

**Portland Clean Energy Fund Committee –
MEMO: PCEF Committee Draft Content & Agendas - December '19 to March '20**

To: Portland Clean Energy Fund Committee
From: Cady Lister, PCEF Staff; Sam Baraso, PCEF Program Manager
Subject: Program Development, 11/15/2019 PCEF Committee Meeting #3, Agenda Item B
Date: November 8, 2019

Background:

The proposed meeting content and timeline below is provided for consideration. The timeline is aggressive, driven primarily by a need to award PCEF grant funds in fall 2020. In order to meet this deadline, the program must issue a request for grant applications in March 2020. The committee will need to provide significant guidance to PCEF staff to inform the design of the request for applications and the evaluation process that will be used to select grantees.

Recognizing that committee members come from a variety of backgrounds, we propose to start by providing some basic information about the different funding areas followed by facilitated dialogue around overall program goals, grant and program evaluation metrics, and application process. This outline is proposed as a starting point, committee member input will be integrated and meeting content and timeline adjusted as requested.

Funding bucket area presentations:

There are six planned presentations over two meetings that align with the sectors the program can fund – 1. Residential Energy Efficiency /Renewable Energy (EE/RE), 2. Commercial EE/RE, 3. Green Infrastructure, 4. Sustainable Agriculture, 5. Transportation, and 6. Workforce Development. The purpose of these presentations is to provide familiarity with the topic areas as they relate to the stated purpose of PCEF.

Presenters will be asked to provide a lay of the land and include what data/research is available to support projects and programs within a framework of:

1. Greenhouse gas emissions reduction/ sequestration;
2. workforce/economic development issues; and
3. social/wellness issues.

Questions to consider include: what's happening, what's not, where are there holes in services, what is the need, what are the opportunities, who has historically benefited, and what additional information or resources does the committee need on each topic? While these will be short presentations, the committee will have the opportunity to delve deeper into each area in the late January and February meetings.

December meeting #1:

Meeting goal(s):

- Committee input/feedback on future agenda content and timeline.
- General understanding of the demographics of Portland, historic and current impact of climate policy and program design on different groups of people, and future projections. Discussion of how PCEF program design can avoid/remediate harm, how population trends/projections can inform program decisions.
- Residential and Commercial EE/RE: basic knowledge of sector energy use and carbon reduction potential, existing programs/players, who has historically benefited from programs/projects, mainstream organization challenges in serving frontline communities, identify additional information needs.
- Hear from organizations and community members: doing, interested in, or impacted by residential/commercial energy efficiency and renewable energy work.

Presentation(s):

1. City of Portland Demographics and socio-economic history and trends
2. Residential Buildings Energy Efficiency and Renewable Energy
3. Commercial Buildings Energy Efficiency and Renewable Energy

Deliberation/decision:

1. Residential EE/RE - Identify areas of priority, potential gaps, identify additional info needs
2. Commercial EE/RE - Identify areas of priority, potential gaps, identify additional info needs

December meeting #2:

Meeting goal(s)

For all presentation topics: basic knowledge of sector energy use and carbon reduction potential, existing programs/players, who has historically benefited from programs/projects, mainstream organization challenges in serving frontline communities, identify additional information needs.

Presentation(s)

1. Transportation
2. Green Infrastructure
3. Sustainable Agriculture

Deliberation/decision

1. Transportation - Identify areas of priority, potential gaps, identify additional info needs
2. Green infrastructure - Identify areas of priority, potential gaps, identify additional info needs
3. Sustainable agriculture - Identify areas of priority, potential gaps, identify additional info needs

January meeting #1:

Meeting goal(s)

Consider interim workforce and contractor equity requirements recommendation and offer feedback on adaptive plan to establish program specific requirements in the longer term.

Presentation(s)

1. Workforce development
2. Workforce and contractor equity agreements - Staff presentation of recommended interim workforce/contractor equity requirements and plan for developing longer term requirements

Deliberation/decision

1. Workforce development - Identify areas of priority, potential gaps, identify additional info needs
2. Discussion of year one workforce/contractor equity requirements and path forward

January meeting #2:**Meeting goal(s)**

- Basic understanding of research justice framework.
- Begin to discuss measures of PCEF “program” success
- Discuss grant application evaluation considerations

Presentation(s)

1. Research Justice
2. Evaluation considerations: staff and external funders to cover process and evaluation metrics pros/cons/lessons learned.
3. Challenges faced by small non-profits

Deliberation/decision

2. Discussion of PCEF program performance measures. Questions to consider: what are the goals of the program, what metrics are important to show overall program performance?
3. Grant application evaluation – begin conversation about evaluation and process. Questions to consider: what are barriers for small grant applicants and how can they be avoided, which metrics of success are relevant to different/all types of projects, how will the evaluation process be run, who will be involved?
4. Establish grant timeline for year one.

February meeting #1**Meeting goal(s):**

Committee feedback of proposed grant application evaluation metrics and process. Public feedback/input.

Presentation(s)

1. Draft grant application evaluation metrics and process
2. Public input/feedback on draft grant application metrics

Deliberation/decision

1. Deliberation/feedback on grant application evaluation metrics

February meeting #2:

Presentation(s)

1. Updated draft grant application process and evaluation metrics

Deliberation/decision

1. Discussion and Committee decision/endorsement of defined metrics/process

March meeting #1:

Review and approve final RFP for release

*Add additional March meeting if RFP not approved for release