COMMUNITY IS KEY

PCEF Grant Committee Meeting

January 5, 2021, 6:00 – 8:00 p.m.

PORTLAND CLEAN ENERGY COMMUNITY BENEFITS FUND

Bureau of Planning and Sustainability

VISIT US ONLINE
portland.gov/bps/cleanenergy

Virtual Participation Check
Guidelines for public participation

- Committee meetings open to the public

- Public invited to comment at around 6:05 p.m.

- 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.

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

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

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Guiding Principles

Focused on climate action with multiple benefits.

Invest in people, livelihoods, places, and processes that build climate resilience and community wealth, foster healthy communities, and support regenerative systems. Avoid and mitigate displacement, especially resulting from gentrification pressures.

Justice Driven

Advance systems change that addresses historic and current discrimination. Center all disadvantaged and marginalized groups – particularly Black and Indigenous people

Accountable

Implement transparent funding, oversight, and engagement processes that promote continuous learning, programmatic checks and balances, and improvement. Demonstrate achievement of equitable social, economic, and environmental benefit. Remain accountable to target beneficiaries, grantees, and all Portlanders.

Community-powered

Trust community knowledge, experience, innovation, and leadership. Honor and build on existing work and partnerships, while supporting capacity building for emerging community groups and diverse coalitions. Engage with and invest in community-driven approaches that foster community power to create meaningful change.

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Introductions

Public comment

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Agenda

6:00   Introductions

6:05   Public comment

6:15   Program updates

6:20   Reporting and evaluation subcommittee presentation

6:35   Review of the existing application evaluation process

6:55   Break / Committee member discussion in small group breakouts – not open to public or staff

7:15   Future application risk assessment and evaluation

7:45   Committee communication to public/stakeholder groups

7:55   Committee member comments

8:00   Meeting close

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Program updates

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Reporting and evaluation subcommittee update

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Program Metrics Update

- Reporting & Evaluation Subcommittee
- PCEF Reporting Requirements
- Dashboard Concept
- Approach & Timeframe
- Questions for Discussion

Reporting & Evaluation Subcommittee

The Reporting and Evaluation Subcommittee exists to support the PCEF Grant Committee in meeting its legislative mandate regarding reporting on program effectiveness (7.07.050.E.5, 7.07.050.E.6, 7.07.040.D) and its commitments to accountability and continuous improvement.

The Subcommittee will:

1. Develop, and update as necessary, the reporting and evaluation process. This includes consideration of *program achievements* (high level program metrics and grantee outputs and outcomes) and *processes* (what worked well in delivering our program and how we might improve).

2. Provide guidance to implementation of the reporting and evaluation process. This includes high level guidance to evaluation elements and workplan.

3. Review performance and identify items to bring to the full Committee for consideration of implications.

This subcommittee is expected to be a standing subcommittee as reporting and evaluation are a regular part of the Committee's work.

PCEF Reporting and Evaluation: Legislative Directives

- **Adopt a methodology to measure, track and report** to the public, the Mayor, and the City Council the **effectiveness of the programs** in implementing the City's Climate Action Plan in a manner that supports social, economic and environmental justice, including developing a diverse and well-trained workforce and contractor pool in the field of energy efficiency, renewables, green energy initiatives generally. All fund recipients shall file a report tracking their success in meeting the stated objectives (7.07.050.E.5).

- **Prominently display progress in meeting "measurable and ambitious goals for the training and hiring of historically disadvantaged groups**, including women, people of color, people with disabilities, and the chronically underemployed and **measurable goals for contracting with businesses owned or operated by such groups**" (7.07.050.E.6).

- The Fund shall be subject to a **financial audit every year and a performance audit every 2 years**, with the costs of any audit excluded from the 5 percent limitation for administrative expenses (7.07.040.D).

PORTLAND CLEAN ENERGY COMMUNITY BENEFITS FUND

This interactive dashboard provides information about PCEF's climate justice* investments.
Click on any of the five icons below to learn more about our results.

Investment

What projects did we fund and who benefited?

$x to date with z% to organizations reflective of and serving PCEF priority populations. Learn *about what projects we funded and who benefited.*

Climate

How did we reduce emissions that contribute to climate change and expand the supply of renewable energy?

X GhG reduction and Y KW installed. Learn *about how we reduced emissions that contribute to climate change and expanded the supply of renewable energy.*

Workers & Businesses

How did our projects benefit workers and businesses?

$x to contractors, y businesses assisted, z workers on PCEF projects, and # workers trained. Learn *more about how our projects are benefiting workers and businesses.*

Program Stewardship

How well do we manage the program and serve PCEF priority populations?*

X grants managed, % on track, z recipients of technical assistance. Learn *more about how well we're managing the program and serving PCEF priority populations.**
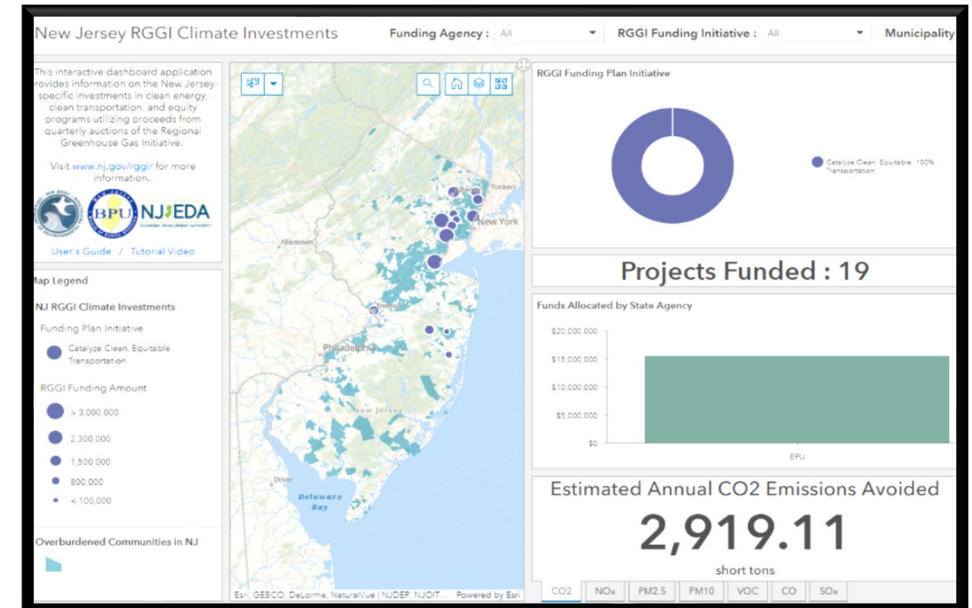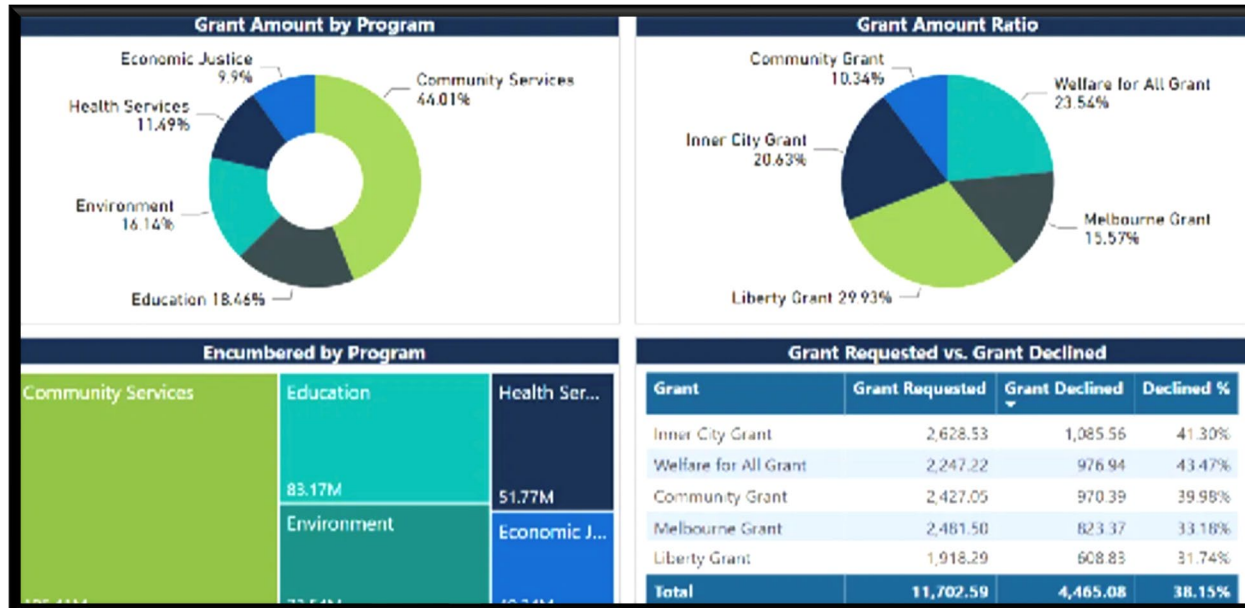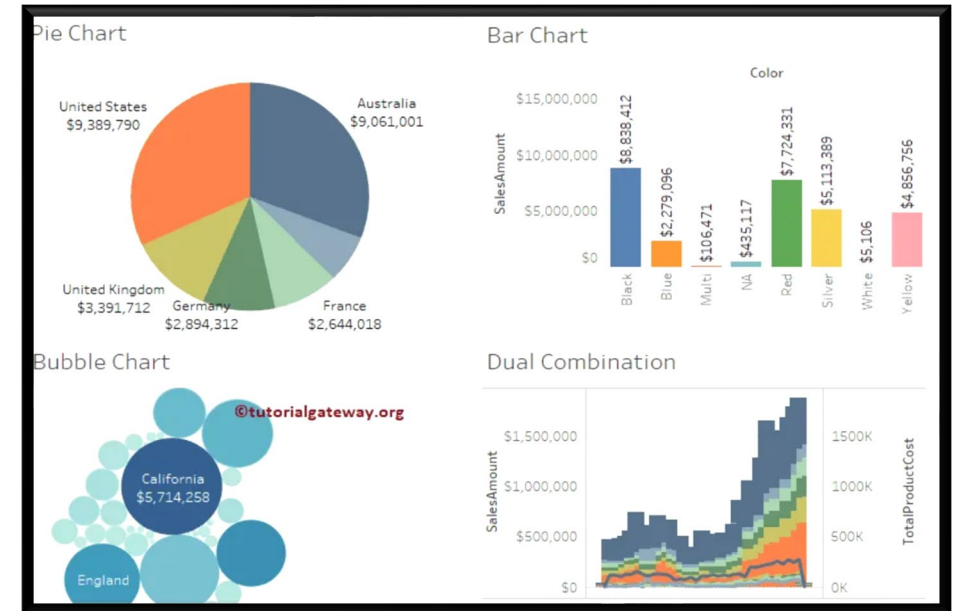
Co-Benefits

How did we help people save money, increase resilience, and improve social and environmental well-being?

X$ saved and z projects improving climate resilience and social and environmental well-being.* Learn more *about project co-benefits.*

Example Dashboards

PORTLAND CLEAN ENERGY COMMUNITY BENEFITS FUND

This interactive dashboard provides information about PCEF's climate justice* investments.
Click on any of the five icons below to learn more about our results.

Investment	Climate	Workers & Businesses	Program Stewardship	Co-Benefits
What projects did we fund and who benefited?	*How did we reduce emissions that contribute to climate change and expand the supply of renewable energy?*	*How did our projects benefit workers and businesses?*	*How well do we manage the program and serve PCEF priority populations*?*	*How did we help people save money, increase resilience, and improve social and environmental well-being?*
$x to date with z% to organizations reflective of and serving PCEF priority populations. Learn about what projects we funded and who benefited.*	*X GhG reduction and Y KW installed.* Learn about how we reduced emissions that contribute to climate change and expanded the supply of renewable energy.*	*$x to contractors, y businesses assisted, z workers on PCEF projects, and # workers trained. Learn more about how our projects are benefiting workers and businesses.*	*X grants managed, z recipients of technical assistance. Learn more about how well we're managing the program and serving PCEF priority populations.**	*X$ saved and z projects improving climate resilience* and social and environmental well-being. Learn more about project co-benefits.*

PORTLAND CLEAN ENERGY COMMUNITY BENEFITS FUND

$ This interactive dashboard provides information about PCEF's climate justice* investments. The **INVESTMENT** measure provides information about the projects we fund.

Dollars Invested

- % of grant dollars to organizations serving and reflective of PCEF priority populations*
- By funding/project type
- By grant type (mini, planning, small, large)
- By project location
- Funds leveraged

Grants Made

- % of grants to organizations serving and reflective of PCEF priority populations*
- By funding/project type
- By grant type
- By project location
- Percent of planning grants that successfully apply for implementation grants
- % of mini grants to organizations with three or fewer FTE

PORTLAND CLEAN ENERGY COMMUNITY BENEFITS FUND

This interactive dashboard provides information about PCEF's climate justice* investments. The **CLIMATE IMPACT** measure provides information about carbon reductions and renewable energy.

Greenhouse Gases Reduced*

- Energy savings from efficiency measures
  - C02e*
    - # therms of natural gas*
    - # kWhs of electricity*
  - Building type (residential, commercial)
  - Average energy savings per building?
- Buildings improved
  - Square feet by building type
- Trees/shrubs planted/maintained
  - By project location
- Acres protected/converted
  - By project location

Renewable Kilowatts Installed*

- Installed capacity*
- Annual generation*
- By project location
- By user/owner type (res, commercial, institution, community solar)

PORTLAND CLEAN ENERGY COMMUNITY BENEFITS FUND

This interactive dashboard provides information about PCEF's climate justice* investments. The **WORKERS & BUSINESSES** measure provides information about training and economic opportunity related to climate action.

Workforce*

- People employed on PCEF projects
  - By demographics
- People trained
  - By demographics
- Wages paid to people on PCEF projects
  - By demographics

Businesses*

- Dollars to businesses (contractors)
  - By demographics
- Number of businesses (contractors) on PCEF projects
  - By demographics
- Businesses (contractors) assisted
  - By demographics
- Business (contractor) start-up or scale-up
  - By demographics

PORTLAND CLEAN ENERGY COMMUNITY BENEFITS FUND

This interactive dashboard provides information about PCEF's climate justice* investments. The **Program Stewardship** measure provides information about how we support priority populations to successfully apply for grants and implement projects, along with information about how the program and its funds are managed.

Supporting Applicants
- Workshops, office hours, etc.
  - # participants
  - By demographic
  - Satisfaction

Reviewing Applications
- Number of applications received
  - By funding category
  - By grant size
  - By orgs that reflect PCEF priority population
  - % ineligible
  - Applicant satisfaction
- Grants awarded
  - By funding category
  - By grant size
  - To orgs that reflect PCEF priority population

Managing Grants
- Contracts under management
  - By funding type
    - On track
    - Grantee satisfaction
  - By funding category
    - On track
    - Grantee satisfaction

Accountability
- Performance Audit Findings
- Financial Audit Findings
- Expenditures
  - Administration
  - Programming
  - Grants

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This interactive dashboard provides information about PCEF's climate justice* investments. The **C0-BENEFIT** measure provides information about how projects provide additional social, environmental, and economic benefit to households and communities.

- **Energy Cost Savings**
  - Average estimated % reduction in energy bills for residential clean energy projects
  - Average estimated % reduction in energy bills for non-residential clean energy projects

- **Food Production**
  - Pounds of food? People served?

- **Climate Education**
  - % of projects with educational component accompanying physical improvement

- **Climate Resiliency***
  - Energy storage (amount and # of locations)
  - # groups engaged in resiliency planning
  - # resiliency hubs established

- **Environmental Improvement**
  - Air quality improvements – number of structures improved by type (resi/non-resi)
  - Habitat creation – number/size of projects
  - Flood control/groundwater recharge– number of projects
  - Water conservation – % building projects that included water conservation measures

PCEF Metrics Development: Process & Timeline

● Subcommittee Work

● Community Engagement

| November/ December | January/ February | March/ April | May/June |

Refine Draft Metrics ●

UX/Communications Assistance

Committee Update

Topic Group Meetings
RA, GI, EE, RE, WD, CD, Other ●

Refine Draft Metrics & Design ●

Committee Update

Public Comment ●

Refine ●

Committee Adopts

Next Meeting's Conversation

- What are your initial impressions about this approach?

- Do you feel the draft metrics meet our legislative requirements and align with our guiding principles?

- Is there anything you feel is important to add, delete, or amend to better communicate PCEF program effectiveness or align with our guiding principles?

Review of the existing application evaluation process

Existing application review process

Eligibility Review
- Nonprofit registered as active via Oregon Secretary of State
- Federal IRS EIN to ensure tax-exempt declaration
- Organizational attestation that it has or will acquire required insurance and does not have any tax liens.

Technical Review
- Appropriateness of the technology for the proposed purpose.
- Appropriateness of size and scope of project for proposed purpose.
- Budget directly related to the proposed technology (physical improvement or installation) is feasible and appropriate.
- Ability to meet requirements for permits, site access, compliance with relevant regulations, etc.
- Review whether technical knowledge for successful implementation exists on team

Financial Review
- Assessment of financial health of organization.
- Variables considered in financial review include:
- How long the organization has been operating;
- Variances in income and expenditures across years;
- Net income;
- Net assets;
- Board oversite;
- Process for approving expenditures;
- Financial policies and procedures and controls;
- External audit findings.

Scoring
- Organizational background
- Project scope
- Project team
- GHG/environmental benefits
- Workforce/contractor equity benefits
- Budget

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Review of the existing application evaluation process

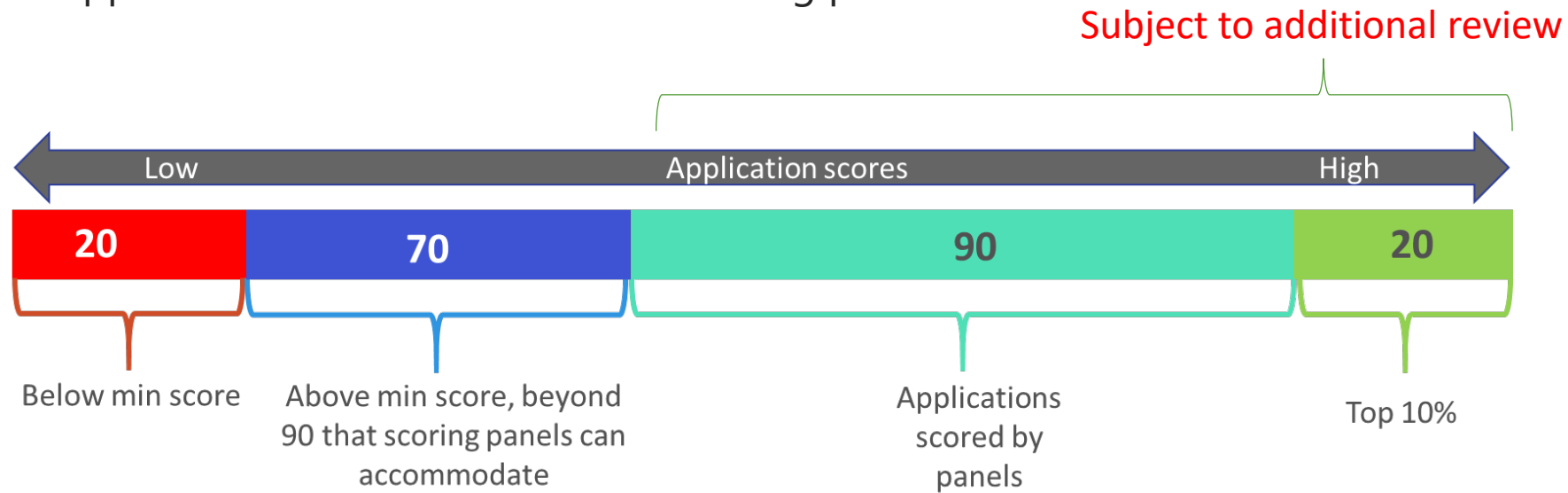What are Committee questions or areas of concern?

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Break (20 min)

Until 7:15pm

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Future application risk assessment and evaluation

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Draft application risk assessment and evaluation approach

- RFP #2 closed November 30, 2021

- Eligibility, technical, and threshold review to be completed January 21
    - 90 applications to be shortlisted for scoring panels

Subject to additional review

Low	Application scores	High

20	70	90	20

Below min score

Above min score, beyond 90 that scoring panels can accommodate

Applications scored by panels

Top 10%

- Anticipate additional review taking 6 weeks, based on anticipated information requests and proposal modifications, award recommendations at earliest in May 2022.

- Modify RFP #3 solicitation based on learnings from risk assessment and evaluation in Spring 2022.

Draft application risk assessment and evaluation approach

Three scenarios described, though there are many more.

1. A new or emerging organization in which individual staff members have demonstrated experience implementing similar projects is applying for a PCEF grant.

2. An established organization is applying for funds to implement a project for which project staff have limited-to-no relevant experience.

3. An established organization with experience relevant to the proposed project is requesting annualized funding that is greater than X times its annual budget.

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Draft application risk assessment and evaluation approach

1. Call in proposals for additional review that:

   - Are requesting annualized grant funds that exceed X times the average of their last 3 years of revenues;
   - Are requesting funds for area where org and/or key staff have limited relevant experience to proposed project;
   - Are less than three years old as a nonprofit organization; or
   - Financial review raises significant concern.

2. Characterize whether potential risk is performance and/or financial fraud related

3. Request additional information depending on relevant risk

4. Staff propose one of several defined paths to mitigate risk based on information provided, including:

   - Down-scope project to reduce the size of the project;
   - Shift proposal to a planning grant to better define project;
   - Require additional third-party oversight for grant (i.e., owner's rep, third party financial mgmt);
   - Require firm stage gates in Grant Agreement that include performance review before proceeding to next step; and/or
   - Prohibit advance payments or reduce advance payment allowed in Grant Agreement.

Committee communication to public/stakeholder groups

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Committee member comments

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A program by City of Portland,
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