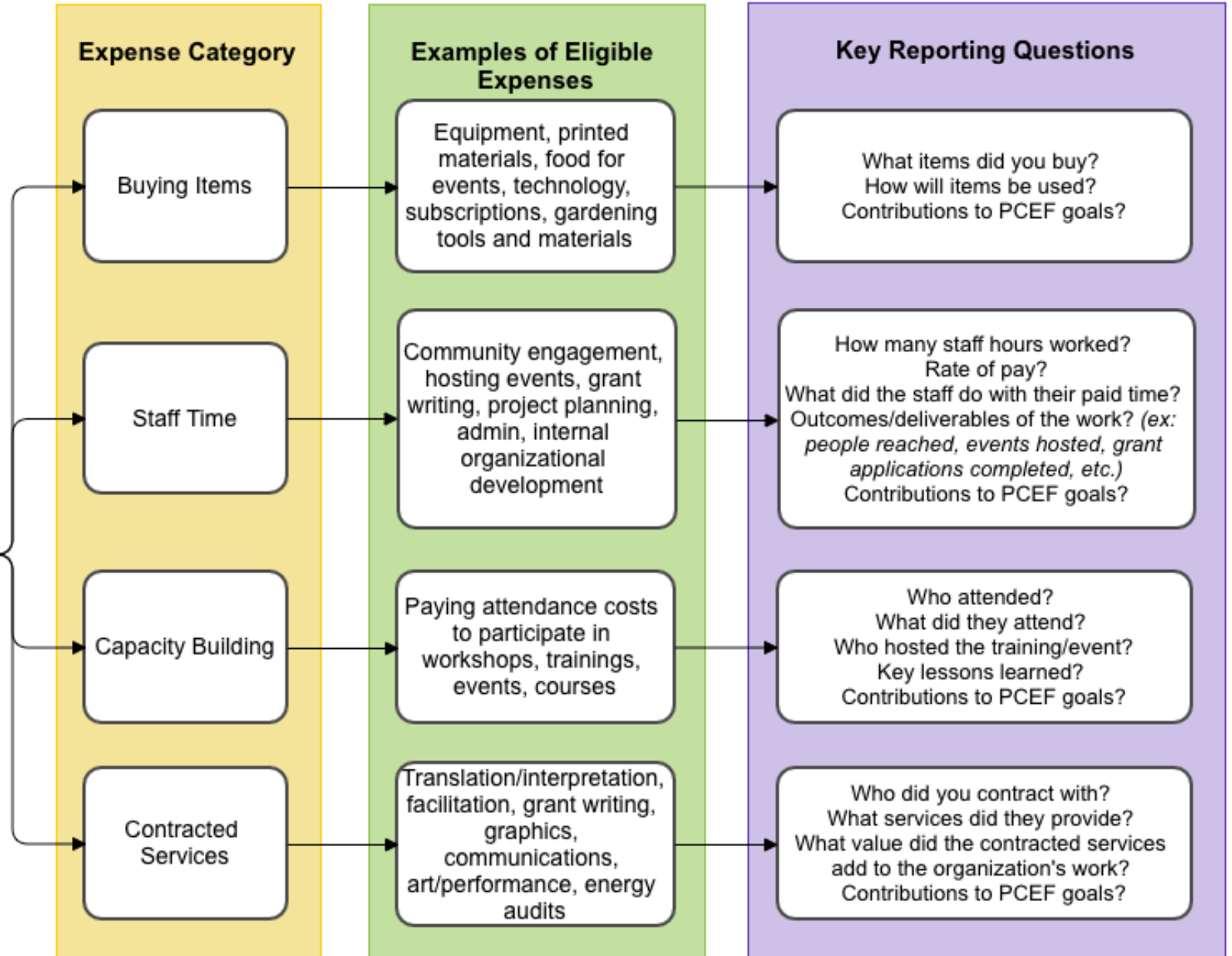
What will mini grants fund?

Application

Organizational Info

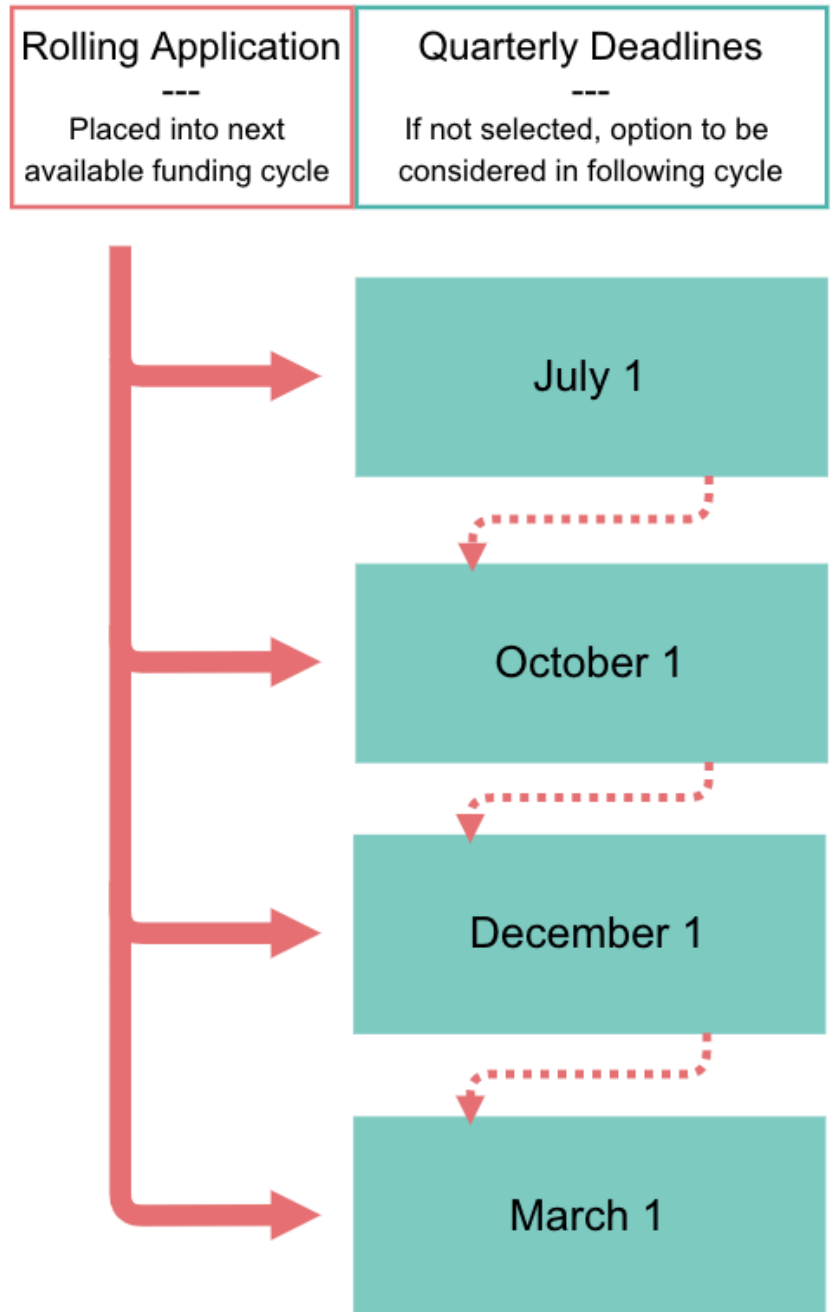
Two short narrative questions:
How will funding request support their org?
How does the request align with PCEF's goals to address climate change and advance racial and social justice?

Funding request: Choose expense categories, indicate dollar amount request, and describe how they will use funds.



Quarterly Grant Cycles

- Individual grant amount: up to \$5,000
- Annual program allocation: \$400K
- Quarterly distribution: \$100k
- Application always open, quarterly selection of recipients
- When application is submitted, they are screened for eligibility and then placed into the next available funding cycle
- If not chosen, applicant will be given option to be automatically considered in next funding cycle without needing to re-apply



Selection Process

- Simple selection process allows for a simple application process
- Prioritize small organizations in recognition that they typically have more limitations to accessing resources
- What is small? Three year-round, full-time staff.
- Random selection as alternative to first-come, first-served
- Application asks who serves/reflects priority communities. Not part of selection process but will allow us to track evaluation and process improvements.

Selection Steps:

Staff will complete eligibility screening and then make selections.

1. Staff will first randomly select from the group of grantees who are small and are first-time applicants.
2. If funds remain, staff will randomly select from the group that contains all other organizations who are first-time applicants.
3. If funds remain, staff will randomly select from the group that contains small organizations who have received mini grant funding previously.
4. If funds remain, staff will randomly select from the group that contains all other organizations who have received mini grant funding previously.

Mini Grant Selection Process

Select recipients using random selection from first prioritized group.

1. Small organizations who are first-time applicants.

If funds remain, select additional recipients using random selection from next group(s).

2. All other organizations who are first-time applicants.

3. Small organizations who've received mini grant funding in previous three cycles

4. All other organizations who've received mini grant funding in previous three cycles

Community Feedback Survey

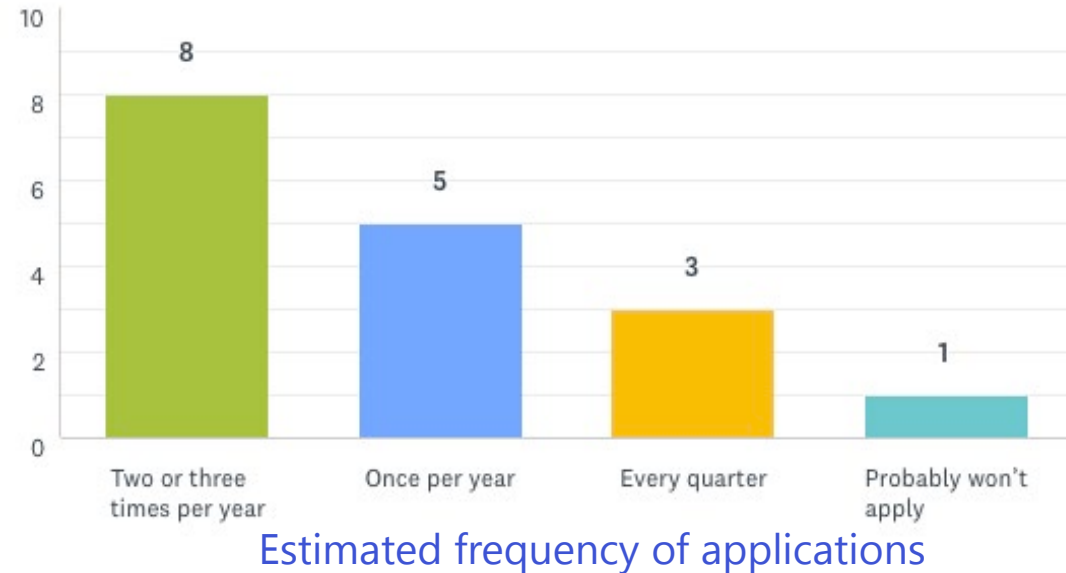
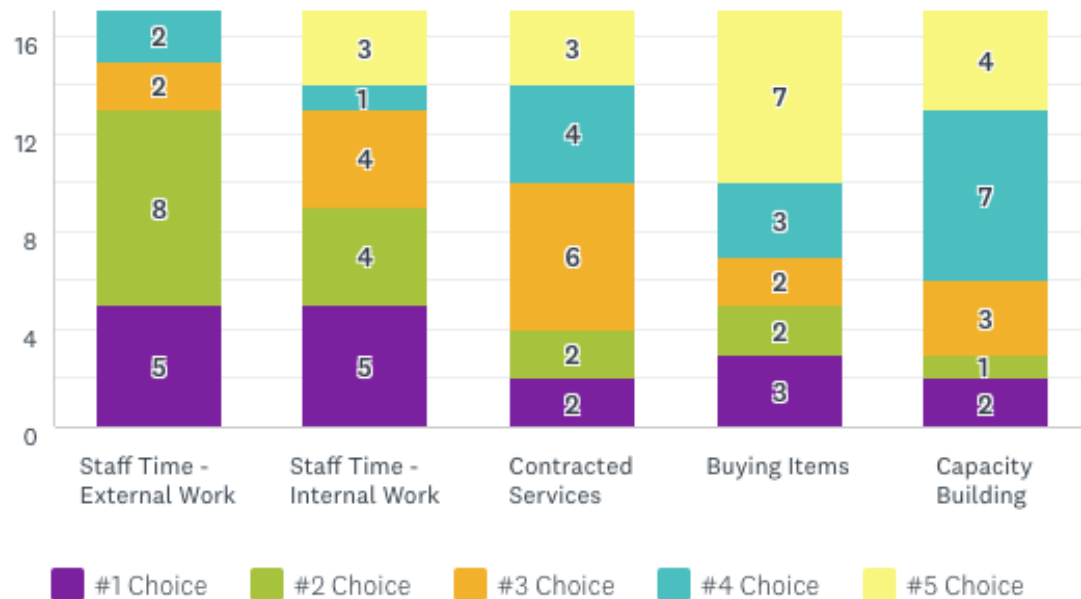
OVERVIEW

- Received responses from 17 organizations
- They represented a cross section of different sizes and types of organizations connected to PCEF
- 10 minutes to complete survey
- Participation incentive: raffle for five gift cards

KEY TAKEAWAYS

- Paying for staff time is highest priority
- Majority want to apply more than once a year
- Majority prefer web-based application (12), though a few would like option of submitting a PDF attachment via email or have no preference (5)
- Nearly all agree that mini grants will be useful to their organization (15 of 17)
- Communication is key!

Ranking of funding needs



Discussion and Decision

Discussion: Considering our guiding principles, especially “community-powered”, do you feel the Mini Grant Program will support PCEF’s commitment to being responsive to community needs?

Decision: Does the Grant Committee approve the Mini Grant Program to launch?



Break (20 minutes)

Next RFP planning

Funding in FY 2021-22 and thereafter

City fiscal year runs from July 1 – June 30:

- FY 2019-20 PCEF revenues came in at close to \$62 million
- Current fund balance is likely near or greater than \$130 million
- If next funding cycle (\$60m) is disbursed by April/May 2022:
 - Beginning balance on July 1, 2022 will likely be greater than \$100 million
 - Long term aim to have a starting fund balance aligned within incoming revenues plus a margin, ~\$60-70 million
- FY 2022-2023 and FY 2023-2024 funding released will be close to \$80 million each year to reach funding balance target.

Important note: multiyear proposals are funded from the funding made available the cycle the grant was awarded, e.g., a 3-year \$300k proposal funded this year would be funded entirely from the \$8.6 million in this round.

Funding cycles

Ideal timing: two RFPs annually

- Responsive to community desires for multiple funding opportunities in a year
- Spaced 6 months apart, this allows for revisions of unfunded proposal for second submission without waiting a full year.
- May accommodate seasonality and busy period for some sectors and organizations

Fiscal year 2021-22 proposal: \$60M RFP in August and then move to a 6-month cycle

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
Release RFP #2															
Evaluate RFP #2															
Onboard RFP #2 grantees															
Release RFP #3															
Evaluate RFP #3															
Onboard RFP #3 grantees															
Release RFP #4															

\$60 million – scaling up considerations

Round 1	Count	Total	Average
Planning	29	\$2,500,000 M	\$87,930
Small	7	\$1,200,000	\$165,358
Large	9	\$4,900,000	\$547,547
Total	45	\$8,600,000 M	

Round 1 Scaled	Count	Total	Average
Planning	200	\$17,500,000	\$87,930
Small	50	\$8,400,000	\$165,358
Large	62	\$34,300,000	\$547,547
Total	312	\$60,200,000	

Example Scenario	Count	Total	Average
Planning	20	\$1,800,000	\$90,000
Small	44	\$15,400,000	\$350,000
Large	11	\$33,000,000	\$3,000,000
Very large	1	\$10,000,000	\$10,000,000
Total	76	\$60,200,000	

Grant caps

Around half of applications last round were for planning grants with the remainder evenly split between small and large, indicating a good demand for all funding levels.

- Planning grants - \$100,000 cap, very simple application
 - Recommend leaving as is. Most of the planning grant applicants were at very early stages in process and many were new organizations. Requiring additional information at the application stage may create a barrier to these applicants accessing PCEF funds.
- Small grants - \$200,000 cap, more involved application
 - Recommend increasing cap to \$500,000. ~75% of round one small grants were for over \$100,000 and ~45% of applications were for \$500,000 or less. Application level of information could be increased modestly but remain lower than for large grants
- Large grants - \$1 million cap, most involved application
 - Recommend increasing cap to \$10 million, roughly proportional in a \$60 RFP to \$1 million cap for \$8.6 million RFP

Committee member breakout group exercise (20 minutes)

Minimum threshold scores and review

Minimum scores to be considered for funding

- % of overall score (e.g. applicants must receive at least 50% of possible points to be considered for funding)
- % of score for each section (e.g. applicants must receive at least 50% in each scoring section to be considered for funding)
- % of score in certain sections (e.g. applicants must receive at least 50% in organization information and project description and scope section to be considered for funding but there is not minimum score in other sections)
- Prior to scoring panel or from scoring panel
 - **Prior to:** Minimum scores could be used as one mechanism to reduce number of applications reviewed by full scoring panel. This method puts more discretion in hands of fewer people, likely staff, could mitigate with audit of this function overseen by Committee
 - **From panel:** Ensures more equal treatment of all applications, increases workload for panels.

Threshold/process considerations

Committee member participation on each scoring panel is a significantly limiting factor which creates the need for a threshold review to reduce the number of applications sent to scoring panels.

- Will each panel include a Committee member?
 - If yes, how many hours will members dedicate to this task? Is that adequate at higher funding levels?
 - If no, is it ok for some members to sit on scoring panels and others not?

Example path – Committee and community cohort scores applications on the margin.

- Purpose: to involve community cohort members in the process closer to decision.
- Step 1: Staff does initial scoring and ranking within funding areas of all applications.
- Step 2: Applications with scores below minimum threshold for consideration AND applications that are clearly going to rise to the top of the list are withheld from scoring panel review.
- Step 3: Six scoring panels comprised of one Committee member, one community cohort member and one staff member score the 90 applications that are on the margin.
- Step 4: Final scores are used to develop portfolio for Committee recommendations.
- Audit subcommittee: This path would benefit from an audit subcommittee to evaluate scoring of applicants that do not meet minimum scoring requirements.

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PORTLAND CLEAN ENERGY COMMUNITY BENEFITS FUND

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Bureau of Planning and Sustainability

A program by City of Portland,
Bureau of Planning and Sustainability
VISIT portland.gov/bps/cleanenergy