PORTLAND CLEAN ENERGY COMMUNITY BENEFITS FUND

Bureau of Planning and Sustainability

Project scope information needed for small and large grants in RFP #2 - draft

The following document lists information needed as part of the project scope or description for small and large grants. Projects with components listed below that are valued at $100,000 or more need to complete the relevant forms. PCEF-funded projects must be designed to address impacts of climate change. For projects with physical improvements, staff will calculate greenhouse gas (GHG) impact using the information provided in these forms. Staff will perform calculations to both reduce the burden on applicants and to provide consistency in estimating GHG impact. For additional information on how GHG impacts are evaluated please see the **Approach to greenhouse gas impact evaluation** section on page 12.

1. Projects with **Energy Efficiency** components valued at $100,000 or more must complete the form on page 1.
2. Projects with **Renewable Energy** components valued at $100,000 or more must complete the form on page 6.
3. Projects with **Regenerative Agriculture/Green Infrastructure** components valued at $100,000 or more must complete the form on page 7.
4. Projects with **Innovation/other** components valued at $100,000 or more must complete the form on page 9.
5. Projects with **Workforce training/contractor support** components valued at $100,000 or more must complete the form on page 10.

ENERGY EFFICIENCY PROJECT FORM – DRAFT

This form has different sections for different kinds of energy efficiency projects. You only need to fill in the information for the type(s) of project you are doing. You do not need to have all of the information requested, we understand that sometimes buildings that are going to be improved have not yet been identified; in these cases we will use standard assumptions to replace specific information. All narrative boxes will expand so please use as much space as needed to provide the information requested.

Existing **single family residential** (1 to 4 units per building)

1. Number of residential units the project will improve _____
2. Do you know the specific or general location(s) of housing units that will be served?
    a. Yes, please provide a description (e.g. major cross streets, neighborhood)

Narrative response

☐ No, continue to next question

3. Is ther a certain kind of home your project hopes to serve? (e.g. older home, homes with wood or heating oil as the primary heat source, etc.)
    a. Yes, please describe:

Narrative response

☐ No, continue to next question

4. Which utilities serve the home(s) your project will improve?
    a. Electric utility _____
    b. Heating utility_____
5. What is the estimated average square footage of each housing unit: _____square feet per house (if known)
6. What is the estimated or target average budget for improvements in each housing unit $_____per house
7. If known, provide the average annual estimated baseline energy consumption per housing unit
    a. _____ kwh/year
    b. _____ therms/year

8. If known, provide the type(s) of fuel and an estimate of the amount of each fuel that will be saved or displaed as a result of your project.

Narrative response

9. What is the average age of the homes your project will improve?
    a. _____ years

    ☐ unknown

10. Measures that are likely to be implemented as part of the project (check all that apply)

    ☐Insulate the slab and foundation walls

    ☐ Air sealing and moisture management

    ☐ Super-insulate existing walls, floors and ceiling or roof with formaldehyde-free insulation.

    ☐ Replace doors and windows with energy-efficient models, glazing based on sun exposure.

    ☐ Controls (thermostats, etc.)

    ☐ High-efficiency heat pump

    ☐ High-efficiency HVAC (not heat pumps)

    ☐ Combustion appliance venting

    ☐ Duct sealing and insulation

    ☐ Reconfigure plumbing to distribute hot water efficiently.

    ☐ Insulate hot water pipes.

    ☐ High-efficiency water heater

    ☐ Energy-efficient lighting

    ☐ Appliance controls

    ☐ Energy efficient appliance(s)

    ☐ Other (describe and provide estimated savings): _____

11. For equipment installations provide description of new equipment and what it will be replacing (e.g. replacing wood burning stove with ductless heat pump).

Narrative response

Existing **multi-family residential** (more than 4 units per building)

1. Number of buildings the project will improve _____
2. For each existing building being improved please provide the following information (if known)
    a. Number of residential units (e.g. 10 units in building 1, 5 units in building 2, etc.)
    b. Location (e.g. address, major cross streets, neighborhood)
    c. Which utilities serve the building
        i. Electric utility
        ii. Heating utility
    d. Fuel being displaced/saved
    e. Age
    f. Estimated total building square footage
    g. Estimated average square footage of individual residential units
    h. Estimated amount of money that will be invested in improvements (total budget including any leveraged fund)
    i. Baseline energy consumption
    j. Estimated energy savings
    k. Measures that will be implemented as part of the project

☐Insulate the slab and foundation walls
☐ Air sealing and moisture management
☐ Super-insulate existing walls, floors and ceiling or roof with formaldehyde-free insulation.
☐ Replace doors and windows with energy-efficient models, glazing based on sun exposure.
☐ Controls (thermostats, etc.)
☐ High-efficiency heat pumps
☐ Combustion appliance venting
☐ High-efficiency HVAC (not heat pumps)
☐ Duct sealing and insulation
☐ Reconfigure plumbing to distribute hot water efficiently.
☐ Insulate hot water pipes.

☐ High-efficiency water heater
☐ Energy-efficient lighting
☐ Appliance controls
☐ Energy efficient appliance(s)
☐ Other (describe and provide estimated savings):

Narrative response

Existing commercial/non-residential

1. Number of buildings the project will improve _____
2. Provide the following information for each building that will be improved by the project (if known)
    a. Square footage
    b. Description of commercial use
    c. Location (e.g. address, major cross streets, neighborhood)
    d. Which utilities serve the building
        i. Electric utility
        ii. Heating utility
    e. Fuel being displaced/saved
    f. Baseline energy usage
    g. Estimated energy savings
    h. Estimated amount of money that will be invested in improvements (total budget including any leveraged funds)
    i. Description of efficiency measures included in project if known, if not know provide description of efficiency measures that will be considered.
    j. For equipment installations provide description of new equipment and description of equipment that it will be replacing.

Narrative response

New construction – single family residential, multi-family residential and commercial

1. Number of single family residential units
2. Number of multi-family buildings
    a. Number of units per building (e.g. 10 units in building 1, 5 units in building 2, etc.)
3. Number of commercial buildings
4. For each building provide the following details
    a. Location(s) (e.g. address, major cross streets, neighborhood)
    b. Which utilities serve the building(s)
        i. Electric utility
        ii. Heating utility
    c. Fuel being displaced/saved
    d. Square footage
    e. Description of energy efficiency investments in the project (including how investment's compare to Oregon energy code requirements)
    f. Estimated reduction in energy usage resulting from energy efficiency investments
    g. How will the project consider embedded carbon in purchasing building materials?

Narrative response

RENEWABLE ENERGY PROJECT FORM – DRAFT

Please provide answers to the questions that apply to your project. The narrative boxes expand so please take all the space you need to provide the information requested.

1. Provide a description of the renewable energy technology(ies) that the project will include.

Narrative response

2. Describe energy storage, include capacity, if applicable.

Narrative response

3. Type fuel(s) or energy the project will displace (e.g. electric power, natural gas): _____
4. Installed capacity: _____
5. Estimated annual kWhs the project will generate in first year of operation: _____
6. Estimated cost/kW (total project cost including any leveraged funds): _____
7. Location(s) of project, provide nearest cross streets, neighborhood, zip code or other descriptor if known: _____
8. Electric utility at project location(s) (if known): _____
9. If the project will be on a building(s), is the building(s), check all that apply
   - ☐Single family residential
   - ☐ Multi-family residential
   - ☐ Commercial building
   - ☐ Mixed use

REGENERATIVE AGRICULTURE/GREEN INFRASTRUCTURE – DRAFT FORM

This form has different sections for different kinds of projects. You only need to fill in the information for the type(s) of project you are doing. All narrative boxes will expand so please use as much space as needed to provide the information requested

- If your project is for **regenerative agriculture** - Which of the following practices will your project employ?
  - ☐ Annual food production that includes cover crops and crop rotation
  - ☐ Woody perrenial food production
  - ☐ Use of native plants
  - ☐ Use of broad leaf evergreen plants
  - ☐ Soil building/mulching (please describe methods): _____
  - ☐ Hedge rows
  - ☐ Pollinator habitat creation (note that use of native plant always create pollinator habitat)
  - ☐ Riparian restoration
  - ☐ Management of non-native and/or invasive species
  - ☐ Use of renewable or manual energy – the project will use human or renewable energy source in place of non-renewable power.
  - ☐ Actions that promote relationship and long term committement to land stewardship including through ceremony, prayer, song, dance, etc.

    Please describe:

Narrative response

  - ☐ Others? _____
- If your project is for **green infrastructure** - which of the following will your project employ?
  - ☐ Tree planting, if so how many? _____
  - ☐ Depaving
  - ☐ Restoration
  - ☐ Use of native plants
  - ☐ Use of broad leaf evergreen plants
  - ☐ Hedge rows
  - ☐ Pollinator habitat creation
  - ☐ Riparian restoration
  - ☐ Management of non-native and/or invasive species

- ☐ Use of renewable or manual energy – the project will use human or renewable energy source in place of non-renewable power.
- ☐ Actions that promote relationship and long term committement to land stewardship including through ceremony, prayer, song, dance, etc.

Please describe:

Narrative response

- ☐ Others? _____

For both regenerative agriculture and green infrastructure project types

- What is the current use of the site(s)?
  - ☐ Agricultural purposes
  - ☐ Lawn or turf
  - ☐ Pavement
  - ☐ Other: _____
- What is the size of the area that will contribute to carbon sequestration on the proposed project? (indicate acres or square feet): _____
- How many years will the site be secured for regenerative agriculture/green infrastructure purposes? Note, if more than five years, please provide documentation by uploading with your application.
  - ☐ Less than 1 year
  - ☐ 1 to 5 years
  - ☐ More than 5 years to 10 years
  - ☐ More than 10 years

INNOVATION/OTHER PROJECT FORM – DRAFT

Please answer all questions that are applicable to your project. Narrative boxes will expand so please use as much space as needed to provide the information requested.

1. Describe how the project will reduce or sequester GHG emissions

Narrative response

2. What type(s) of fuel will be displaced/saved, if applicable?

Narrative response

3. Provide an estimate of how much of each type fuel will be displaced/saved on an average annual basis including unit (e.g. 500 kWhs per year, 100 gallons of gas per year).

Narrative response

4. What is the estimated life of the project; how many years are the GHG emissions savings expected to last?

Narrative response

5. Describe the baseline assumptions about consumption of fuel(s) that will be displaced/saved using the same units as above.

Narrative response

Workforce and contractor development FORM - DRAFT

This form has different sections for different types of workforce and contractor development projects. You only need to fill in the information for the type(s) of project you are doing. All narrative boxes will expand so please use as much space as needed to provide the information requested.

Project Type: Which of the following describes the proposed workforce and/or contractor development project? (Check all that apply)

- ❑ Direct workforce development training or assistance designed to result in immediate or near term job placement or advancement
- ❑ Direct contractor development training or assistance designed to help businesses launch, grow in a new direction, or scale up
- ❑ Educational programming designed to build awareness of and interest in climate related professions.

Project Description and Beneficiaries – all project types: Provide a detailed description of the proposed project. Ensure that your description addresses the following:

1. What the proposed project will do?
2. How the project will contribute to the development of workers and/or businesses that are engaged in addressing climate change?

Narrative response

3. What area of climate change is the focus of this training program (check all that apply)
   - ❑ Energy efficiency
   - ❑ Renewable energy
   - ❑ Regenerative agriculture
   - ❑ Green infrastructure
   - ❑ Other (please explain)
4. Number of workers and/or businesses estimated to be served by this project: _____
5. Estimated the percent of people to be served by the project who are Black people, American Indian/Alaska Native people, other people of color, people with low incomes, women, transgender people, two-spirit people, gender non-conforming people, other groups of people who experience gender or sex-based discrimination, and/or people who experience disabilities: _____

6. Describe the specific population(s) this project is designed to benefit and how project staff reflect this population (e.g., project will target Latinx contractors and 50% of staff working on the project are Latinx people).

Narrative response

For workforce development grants provide the following information

1. Activities: Goals for participant enrollment, participant completion, number of events (e.g., workshops, camps, cohorts, mentorship meetings).
2. Outcomes: For example, estimated number of participants placed in a job, receiving a relevant certification, or advanced in their job; for school or camp programs – appropriate evaluation measures such as percent with improvement in knowledge, skill, commitment.
3. How will the program support participant success?

Narrative response

For contractor development grants provide the following information

1. Activities: Goals number of business assisted (this number should be per business, not per event: for example, if a business attends a workshop and also receives 1-1 assistance this would be one business assisted); estimated hours per business; others as appropriate (e.g., number of workshops held, website created, mentorship meetings).
2. Outcomes: For example, businesses opened, stablized, growing (e.g., percent increase in sales or contracts).
3. How will the program support participant success?

Narrative response

4. Is the applicant a recipient of Prosper Portland's Community Opportunity Enhancement Program (COEP) funding?
    - ❑ Yes - provide a description of how PCEF funding will be distinct and/or complemenatry to COEP funded programming.
    - ❑ No

Approach to greenhouse gas impact evaluation

PCEF seeks to achieve carbon reduction goals in a way that provides equitable social and economic benefits. To that end, the program needs to account for and evaluate a proposals' climate impact at the application phase. Greenhouse gas (GHG) emission reductions are realized when there is a decrease in use of fossil fuels, sequestration of carbon through plants or other natural process, or reduction in release of other heat-trapping fugitive emissions from industrial, waste, or agricultural practices.

Program staff will calculate a score for GHG impact to ensure consistent methods between applicants. Calculations will be based on applicant inputs and regional models for carbon intensity of emission sources.

Below is a summary of how emissions reduction and sequestration will be assessed for different project types. Project types that do not fit into these categories will be assessed on a case-by-case basis. If you have questions or need clarification please email cleanenergyfund@portlandoregon.gov.

Clean Energy: Clean energy projects are those that include Energy Efficiency or Renewable Energy infrastructure. These projects will be ranked for impact from highest to lowest by estimating GHG reduction and dividing by amount of grant funds requested. The ranked list will be divided into quintiles with the highest quintile receiving full points and the lowest receiving one fifth of possible points.

> Energy Efficiency: Applicants are not required to have identified the buildings that will receive energy efficiency improvements. In cases where buildings have been identified and site specific information is known, that information will be used for baseline energy usage. In cases where baseline information is unknown, an average energy use based on the building type(s) will be used. Whole home deep retrofits will be assumed to decrease energy consumption by 30 percent and have a useful life of 20 years. Light energy retrofits will be assumed to decrease energy consumption by 10 percent and have a useful life of 10 years. Industry-standard or manufacturer specifications will inform estimated savings and lifespans for stand-alone and known measures. Carbon embedded in materials will be considered only for new construction. Applicants will provide information requested in the application Energy Efficiency Form.
>
> Renewable Energy: For projects seeking to generate renewable energy through use of solar or other renewable technology, industry standards will be assumed for project life. For solar projects this is 30 years. Derating factors and lifespan standards will be taken from National Renewable Energy Lab (NREL) models. Applicants will provide information requested in the application Renewable Energy Form.

Regenerative Agriculture/Green Infrastructure: The program will use information about project regenerative agriculture and/or green infrastrcucture practices, size of site, previous use of site(s), and projected length of time site(s) will be used for regenerative agricultural or green infrastructure purposes. Projects will be awarded points for each of the element listed above and awarded a score using the following calculation:

80% of score (initial score) = (points for practices/activities + points for current use) X points for size of site X points for length of use

PLUS

20% of score = the initial score (above) will be divided by grant funds requested ($) and this value will be ranked for all projects and divided into quintiles. The top quintile will receive the highest points and the lowest quintile will recieve the lowest points.

Applicants will provide information requested in the application Regenerative Agriculture/Green Infrastructure Form.