



Call for Applications

OR-MEP Diversity, Equity, and Inclusion Coalition

The Oregon Multifamily Energy Program (OR-MEP) is seeking applicants to be part of its very first Diversity, Equity, and Inclusion (DEI) Coalition.

Date of Issue: January 10, 2022

Closing Date and Time: January 28, 2022 at 7:00pm PST

Key dates for this opportunity are as follows:

- ◆ [Informational webinar](#) (optional): January 14
- ◆ [Q&A sessions](#) (optional): Week of January 17
- ◆ [FAQ responses posted](#): January 19 – February 23
- ◆ [Applications due](#): January 28
- ◆ Shortlisted candidates notified by: February 4
- ◆ Meetings with shortlisted applicants: February 7-18*
- ◆ Selected Coalition members notified by: February 23

Please direct all questions and communication about this opportunity to:

Email: OHCSMultifamilyEnergy@TRCcompanies.com

Phone: (503) 505-6787

** If you have a known conflict February 7-18, please contact OR-MEP via email or phone as soon as possible so we can plan for other arrangements if you are shortlisted.*

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Background

Program Overview

[Oregon Multifamily Energy Program](#) (OR-MEP), which is administered by Oregon Housing & Community Services (OHCS) and implemented by TRC, promotes and facilitates energy-efficient construction in affordable multifamily housing through design assistance, cash incentives, coordination with other regional programs, and educational opportunities. OR-MEP funding is available for new and existing affordable multifamily housing properties. The purpose of OR-MEP funding is to reduce energy use and heating costs for low-income Oregonians through energy efficiency improvements.

Coalition Vision

OR-MEP is committed to equitably serving the people of Oregon and disrupting systems that maintain inequality, within the energy industry and beyond. We stand with the diverse communities we serve and their rights to be respected, safely housed, and to secure environmental justice.

Right now, there are limitations that keep many Oregonians from participating in this program. For example, OR-MEP is an electric-only program and is only available to customers of Portland General Electric and Pacific Power, excluding natural gas savings opportunities or service to customers of other electric utilities statewide. Built-in obstacles like these need to be identified and addressed to impactfully reduce the energy burden in our state.

We are looking for a diverse group of people of all backgrounds to serve on the OR-MEP DEI Coalition. This group will recommend and influence changes to the OR-MEP program to make it more accessible to all, especially customers with the greatest need who have not benefitted from OR-MEP. The Coalition will help OR-MEP create a DEI plan, understand barriers to participation and how we can modify policies to better serve customers of color, those customers for whom English is not their first language, those living in rural communities, and those navigating low incomes.

DEI Coalition Objectives

- ◆ Modify and develop OR-MEP policies and practices to eliminate systemic racism from program design and implementation
- ◆ Help the program team equitably engage with all applicable communities and customers, prioritizing those who spend the highest percentage of their household income on energy costs

Coalition Overview

OR-MEP DEI Coalition members will be expected to actively participate in meetings, provide support to relevant action items, and serve on subcommittees as needed. Coalition members will be responsible for ensuring that all Coalition recommendations are made in the best interest of OR-MEP stakeholders based on the information and resources available.

Member Responsibilities and Expectations

- ◆ **Own a Shared Mission:** Develop and commit to a mission-driven agreement.
- ◆ **Participate:** Actively attend and engage in Coalition meetings and serve on sub-committees.
- ◆ **Report:** Regularly communicate observations and recommendations to the designated OR-MEP point of contact.
- ◆ **Review:** Assess the purpose, intent, value, and outcomes of OR-MEP policies, procedures, and program at least once every two years.
- ◆ **Recommend:** Propose actions to address inequities in OHCS policies, procedures, and programs.

Coalition Meetings

- ◆ **Frequency:** Monthly for first six months, then every other month
- ◆ **Duration:** Two hours
- ◆ **Subcommittee meetings:** Frequency and duration to be determined as needed

Commitment of Service & Compensation

Coalition members will commit to a minimum one-year term with the option to extend their tenure annually for up to three consecutive years of service. Past members may apply to rejoin the Coalition for additional terms of service after a rest break of one or more years. OR-MEP and Coalition members will equally have the option to end the working relationship if expectations are not met.

Coalition members will be paid \$100/hour for their contributions. We believe your time is valuable and so is your expertise. Some members may spend more time than others on this work, but all should expect to participate each month for at least 3-5 hours and up to 10 hours.

Proposed Coalition Member Roles

- ◆ **Affordable Housing Property Manager or Owner:** 2-3 positions
 - Examples: *property manager, developer, or resident relations specialist*
- ◆ **Resident/Community Member:** 2-3 positions
 - Examples: *current or past residents of affordable housing properties, current or past residents of farmworker housing, individuals who qualify to live in affordable housing*
- ◆ **Community-Based Organization Representative:** 2-4 positions
 - Examples: *volunteers or paid staff of service-oriented non-profit organization that serves Black, Indigenous, or People of Color, individuals for whom English is not their first language, those living in rural communities, and/or those navigating low incomes*

- ◆ **Community or Public Health Worker:** 1-2 positions
 - Examples: *nurses, doctors, administrators, or other healthcare workers who focus on the physical and mental wellbeing of the people in a specific geographic region, individuals who protect the safety and improve the health of communities through education*
- ◆ **Affordable Housing Finance Specialist:** 1-2 positions
 - Examples: *mortgage brokers, accountants, or tax professionals who specialize in financing for affordable housing*
- ◆ **Workforce Development Specialist:** 1-2 positions
 - Examples: *individuals who recruit employees, provide job training and work readiness activities, or support job placement for individuals experiencing low incomes and unemployment*
- ◆ **Energy Industry Professional:** 1-2 positions
 - Examples: *individuals who work for utilities, consultancies, or non-profit organizations within the energy industry*

Who You Are

We are looking for a diverse group of people of all backgrounds who will recommend and influence changes to the OR-MEP program.

Coalition Member Characteristics

- ◆ **Representative Advocate:** Represents the composition of OR-MEP's stakeholders statewide (including customers who receive electrical service from utilities other than Pacific Power and Portland General Electric); trustworthy to reflect and support the diverse values and beliefs of Oregonians when making important decisions and recommendations.
- ◆ **Inclusive:** Builds a culture of trust and respect based on inclusion of different perspectives, identities, and lived experience. Welcomes and celebrates differences, shares power and responsibility.
- ◆ **Equity-Focused:** Supports equitable, fair, honest, and ethical practices. Creates space for shared decision-making and influence of all stakeholders. Aware of how systemic inequities have affected our society and those OR-MEP serves.

Required Criteria

- ◆ Represent one or more of the following roles:
 - Affordable housing resident, current or former
 - Leader or member of community-based organization(s) that serves BIPOC, individuals for whom English is not their first language, those living in rural communities, and/or those navigating low incomes
 - Affordable housing property owner or staff
 - Community health professional
 - Affordable housing finance professional
 - Workforce development specialist
 - Energy industry professional
- ◆ Support antiracist, fair, and inclusive policies and practices
- ◆ Willing to speak up and actively contribute to discussions and decisions
- ◆ Respectfully listen to and engage with others who have opinions different than your own
- ◆ Eligible to work in the United States

Preferred Qualifications

- ◆ Familiarity with:
 - State or federal housing programs
 - Residential energy burden in Oregon
 - OR-MEP or other energy efficiency programs
- ◆ OR-MEP was developed by people who are predominantly white and live in urban areas. The program needs to also be shaped by people with other perspectives. Therefore, preference will be given to applicants who identify as one or more of the following:
 - Black, Indigenous, or Person of Color (BIPOC)
 - Live or work in a rural area

Coalition Meeting Logistics

Equipment & Technology

The Coalition will meet remotely via a video conferencing platform such as Zoom, Teams, or GoToMeeting. All meetings will be held online and Coalition members will need the following items to participate. If you do not have one or more of these items, OR-MEP can help. There is a question on the application where you can indicate which item(s) you need.

- ◆ High-speed internet (25 mbps or faster)
- ◆ Internet-enabled device, such as a computer or tablet
- ◆ Webcam or video camera embedded in or connected to the computer or tablet
- ◆ Headset or earbuds/headphones with a microphone – if calling from a noisy or shared space

Language

All Coalition meetings will be hosted in English for now. OR-MEP regrets that we are currently unable to offer support for Coalition members who do not speak fluent English. We are working to provide this accommodation in the future.

Application & Selection Process

Application

Interested applicants must submit a completed online application by Friday, January 28, 2022 at 7:00pm PST.

Apply at: <https://forms.office.com/r/w9CaJ4qba1>

Questions & Clarifications

Questions about this opportunity are welcome at any time until the submittal deadline. Please submit questions via the email address or phone number listed on the first page of this document, or attend one of the following sessions:

- ◆ **Informational Webinar:** January 14
 - Register at: <https://register.gotowebinar.com/register/640161378332782605>
 - Recording will be available after the event at: <https://forms.office.com/r/w9CaJ4qba1>
- ◆ **Q&A Sessions:** January 17-21
 - Register at: bit.ly/3FV6adn
 - Hosted each day via Zoom (call-in option available)

Answers to frequently asked questions (FAQ) will be available online January 19 - February 23 at <https://oregonmultifamilyenergy.com/dei>. The FAQ will be updated as new questions are asked.

Selection

Application Review

Applications will be reviewed and sorted by the OR-MEP selection committee based on the criteria listed in the [Who You Are](#) section above. The selection committee will prioritize candidates who are Black, Indigenous, or People of Color (BIPOC) and those who live or work in rural areas.

Shortlisted Applicants

Applicants who pass the initial round of the application review process will be invited to an informal meeting where applicants and the selection committee can get to know each other. Shortlisted applicants will receive the selection committee's questions in advance.

Informal Meetings

The selection committee will work with shortlisted candidates to identify a meeting date and time that work well for each candidate's schedule within a two-week period as stated on the cover page of this document. *If you have a known conflict during the designated interview period, please contact OR-MEP via email or phone as soon as possible so we can plan for other arrangements if you are shortlisted.*

Announcement of Coalition Members

After all interviews have been completed and selections made, OR-MEP will announce the names of selected members to all applicants.

