

COMMUNITY IS KEY



Special PCEF Grant Committee Meeting

January 3, 2022, 12:00 – 12:30 p.m.

— **PORTLAND** —
CLEAN ENERGY
COMMUNITY BENEFITS
— **FUND** —



Bureau of Planning and Sustainability



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Virtual Meeting Guidelines

- Committee meetings open to the public
- There will be no public comment opportunity in this special Committee meeting

➔ Guidelines applied to virtual meeting:



Chatbox: host-only chats for technical support (PCEF Staff).



Raise Hand: used by Committee only.



Video: on for Committee only.



Microphone: public members muted.



Recording: this meeting is being recorded.



Captioning: this meeting is being captioned; settings > show subtitles.

Agenda

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| 12:00 | Meeting opening |
| 12:05 | Overview of Earth Advantage proposal for Equipment Purchasing Partner role in Heat Response Program |
| 12:15 | Committee discussion on affirming support for Earth Advantage playing the role of equipment purchasing partner |
| 12:30 | Meeting close |

2022 PCEF Heat Hazard Response – Equipment Purchasing Provider

Heat Response Grant Program

Goals:

1. Reduce heat related risk to vulnerable populations by distributing and installing portable heat pump/cooling units in households, prioritizing those with seniors among PCEF priority populations (BIPOC and low-income people).
2. Use PCEF Guiding Principles in design and deployment.
3. Begin distribution in May/June 2022 with implementation taking place over a period of up to 5 years to distribute up to 15,000 portable heat pump/cooling units.
4. Promote energy efficient installation and use, as well as connection to programs that lower energy bills.
5. Provide support that maintains product life, efficient operation, and usability.

Summary of Roles

Equipment Purchasing Partner (1)

- Identify product specifications and features to meet program goals
- Coordinate contracts with manufacturers for purchasing/ logistics
- Coordinate data and tracking of units
- Contract with and reimburse CDPs for installation
- Develop maintenance, warranty, and equipment replacement procedures with partners

Community Distribution Partners (15-30)

- Coordinate with EPP for number and type of units required
- Take delivery / pick up units
- Drop off and install cooling units at people's homes/ apts
- Provide information about efficient use, install additional weatherization where available
- Verify and collect basic info about who received units

Overview of proposal

Earth Advantage approach

- Key roles led by internal staff, with contracted services during launch. 4.5 – 5.02 FTE total
- 13 staff in temporary roles during startup phase, followed by transition to full-time implementation staffing through new hiring. Specific staff roles for engaging both affordable housing providers and community-based organizations as distribution partners.
- Procurement approach focused on using 2-3 HVAC equipment distributors/ retailers for logistics. CDPs would pick up units from distributors, some would be drop-shipped. Temporary warehousing services secured if needed in East Portland.
- Organization and staff have verified track record of successful program delivery with experience in direct installs, contractor management, technical support and tenant education with affordable housing providers.
- Leadership have strong experience in financial practices, cashflow management, and invoice payment.
- Database and inventory tracking using customized internal Salesforce platform, with licenses provided to CDPs
- \$3.02 million cost for 5 years of services in EPP role.

Budget

Estimated funding picture shared with Committee on October 6, 2021:

- **\$9-9.5 million** over 5 years for equipment procurement, management, and logistics

Prior EPP budget authorized by City Council on December 1, 2021: **\$11,495,820**

Earth Advantage EPP budget total : **\$10,020,289**

Direct personnel labor	\$ 2,229,624
Travel	\$ 9,600
Equipment, supplies, and materials	\$ 64,800
Contracted work	\$ 216,000
Other (Allowance for inventory line of credit))	\$ 23,000
Overhead	\$ 477,265
Total EPP Role	\$ 3,020,289

Equipment Purchasing Partner Role	\$ 3,020,289
Equipment Budget	\$ 7,000,000
Total	\$ 10,020,289

Discussion on affirming support for
Earth Advantage to play equipment
purchasing partner role in the heat
response program