

COMMUNITY IS KEY



# PCEF Grant Committee Meeting

October 6, 2021, 6:00 – 8:00 p.m.

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



Bureau of Planning and Sustainability

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# Virtual Participation Check

## Guidelines for public participation

- Committee meetings open to the public
- Public invited to comment at around 6:05 p.m.
- Public invited to participate in conversation during break at 7:00 p.m. Must join via Zoom to participate.
- Opportunities for public engagement in other forums/meetings

### ➔ Guidelines applied to virtual meeting:



**Chatbox:** open for introductions and public comment. All other times, host-only chats (PCEF Staff).



**Raise Hand:** used by Committee only.



**Video:** on for Committee only.



**Microphone:** public members muted unless giving public comment or for introductions.



**Recording:** this meeting is being recorded.



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

# Introductions

# Agenda

- 6:00 Introductions
- 6:05 Public comment
- 6:10 Discuss (and potentially approve) PCEF heat hazard response, request for proposals outline
- 6:55 Break
- 7:00 Committee member/community conversation
- 7:15 Round 2 RFP review roles and timelines discussion
- 7:50 Committee member comments
- 8:00 Meeting close

# 2022 PCEF Heat Hazard Response – Program Concept

This discussion is a continuation from Committee discussions on 9/10 and 9/15

# Proposal and goals of response

## Proposal:

Distribute and install 12,000 – 15,000 portable heat pump/cooling units over a period of up to 5 years to vulnerable households, prioritizing those with seniors among our priority populations (low-income, BIPOC).

## Goals:

1. Address heat hazard needs for vulnerable people, prioritizing seniors among our priority populations (low-income, BIPOC)
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 12k – 15k portable heat pump/cooling units
4. Promote efficient installation, use and connection to programs to lower energy bills
5. Provide support that maintains product life, efficient operation, and usability

# Asks to the Committee

Today:

1. Approve heat hazard response concept to move forward, including:
  - a. Release of a simple RFP for equipment purchasing partner (two weeks, closing around 10/26)
  - b. Release of a simple RFP for equipment distribution partners (six weeks, closing 11/30)

November 3, 2021:

2. Recommend grant to equipment purchasing partner

December 2021:

3. Recommend portfolio of community distribution partners based on RFP response



# Roles

~\$9-9.5M over 5 years

## Equipment Purchasing Partner

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

~\$1-4M over 5 years

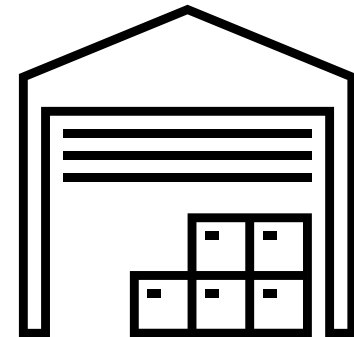
## Distribution Partners

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



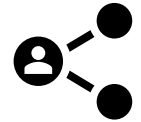
# Attributes of equipment purchasing partner RFP

- Elements of RFP response
  - Basic organizational information
  - Project team, management, and capabilities
  - Relationship with manufacturers, distributors, and retailers for portable heat pump/cooling units
  - Procurement approach
  - Equipment selection approach
  - Workforce diversity and hiring approach
  - Cost

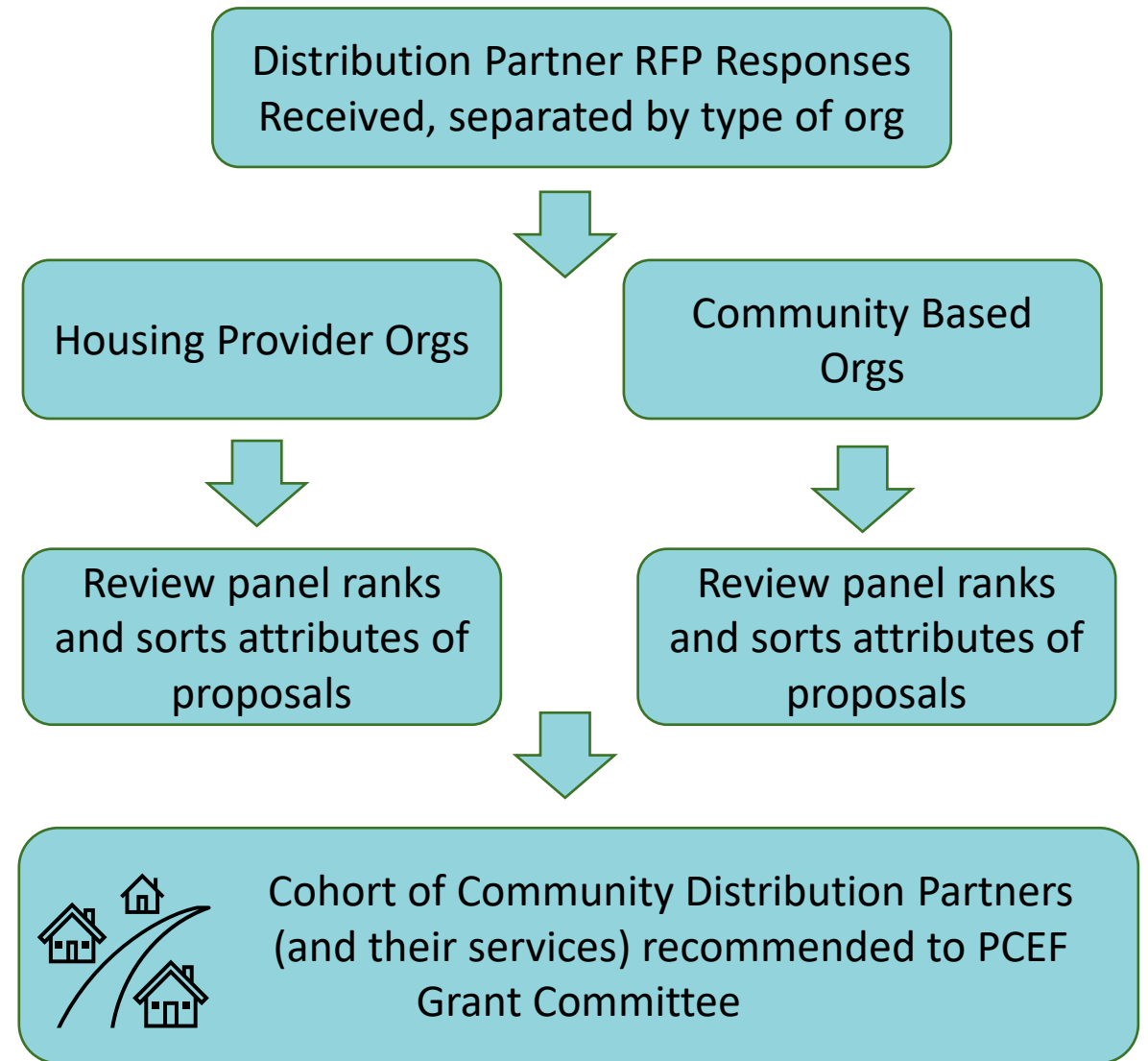
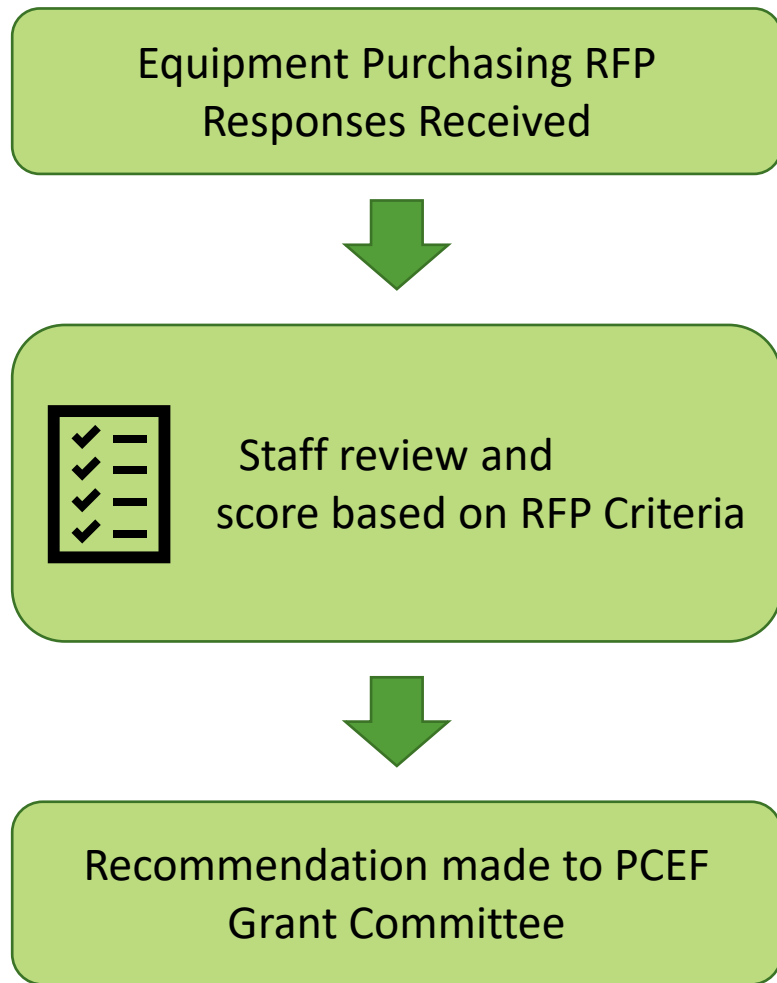


# Attributes of equipment distribution partner RFP

- Elements of RFP response
  - Basic organizational information
  - Who is served by organization (demographics / geography)
  - Number of people served annually
  - What services they currently provide
  - How many cooling units annually can they distribute/ install
  - Capacity and interest in delivering additional services (education, bill savings, weatherization, training, etc.)
  - Cost estimate to deliver services
  - Workforce approach and wage standard declaration
- Selection will be for a portfolio of organizations that serve PCEF priority populations, not just cost. We anticipate a mix of affordable housing providers and community-serving organizations



# RFP response review approach



# Near-term project schedule and steps needed for success



Equipment Purchasing Partner (EPP)



Community Distribution Partners (CDP)

# Near-term RFP proposed schedule

## October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 ★	7	8	9
10	11	12	13	14 ★	15	16
Equipment Purchase RFP Open Period						
Distribution RFP Open Period						
17	18	19 ★	20	21 ★	22	23
Equipment Purchase RFP Open Period						
Distribution RFP Open Period						
24	25	26	27	28	29	30
EPP RFP Open Period			EPP Review Period			
Distribution RFP Open Period						
31						

www.calendaroptions.com

## November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 ★	4	5	6
EPP Selection						
Distribution RFP Open Period						
7	8	9	10	11	12	13
Distribution RFP Open Period						
14	15	16	17	18	19	20
Distribution RFP Open Period						
21	22	23	24	25	26	27
Distribution RFP Open Period						
28	29	30				

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- ★ EPP RFP Info session date
- ★ Distribution Partners RFP Info session dates
- ★ Key Committee dates

# 9/10 & 9/15 Committee feedback

- Greater clarity on the proposal and ask to the Committee
- GHG emissions reductions
  - Option: request additional funds, not to exceed \$1M, to solicit specific proposals in the next RFP to mitigate any potential GHG emissions increase as a result of the heat hazard response proposal in alignment with guiding principles.
- Energy bill impacts
- PCEF role vs. other organizations and institutions
- Direct community feedback
- Funding picture
  - Procurement, management, logistics: \$9-9.5M over 5 years
  - Distribution: \$1-4M over 5 years
  - Total: \$10-13.5M over 5 years
  - Total (with GHG mitigation option above): \$11-14.5M over 5 years

8000 BTU unit, 300-350 sq ft.	
750	watts
8	hours/day
60	days used annually
0.11	\$/kwh
\$39.60	Total annual cooling cost

vs. \$20 modelled  
in 9/15 memo

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November 3, 2021:

2. Recommend grant to equipment purchasing partner
  - a. PCEF staff to review and score proposals based on scoring criteria in memo

December 2021:

3. Recommend portfolio of community distribution partners based on RFP response
  - a. BPS staff to review responses and make recommendation to Committee.  
Welcome 2-3 Committee members on review panel.

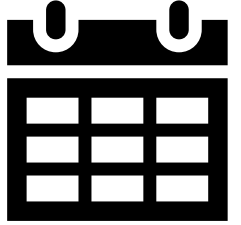


# RFP 2 application review

Timeline and roles

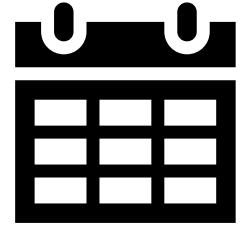


# Important dates



<b>RFP released</b>	September 28, 2021
<b>Applications due</b>	November 30, 2021, 11:59p.m.
<b>Applicant responses to clarifying questions and initial scores</b>	January 17 - February 4, 2022* <i>*note dates may shift by 1-2 weeks, applicants will be notified as soon as possible</i>
<b>Awards announced</b>	Spring 2022
<b>Awards disbursed</b>	Summer 2022

# Important dates



**RFP released**

September 30, 2021

**Applications due**

November 30, 2021, 11:59p.m.

**Applicant responses to clarifying questions and initial scores**

January 17 - February 4, 2022\*  
*\*note dates may shift by 1-2 weeks, applicants will be notified as soon as possible*

**Awards announced**

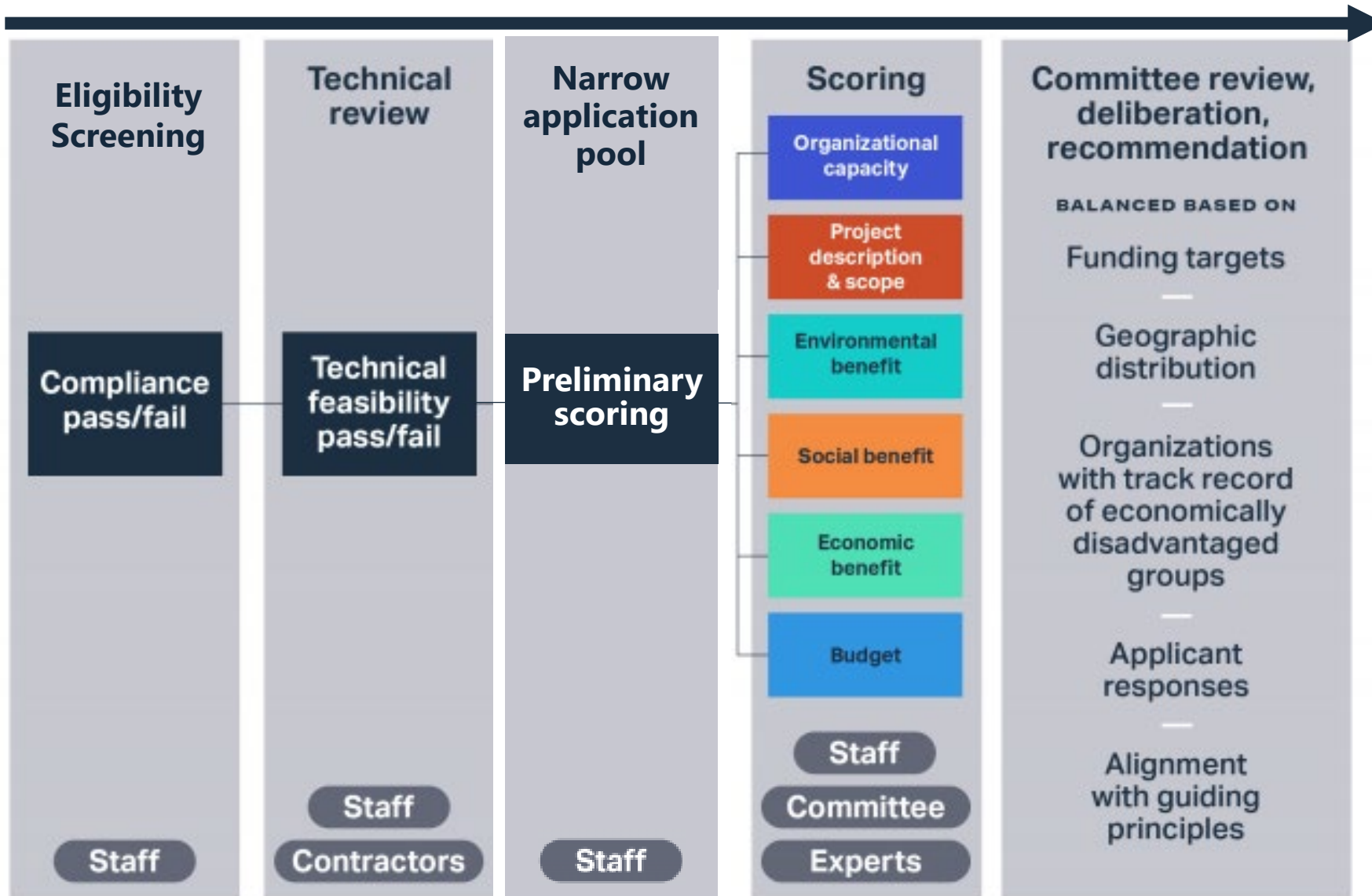
Spring 2022

**Awards disbursed**

Summer 2022

What happens between here and here?

# Application review process



# Committee roles

- Six Committee members will sit on scoring panels and score 15 applications.
- Three Committee members will sit on an audit group to evaluate staff scoring on 15 applications that are not sent to scoring panels.
- Full Committee portfolio balancing and funding recommendations.
- Committee members should send staff their preferences by the end of the month.

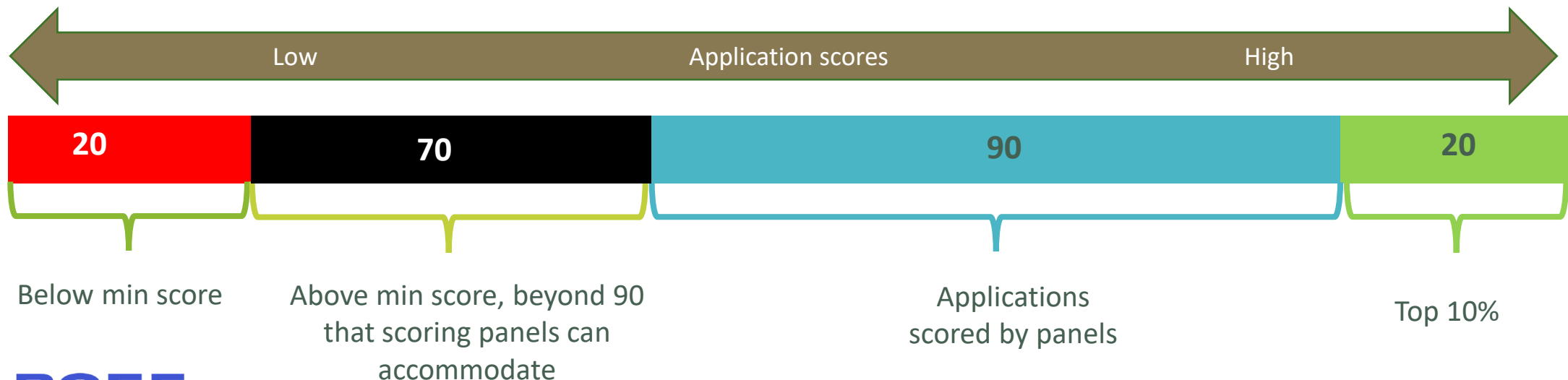
# Scoring audit panel

Purpose – to ensure PCEF is implemented in a way that aligns with guiding principles and achieves program goals.

Subcommittee functions in service of this purpose would be split into two:

1. Reviewing 6 applications that did not meet minimum score requirements
2. Review 6 applications that exceeded min score but were not scored by full panel
3. Review 3 applications that score in the top 10% that were not scored by full panel

It is hard to say how many applications will come in and at what funding request level. Scenario below for illustrative purposes: 200 total applications.



# 2021

CALENDAR YEAR

# DECEMBER

CALENDAR MONTH

- Staff - all @ avg. 20 to 30 hours/week
- Committee – none
- Community cohort – none
- External SMEs – as needed

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	01	02	03
Eligibility - Technical - Financial Review				
06	07	08	09	10
Eligibility - Technical - Financial Review				
13	14	15	16	17
Preliminary scoring - threshold review and narrowing pool for scoring panels				
20	21	22	23	24
Preliminary scoring - threshold review and narrowing pool for scoring panels				
27	28	29	30	31
Preliminary scoring - threshold review and narrowing pool for scoring panels				

2022

JANUARY

CALENDAR YEAR

CALENDAR MONTH

- Staff – 1/10 to 1/31 six staff @~3 hrs/week
- Committee scoring– 10 to 15 hrs/week
- Community cohort – 10 to 15 hrs/week

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	31
03	04	05	06	07
Preliminary scoring - threshold review and narrowing pool for scoring panels				
10	11	12	13	14
Scoring panel independent review and panel meetings				
17	18	19	20	21
Scoring panel independent review and panel meetings				
24	25	26	27	28
Scoring panel independent review and panel meetings				
31	01	02	03	04

2022

# FEBRUARY

CALENDAR YEAR

CALENDAR MONTH

Monday	Tuesday	Wednesday	Thursday	Friday
31	01	02	03	04
Scoring panel independent review and panel meetings				
07	08	09	10	11
Scoring panel independent review and panel meetings				
14	15	16	17	18
Staff prep material for Committee meeting				
21	22	23	24	25
Committee deliberations and funding recommendations				
28	01	02	03	04

Six staff @~3 hrs/week

Committee scoring 10 to 15 hrs/week

Community cohort 10 to 15 hrs/week

Full Committee 4 to 6 hrs



2022

CALENDAR YEAR

MARCH

CALENDAR MONTH

Monday	Tuesday	Wednesday	Thursday	Friday
28	01	02	03	04
Staff prepare funding recomendatons documents for Council				
07	08	09	10	11
Council review period and Audit panel review				
14	15	16	17	18
Council review period and Audit panel review				
21	22	23	24	25
Council review period and Audit panel review				
28	29	30	31	01
Awards announced				

# Committee member comments

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A program by City of Portland,  
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