

PORTLAND CLEAN ENERGY COMMUNITY BENEFITS FUND (PCEF)

GRANTS COMMITTEE MEETING MINUTES

January 19, 2023 • 6:00 PM – 7:30 PM

Hybrid Meeting—Zoom Call & PCC Southeast Campus Community Hall

Committee Members	Position	Affiliation	Present
Dr. Megan Horst	Co-Chair	Associate Professor, School of Urban Studies & Planning at Portland State University	Yes
Ranfis Villatoro	Co-Chair	Oregon State Policy Manager, BlueGreen Alliance	Yes
Shanice Brittany Clarke	Member-at-Large	Director of Community Engagement, Portland Public Schools	No
Faith Graham	Member-at-Large	Principal Director, West Coast Strategy and Development, Elevate Energy	Yes
Maria Gabrielle Sipin	Member-at-Large	Technical Assistance Manager, Safe Routes Partnership	Yes
Michael Edden Hill	Member-at-Large	Community Member	Yes
Robin Wang	Member-at-Large	Vibrant Future LLC	Yes
Sam Baraso	Program Manager	PCEF	Yes
Cady Lister	Deputy Program Director	PCEF	Yes
Jaimes Valdez	Org. Development & Policy Manger	PCEF	Yes
Tracy M. Smith	Facilitator	Inhance LLC	Yes
Camerina Galván	Notetaker	Galvan Consulting LLC	No

OTHER ATTENDEES: Ciara Pressler, Pregame; Michael Hughman, Metropolitan Alliance for Common Good; Valerie Carey, Sankofa Lumber.

INTRODUCTIONS

- Tracy M. Smith called the meeting to order at 6:05 PM.
- The quorum was met.

PUBLIC COMMENTS

- No public comments at the beginning of the meeting.

UPDATE: COMMUNITY MEMBER RECRUITMENT: SAM BARASO, PCEF STAFF

- PCEF is recruiting for three vacant committee positions.
- Shanice Brittany Clarke will be rolling off the committee.

- The committee members were asked to help with recruitment.
 - **ACTION ITEM:** Committee members will share their position openings with their networks.
 - **ACTION ITEM:** PCEF staff will provide committee members with recruitment materials.
- Recruitment closes on February 19, 2023.
- Conflict of interest will not be a major burden. Folks don't have to live in Portland to serve as committee members if they connect to the city, such as work or worship.
- An appreciation event will be planned for Shanice Brittany Clarke, former committee member.
 - **ACTION ITEM:** Sam Baraso will communicate with Shanice Brittany Clarke regarding the appreciation event.

UPDATE: COMMUNITY ENGAGEMENT ON CLIMATE INVESTMENT PLAN (CIP): JUNE REYES, CITY OF PORTLAND

- The engagement plan is in the Community Vision and Priorities Phase. June Reyes is connecting with youth organizations and high schools. People with a disability who have engaged with the city in the past are being surveyed.
- Topic round tables have started. At least one participant brings a disability inclusion lens to each round table discussion.
- The Community Vision and Priorities Phase will inform a vision statement and the preliminary CIP draft in March 2023.
- June Reyes shared the Accessibility Survey Results and subsequent process improvements. Major highlights include:
 - Tree canopy and efficient homes/buildings are popular topics of interest for frontline communities, youth, and all communities.
 - Those surveyed prefer weekday evening and weekend afternoon times and a mix of virtual and in-person events. Participants would benefit from more targeted and strategic communication efforts with less technical language in discussions and meaningful incentives.
 - The community review panel will change to two workgroups to review the preliminary and full drafts. One workgroup will focus on BIPOC and disability inclusion, and the second will focus on hearing from young people.
- A committee member asked if youth organizations will engage in the workgroup focused on young people as consultants or facilitators.

Response: This has not been determined yet. The intent is to engage people with experience meaningfully.
- A committee member asked if committee members should attend events strategically or if there are guidelines for attending events.

Response: We encourage community members to attend the event on Saturday, January 21, 2023. Committee members are asked to email June Reyes when planning to attend an event so PCEF can manage if more than four committee members will attend the same event.
- A committee member asked for consolidated drafted communications regarding engagement for her regenerative agriculture colleagues.

- **ACTION ITEM:** PCEF staff will send the committee members concise content to share for engagement, particularly for regenerative agriculture folks, so they understand where they fit into the work.

OVERVIEW: CIP STRATEGIC PROGRAM TEMPLATE: SAM BARASO, PCEF STAFF, AND JAIMES VALDEZ, PCEF STAFF

- Sam Baraso reviewed the timeline for CIP briefings.
 - The public committee meetings will move to 3 hours for the next few months to account for more content.
 - Committee members will receive briefings on regulated multi-family affordable housing, CBO capacity building, community centers, and equitable tree canopy in preparation for the February 2023 committee meeting
 - In the March 2023 small group meetings, committee members will receive briefings regarding regulated multi-family affordable housing, CBO capacity building, and community centers.
 - Some topics will be revisited before the administrative rule discussion in May 2023.
- Jaimes Valdez gave a high-level overview of the Strategic Program Template. The PCEF staff will fill in a Strategic Program Template with content for each strategic program proposed. The content will come from community stakeholder input, staff analysis, technical expertise, and public feedback.
 - To be considered a strategic program, the proposed program must advance equity, benefit frontline communities, be feasible to implement, address climate impact, and have mechanisms for accountability.
- Jaimes Valdez described the section of the Strategic Program Template.
- Committee member questions and comments:
 - A committee member asked for clarification on the term "strategic program" and if there can be multiple strategic programs under each strategic initiative.

Response: PCEF has used "strategic initiative" and "strategic program" interchangeably. The code amendments passed in October 2022 speak to "strategic initiatives," but the PCEF staff will use "strategic programs" and leave the code language (strategic initiatives) aside. For each funding allocation, there can be more than one strategic program in addition to community-responsive grants.
 - **ACTION ITEM:** A visual will be developed and shared with the committee to illustrate how the strategic programs, allocations, and community-responsive grants will relate to one another.
 - A committee member asked what would happen if, in the engagement process, two vastly different solutions emerged for one allocation. Will those become two strategic programs?

Response: Yes, they could potentially become two strategic programs. Staff would develop the content for each of them.
 - A committee member stated that two large bodies of work would be created if two strategic programs emerged for one allocation split in half. He assumes bureaus or departments will take on the work. If a community-based organization could take on the body of work, would that also become a strategic program?

Response: The template won't name specific organizations or award funds to organizations. It will articulate the type of entities or expertise needed to play the role. There could be multiple entities for each role. The actual entities involved in each program would be defined during implementation.

- A committee member asked if the template is adopting the workforce and contracting plan the PCEF Committee was charged with adopting.

Response: PCEF staff expect to have workers' and contractors' outcomes for each of the strategic programs. The committee needs to discuss and decide whether the strategic program outcomes meet the need or if the committee would like to adopt something separately. The template has a workforce equity section to outline opportunities and outcomes.

- A committee member asked how PCEF staff would handle workforce development for those dollars. Is there clear guidance on how PCEF staff will track what is spent in workforce development for employed apprentices? Or is the guidance separate from the workforce? Is there clarity or guidance on how you will give feedback to agencies or partners on how they estimate what will be invested in workforce development?

Response: We expect to be clear and specific about the difference between apprentices that are required on a job separate from the investments that we're making for groups like Constructing Hope and Portland Business Development Group, who provide support for contractors to engage on a project. We will bifurcate and be clear.

- A committee member feels the PCEF model would want entities to start employing apprentices in existing programs or for those existing programs to be expanded. Having each program be different could complicate things down the line.
- A committee member didn't see in the template evaluation criteria. What is the definition of success for each strategic plan?

Response: The template section focused on goals, opportunities, and metrics is intended to capture the measurable program goals across five years. It also will use equity-centered indicators. The reporting elements PCEF currently will roll through to the strategic programs.

- **ACTION ITEM:** Evaluation criteria will be clarified in the template.
- A committee member shared he doesn't see a north star for what PCEF intends to do for the priority population or workforce development. He said that it is hard to guide entities to do nuanced work without a north star. Are entities going to continue with the status quo, or will they stretch?
- A committee member recommended the PCEF staff review the Department of Energy's Community Benefits Plan and ask for disclosure of federal funding to see what is being asked of entities applying and to gauge PCEF's effectiveness.
- A committee member will send an email with additional thoughts. She feels a disaggregated budget and a place-based focus are missing from the template. She feels priority populations are being lumped together and doesn't see the template specifically calling out how the disabled community will have fewer barriers to accessing programs, especially regarding workforce development, wages, and benefits. She can't tell from the template if strategic

programs and funds will overlap. She hopes the overlaps will be strategic, well thought out, and clear.

- **ACTION ITEM:** A committee member will send an email with additional thoughts.

PUBLIC COMMENTS

- Micheal Hughman doesn't see in the template language for the homes' capacity building like deferred maintenance. Does deferred maintenance need to be named, or is it implied it will be addressed?

Response: The question is very specific. The template doesn't ask about deferred maintenance, but it would provide an opportunity to address deferred maintenance or energy efficiency if a strategic program were to fund those.

- Micheal Hughman asked if it is a priority or a requirement for the contractors to be contractors from a priority population. He fears that the work will fall behind if it is a requirement and there are not enough contractors.

Response: The template aims to describe the level and type of detail the PCEF staff are working towards. The question is very specific and best addressed offline. Additional details will come to light as the strategic programs are implemented.

- **ACTION ITEM:** Sam Baraso will follow up with Micheal Hughman offline.
- Valarie Carey noticed the template doesn't address constraints around hiring and background checks for formerly incarcerated or justice-involved populations. When does the boot on the ground input come in? Will the strategic programs be defined, followed by request for information (RFI)? Is there a stage in the RFI process where members of the public can provide detailed input outside of the public meetings? How can I participate?

- **ACTION ITEM:** The PCEF staff will follow up with Valarie Carey over email.

Response: Ciara Pressler facilitated a roundtable discussion and shared there is valuable information being captured. June Reyes's Community Engagement Plan is effective. The template is the plan's container, not the plan's content.

ADMINISTRATIVE RULEMAKING OVERVIEW: SAM BARASO, PCEF STAFF

- Sam Baraso shared the process for administrative rulemaking. The administrative rulemaking package will be brought to the committee in May 2023. A core part of the administrative rules is to capture and have a repository for the program's core elements. It is a place to clarify elements included in the request for proposals.
- An administrative rule that clarifies and defines the terms "volunteer" and "trainee" will probably be the heaviest lift.
- Committee member questions:

- A committee member asked if comments would be made public as submitted.

Response: Yes

- A committee member asked if there would be a summary of the rationale or the decision for setting rules as they are being determined.

Response: Yes. PCEF staff will make the comments available to the committee and the public with a rationale.

- Will we tackle the definition of apprenticeship?

Response: It had been intentionally excluded because it feels like a heavy lift for PCEF staff and outside their wheelhouse.

- A committee member feels clarity about the definition of apprenticeship would be helpful, and federal, and state definitions of apprenticeship can be referenced.
- **ACTION ITEM:** PCEF staff will check in with the grant staff to understand how existing grantees use the term apprenticeship.
- A committee member feels the committee should be attentive to when the administrative rules process begins because the Bureau Director has a lot of power, and the committee can only provide comments.

Response: The Bureau Director's authority per the code is not uncommon within the city government. The process includes a transparent public comment period. PCEF staff would like the committee to focus not only on the administrative elements but also on the plan, how those investments are made, and the outcomes associated with those investments. This is the rationale for the bifurcation of duties. The committee will be briefed for feedback on the administrative rules.

- Will transportation decarbonization be defined through an administrative rule or within the CIP?

Response: There is a definition for transportation decarbonization in the code. If it needs further defining, the hope is it will come through the public comment period. It would be helpful to hear from the public if the definition is too broad.

THE MEETING WAS ADJOURNED AT 7:34 PM.

NEXT MEETING: The next hybrid meeting will be Thursday, February 16, 2022, 6:00 PM—9:00 PM

Submitted by Camerina Galván, Notetaker, Galvan Consulting LLC.