



Bureau of Planning and Sustainability

# STANDARD SMALL grant application - DRAFT

## Application eligibility and cover sheet

- 0.1. Name of the applicant organization. If your organization is a registered nonprofit, enter the legal name listed on your Articles of Incorporation (the documents filed with the [Oregon Secretary of State](#)). If your organization uses a nickname or a name that is different than the one officially registered with the State, please list that as well. If your organization is not a registered nonprofit organization, list the name or names that the group uses. \_\_\_\_\_
- 0.2. Are you submitting your application through a fiscal sponsor?
- Yes
    - i. Name of fiscal sponsor organization \_\_\_\_\_
    - ii. If you have one, attach the contract defining the fiscal sponsor agreement (e.g., memorandum of understanding).
  - No
- 0.3. Applicant organization's Employee Identification Number (EIN). The EIN is a unique number issued by the [Internal Revenue Service \(IRS\)](#). The EIN is also known as a federal Tax Identification Number (TIN): \_\_\_\_\_
- i. If your organization does not have an EIN and is submitting with a fiscal sponsor, provide fiscal sponsor's EIN: \_\_\_\_\_
- 0.4. Do all three of the following apply to applicant organization or fiscal sponsor?
- i. **Organization (or fiscal sponsor) is IRS tax exempt.** An organization that is IRS tax exempt has filed its application and been officially recognized by the IRS, and has maintained its [exempt status](#) by filing the required [990 form](#) each year.
  - ii. **Organization (or fiscal sponsor) is an active registered nonprofit with the State of Oregon.** The Secretary of State registers nonprofit organizations in Oregon and maintains records of required annual financial statements. Applicants must be registered with and be in current "active" status as nonprofit organizations with the [State of Oregon](#).
  - iii. **Organization (or fiscal sponsor) is not on the Disqualified Charities list with the Oregon Department of Justice.** The [Oregon Department of Justice Organization](#) is responsible for some of the

oversight of nonprofit organizations. Applicants must not be included on the [Disqualified Charities list](#) with the Oregon Department of Justice.

- Yes
  - No – Stop. The organization is not eligible to apply for PCEF funding.
- 0.5. Does your organization have, or plan to acquire, necessary and appropriate insurance for this project? If you are applying through a fiscal sponsor, please answer on behalf of the fiscal sponsor. (Note that some insurance costs can be an eligible grant expense.)
- Yes
  - No – Stop. This organization is not eligible for PCEF funding.
- 0.6. Are there any tax liens on your organization and/or the fiscal sponsor?
- Yes – Stop. This organization is not eligible for PCEF funding.
  - No
- 0.7. How many years has your organization been a registered nonprofit with the State of Oregon? You do not need to enter months, round to the nearest number of years. If your organization is not a registered nonprofit in Oregon skip this question \_\_\_\_\_
- 0.8. Mailing address where you would like information from PCEF sent. \_\_\_\_\_
- 0.9. Name of applicant organization’s executive director, CEO or president (if not available, list board chair) \_\_\_\_\_
- 0.10. Primary contact person for this application (this is the person we will contact with any questions or notifications about this funding request):
- i. Name: \_\_\_\_\_
  - ii. Title: \_\_\_\_\_
  - iii. Email: \_\_\_\_\_
  - iv. Phone: \_\_\_\_\_
- 0.11. Secondary contact person for this application (this is the person we will contact with any questions or notifications about this funding request):
- v. Name: \_\_\_\_\_
  - vi. Title: \_\_\_\_\_
  - vii. Email: \_\_\_\_\_
  - viii. Phone: \_\_\_\_\_
- 0.12. Fill in the following demographic information about your **board and staff**. We know this list is not comprehensive and that people may have additional identities not included here. Please complete to the best of your organization’s knowledge, based either on estimates, by individuals self-reporting, or a combination of the two. This question allows you to count people in more than one category (e.g., a person maybe a woman and a person with a disability).
- a. **Board of Directors.** Total number of board members \_\_\_\_\_

1. Number of Black people \_\_\_\_\_
  2. Number of Native American/Alaska Native people \_\_\_\_\_
  3. Number of people of color who do not identify as Black or Native American/Alaska Native \_\_\_\_\_
  4. Number of women, transgender people, two-spirit people, gender non-conforming people, or other groups of people who experience gender or sex-based discrimination in the workplace \_\_\_\_\_
  5. Number of people who experience disabilities \_\_\_\_\_
  6. Number of people who experience, or have experienced, housing or food insecurity \_\_\_\_\_
  7. Number of people NOT included in any of the categories listed above\* \_\_\_\_\_
  8. How was information collected:
    - Self reported (information was provided by individuals; for example, in an application or survey).
    - Estimated (you are making an educated guess about individuals' identities).
    - Combination of estimated and self reported.
- b. **Paid staff:** Total number of paid staff, both full time and part time \_\_\_\_\_
1. Number of Black people \_\_\_\_\_
  2. Number of Native American/Alaska Native people \_\_\_\_\_
  3. Number of people of color who do not identify as Black or Native American/Alaska Native \_\_\_\_\_
  4. Number of women, transgender, two-spirit, gender non-conforming people, or other groups of people who experience gender or sex-based discrimination in the workplace \_\_\_\_\_
  5. Number of people who experience disabilities \_\_\_\_\_
  6. Number of people who experience, or have experienced, housing or food insecurity \_\_\_\_\_
  7. Number of people NOT included in any of the categories listed above\* \_\_\_\_\_
  8. How was information collected:
    - Self reported (information was provided by individuals, for example, in an application or survey)
    - Estimated (you are making an educated guess about individuals' identities).
    - Combination of estimated and self reported
- c. **Staff leadership:** Staff leadership includes the executive director and senior level staff responsible for management of the organization. This figure is a SUBSET of the total paid staff. Total number of staff leadership \_\_\_\_\_
1. Number of Black people \_\_\_\_\_
  2. Number of Native American/Alaska Native people \_\_\_\_\_

3. Number of people of color who do not identify as Black or Native American/Alaska Native \_\_\_\_\_
4. Number of women, transgender, two-spirit, gender non-conforming people, or other groups of people who experience gender or sex-based discrimination in the workplace \_\_\_\_\_
5. Number of people who experience disabilities \_\_\_\_\_
6. Number of people who experience, or have experienced, housing or food insecurity \_\_\_\_\_
7. Number of people NOT included in any of the categories listed above\* \_\_\_\_\_
8. How was information collected:
  - Self-reported (information was provided by individuals, for example, in an application or survey)
  - Estimated (you are making an educated guess about individuals' identities)
  - Combination of estimated and self-reported

\*Please enter the number of your staff, staff leadership, and board that do NOT identify as Black, Native American/Alaska Native, people of color, women, transgender, two spirit people, gender non-conforming people, or other groups of people who experience gender or sex-based discrimination in the workplace, people with disabilities, people who currently, or have previously, experienced housing or food insecurity.

- 0.13. Amount of grant request (be sure that this amount matches the amount of PCEF funds in the budget attachment) The number entered here should represent the amount of PCEF grant money you are requesting for this proposal. \$\_\_\_\_\_
- 0.14. Timeframe for grant project (e.g., one year, 18 months; maximum is five years). Funding for large grants must be spent within five years and small grants within three years. Note that it is possible to request an extension if there is a good reason.
- 0.15. PCEF projects must address both climate change and advance racial and social justice within one of the program's funding categories – clean energy, regenerative agriculture, green infrastructure and innovation/other. Briefly describe the project you are proposing and how it addresses climate change and advances racial and social justice. (100 to 200 words)
- 0.16. Does the proposed project include any physical improvement (e.g., planting trees/gardening/farm,efficiency retrofits, solar/other renewable installations, etc.)?
  - No
  - Yes
    1. Will the proposed physical improvement be located within the City of Portland?
      - Yes

- No – Stop. This project is not eligible for PCEF funding.
- 2. Is the majority or all of the project located east of 82<sup>nd</sup> Avenue? This question is not scored. This location information is used to help us understand whether PCEF-funded projects are reaching a traditionally underserved area of the city that is identified in the legislative code.
  - Yes
  - No
  - Not yet known

- 0.17. Does the proposed project include installation of solar or other renewable technologies?
- No
  - Yes. Will the solar energy-related materials on the proposed project be predominantly manufactured in the United States, unless a product that meets project need is unavailable or the cost is prohibitive?
    - Yes
    - No – Stop. This project is not eligible for PCEF funding.

- 0.18. Does the proposed project include non-physical improvements or programming (e.g., education about climate or conservation, job training, etc.)? PCEF funded projects are required by law to serve residents of Portland. Your program may serve people that do not live in Portland; however, PCEF funds can only be used on the portion of your program that serves Portland residents. For example, if you offer a training program and 40% of the participants don't live in Portland and 60% of the participants do, then PCEF can pay for 60% of program costs.
- No
  - Yes. Will PCEF funds for non-physical improvements be used only to serve people who reside in Portland?
    - Yes
    - No – Stop. This project is not eligible for PCEF funding.

- 0.19. How much of the grant money that you are requesting is for Energy Efficiency or Renewable Energy related work (including any related outreach and administration costs)
- None
  - Up to 25% of grant budget
  - 26% to 50% of grant budget
  - 51% to 75% of grant budget
  - 76% to 100% of grant budget

- 0.20. How much of the grant money that you are requesting is for Regenerative Agriculture and Green Infrastructure related work (including any related outreach and administration costs)
- None
  - Up to 25% of grant budget

- 26% to 50% of grant budget
  - 51% to 75% of grant budget
  - 76% to 100% of grant budget
- 0.21. How much of the grant money that you are requesting is for Innovation/other related work (including any related outreach and administration costs)
- None
  - Up to 25% of grant budget
  - 26% to 50% of grant budget
  - 51% to 75% of grant budget
  - 76% to 100% of grant budget
- 0.22. How much of the grant money that you are requesting is for Workforce training and/or Contractor Support related work (including any related outreach and administration costs)
- None
  - Up to 25% of grant budget
  - 26% to 50% of grant budget
  - 51% to 75% of grant budget
  - 76% to 100% of grant budget
- 0.23. Required confirmation: If you are applying through the online application site, check the confirmation box for this question. If you are submitting your application by sending in documents through email or post please include the signature of an authorized signer with the following statement: "The undersigned certifies that the information provided herein, to the best of their knowledge, is true, complete, and accurately describes the proposal. Include the signature in the blank box".

## Section 1: Applicant organization's mission and history

- 1.1 Describe your organization's mission or purpose as well as its history of prioritizing and serving one or more of the PCEF priority population(s) (i.e., Black, Native American/Alaska Native people, other people of color, and/or people with low income). Include which specific population(s) you serve, how long your organization has been focused on these population(s), and the estimated percent of your organization's work that is focused on serving these populations. This question helps us understand why your organization was created and who you serve, as well as the ways your organization serves populations that are prioritized in PCEF legislation. (300 to 450 words)

## Section 2: Project description, beneficiaries, and scope

This section helps us understand what you propose to do, who will benefit, and what the outcomes and benefits of the project will be.

- 2.1 **Project description:** Describe the proposed project, including all of the following components. You do not have to answer the questions in the order that they appear; use whatever format works for you just be sure to include all of the items listed below. (4 to 8

pages not including applicable forms)

- a. Description of the project including how you identified the need for this project and what it aims to accomplish. Here you might want to think about what success looks like and what you will do to do to get there.
- b. How many people are estimated to be served by your project? Do NOT include contractors or people employed to work on the project.
- c. Is the proposed project designed to primarily benefit Black people, Native American/Alaska Native people, other people of color, and/or people with low income?
  - If Yes, please tell a bit more about the specific population(s) your project is designed to serve and what percentage of project beneficiaries will be members of that specific population (e.g., the project will primarily benefit Latinx renters, 75% of all the people who will benefit from this project will be Latinx renters.)
  - If No, briefly describe who the proposed project is intended to benefit.
- d. In a previous question, you provided information about your organization's staff, leadership, and board in broad demographic categories. In this section, include a narrative description of how your organization's staff, leadership, and board reflect the specific population that your proposed project is designed to benefit. For example, if your project is targeting Latinx people, how is your staff, leadership, and board reflective of the Latinx community?
- e. Describe how you plan to engage the community and people who are intended to benefit from the proposed project. If applicable, note how engagement activities are informed by cultural competence, principles of inclusion and/or collaboration. If your project will include events, workshops, targeted outreach, or other engagement strategies please include them in your answer, even if the details have yet to be worked out.
- f. Identify any challenges or barriers to project success you think might come up and how you plan to address them. It is not uncommon for projects to face challenges along the way. For instance, a project may experience financial setbacks (e.g., not getting an anticipated grant) or supply challenges (e.g., items were out of stock), among other challenges.. This question provides an opportunity to tell us about issues that may arise and how you will deal with them.
- g. Note requirements that are known (e.g., permits, regulatory requirements, site access, workforce certifications, and/or other compliance issues relevant to the project) and provide a statement of your willingness and ability to meet those requirements. Often a project cannot proceed until certain things are in place. This question helps us understand whether your organization has identified

potential requirements and if you have a plan to address them.

- h. If applicable, describe any other environmental benefits of the project that are not related to greenhouse gas (GHG) reduction (e.g., improved air quality, flood protection, water quality, habitat creation).
- i. Projects that include components listed below that are valued at \$100,000 or more need to complete the relevant forms (linked below). For projects with physical improvements, staff will calculate a score for GHG impact using the information provided in these forms along with industry standards. Staff will perform these calculations to both reduce the burden on applicants and to provide consistency. For more information about how GHG impacts are evaluated please read [Greenhouse gas impact approach](#).
  - i. Projects with **Renewable Energy** components valued at \$100,000 or more must complete the form linked here [FORM - RENEWABLE](#)
  - ii. Projects with **Energy Efficiency** components valued at \$100,000 or more must complete the form linked here [FORM - ENERGY EFFICIENCY](#)
  - iii. Projects with **Regenerative Agriculture/Green Infrastructure** components valued at \$100,000 or more must complete the form linked here [FORM - RA.GI](#)
  - iv. Projects with **Innovation/other** components valued at \$100,000 or more must complete the form linked here [FORM - INNOVATION](#)
  - v. Projects with **Workforce training/contractor support** components valued at \$100,000 or more must complete the form linked here [FORM - WCD](#)

2.2 **Social benefits.** Describe the social benefits that will result from the proposed project including all of the items listed below, if applicable.

- a. If the project will result in cost savings describe the following: (100 to 300 words)
  - What costs will be saved (e.g., energy utility bills, food cost/bill, transportation costs)
  - The estimated annual cost savings as a percent of total annual bill for that item (e.g., 10% reduction in electric bill per household) and how the savings were estimated
  - Who the costs savings will benefit, including whether the cost savings directly benefit households, an organization serving a PCEF priority population, or somewhere else. If there will be cost savings for more than one group, please explain. For example, if a project reduces electricity costs in a building that has both residential and commercial tenants, what is a rough estimate of the percent of the savings will go to residents and what percent to commercial tenants.
- b. If the project will produce health benefits describe the type of health benefits and how they flow to PCEF priority communities. Examples of health benefits include



improved indoor air quality, access to nutritious food, etc. (100 to 350 words)

- c. If the project will support climate resiliency, please describe. Climate resiliency is the ability of a person or community to prepare for, adapt to, and/or recover from the impacts of climate change. Some examples of the threats to humans that are a result of climate change in the Pacific Northwest are: extreme heat events, wildfires, and poor air quality. Answers to this question should include how the project will reduce harm to communities impacted by climate change and/or improve the ability of a community or household to adapt to effects of climate change, e.g., deep energy retrofits on buildings can improve occupants’ ability to maintain a comfortable temperature in both cold and hot weather, efficiency work that improves the building envelope supports climate resiliency. (150 to 350 words)
- d. Describe any other social benefits of the project that you would like to share. Examples of additional social benefit include, but are not limited to, support for social connectivity, fostering mobility, etc. (150 to 350 words)

**2.3 Milestones and schedule:** List the project milestones your organization hopes to accomplish as well as the activities that will support achieving these milestones. Include an estimated schedule for completing each milestone. The information you provide helps us understand the specific steps and key milestones that will bring your great ideas to life. Milestones are significant actions, events, or achievements in the project. Examples of grant milestone include: project deliverables, completing a stage in the project (e.g., finishing energy audits before moving on to renovations), completing an important task (e.g., hiring a contractor to complete work identified in energy audits). The activities listed under each milestone are the things you need to do in order to achieve the milestone. The milestones and activities will also be used to help define the reporting that will be required if your application is selected for grant funding. A simplified, brief example is below:

Milestone	Activities to support milestone	Estimated date of completion
1. Identify 20 homes for efficiency retrofits	<ul style="list-style-type: none"> <li>1. Outreach to community intended to benefit from project</li> <li>2. Social media advertising</li> <li>3. Screen potential participants</li> </ul>	August 2022
2. Hire contractor(s) to complete retrofits	<ul style="list-style-type: none"> <li>1. Draft request for bids</li> <li>2. Advertise through x, y, and z</li> <li>3. Select contractor</li> </ul>	October 2022
3. Develop scope of work for each home	<ul style="list-style-type: none"> <li>1. Perform 20 energy audits</li> <li>2. Create budgets and work orders for each site</li> </ul>	January 2023

### Section 3: Project team experience and qualifications

This section helps us understand how the mix of skills and experiences on your project team will support the

success of the project.

3.1 The project team includes staff from your organization and any other partners or contractors who have already been identified. For each team member provide the information listed below (a-e). Be sure to include this information for the project manager, any staff that will be spending at least 25 percent of their work hours on the proposed project (if already identified), and contractors, partners, and/or key advisors that are a part of the project team (if already identified). (500 to 1,000 words)

- the role they will play in the project
- a short bio or resume for each team member
- a description of the team member's professional and/or life experience that will help make the project successful
- examples of experience with similar projects and/or transferable skills
- any planned professional development or training related to staffing the project

3.2 If you haven't identified all members of your project team, describe how you will make sure that the final team includes the experience and qualifications needed to complete the project.

## Section 4: Financials

There is no score associated with the financial health or practices of an organization, but the information requested in this section is required. PCEF uses this information to help inform decision making around support and management of projects should they be selected for funding. If you are submitting this application with a fiscal sponsor, please answer questions 4.4 and 4.5 for both your organization and the fiscal sponsor organization.

4.1 Describe how your organization will manage and account for grant funds . including a description of your financial management practices. Tell us how you are going to: keep track of grant funds, make sure that grant funds are spent on appropriate grant activities, document grant expenditures, etc. Examples include, but are not limited to requirements for multiple signatures for payments using grant funds, accounting systems used to track funds, description of review and approval needed to accept and pay for contracted work, policies and procedures related to financial management and controls. If you are applying with a fiscal sponsor, include a description of the agreements about budget management and financial controls between the applicant organization and the fiscal sponsor, including roles and responsibilities. If you already have a written agreement with your fiscal sponsor that includes this information you can attach the agreement instead of writing the narrative description. (100 to 200 words)

4.2 Describe how your Board of Directors provides financial oversight, include a description of board finance committee roles (if applicable) and/or role of the treasurer (if applicable).

4.3 If not provided in the project team section above, provide a bio or resume for your organization's Executive Director.

4.4 Please note whether your organization has experienced any of the issues below and, if so, provide an explanation of the situation and ways your organization is trying to remedy any issues. It is not uncommon for an organization's budget to change from year to year. This may occur for positive reasons (e.g., receiving a significant amount of money) or for challenging reasons (e.g., COVID,

damage to building, management issues). This question provides an opportunity for you to share the story behind the numbers. (50 to 150 words).

- An operating deficit in last four years
- Audit finding(s) of a material weakness
- Significant surpluses or changes in budget size or any other expected significant changes in your organization's budget/financial position

4.5 Submit the following financial documents for applicant and fiscal sponsor if applicable:

- Current board-approved operating budget
- Most recent three complete years of financial statements (audited financials if available, 990s are acceptable).

## Section 5: Workforce and contractor benefits

The questions in this section help us understand how the proposed project supports inclusive and fair contracting and employment in PCEF-funded projects. If your application is successful and a grant is awarded, your responses to these questions will become part of your grant agreement (contract) and are commitments to which you, the grantee, are responsible for fulfilling.

Note: Projects that include physical improvements at a single site with a budget (hard and soft costs) using \$350,000 or more of PCEF funds will be required pay prevailing wages and benefits to workers in trades for which prevailing wages are defined and to commit to the goals listed below:

- a. 30% of contract and subcontract dollars to diverse firms (as defined below).
- b. 22% of total work hours in each apprenticeable trade will be performed by state-registered apprentices.
- c. 30% of workers represent PCEF priority populations (Black people, Native American/Alaska Native people, other people of color; people with low income, 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).

**For the purposes of this application, PCEF defines diverse contractors and subcontractors as follows:**

- Certified by the State of Oregon's Certification Office for Business and Inclusion (COBID) as a Minority-Owned Business Enterprise, Women-Owned Business Enterprise, Disadvantaged Business Enterprise, Emerging Small Business, or Service-Disabled Veteran Business (M/W/DBE/ESB/SDV) (provide certification #); or
- A nonprofit or non-COBID-certified business that can demonstrate majority ownership and leadership by Black people, Native American/Alaska Native people, other people of color, people with low income, women, transgender people, two-spirit people, gender non-conforming people, other groups of people who experience gender or sex-based discrimination, or people who experience disabilities. Defined as follows:
  - Be registered with the Oregon Secretary of State.
  - Have gross annual receipts (3-year average) that do not exceed \$23.98 million.
  - Demonstrate control and management of day-to-day operations that are led by people from the defined population.

- For nonprofit organizations, demographics of the board of directors and executive staff are 51% or greater of the defined populations.
- For businesses, ownership of 51% or greater is held by people from the defined populations, and owner is not an owner or partial owner of other construction/construction-related firms.

### **Inclusive contracting**

5.1 Will this project include \$50,000 or more in contracting for construction, goods and services, and/or professional services?

- Yes
- No – Skip to inclusive workforce question 5.3 below.

5.2 Describe your strategy to recruit diverse contractors and subcontractors on this project (see definition above). If you have already identified any of your contractors or subcontractors please provide their name and address and describe how they meet the definition of diverse contractor/subcontractor (see definition above) and, if relevant, their prior performance subcontracting with diverse subcontractors and commitments to doing so on this project.

### **Inclusive workforce**

5.3 Will this project utilize workers for physical improvements related to energy efficiency, renewable energy, regenerative agriculture, and/or green infrastructure (e.g., weatherization, solar installation, site improvements, tree planting, farming)?

- Yes – continue below
- No – Skip to Budget section below.

5.4 Does the budget (hard and soft costs) for physical improvement at a single site include \$350,000 or more of PCEF funds?

- Yes – Skip to question 5.7
- No – continue below

5.5 Which of the following will be considered when selecting contractors for and/or self-performing the physical improvement that is part of the proposed project? Check all that apply and provide a brief narrative description of how your organization will ensure a diverse workforce on the project.

- Past record of inclusive recruitment, retention, and advancement of workers.
- Well-informed strategy for inclusive recruitment, retention, and advancement of diverse workforce on this project.
- Assessment of subcontractors' past record of inclusive recruitment, retention.
- Commitment that 22% of total work hours in each apprenticeable trade be performed by state-registered apprentices.
- Commitment that a minimum of 30% of hours for the physical improvement that are part of this project will be completed by workers representing PCEF priority populations (Black people, Native American/Alaska Native people, other people of color, people with low income, 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).

None of the practices above, our organization will not set hiring goals and practices when selecting contractors for and/or self-performing the physical improvement that is part of the project.

5.6 Which of the following describes the wages and benefits for the workers on the physical improvement(s) part of the project?

- a. For workers on the project in trades for which a prevailing wage is defined the following is required for contractors, subcontractors, and/or organization if self-performing (Check one):
- Payment of prevailing wages (including benefits/fringe) will be required.
  - Payment of prevailing wages will not be required but the following benefits to workers will be required (Check all that apply).
    - Health insurance
    - Paid time off and/or sick leave (not including sick leave that is required for organizations with six or more employees)
    - Retirement contribution
    - Family-friendly practices
    - Other (please explain): \_\_\_\_\_
    - None of the above. There will be no requirements for prevailing wage to workers in trades for which a prevailing wage is defined and no requirement for benefits.
- b. For workers on the project that are NOT in trades for which a prevailing wage is defined (e.g., farmers, tree planters, etc.) which of the following benefits will be required for workers employed by contractors, subcontractors, and/or your organization if you are self-performing (Check all that apply).
- Health insurance
  - Paid time off and/or sick leave (not including sick leave that is required for organizations with six or more employees)
  - Retirement contribution
  - Family-friendly practices
  - Other (please explain): \_\_\_\_\_
  - No benefits will be required.

Question 5.7 applies only to projects that include a physical improvement (e.g., building improvements, tree planting, farming, etc.) at a single site with a budget of \$350,000 or greater.

5.7 Do workers on the physical improvement include people *who are not in a trade for which a prevailing wage is defined* (for example, tree planter, farmer, landscaper, etc.) including those working for contractors, subcontractors, and applicant organization if self-performing?

- No. Skip to budget
- Yes. Which of the following describes wages and benefits your organization will provide or require contractors and subcontractors to provide for the workers on the project that are not in trades for which a prevailing wage is defined? (check one).

- No requirements regarding benefits for contractors, subcontractors, and/or applicant organization if self-performing.
- Requiring contractors, subcontractors, and/or applicant organization if self performing to provide one or more of the following (check all that apply):
  - Health Insurance
  - Paid time off and/or sick leave (excluding sick leave required for organizations with six or more employees)
  - Retirement contribution
  - Family-friendly practices
  - Other (please explain): \_\_\_\_\_

## Section 6: Budget

Complete budget template [\(Attachment B\)](#)



Bureau of Planning and Sustainability

## Standard Small grant criteria scoring guidance for reviewers - DRAFT

Small grants will be scored on a 100-point scale. Points are awarded to criteria across six categories:

- Organizational information
- Project description and scope
- Environmental benefit
- Social benefit
- Workforce and contractor benefit
- Budget

The number of points for each criteria varies depending on the project type:

- projects that include a physical improvement at a single site with a budget of \$350,000 or greater
- projects that include a physical improvement(s) but do not have a single site with a budget of \$350,000 or greater
- projects that do not include physical improvements.

The chart below shows the possible points for each criteria for each of the three project types. Cells that are shaded indicate that the criteria do not apply to that project type. The tables following the summary chart below provide information that will be used by reviewers on the scoring panels to help guide their evaluations and scoring for each criteria.

	Standard small grant scoring points by project type	Physical improvements: single site budget \$350K or greater	Physical improvements: all others	NO physical improvements
<b>Panel scored criteria</b>				
1	Organization's purpose is to deliver programs that Black people, Native American/Alaska Native people, other people of color, and/or people with low income.	5	5	6
2	Staff (including leadership) and board of the organization reflect the community their proposed project is intended to benefit.	9	9	10
3	Project team including non-profit staff, contractors, and other partners have demonstrated experience that will support project success.	5	5	8
4	Project description is complete and intended outcomes are clear.	5	5	10
5	Application demonstrates strong understanding and practice around community organizing, outreach, and/or stakeholder engagement, particularly focused on historically marginalized and culturally diverse communities.	6	6	8
6	Services, activities, and timeline described in scope will realistically result in intended outcomes.	6	6	10
7	Indirect GHG reduction/sequestration will result from project activities not associated with physical improvements and/or infrastructure. Examples include outreach, education and community engagement around climate issues, energy conservation education, etc.	2	2	8
8	Project provides meaningful additional non-GHG environmental benefits	3	3	NA
9	Project reduces cost for people with low income, Black people, Native American/Alaska Native people, and/or other people of color.	8	8	NA
10	Project provides local health benefits to PCEF priority populations.	6	6	NA



	Standard small grant scoring points by project type	Physical improvements: single site budget \$350K or greater	Physical improvements: all others	NO physical improvements
<b>Panel scored criteria continued</b>				
11	Project improves resiliency by 1) addressing harm to frontline communities caused by climate change, and/or 2) improving ability to withstand and adapt to existing and future climate impacts.	4	4	NA
12	Project provides other social benefit not already included in other criteria.	1	1	2
13	<sup>1</sup> Inclusive contracting and subcontracting	6	4	6
14	Inclusive workforce	NA	2	NA
15	Project budget is complete and reasonable	7	7	7
16	Alignment with PCEF guiding principles	8	8	12
<b>Staff scored criteria</b>				
17	Percent of project benefits to specific PCEF priority populations.	6	6	10
18	GHG emissions reduction (including sequestration) impact	8	8	NA
19	Project pays prevailing wages to workers in trades for which a prevailing wage is defined and/or provides other benefits.	2	2	NA
20	Project leverages resources.	3	3	3

<sup>1</sup> Applies only to projects with contracts/subcontracts of \$50,000 or higher

Organization and team information – panel scored criteria				
	Criteria	Full points	Middle Points	Low Points
1	Organization’s purpose is to deliver programs that Black people, Native American/Alaska Native people, other people of color, and/or people with low income.	To receive full points the applicant must demonstrate that the primary purpose of their organization is to deliver programs that benefit communities identified in this criterion. This is the majority of the work they perform.	Organization delivers programming that benefits communities identified in this criterion, but it is not their primary purpose.	Organization purpose provides benefit to the general community with limited focus on PCEF priority communities.
2	Staff (including leadership) and board of the organization reflect the community the proposed project is intended to benefit.	Majority (more than 50%) of staff (including staff leadership) and board of directors reflect the community the project is intended to serve. In the case of projects whose beneficiaries are people who are low income this may include prior rather than current lived experience.	At least 40 percent of staff (including staff leadership) and board of directors reflect the community the project is intended to serve. In the case of projects whose beneficiaries are people who are low income this may include prior rather than current lived experience.	At least 30 percent of the staff and board of directors reflect the community the project is intended to serve.
3	Project team including non-profit staff, contractors, and other partners have demonstrated experience that will support project success.	Applicant team has relevant professional and/or life experience and qualifications. The applicant has either identified all team members or provided a well-developed, detailed plan to secure team members who have the experience and qualifications needed for project success.	Project team members that have been identified have some relevant professional and/or life experience. Application includes less detailed plan for securing additional team members with the needed experience and qualifications for the project team.	Project team appears to be missing important relevant professional and/or life experience. Plan to secure additional team members is general and lacks detail.

<b>Project description and scope – panel scored criteria</b>				
	Criteria	Full points	Middle Points	Low Points
4	Project description is complete and intended outcomes are clear.	Project description clearly states what the applicant intends to do, why, who the intended beneficiaries are, and what outcomes are expected.	Project description is mostly complete and clear, however, some questions remain regarding what the applicant intends to do, why, and/or what outcomes are expected.	Project description is incomplete and intended outcomes are not clear.
5	Application demonstrates strong understanding and practice around community organizing, outreach, and/or stakeholder engagement, particularly focused on historically marginalized and culturally diverse communities.	Engagement reflects an inherent or personal understanding of the historically marginalized community(ies) the organization serves. If applicable, engagement activities are informed by cultural competence, principles of inclusion and/or collaboration.	Engagement shows some knowledge of historically marginalized community(ies) the organization serves and, if applicable, engagement are somewhat informed by cultural competence, principles of inclusion and/or collaboration	Little evidence that organization understands the historically marginalized community(ies) they serve or that their work is informed by cultural competence, principles of inclusion and/or collaboration.
6	Services and activities described in the project scope will realistically result in intended outcomes.	Project services and activities have a strong likelihood to result in stated intended outcomes.	The proposed services and activities could reasonably result in intended outcomes; however, questions remain.	Uncertain if services and activities will result in stated intended outcomes.
<b>Environmental benefits – panel scored criteria</b>				
	Criteria	Full points	Middle Points	Low Points
7	Indirect GHG reduction/sequestration will result from project activities unrelated to physical improvements or infrastructure.	Clear description of how the activities will contribute to GHG reductions, including sequestration. Explanation of approach is clear and reasonable.	Description provides a reasonable connection between project activities and GHG reductions, including sequestration. Questions remain about the explanation.	Project has little likelihood of resulting in future or indirect GHG reduction. Description of methods lacks a solid basis for why the savings are likely.

8	Project provides meaningful and significant additional non-GHG environmental benefits.	Project includes meaningful and significant non-GHG environmental benefits including items such as habitat creation/protection, groundwater recharge, flood control, replacement of grass w/native plants, etc. Meaningful and significant refers to the scope, impact, and/or size (e.g., affects critical species, covers a wide area, affects a large number of people).	Project provides non-GHG environmental benefit, though the scale, scope, or size are moderate.	Little additional non-GHG environmental benefit.
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**Social benefits – panel scored criteria**

	Criteria	Full points	Middle Points	Low Points
9	Project reduces cost for people with low income, Black people, Native American/Alaska Native people, and/or other people of color.	Project provides cost savings to households of people with low income, Black people, Native American/Alaska Native people, and/or other people of color (e.g., utility energy bills, transportation costs, food costs). Project reduces household costs for this item by at least 25 percent.	Project provides cost savings for people with low income, Black people, Native American/Alaska Native people, and/or other people of color either through 1) reduced household costs for relevant item by at least 10 percent or 2) savings to facilities owned or occupied by organizations that serve these communities.	Little evidence of cost savings for people with low income, Black people, Native American/Alaska Native people, and/or other people of color, or for facilities owned or occupied by organizations that serve these communities.
10	Project provides local health benefits to PCEF priority populations.	Identified health benefits are clear, meaningful, and delivered specifically to PCEF priority populations (e.g., improved indoor air quality, access to high quality food, etc.).	Project provides health benefits that are not specific to individuals or households but in locations where PCEF priority population(s) will be the primary beneficiaries (e.g., tree planting and maintenance area with majority low-income households), or provides health benefits specific to PCEF priority populations but the benefits identified	Identified health benefits <u>and</u> beneficiary populations are both general in nature (e.g., project reduces carbon, tree cover in spaces that are not specific to priority populations, etc.).

			are somewhat vague or uncertain.	
11	Project improves climate resiliency by 1) addressing harm to frontline communities caused by climate change, and/or 2) improving ability to withstand and adapt to existing and future climate impacts.	Project addresses current and/or future vulnerabilities to harm that are caused by climate change. Resiliency measures are designed to reduce the identified current and/or future harm caused by climate change and must directly benefit PCEF priority population(s). Examples of impacts of climate change include, but are not limited to, poor air quality resulting from wildfire, heat exposure from urban heat islands, and vector borne illness. Explanation is clear and reasonable regarding how resiliency will be achieved.	Applicant has identified general climate vulnerabilities of PCEF priority population(s) and the proposed project includes activities that may support resiliency in these population(s).	Project activities are unlikely to support resiliency in PCEF priority population(s).
12	Project provides other social benefit(s) not already included in other criteria.	Application includes detailed description of additional meaningful social benefits that are NOT included in other criterion and that benefit PCEF priority population(s) directly.	Applicant included other social benefits that are NOT included in other criterion and that benefit PCEF priority population(s) but in a less direct and impactful way than needed for full points and/or some questions remain about the explanation.	Applicant included other meaningful social benefits that are NOT included in other criteria, but it is unclear that PCEF priority population(s) will benefit and/or the explanation is weak.
<b>Workforce and contractor benefits - panel scored criteria</b>				
	<b>Criteria</b>	<b>Full points</b>	<b>Middle Points</b>	<b>Low Points</b>
13	Inclusive contracting and subcontracting.  Note: applies only to projects with \$50,000 or more in contracting for	Applicant has strong strategy for recruitment and use of diverse contractors and subcontractors, and/or identification of diverse contractor (with record of utilizing diverse subcontractors and commitments if	Applicant strategy for recruitment and use of diverse contractors and subcontractors has some shortcomings and it is not clear from the description whether applicant has familiarity with best practices and/or commitment and	Applicant's strategy for recruitment and use of diverse contractors and subcontractors has many shortcomings; identified contractor's record of

	construction, goods, and services, and/or professional services.	appropriate). Strategy indicates applicant familiarity with best practices as well as commitment and capacity to implement strategy.	capacity to implement strategy and/or contractor with a record of utilizing diverse subcontractors has been identified but contractor does not meet diversity definition and/or diverse contractor has been identified but does not have a record of utilizing diverse subcontractors.	utilizing diverse subcontractors is limited; contractor does not meet diversity definition.
14	<p>Inclusive workforce Notes.</p> <ol style="list-style-type: none"> <li>1. projects with a single site physical improvement with a budget of \$350K+ have inclusive workforce requirements and are not scored on this criterion.</li> <li>2. projects with no physical improvements are not scored on this criterion.</li> </ol>	<p>Approach to having an inclusive workforce includes <u>all</u> of the applicable considerations below applied to applicant organization if self performing and/or to selection of contractors and subcontractors.</p> <ol style="list-style-type: none"> <li>1) past record of inclusive recruitment, retention, and advancement</li> <li>2) strategy for diverse workforce utilization on this project</li> <li>3) assessment of subcontractors' record of inclusion and strategies for this project</li> <li>4) commitment to 20% apprentice utilization if applicable (note that apprentice utilization not applicable for projects with no apprenticeable trades)</li> <li>5) commitment to minimum 30% of hours completed by diverse workforce representing PCEF priority populations.</li> </ol>	<p>Approach to having an inclusive workforce includes <u>at least three</u> of the considerations.</p>	<p>Approach to having an inclusive workforce includes <u>one</u> of the considerations listed.</p>

<b>Budget – panel scored criteria</b>				
	Criteria	Full points	Middle points	Low points
15	Project budget complete and reasonable.	To receive full points the budget must be complete, clear, and appropriately scaled to the proposed project.	Budget is complete but is lacking in clarity or would benefit from modification/right sizing to the proposed project.	Budget is not complete and/or is not appropriate to the proposed project (e.g., too large, too small, missing key items, etc.).
<b>Overall project alignment with principles – panel scored criteria</b>				
	Criteria	Full points	Middle points	Low points
16	Alignment with PCEF guiding principles	Project is aligned with the PCEF guiding principles: <ul style="list-style-type: none"> <li>• Focused on climate action with multiple benefits</li> <li>• Community powered</li> <li>• Justice Driven</li> <li>• Accountable</li> </ul>	Project is mostly aligned with the PCEF guiding principles.	Project is somewhat aligned with the PCEF guiding principles.
<b>Multiple categories - staff scored criteria</b>				
	Criteria	Full points	Middle points	Low points
17	Percent of project benefits to specific PCEF priority populations.	100 percent of project beneficiaries are PCEF priority populations appropriate to project type.	At least 75 percent of project beneficiaries are PCEF priority populations appropriate to project type.	At least 50 percent of project beneficiaries are PCEF priority populations.
18	GHG emissions reduction (including sequestration) impact.	Staff will calculate score for GHG impact based on project type. See <a href="#">Greenhouse gas impact approach</a> .		
19	Project pays prevailing wages to workers in trades for which a prevailing wage is defined and/or provides other benefits.	Applicant, if self-performing, will pay, and require all contractor(s), subcontractor(s) to pay prevailing wage and fringe to workers in trades for which a prevailing wage is defined (if	Applicant, if self-performing, and prime contractor(s) <u>but not</u> subcontractor(s), are required to pay prevailing wage and fringe to workers in trades for which a prevailing wage	Applicant, if self-performing, and prime contractor(s) <u>but not</u> subcontractor(s), are required to pay prevailing

	<p>Note: If project has a \$350K+ single site physical improvement and only has workers in trades for which a prevailing wage has been defined, then this criterion is not scored.</p>	<p>applicable) <u>and</u> health insurance plus one other benefit to workers not in trades for which a prevailing wage is defined. (Additional benefits include paid time off and/or sick leave, retirement contribution, family friendly practices, other defined benefit).</p> <p>If a regenerative agriculture and/or green infrastructure project has a \$350K+ single site physical improvement full points can be awarded for providing health insurance plus one other benefit to workers not in trades for which a prevailing wage is defined.</p>	<p>is defined (if applicable) <u>and health insurance</u> benefit to workers not in trades for which a prevailing wage is defined.</p> <p>If a regenerative agriculture and/or green infrastructure project has a \$350K+ single site physical improvement some points can be awarded for providing health insurance benefit to workers not in trades for which a prevailing wage is defined.</p>	<p>wage and fringe to workers in trades for which a prevailing wage is defined (if applicable) and <u>at least one benefit other than health benefits</u> to workers not in trades for which a prevailing wage is defined.</p> <p>If a regenerative agriculture and/or green infrastructure project has a \$350K+ single site physical improvement low points can be awarded for providing at least one benefit (excluding health insurance) to workers not in trades for which a prevailing wage is defined.</p>
20	Project leverage	<p>Scoring is based on the amount of leverage provided, based on a percent of the project budget. Projects with no leverage = 0 points, 5% = 1 point, 10% = 2 points, 15% = 3 points, 20% = 4 points, 25% = 5 points. Leveraged contribution does not have to be secured at the time the proposal is submitted. Funds can come from any non-PCEF source. Leverage contribution can be cash or in-kind.</p>		