

# Priority Setting Task Force - Meeting Minutes

July 1, 2026

## Attendees

- Tae Chong - Chair
- Teale Smith
- Stephanie Miller
- Miyabi (Abbie) Yamamoto
- Jill Johanning
- Gwendolyne Tuttle-Beaudoin
- Carly Lappas
- Barbara Ginley
- Christina Bowman
- Colleen Cooper

## HCD Staff

- Mary Davis - HCD Division Manager
- Laken Chapin - CDBG Program Manager
- Cameron George - Compliance Officer

## Actions Taken

The PSTF took actions and voted on several clarifying definitions to the Scoring Principles, specifically the Guiding Principles and the Collaboration sections.

**Previous Minutes:** The meeting notes from the previous meeting were unanimously accepted.

The PSTF defined and agreed upon the following definitions:

- **Measurable Community Impact:** Programs and projects will be evaluated based on their potential to create significant, measurable, and lasting community impact. Significant impact is demonstrated by addressing a documented community need and producing meaningful, sustained improvements. Priority will be given to proposals that demonstrate a clear contribution to established goals, with outcomes that endure beyond the grant period and continue to benefit the community over time.
- **Diversity & Inclusiveness:** Project addresses the community's heterogeneity and creates a culture of belonging among all Portlanders.
- **Priority to Lower Incomes:** Prioritizing projects that demonstrate impact to lowest income individuals and communities.

- **Location:** Project benefits the targeted LMI area or neighborhood and complements other ongoing or proposed community improvements.

Previously, Sustainability had one definition. City Staff requested the PSTF create separate definitions for Social Services and Development applications. The PSTF agreed upon the following definitions:

- **Sustainability (Social Services):** Project demonstrates programmatic viability and service delivery beyond the grant period.
- **Sustainability (Development):** Project demonstrates meeting or exceeding current development standards and building codes as required by City of Portland standards.

### **Collaboration**

The committee heavily debated the requirement for formal MOUs and Letters of Support. Members noted that these requirements are highly burdensome, especially for smaller nonprofits without dedicated grant writers. Instead, the task force favored evaluating applicants on their awareness of the broader "service provider ecosystem." Organizations should demonstrate that their services are non-duplicative and fill a specific community niche.

The PSTF agreed upon the following definition: Applicant demonstrates awareness of current service provider ecosystem and identifies opportunities for collaboration with organizations that provide services similar to the proposed project.

The exact name for this scoring category (e.g., Service Value, Environmental Scan, Community Needs Assessment) was tabled for the next meeting.

### **Next Steps:**

- The PSTF will finalize Scoring Categories for (1) Collaboration and (2) Capacity to Deliver
- PSTF will review Scoring Values for Guiding Principles, Capacity to Deliver, and Collaboration
- **Adjournment:** A motion to adjourn was made and unanimously approved.