

PCEF Grant Process and Criteria Review Subcommittee Minutes

DATE: 2.19.20 FROM 1:00 TO 2:00 PM

Attendance:

Committee: Megan Horst, Ranfis Villatoro, Robin Wang, Faith Graham

Staff: Janet Hammer

Next Steps

- Subcommittee members will begin working on presentation material for committee meeting/work session. Note: The date for presentation/work session has moved from February 27 to March 31. Likely there will be additional items committee can provide feedback/decisions on.
 - Ranfis and Faith will create draft presentation material for overview of subcommittee work and overall application review process.
 - Robin and Megan will create draft overview presentation that delves into reviews process including menu of options.
- Staff will create a Onedrive folder for subcommittee documents.
- Staff will create a “decisions document.”
- Staff will create word document for glossary

Update on meeting requests with funders

Organized by lead contact, though note overlaps in yellow.

Non-government organization

Ranfis

- MRG Foundations <https://www.mrgfoundation.org/> (Ranfis)
- Social Justice Fund Northwest <https://socialjusticefund.org/> (Ranfis) contacted.
- Worksystems Inc <https://www.worksystems.org/> (Ranfis, Janet, Cady) met with.

Robin

- Climateworks <https://www.climateworks.org/> - Robin – This group is harder to get ahold of. No direct email. Sent generic email. Ranfis has a direct contact; happy to make the connection. Robin and Ranfis to coordinate.
- Oregon Community Foundation – Robin and Janet. 2-24 with Carlos – environment program.
- NWAFF – know the ecosystem well. Fund tribal projects. Robin will reach out to his contact.

Faith

- Bullitt Foundation-Faith will reach out.
- JPB – small private funder but 11th largest in US. In NY – poverty/environment. – Faith knows them. Robin was connected to them recently via Craft 3 and sent a note to connect when in NY. Faith and Robin will coordinate.
- Energy Foundation – SF, intermediary funder. Working in many – including env. Justice, poverty, intersection housing. Faith will reach out.
- Garfield – Jaimes knows them as well. Smaller funder, in environment/climate space and interest in systemic transformation and collaboratives. Engaged. Thinking about process as well. Faith. Close with officer. Will reach out.

Staff

- Collins Foundation <https://www.collinsfoundation.org/> (Staff/Sam)
- Meyer Memorial Trust <https://mmt.org/> - (Staff/Janet)
- Clean Energy Works (Staff/Cady)
- PG&E (Staff/Cady)
- California Climate Investments (Staff/Janet & Cady) – Maybe some subcommittee on specifics such as Megan on food. Janet sent links to subcommittee.

Governmental Entities

- King County regional food systems (Megan)
- USDA (Megan)
- ODA Farm to school (Megan)
- City of Portland – Civic Life and PCL (Staff/Cady)
- Community Opportunity Enhancement Plan – (Staff/Janet)
- EMSWCD (Staff)
- Energy Trust – (Staff/Cady)
- Metro (Staff/Janet)
- ODOE – (Staff/Cady)
- PHB – Staff
- Port of Portland ?

If time, ask Grantmakers of OSW, Philanthropy NW, and community partners, to see if there are others we have missed.

Outline process recommendations for full committee

Discussion of presentation to Committee. Desire to ensure there is opportunity for feedback and discussion about what items to discuss.

- Potential committee feedback items:
 - LOI (what it is, pros/cons, why it's not viable for year one)
 - who screens for eligibility
 - who scores – provide options on who does the scoring. Who reviews/scores could include staff, committee, technical review, outside stakeholders. Prior suggestion/agreement was that there was not room for outside stakeholders to review this year. If committee scores, is it all committee members and all for each grant? Same question re staff – all staff or a composition.
- Create a glossary e.g., LOI, technical review.
- Ensure the presentation includes something about how to reduce burden in the process (our early thinking on how we will do that – though this has not yet been discussed/decided upon).
- Idea of mini-grants surfaced (e.g., funds to attend a conference or training, host a youth summit). These would be different than small grants. Seems to be interest. Needs discussion.
- Are we going to talk about the sizes of buckets (mini, small, large)?
- Break down types of grants. Is seed funding missed?
- To prepare for the presentation/work session group agrees to break draft into sections and work with a staff, then review as a group on Wednesday. If burdened by the time, do fewer sections and have a meaningful reason for session – and feedback on. What are the three to five things we want them to wrestle with/give feedback on.
- Would be good to have a folder with documents and a system for tracking decisions in one place. Staff will set this up.

- Preparation for Committee Meeting
 - Megan and Robin will work on draft that provides an overview of 1) what the subcommittee has been up to, 2) the elements of the application review process (e.g., LOI – what it is, pros/cons, recommendation for year one and why, screen for eligibility, review process that varies by size and funding type/category (noting that Ranfis and Faith will be going deeper into this topic), consideration of factors such as minimize burden through consistent definitions and measures, portfolio balance), scoring as a concept, different ways it can be done, things we are considering.
 - Note: clarify update, conversation, decision.
 - Note: mention not talking here about TA available, outreach, etc. - only the application review.
 - Ranfis and Faith will work on draft around review process including who reviews, what, when. Reviewers could include staff, committee, technical reviewers, community participants other than grant committee. Note how this varies by type/size of grant. Provide menu of options to respond to with pros/cons.
 - Note: The date for presentation/work session has moved from February 27 to March 31. Likely there will be additional items committee can provide feedback/decisions on.
- Staff will set up a folder with documents and a system for tracking decisions in one place.

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