



Bureau of Planning and Sustainability

Date: April 5, 2022  
To: Portland Clean Energy Fund Committee  
From: PCEF Staff  
Subject: Heat Response program, Community Distribution Partner Information

The following memo outlines provides:

1. An updated overview of selected organizations for the Community Distribution Partner (CDP) role in the Heat Response program;
2. An overview of the reasons that organizations were not recommended;
3. The CDP budget, based on a uniform cost structure model for Community Distribution Partners; and
4. An approach to securing additional distribution capacity

PCEF staff will ask the Committee to take action on making a CDP funding recommendation to City Council in its April 7, 2022 meeting. For background context on the CDP role, please review the [CDP request for proposals](#) (RFP).

### **Section 1: Overview of proposals received and selected:**

The CDP RFP was open from October 19 to November 30. Public information sessions were held via zoom on October 26 and November 9. A total of 11 applications were received. One application was deemed ineligible due to nonprofit status issues.

Eligible CDPs were asked additional follow-up questions and separately provided information about the fixed-cost approach for reimbursing CDPs services that is described in Section 3. Two organization declined to participate as a CDP due to the fixed cost structure.

A review panel consisting of 3 individuals from the Bureau of Planning and Sustainability, the Portland Housing Bureau, and Multnomah County's Office of Emergency Management reviewed and scored eligible proposals, and 7 participating organizations were recommended for the CDP role. An anonymized summary of the organizations moving forward as CDPs in the initial cohort is below. Organizations provided differing levels of specificity in their descriptions about who they serve, and services provided.

### Housing Provider CDPs

Org. Number	Organizational profile	Organization's geographic or demographic focus for Heat Response	# of units requested (5 -year)
1	Serves low-income individuals and households with housing and social services, below 60% AMI. Org has been in existence since 1970s.	8 low-income multifamily properties located in all quadrants of Portland. Mix of people living in permanent supportive housing, recovery housing, and workforce affordable housing.	676
2	Serves low-income individuals and households with housing and wraparound services. 80% of tenants are below 50% AMI. Org has been in existence since mid-1980s. 33% of people served are BIPOC, 35% identity as having a disability, and 50% are over 55 years old.	12 multifamily buildings throughout Portland. Prioritization for health vulnerability, age, and disability status.	400
3	Provides low-income families with housing, homeownership education and resident services. Org has been in existence since early 1990s and 75% of people served are BIPOC.	Single family and multifamily housing rental properties, located primarily in North and Northeast Portland.	1,000
4	Serves low-income families with rental housing and provides home repairs for elders. 35% of people served identify as BIPOC. Org has been active since early 1980s.	Focus on serving low-income senior and disabled homeowners throughout Portland.	250
		<b>Total estimated units</b>	<b>2,326</b>

### Non-housing Community Based Organizations (CBOs)

Org. Number	Organizational profile	Organization's geographic or demographic focus for Heat Response	# of units requested (5 -year)
5	Provides energy efficiency, home repair, and community education to low-income households. Org has been operating since mid-2000s and 75% of people served are BIPOC.	Service to households in their network throughout Portland, ability to serve additional new households after 1 <sup>st</sup> year	800
6	Serves culturally specific population with housing assistance, tenant	Focus on serving elderly, people with disabilities, and	1,250

	advocacy, energy efficiency improvements and food distribution. Org has been active since late 2000s.	immigrant populations, largely in East Portland.	
7	Provides energy efficiency, community education, and tenant advocacy for vulnerable Portlanders, including BIPOC renters, mobile home residents, and low-income people. Org has been active since mid-2000s	Focus on low-income NE Portland households, and also mobile homes throughout Portland.	3,450
		<b>Total estimated units</b>	<b>5,500</b>

**Additional CBO Applicants not participating as CDPs in initial cohort**

<b>Reason</b>	<b>Organizational Profile</b>	<b>Organization’s geographic or demographic focus for Heat Response</b>	<b># of units requested (5 -year)</b>
8 Not recommended for funding	Serves low-income people with food distribution and mental health support. Organization has been operating for less than 3 years, and all people served are BIPOC.	Focus on renters in their network and throughout Portland, with mix of single family and multifamily homes.	10,000 initially. Staff down-scope to 500
9 Declined to participate due to cost structure	Provides energy efficiency, home repair, and community education to low-income homeowners and renters. 64% of people served have disabilities or medical conditions, 59% are BIPOC, and the organization has been active since the early 1990s.	Service to low-income households throughout Portland, with initial distribution through people that have accessed their programs previously, then ability to serve new households.	1,375
10 Declined to participate due to cost structure	Provides education and training about energy efficiency and air quality, focused on priority populations. Organization has been operating for less than 3 years.	Plan to draw on existing relationships with organizations to identify households most at risk during heat events	1,000

**Summary of Applicant Scores who were eligible and chose to participate (Score out of 100 points)**

	Housing Providers							
	1	2	3	4	5	6	7	8
Scores	83.7	74.0	90.0	81.3	89.0	88.5	94.7	71.3

A more detailed table of scores is available at the end of this document

**Section 2 : Applicants not selected or not participating**

Through the eligibility review, staff applied the [additional vetting process](#) that was approved by the PCEF committee for the RFP #2 on 1/19/22. Four organizations were not recommended for funding or chose not to participate as CDPs during the evaluation process. One was deemed ineligible through the PCEF staff screening process. Two eligible applicants declined to participate based on the fixed-cost rate being less than what they needed to implement the program. One eligible applicant (number 8) was determined by the review panel to not have relevant experience in providing services in people’s homes, insufficient clarity in staff roles and the panel also had concerns about their installation approach. This was the lowest scoring proposal.

Some of these organizations that were not selected may still play a future role in distributing information and connecting vulnerable Portlanders to the opportunity to receive cooling units. Additionally, some housing providers that did not apply in November 2021 due to near-term capacity or staffing constraints have expressed interest in future opportunities to receive and distribute cooling units.

**Section 3: Budget for CDP roles, additional services and contingency**

Based on a review of proposals submitted for the CDP role, staff defined a uniform cost structure for the CDP compensation. This supports increased fairness in compensation across CDPs for similar work performed, judicious costs for the program, and efficient management/invoicing of CDPs. Specifically, staff have set two different price points for the delivery and installation of heat pump/cooling units for:

1. All housing providers (HP); and
2. Non-housing community-based organizations (CBOs).

This structure acknowledges the different staffing, ease of installation, logistics and travel differences between the two types of CDPs. The following is a table reflecting the price points and unit allocation for the purposes of budgeting the distribution and installation of 15,000 heat pump/cooling units over a 5-year timeframe in the Heat Response program. The funds allocated for additional services allows targeted resources for the CDPs to improve home energy efficiency during the installation of units, and/or provide services such as maintenance or wellness checks that lead to improved long-term outcomes.

**Budget table and cost allocation:**

	Per unit install cost			
	\$250	\$400		
Type of CDP	HPs	CBOs	Additional CDP Services Budget	10% project contingency set aside
CDP Split Allocation %	33%	67%		
Number of units	5,000	10,000		
<b>Allocated Cost</b>	<b>\$1,250,000</b>	<b>\$4,000,000</b>	<b>\$500,000</b>	<b>\$575,000</b>

Total proposed costs for CDP installation and implementation: **\$6,325,000**

**Section 4: Approach for additional distribution capacity**

We have organizations in the community interested and able to fill the near-term projected availability of units. Generally, there is good geographic distribution of CDPs and approaches for reaching vulnerable Portlanders in priority populations.

However, we know there will be a need for additional partners or approaches to deliver and install about 7,000 units in the coming years. Staff and Earth Advantage intend to engage with additional housing providers and CBOs to provide the opportunity to distribute units. Staff recommend that the distribution gap is met by enabling alternative prioritized approaches to distribution.

For the first year, staff will focus on the launch of the Heat Response program with the initial group of CDPs and seek out partners from Priority 1 organization types listed below. For year 2 and beyond, staff recommend evaluating the existing distribution capacity, and adding further CDPs who can commit to installing a minimum of 100 cooling units per year, based on the following prioritization:

- Priority 1: Additional nonprofit affordable housing providers
- Priority 2: Additional nonprofit community-based organizations
- Priority 3: Community health organizations
- Priority 4: For-profit direct installation contractors

Staff suggest providing bi-annual updates for the PCEF Committee, including reporting on the progress of past installations, the forecasted installation capacity, new CDPs, budget expenditures, and impact of the Heat Response program.

<b>CDP Scoring Table Average Rollup</b>										
<b>Section</b>	<b>Review Criteria</b>		<b>Housing Providers</b>				<b>Non Housing CBOs</b>			
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Project team and capability	Key personnel and experience	5	5.0	4.0	5.0	5.0	4.0	3.7	5.0	2.0
	Capability and track record	5	5.0	4.3	5.0	5.0	4.3	3.3	5.0	2.7
PCEF Priority populations served	Organization's track record	10	9.3	6.7	10.0	8.0	9.3	9.0	10.0	8.3
	Number of people served	10	9.7	7.7	10.0	8.0	8.0	8.7	10.0	10.0
Distribution potential and approach	Number of units requested	25	18.3	15.3	23.3	13.3	21.7	21.0	21.0	11.0
Additional services offered	Additional services proposed	15	12.3	15.0	11.7	13.7	11.7	15.0	14.3	8.3
Workforce diversity and hiring approach	Nonprofit reflects PCEF priority populations	10	9.0	6.0	10.0	9.0	10.0	9.3	10.0	10.0
	New staff hiring/ approach	5	0.0	0.0	0.0	4.3	5.0	3.5	4.3	4.0
Cost		15	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0
	Totals	100	83.7	74.0	90.0	81.3	89.0	88.5	94.7	71.3