

Workforce and Contractor Development (WCD) LARGE and 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 may be 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; foreexample, 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 82ndAvenue? 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) (Black people, Native American/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. 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

PCEF's workforce and contractor development investments aim to ensure that employment and business opportunities in the clean energy economy are available to Black people, Native American/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. This section helps us understand what you propose to do, who will benefit, and what the outcomes will be.

2.1 **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.

2.2 **Project Description and Beneficiaries:** Provide a narrative description of the proposed project. Ensure that your description addresses the following. You do not have to answer the questions in the order that they appear; use whatever format works for you. (2 to 8 pages not including applicable forms)

- How you identified the need for this project and how this project responds to that need.
- What the proposed project will do.
- How the project will contribute to the development of workers and/or businesses that are engaged in addressing climate change and what has informed your strategy.

- What area of climate change is the focus of this training program (check all that apply):
 - Regenerative agriculture
 - Green infrastructure
 - Energy efficiency/conservation or renewable energy
 - Other (please explain)
- Is the proposed project designed to *primarily benefit* Black people, Native American/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?
 - If Yes,
 - What percentage of people who benefit from the project will be Black people, Native American/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?
 - The question above provides information about broad categories. Please tell us a bit more about the specific population(s) this project is designed to serve (e.g., Latinx contractors, BIPOC formerly incarcerated women).
 - If No, briefly describe who the proposed project is intended to benefit.
- In an earlier question you provided information about your organization's staff, leadership, and board in general demographic categories. In this section, provide 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?
- How do 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. If applicable, tell us how you will be getting input from the community you intend to serve and what you will do with that input. We recognize that projects and programs require different amounts and types of community involvement; tell us about the community involvement that is relevant to this project.
- Activities and outcomes

For workforce development grants

- Activities: Goals for participant enrollment, participant completion, number of events (e.g., workshops, camps, cohorts, mentorship meetings).
- Outcomes: For workforce development, estimated number of participants placed in a job, certified, and/or advanced in their job; for school or camp programs, estimated percent of participants that agree or strongly agree with evaluation survey regarding knowledge, skill, commitment, recommendation (see survey draft below).

For contractor development grants

- Activities: Goals for 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 on 1 assistance this would be one business assisted), and other measures as appropriate (e.g., number of workshops held, website created, mentorship meetings, total hours of service, hours of service provided per business, etc.)
- Outcomes: Number of businesses opened, stabilized, growing (e.g., percent increase in sales or contracts, percent of participants, etc.)
- In addition to the benefits associated with growing the number of workers and/or contractors from PCEF priority populations, describe any additional social and/or environmental benefits of the proposed project. Examples include, but are not limited to, trainees working on projects such as home weatherization or garden installation that will reduce bills and improve health for residents; education activities that will result in participants saving energy at home or improving health on the job. Please describe what the benefit is and who, or what, will receive the benefit (150 to 350 words)
- 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 complementary to COEP funded programming.
 - No
- Note any requirements that are known (e.g., permits, certifications, and/or other compliance issues relevant to the project) and a statement of your willingness and ability to meet those requirements. Often a project cannot proceed until certain items are in place. This question seeks to understand whether your organization has identified potential requirements and if you have a plan to address them.

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. If you are awarded funds, you will be required to report on these milestones. For example:

Milestone	Activities to support milestone	Estimated date of completion
1. Project kick-off	1. Finalize partner agreements/contracts 2. Refine workplan	August 2022
2. Curriculum development	1. First draft curriculum 2. Pilot test curriculum 3. Refine curriculum	December 2022
3. Enroll cohort #1 participants	1. Outreach to community intended to benefit from project 2. Applications due	February 2023
4. First cohort	1. Hold first three trainings 2. Midpoint check in 3. Remaining trainings 4. Graduation and exist survey	August 2023
5. Curriculum Refinement	1. Review survey results 2. Conduct interviews 3. Refinements based on evaluation findings	October 2023
6. Enroll cohort #2 participants	1. Outreach to community intended to benefit from project 2. Applications due	December 2023
7. Second Cohort	1. Hold first three trainings 2. Midpoint check in 3. Remaining trainings 4. Graduation and exist survey.	June 2024
8. Project Wrap-up	1. Review survey results for cohort #2 2. Interviews 3. Partner debrief 4. Next steps and final reports	August 2024

2.4 Projects **with** components listed below that are valued at \$100,000 or more need to complete the relevant forms.

- 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](#)

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)
- a. the role they will play in the project
 - b. a short bio or resume for each team member
 - c. a description of the team member's professional and/or life experience that will help make the project successful
 - d. examples of experience with similar projects and/or transferable skills
 - e. 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. (300 to 500 words)

- 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. 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.

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 and, if you are applying for a large grant (more than \$500,000) please also include a bio or resume for one other member of the leadership team who is involved in management and decision making at your organization.

4.4 Please note whether your organization has experienced any of the following issues 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:

- 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 become part of your grant agreement (contract) and are commitments to which you, the grantee, are responsible for fulfilling. **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.

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 budget section 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. Note: Projects that include physical improvement at a single site with a budget (hard and soft costs) using \$350,000 or more of PCEF funds will have to commit to a goal of awarding a minimum of 30% of contract and subcontract dollars to diverse firms (as defined above).

Section 6: Budget

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

Workforce and contractor development (WCD) large and small grant application scoring criteria evaluation guidance for reviewers

WCD grants will be scored on a 100-point scale. Points are awarded to criteria across five categories: 1) Organization and team information, 2) Project description and scope, 3) Environmental and social benefit, 4) Workforce/contractor benefits, and 5) Budget

#	Criteria	Points
1	Organization has a purpose and, if a large grant, a track record, of delivering programs that benefit Black people, Native American/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.	5
2	Staff (including leadership) and board of the organization reflect the community their proposed project is intended to benefit.	9
3	Project team including non-profit staff, contractors, and other partners have demonstrated experience that will support project success.	9
4	Project description is complete and intended outcomes are clear.	9
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	Services, activities, and timeline described in scope will realistically result in intended outcomes.	9
7	Project provides other social or environmental benefit(s) not already included in other criteria.	3
8	Strong strategy for recruitment and utilization of diverse local contractors and subcontractors.	6
9	Project budget is complete and reasonable.	7
10	Alignment with PCEF guiding principles.	9
11	Percent of project benefits to specific PCEF priority populations.	16
12	Project provides direct job training or direct support to contractors.	9
13	Project leverages resources.	3

Organization and team information – panel scored criteria

	Criteria	Full points	Middle Points	Low Points
1	Organization’s purpose is to deliver programs that benefit PCEF priority populations (i.e. Black people, Native American /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).	<p>Small grants: 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.</p> <p>Large grants: Organization has at least three years of history delivering programs that benefit communities identified in this criterion <u>and</u> a primary organizational focus on one or more of those populations.</p>	<p>Small grants: Organization delivers programming that benefits communities identified in this criterion, but it is not their primary purpose.</p> <p>Large grants: Organization has at least three years of history of delivering programs that benefit one or more communities identified in this criterion.</p>	<p>Small grants: Organization purpose provides benefit to the general community with limited focus on PCEF priority communities.</p> <p>Large grants: Very light or short history of delivering programs that benefit one or more communities identified in this criterion.</p>
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	Applicant team has relevant professional and/or life experience and qualifications. The applicant has either	Project team members that have been identified have some relevant professional and/or life	Project team appears to be missing important relevant professional and/or life

	demonstrated experience that will support project success.	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.	experience. Application includes less detailed plan for securing additional team members with the needed experience and qualifications for the project team.	experience. Plan to secure additional team members is general and lacks detail.
Project description and scope – panel scored criteria				
	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, what outcomes are expected, and how the project will contribute to the development of workers and/or businesses that are engaged in addressing climate change.	Some questions remain regarding what the applicant intends to do, why, who the intended beneficiaries are, what outcomes are expected, and how the project will contribute to the development of workers and/or businesses that are engaged in addressing climate change.	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.

Environmental and social benefits – panel scored criteria

	Criteria	Full points	Middle Points	Low Points
7	Project will produce environmental and/or social benefit not already considered in another criteria.	Project will produce meaningful and significant environmental and/or social benefit and the description provided is clear and reasonable. For example, a training program that weatherizes low income homes as part of their curriculum and/or provides services like childcare.	Project is likely to produce environmental and/or social benefit, though the scale, scope, and/or size are modest.	Uncertain if project will produce environmental and/or social benefit and the description is lacking a solid basis.

Workforce/contractor benefits – panel scored criteria

Applies only to grant applications that include \$50,000 or more in contracting for construction, goods and services, and/or professional services.

	Criteria	Full points	Middle Points	Low Points
8	Inclusive contracting and subcontracting.	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 appropriate). Strategy indicates applicant familiarity with best practices as well as commitment and capacity to implement strategy.	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 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.	Applicant’s strategy for recruitment and use of diverse contractors and subcontractors has many shortcomings; identified contractor’s record of utilizing diverse subcontractors is limited; contractor does not meet diversity definition.

Budget – panel scored criteria

	Criteria	Full points	Middle points	Low points
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9	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, including extraneous items).
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Overall project alignment with principles – panel scored criteria

	Criteria	Full points	Middle points	Low points
10	Alignment with PCEF guiding principles	Project is aligned with the PCEF guiding principles: <ul style="list-style-type: none"> • Focused on climate action with multiple benefits • Community powered • Justice Driven • Accountable 	Project is mostly aligned with the PCEF guiding principles.	Project is somewhat aligned with the PCEF guiding principles.

Multiple categories - staff scored criteria

	Criteria	Full points	Middle points	Low points
11	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.
12	Project provides direct job training or direct support to contractors.	Score is binary, full points if the project provides direct job training or direct support to contractors and no points if it does not.		
13	Project leverage	Scoring is based on the amount of leverage provided, based on a percent of the project budget. Projects with no leverage = no 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.		