



HARBOR COMMUNITY
BENEFIT FOUNDATION

REQUEST FOR PROPOSALS

RFP RELEASE DATE: FRIDAY, JULY 19, 2013

Updated 08/02/2013

COMMUNITY BENEFIT GRANT PROGRAM- PILOT

APPLICATION DUE: 4 PM, FRIDAY, SEPTEMBER 20, 2013

Designed to enhance the communities of San Pedro and Wilmington.

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INTRODUCING HCBF

Introducing HCBF

Harbor Community Benefit Foundation (HCBF) is a unique organization, formed as the result of an historic agreement between a passionate group of community-based organizations and individuals, led by the Natural Resource Defense Counsel (NRDC), and the Port of Los Angeles, who collectively committed to protect and enhance the health and quality of life of communities impacted by their proximity to the Port of Los Angeles, its transportation corridors, and related businesses.

In April 2008, the Los Angeles Board of Harbor Commissioners, City of Los Angeles, and 17 Appellants signed the TraPac Memorandum of Understanding (referred to as the "MOU" or "TraPac MOU"), "to support collaborative efforts to grow and green the port ... to reduce environmental impacts on the community while creating jobs and economic prosperity to the surrounding region." The MOU called for contributions from port revenues to establish a Port Community Mitigation Trust Fund ("PCMTF"), the first of its kind, and, for the formation of an independent non-profit to manage and administer the trust funds.

A seven-member board of directors, selected by the stakeholders, met on May 31, 2011, marking the first board meeting of our San Pedro based organization, Harbor Community Benefit Foundation.

In May 2013, after a six-month public process, our Board approved HCBF's 2013-2016 Strategic Plan. The document represents a four-year roadmap, with strategic priorities and initiatives to reduce the off-port environmental impacts stemming from the operations of the Port of LA. Designed to be dynamic, the plan encourages innovation and creativity to develop and fund projects and programs for the benefit of the communities we serve. The plan also contains three important addendums, a spending plan, grant making guidelines, and the evaluation tools to measure the impact and success of our projects and programs. The Community Benefit Grant Program, shaped by the Strategic Plan and its addendums, supports the Vision Statement of HCBF,

"that the harbor communities of San Pedro and Wilmington, California become safe, healthy, and beautiful places in which to live, learn, work, play, and enjoy the physical environment."

GRANT PROGRAM OVERVIEW

Grant Program Overview

PURPOSE

The Community Benefit Grant Program is a competitive, pilot grant program that aims to address the environmental impacts stemming from Port of Los Angeles and Port-related operations. In accordance with HCBF's 2013 – 2016 Strategic Plan ("Strategic Plan"), the Community Benefit Grant Program is designed to award grants to qualified organizations serving the communities of Wilmington and San Pedro. Similar to HCBF's Healthcare Grant Program, all grants will be: funded from the Port Community Mitigation Trust Fund, Tidelands-trust compliant, and otherwise comply with the TraPac MOU and Operating Agreement.

To encourage a wide array of applications, grants could range from \$5,000 to \$100,000 for projects that address one or more of five strategic priorities. Our goal is to support innovative projects and programs, with concrete results, that provide lasting benefits to Wilmington and San Pedro residents.

PROJECT/PROGRAM CATEGORIES

As described in its Strategic Plan, HCBF will consider proposals for innovative projects and programs that benefit the communities in the following five categories (one or more):

1. Beautification
2. Education/Training,
3. Employment,
4. Safety, and/or
5. Community Initiatives

Programs will be funded from the Port Community Mitigation Trust Fund (PCMTF) (See Terms and Conditions - Funding Restrictions)

ELIGIBLE APPLICANTS

Grant applicants will be responsible for the full implementation of the project/program, and must have the authority and capability to complete the project. Projects/Programs proposed by eligible applicant organizations must serve the Wilmington and/or San Pedro community. Organizations based outside of these communities are also encouraged to apply.

Applicants may collaborate to strengthen their projects/programs. Evidence of Collaboration (such as a co-application, letter of intent, or a memorandum of understanding) is required.

Eligible applicants include:

- Community-based organizations;
- Designated nonprofit organizations with evidence of a) tax-exempt status or b) a fiscal sponsor and/or
- Schools, educational institutions, training, skill and career centers.

Public agencies affiliated with the Port or the City of Los Angeles HCBF Staff and Board members, related parties, beneficiaries, or their affiliates are not eligible to apply for funding.

GRANT PROGRAM OVERVIEW

NUMBER OF GRANTS

There is no restriction on the number of grants that HCBF may decide to award in each round of funding. Applicants may submit more than one request and may submit a request as a Co-Applicant in partnership with other organizations.

AVAILABLE FUNDING

A total of \$500,000 is available for the Community Benefit Grant Pilot Program. In response to this Request for Proposals (RFP), grant requests should be rounded to the nearest \$1,000, with a minimum request of \$5,000; requests for small grants are encouraged. It is anticipated no more than \$100,000 will be awarded to a single applicant.

All Grantee applications and recommended awards are subject to consideration and approval by the HCBF Board of Directors during a public Board Meeting. Program funding, held in the Port Community Mitigation Trust Fund, is subject to additional review and approval.

GRANT DURATION

Typically, grants awarded from this RFP will be for a period of 12 months. Disbursements, specific to the proposed project/program, range from 1 to 3 installments.

APPLICATION DUE DATE

Applications must be submitted electronically no later than 4:00pm Pacific Standard Time, Friday, September 20, 2013, to info@hcbf.org.

WORKSHOPS

HCBF will host three workshops to inform applicants about the program, application process, and application requirements. Potential applicants are encouraged to attend.

HARBOR COMMUNITY – APPLICATION WORKSHOPS

| DATE | TIME | LOCATION |
|--------------------------|--------------------|---|
| Tuesday, July 30, 2013 | 9:30 am to 11:00am | San Pedro Service Center 769 W. Third Street, San Pedro, CA |
| Thursday, August 8, 2013 | 1:30pm to 3:00pm | Wilmington Senior Citizen Center 1371 Eubank Avenue, Wilmington, CA |
| Thursday August 29, 2013 | 4:00 pm to 5:30pm | Banning's Landing Community Center 100 E. Water Street, Wilmington, CA |

PRIORITIES - ELIGIBLE PROJECTS

Priorities - Eligible Projects

HCBF will consider project proposals for innovative projects and programs for the benefit of the communities of San Pedro and Wilmington, in the following categories (one or more):

1. Beautification,
2. Education/Training,
3. Employment,
4. Safety, and/or
5. Community Initiatives

The sections below provide additional guidance on the priorities and initiatives within the HCBF Strategic Plan. Since grants awarded through this RFP will be funded through the Port Community Mitigation Trust Fund (PCMTF), all projects must “mitigate a past, present, or future direct or indirect off-port impact from Port and Port-related operations.”

PRIORITY 1. BEAUTIFICATION

Strategic Plan Initiative: To enhance community buffers and initiate beautification projects.

ELIGIBLE PROJECTS

1. Create open space,
2. Add beauty,
3. Combat blight,
4. Create buffers from port related operations, or
5. Ameliorate conflicting land uses.

PRIORITY 2. EDUCATION & TRAINING

Strategic Plan Initiative: HCBF supports innovative projects and programs for the benefit of the communities of San Pedro and Wilmington, including education and training.

ELIGIBLE PROJECTS

Education & Training opportunities in support of:

1. Job Development,
2. Youth Development,
3. Environmental Awareness that empowers and fosters communication between stakeholders; or
4. Development of innovative green technologies to reduce energy demand and increase energy efficiency.

PRIORITIES - ELIGIBLE PROJECTS

PRIORITY 3. EMPLOYMENT

Strategic Plan Initiative: HCBF supports projects and programs to reduce off-port environmental impact and enhance ... employment of the residents in the harbor communities of Wilmington and San Pedro.

ELIGIBLE PROJECTS

Innovative projects and programs for the benefit of the communities of Wilmington and San Pedro, including but not limited to the creation and support of internships, part-time and full-time employment opportunities. .

PRIORITY 4. SAFETY

Strategic Plan Initiative: HCBF supports projects and programs to reduce off-port environmental impact and enhance safety.

ELIGIBLE PROJECTS

Innovative projects and programs, for the benefit of the communities of Wilmington and San Pedro, designed to promote and enhance safety. Youth programs are encouraged.

PRIORITY 5. COMMUNITY INITIATIVES

Strategic Plan Initiative: To identify, develop, establish and implement community initiatives and programs.

ELIGIBLE PROJECTS

Community environmental programs, including grants to encourage innovative efforts with a meaningful impact, including:

1. Projects/Programs that improve the environment and quality of life of neighborhoods, including pilot programs, with concrete outcomes, or,
2. Projects/Programs that engage and educate the community, increase environmental awareness, and advance health education through youth programs.

GRANT CONSIDERATION CRITERIA

Grant Consideration Criteria

The following sections provide a general overview of HCBF's grant consideration criteria and scoring methodology. Specific format and content is found beginning on page 10.

1 – PROJECT DESCRIPTION SUMMARY – [MAX 15 POINTS]

Tell us about your project or program. Be compelling. Be succinct.

Based on the five program priorities, describe how the proposed project or program will address, reduce or eliminate one or more port or port-related impact, to the benefit of the community of San Pedro and/or Wilmington, including but not limited to CEQA categories of noise, land use, blight/aesthetics, recreation, natural resources, light/glare, safety, community resources, cultural resources, geology and soils, public services, or water quality.

2 - POPULATION SERVED – [MAX 15 POINTS]

WHO ARE YOU SERVING?

The Port Community Mitigation Trust Fund was created to provide a benefit to the communities of San Pedro and Wilmington, communities impacted by the operations of the Port of Los Angeles. Projects that do not serve either one or both communities will be disqualified.

Specify the community you will serve and describe your target population, such as at-risk youth, seniors, families, the general community, etc.

San Pedro (only): 10 points; Wilmington (only): 10 points, Both Communities: 15 points

3 - ADDRESSING COMMUNITY NEED – [MAX 15 POINTS]

WHY IS THERE A NEED FOR YOUR PROGRAM?

The Foundation considers whether the grant applicant provides evidence of an existing community need and how the program/project will address it. For example, does your program address unemployment, leading to opportunities for internships and/or employment?

GRANT CONSIDERATION CRITERIA

4 – HCBF PROJECT PRIORITIES - [MAX 10 POINTS]

WHAT IS THE PRIORITY ADDRESSED BY YOUR PROGRAM?

HCBF will assess whether there is a “good fit” with the proposed program/project activities and HCBF’s strategic plan, including but not limited to how the program/project might be significant for the communities served by the Foundation. Funding proposals may address one or more enumerated priorities of the foundation. Since projects/programs are encouraged to create synergy, higher points are awarded if two categories are addressed.

Maximum Points = 10

Project/Program Categories (may select one or more):

- Beautification (5 points)
- Education/Training (5 points)
- Employment (5 points)
- Safety (5 points)
- Community Initiatives (5 points)

5. PROJECT READINESS [MAX 10 POINTS]

WHEN WILL YOUR PROJECT BE READY?

Describe the status of your project. Is your program ready to launch? If not, explain any existing or anticipated hurdles and the steps that will be taken to launch. Is this a seasonal program? If you have additional funding, do you have a letter of commitment? Are all of your partners/resources committed? POINTS ARE AWARDED BASED ON THE PROVEN READINESS OF YOUR PROJECT.

- A. “Ready to Launch” - Program is ready to commence upon award of grant. Are your partners, if any, identified & committed? If yes, has your Board/Fiscal Sponsor approved the project (evidenced by letter of commitment, Board resolution, and/or co-applicant signature): MAXIMUM 10 points, or
- B. “Proposed” – partners identified/proposed but not fully committed; 8 points, or
- C. “Conceptual” – proposal has not yet been approved by applicant Board; 5 points

GRANT CONSIDERATION CRITERIA

6- APPLICANT EXPERIENCE [MAX 5 POINTS]

KEY PERSONNEL –WHO IS ON YOUR TEAM?

HCBF looks at experience, expertise, passion, commitment, and recognition, as well as professional and community reputation. HCBF compares the organization's approaches and solutions to what others are doing.

What is the applicant's history? Structure? Management? Is the organization regarded as a provider of high-quality, relevant and meaningful service? Does the organization have the capacity and experience to achieve the proposed program/project?

Is the proposed project/program new to the applicant? If applicable, how is the applicant's experience relevant? Describe the level of community leadership the organization has in the field(s) related to the grant program (i.e. environmental justice, green technology, maritime education, etc.)

7 – RESOURCES/CAPABILITIES/COMMUNITY PARTNERSHIPS [MAX 10 POINTS]

HOW WILL YOU COLLABORATE – WHO WILL SUPPORT YOUR TEAM?

Building partnerships and collaboration is an important tool. We ask whether the organization is well integrated into the communities it serves. Although not required, we also consider whether the organization is collaborative and has developed strategic partnerships as an ongoing part of its work. We ask to what extent the organization has considered other partners with similar efforts in the community and beyond to effectively perform the project. Partnerships may add strength and depth to a project.

If applicable, HCBF assesses the partner's ability to complete and manage the program/project. HCBF will consider the organization's programmatic capabilities and successful past performance. HCBF will assess whether the supporting organization has both the capacity and capability (personnel, qualifications, expertise, knowledge and resources) to carry out all phases of the program/project. What is the proposed partner's organization's history? Structure? Management? Is the organization regarded as a provider of high-quality, relevant and meaningful service? Does the organization have the experience to adequately achieve the proposed program/project within the proposed timeframe?

GRANT CONSIDERATION CRITERIA

8- PERFORMANCE MEASURES/PROGRAM EVALUATION TOOLS [MAX 10 POINTS]

HOW WILL YOU MEASURE SUCCESS?

Performance measures are important to program effectiveness. HCBF considers whether the organization has an evaluation plan to effectively analyze and measure expected outcomes. Applications should contain specific, measurable, and time-bound benchmarks for achieving the proposed project. HCBF strongly considers the expected measurable outcome(s) of the efforts.

In the Work Plan (Exhibit B), quantify how many people you expect will benefit from your proposal over a set period of time. Will your project have an economic benefit? Will funding support internships or employment opportunities? Specify and quantify support of existing or new employees in full time equivalent (FTE). Be detailed and realistic in your projections. Each Grantee will be required to submit semi-annual reports to quantify the actual impact of their award in comparison to the projected impact from their proposals.

All funding proposals should provide a quantitative and qualitative method to measure the service provided.

9- SUSTAINABILITY/PERMANENCE/MATCHING FUNDS [MAX 5 POINTS]

HCBF considers the sustainability of both the proposed program/project and the applicant organization. HCBF assesses the stability and diversity of the organization's finances. At the program level, HCBF assesses whether the grantee will have sufficient funding in subsequent years, and will be sustainable as proposed.

Matching funds, although not mandatory, are strongly encouraged. A budget narrative (Exhibit A) should identify the source and amounts of any matching funds (in-kind and other sources), whether these funds are committed (include a letter of commitment, when possible), and the terms of funding, if any.

10 - BUDGET REVIEW [MAX 5 POINTS]

To achieve full points the budget (Exhibit A) must be detailed, accurate and balanced (i.e. income/funding sources must equal program expenditures). All grant requests should be rounded to the nearest \$1,000. A required Budget Form (excel spreadsheet) can be found on the HCBF website (hcbf.org/cbgrants).

All Projects/Programs must be financially feasible. A review of the budget will take into consideration both the reasonableness and the justification of expenditures. The budget and its narrative should include significant detail, tailored to the specific project or program. (Sample Budget attached). Grant disbursement requests must be accompanied by a current budget, and grantees will be required to reconcile the HCBF approved budget (an exhibit of the executed Grant Agreement) with evidence of actual expenditures. Variances in funding sources and uses must be pre-approved in writing.

APPLICATION FORMAT AND CONTENT

Application Format and Content

APPLICATION FORMAT

The proposal must not exceed (5) five single-spaced typed pages with at least 10-point font and one-inch margins. This page limit excludes the required cover sheet, budget, budget narrative, timeline, work plan and required supporting documents are not included in the page limit. The Grant Selection Committee strongly encourages that the submission be as brief and focused as possible. In general, it is recommended that you do not dedicate more than a paragraph to each element in the Application Content section. Your proposal should follow the same order below.

APPLICATION CONTENT

A complete proposal package must contain all of the applicable information requested below. In particular, your proposal must describe how the proposed project will meet the priorities and requirements of the eligible project. Please explain clearly, concisely, and orderly each aspect of your proposal.

1 - Cover Sheet: If the proposal is a collaboration or a partnership, complete a cover sheet for all parties – 1 PAGE OR LESS

Indicate one or more project priority:

1. Beautification
2. Education/Training
3. Employment
4. Safety, and/or
5. Community Initiatives

Provide a brief Proposal Summary on the cover sheet. Be succinct and compelling!

2 – Proposal: Describe Your Proposed Project – 1 PAGE OR LESS

- 1.1 Goals. Explain the goals of your project. Goals are broad, general intentions (e.g., the goal could be to educate and train at-risk youth in Wilmington and San Pedro, and to launch a beautification project.)
- 1.2 Objectives. Explain what objectives you are trying to achieve. In contrast to goals, objectives are narrow and precise (e.g., an objective could be to clean up a blighted site, design and build a community garden, teach youth at ABC school to plant and care for the garden, and empower the youth to eat healthy).
- 1.3 Strategies. Explain how you will reach your goals and objectives. Describe general strategies and methods that will be used to accomplish the specific goals of the proposed project, project requirements, and expectations for this grant program. Reference details in the Work Plan. (See Attachment B).

APPLICATION FORMAT AND CONTENT

Briefly describe:

- 2.1 Population Served **(250 words or less)**. Describe the demographics of your target population. In the Work Plan include the number of individuals you expect to reach and/or serve. Your program must benefit residents of San Pedro and/or Wilmington (the "Harbor Community"), but may also serve other communities.
- 2.2 Community Need Addressed **(500 words or less)**. Explain the need for and significance of the proposed project in the community. Identify one or more HCBF project priorities that the project will address.
- 2.3 Impact **(250 words or less)**. Describe how the proposed project will impact or benefit the target population.
- 2.4 Programmatic Capabilities and Past Performance **(250 words or less)**. Describe your ability to successfully implement and manage the proposed project, including history in performing projects similar to the one proposed. If this is a pilot program, so indicate. Co-Applicants must submit a letter of intent or Memorandum of Understanding, describing the role of the partner. Commitments may indicate "contingent upon an award from HCBF."
- 2.5 Community Leadership & Engagement **(250 words or less)**. Describe your organization, its leadership and engagement in the Harbor Community.
- 2.6 Community Partnerships **(250 words or less)**. Identify ONLY partners or collaborators who will actively work on the project. Letters of commitment from supporting partners must explain their role in the proposed project. Describe volunteer efforts, if any.
- 2.7 Innovation **(250 words or less)**. If applicable, explain if and to what extent your project will be innovative.
- 2.8 Sustainability/Funding Partners **(250 words or less)**. Is the project sustainable? Letters of commitment from partners must explain commitment to the proposed project. Provide evidence of matching funds, including in-kind, if any; commitments may indicate "contingent upon an award from HCBF."
- 2.9 Program Evaluation Tools **(250 words or less)**. Explain how you will evaluate your project. Explain how you will assess the performance and efficacy of the project. How will you measure success?
- 2.10 Connection to off-port impacts from Port and Port-related operations **(250 words or less)**. Explain how the project addresses, reduces, or eliminates a past, present, or future, direct or indirect off-port impact from Port or Port-related operation.

3- Budget & Budget Narrative

The required budget worksheet is available on the website. Applicants must show how HCBF funds and non-HCBF funds, if any, will be utilized. (See Attachment A) Applicants are encouraged to customize the line items to reflect your project; standard accounting terms are preferred. A separate budget narrative, that provides details of each project expense and explains how each cost element contributes to meeting the project's objectives/goals, is required. Please identify all sources and amounts of matching funds or in-kind contributions, if any. Also notate if funds are either committed or pending at time of application.

APPLICATION FORMAT AND CONTENT

4- Work Plan & Timeline **[Part of Project Readiness]**

A sample Work Plan is available on the website (Attachment B). The work plan clearly shows the proposal reviewer why your program is important, who you want to serve, how and where you will complete the basic steps of your project from beginning to end, what and when can be expected; and finally it quantifies the expected results.

Include a timeline to link your activities to a clear project schedule and indicate at what point over the months of your budget period each action, event, milestone, product development, and evaluation will occur. Please ensure that you have realistic goals and will use effective methods to reach them.

Describe the status of your project. Is your program ready to launch? If not, explain any existing or anticipated hurdles and the steps that will be taken to launch. Is this a seasonal program? If you have additional funding, do you have a letter of commitment? Are all of your partners/resources committed?

POINTS ARE AWARDED BASED ON THE PROVEN READINESS OF YOUR PROJECT.

A. "Ready to Launch" - Program is ready to commence upon award of grant. Are your partners, if any, identified & committed? If yes, has your Board/Fiscal Sponsor approved the project (evidenced by letter of commitment, Board resolution, and/or co-applicant signature): MAXIMUM 10 points, or

B. "Proposed" – partners identified/proposed but not fully committed; 8 points, or

C. "Conceptual" – proposal has not yet been approved by applicant Board; 5 points

5- Supporting Documents - Provide applicable supporting documents (not included in page limitation):

- Most recent internal Financial Statements, Audited statements preferred, but not mandatory.
- Staff Organizational Chart for Proposed Project
- Qualifications and experience of key project personnel
- Letters of Commitment, if applicable (Co-applicants and Matching funds)
- Board of Directors roster, including Term served, and Bylaws, if applicable
- IRS Letter confirming non profit exempt status or evidence of Fiscal Sponsor, if applicable
- Letters of Support (optional)

APPLICATION PROCESS

Application Process

HCBF grant programs include a competitive evaluation process. The selection and approval of grant awards occurs during public Board Meetings.

DEADLINES - ELECTRONIC SUBMISSIONS

All proposals and attachments must be submitted electronically by the due date and time contained within the RFP. Neither hard copy proposals, late or incomplete submissions will be considered. Applicants are encouraged to submit their proposals as early as possible. Incomplete applications will not be considered for funding by the grant committee. It is the responsibility of the applicant to ensure completeness of their submittal.

PAGE LIMITS

Submission Page Limit: Proposal - 5 page limit – single spaced 1 inch margins – 10 point font

Excluded from Page Limit: Cover Sheet (Section 1), Budget & Budget Narrative (Sec. 3), Work Plan & Timeline (Sec 4) & Required supporting Documents (Sec 5)

REVIEW AND EVALUATION

Each application may be quantitatively scored and qualitatively evaluated. Upon the closing of the grant solicitation period, Foundation staff shall review all submissions to determine eligibility, completeness, and responsiveness, based on the Grant Consideration Criteria and the Grant Proposal Evaluation Form specific to that project or program.

An ad hoc grant selection committee will participate in the review and evaluation of funding proposals. As needed, either the staff or the committee may request clarifications from an organization's designated contact person or may initiate a site visit.

HCBF BOARD OF DIRECTORS APPROVAL

Recommendations for funding shall be made to the HCBF Board of Directors for review and consideration in a public meeting. All grant award decisions, including the terms and conditions of any grant agreements, require approval by a majority vote of the Board.

PORT COMMUNITY MITIGATION TRUST FUNDS (PCMTF)

Projects funded from the PCMTF are subject to additional review, consideration, and approval. The anticipated funding dates will be announced at the time of award, typically but not necessarily within 90 days of the approval by the foundation's Board of Directors.

TERMS AND CONDITIONS

Terms and Conditions

RFP CANCELATION OR MODIFICATION

HCBF reserves the right to modify or cancel, in part, or in its entirety, this RFP including but not limited to: submittal date, submittal requirements, and selection schedule. If the HCBF cancels or revises the RFP, a notice will be posted on the HCBF website, and respondents of record will be notified, to the extent possible.

FUNDING RESTRICTIONS

HCBF funded projects and programs may be subject to restrictions imposed by the funding sources. The Port Community Mitigation Trust Fund is restricted to funding projects that serve the communities of San Pedro and Wilmington, communities impacted by the operations of the Port of Los Angeles.

Applicants recommended for funding from the Port Community Mitigation Trust Fund for the Community Grants Program will be subject to rules, restrictions, compliance, and monitoring imposed by the TraPac MOU and Operating Agreement. These include compliance with the Tidelands Trust Doctrine:

The Port of Los Angeles holds as trustee certain California tide and submerged lands. All revenue derived from these lands is subject to Tidelands Trust Doctrine. Any grant-funded program/project must be in furtherance of and as a benefit to the State Tidelands Grant and the trust created thereby. The utilization of grant funds will be at all times subject to the limitations, conditions, restrictions and reservations contained in and prescribed by the Act of the Legislature of the State of California entitled "An Act Granting to the City of Los Angeles the Tidelands and Submerged Lands of the State Within the Boundaries of said City," approved June 3, 1929 (Stats. 1929, Ch. 651), as amended, and provisions of Article VI of the Charter of the City of Los Angeles relating to such lands.

Moreover, as described throughout this RFP, funded projects must "mitigate a direct or indirect off-port impact from Port and Port-related operations"

HCBF Staff will advise applicants recommended for funding of specific funding restrictions, if any.

RFP DOES NOT CREATE A BINDING COMMITMENT

This Request for Proposals (RFP) does not commit the HCBF to award a grant or grants, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.

PRE-AWARD SITE VISITS

HCBF reserves the right to request: a site visit, additional information, and/or clarifications from any or all respondents to this RFP prior to awarding grant funds.

POST-AWARD DEBRIEFINGS

If your organization is not selected for an award, technical assistance debriefings may be requested.

TERMS AND CONDITIONS

GRANT AGREEMENT

Each grant awardee will be required to execute a grant agreement with the Foundation that lays out the terms and conditions of the grant award. The agreement anticipates grant awardees will commence their projects following final approval of the grant request, and final execution by all parties of the contract.

GRANTEE OBLIGATIONS

Grantees recommended for Awards will be required to provide:

- Form W-9: Request for Taxpayer Identification Number & Certification

Grantee programs will be evaluated periodically, and the organizations awarded funds from the Community Benefit Grant Program will be encouraged to work together to promote their programs. To monitor the success of the programs, and to facilitate collaboration Grantees will be required to:

- Participate in Quarterly Grantee meetings with HCBF Staff.
- Submit Periodic progress reports, due at 6 months and one year
- Provide a Final accounting of how grant funds were used, typically within 60 days of completion of the project/program.
- Promote HCBF (advertise) as the source of funding for their programs

Other terms and conditions may apply.

CONTACT INFORMATION

Contact Information

All submissions must be electronic. Paper copies will not be accepted. Late submissions and incomplete proposals will be denied.

Send your proposal, with attachments to: info@hcbf.org

Due Date: 4:00pm, Friday, September 20, 2013

HCBF staff is available to answer questions and provide technical or administrative assistance during the solicitation period. Inquiries can be directed to:

Arturo Alvarez, Program Associate arturo@hcbf.org

Ata ul Malik Khan, Program Associate ata@hcbf.org

Office: (310) 997-7116



HARBOR COMMUNITY
BENEFIT FOUNDATION

COVER SHEET

COVER SHEET



APPLICANT *(attach additional sheet for Co-Applicant)*

Organization: _____
Address: _____
Phone: _____ Cell Phone: _____
Employer ID No.: _____ Website: _____
Primary Contact: _____ Position: _____
Contact E-mail: _____ Contact Phone: _____
Operating Budget: _____

FISCAL SPONSOR *(if applicable)*

Sponsor Name: _____
Address: _____
Phone: _____ Cell Phone: _____
Employer ID No.: _____ Website: _____
Primary Contact: _____ Position: _____
Contact E-mail: _____ Contact Phone: _____
Operating Budget: _____

PROPOSAL SUMMARY *(250 words)*

PRIORITY *(Check all that apply)*

- Safety Education/Training Employment
 Beautification Community Initiatives

REQUEST

Amount Requested: \$ _____
Project Length: _____
(not to exceed 2 years)

GRANT SELECTION - SCORING

Grant Selection - Scoring

All proposals will first be SELF SCORED BY THE APPLICANT, then assessed by the HCBF Community Grants Committee. This form can be found on the website.

SELECTION WILL BE BASED ON THE FOLLOWING:

| Project Selection Criteria | Max Points | Self Scoring Points | Committee Score Points | |
|---|------------|---------------------|------------------------|--|
| 1. Project Description | 15 | | | |
| 2. Population Served | 15 | | | |
| 3. Community Need | 15 | | | |
| 4. HCBF Project Priorities | 10 | | | |
| 5. Project Readiness | 10 | | | |
| 6. Applicant Experience | 5 | | | |
| 7. Applicant Resources and Capabilities | 10 | | | |
| 8. Performance Measures | 10 | | | |
| 9. Sustainability | 5 | | | |
| 10. Budget | 5 | | | |
| TOTAL SCORE | 100 | | | |

ATTACHMENT A: BUDGET & NARRATIVE

Attachment A: Budget & Narrative

COMMUNITY BENEFIT GRANT PROGRAM

Exhibit B: Budget Form & Narrative



Name of Organization: _____

Program (select all that apply):

- Beautification Employment Safety
 Education & Training Community Initiatives

Instructions:

1. Please complete the budget form below and modify line items as necessary.
2. Please answer the matched funding questions below and attach a **budget narrative** that explains each line item.

| | HCBF Funds Requested [X] | Program Area Matching Funds [Y] | Program Area In-Kind [Z] | Total Program [X+Y+Z] |
|---------------------|-----------------------------|------------------------------------|-----------------------------|--------------------------|
| Personnel | | | | |
| Salary | | | | |
| Salary | | | | |
| Subcontracts (Name) | | | | |
| Fringe Benefits | | | | |
| [A] Total Personnel | | | | |

Program/Project Expenses (adjust line item headings as necessary)

| | | | | |
|----------------------------|--|--|--|--|
| (Program/Project Expenses) | | | | |
| Describe | | | | |
| (Tools/Equipment) | | | | |
| Describe | | | | |
| (Promotion Outreach) | | | | |
| Describe | | | | |
| Other | | | | |
| [B] Total Program/Project | | | | |
| [C] Grand Total (A+B) | | | | |

Matched Funds (please complete these questions and attach a detailed narrative explaining line items)

1. Does your program budget include any non-HCBF funds, including funding matches or in-kind donations? If Yes, please list source(s) and amount(s). ("In-Kind" funds refer to goods or services that are provided instead of money)

2. Do you have any funds committed by another partner for this program? If Yes, attach evidence confirming this commitment.

Please attach a budget narrative that explains all line items

ATTACHMENT B: WORK PLAN

Attachment B: Work Plan

INTRODUCTION

In short, the work plan clearly shows the proposal reviewer why your program is important, who you want to serve, how and where you will complete the basic steps of your project from beginning to end, what and when can be expected; and finally it quantifies the expected results.

GOALS/OBJECTIVES

Why do you want to launch or fund your project/program? Who do you want to serve?

METHODS/ACTIVITIES

Describe the steps you will take to be successful in your program. For example, explain how and where you will reach the target population (e.g., workshops, field trips, interactive programs, etc.) and where you will deliver services (e.g., hospitals, schools, community-based clinic, etc.).

Also describe the resources dedicated to or consumed by the program, e.g. money, staff time, knowledge and expertise, equipment, materials and delivery methods. A complete Budget is also required.

OUTCOMES/IMPACT

Outcomes are the changes that occur in people, institutions, or conditions as a result of your program. Describe the anticipated impact of your program to the target population or environment; answer the questions of what and when. Since outcomes occur on a time continuum, quarterly timelines are encouraged.

RESULTS

Quantify, in specific units of information, the organization's activities with measurements that will equal program success. Answer the question - How Much (percentage change, dollars saved, etc) or How Many (population served).

HCBF understands "quantity" is relative, the numbers must be achievable, and we encourage programs of all sizes. Some activities are relatively easy to quantify and measure; they can often be described in terms of the number of products made or units delivered. Impact may be much harder to quantify and measure. Explain how the contribution of a particular strategy, organization, or group of organizations will achieve the desired outcome.

Ideally, funding proposals should provide a quantitative and qualitative method to measure the service provided.

ATTACHMENT B: WORK PLAN

WORK PLAN *Sample*



Organization: Health Services Group of San Pedro

Program: "Total Health Plan"

| <i>Goals/Objectives</i> | <i>Methods/Activities</i> | <i>Outcomes/Impact</i> | <i>Results</i> |
|--|--|---|--|
| Improve health care and access to health care in low-income community. | Improve health care and access to health care in low-income community. | Changes in knowledge, attitude, behavior, health status, health care utilization, incidence, prevalence, etc. | Project the number of participants attending a training, number of counseling sessions, etc. |
| Increase use of healthcare coverage. | Healthcare coverage sign-up at community events. | More residents understand and accept coverage. | 200 new families signed up for coverage |
| Raise educational awareness in low-income, limited English-speaking community. | Prevention education sessions. | Families understand the importance of healthcare services and preventative strategies. | 500 attend education courses |
| Change perception of preventative healthcare. | Establish focus groups. | Deeper insight into perceptions of health in community. | 5 new focus groups |