



**Request for Letters of Interest
Community Benefit Grant Program
Round 7 Grant Cycle**

Deadline to Submit LOIs: Friday, March 27th, 2020 at 4pm PST

Harbor Community Benefit Foundation is seeking letters of interest from qualified applicants for Round 7 of its Community Benefit Grant Program.

About the Community Benefit Grant Program

The goal of the Community Benefit Grant program is to meaningfully address the impacts of Port of Los Angeles and Port-related activity in the Los Angeles neighborhoods of San Pedro and Wilmington. Near-port communities often experience higher concentrations of environmental impacts (directly and indirectly) than other residential communities. Port operations and port-related activity may lead to impacts on air quality, water quality, environmental noise exposure, marine life and local ecology, community safety and hazards, land use, and access to natural spaces and community resources. Due to cumulative environmental exposures, these near-port communities may experience disproportionate public health outcomes, resulting in environmental justice concerns.

Community Benefit Grant Program Focus Areas for Round 7

For Round 7 of the Community Benefit Grant Program, HCBF is seeking proposals that address the goals described above, but especially are interested in the following topics areas: Air Quality; Land Use & Community Safety; Access to Community Resources; and Community Health & Education. Examples of relevant projects include (but are not limited to) the following:

Air Quality

- Air filtration units or systems to reduce air pollution exposures for sensitive populations (ex. Schools, senior centers, community centers, and others).
- Increasing and managing urban tree canopy can improve air quality, reduce summer peak temperatures, reduce stormwater runoff, enhance property values, provide wildlife habitat, and strengthen social cohesion in a community.
- Renovating and improving clinical spaces can help clinics increase their capacity to diagnose and treat respiratory diseases. Technology and equipment can allow organizations to deliver services to the community more efficiently.

Community Health & Education

- Health projects & services to reduce risks associated with asthma and other respiratory and/or cardiopulmonary chronic illnesses.
- Services may include screenings, diagnosis, case management, education, training community health workers or medical personnel (e.g. Promotora Model), and outreach/community engagement.

Land Use & Community Safety

- HCBF's Land Use Study identified community concerns regarding truck routes through neighborhoods and container storage adjacent to residential areas; HCBF would welcome any proposal that address these concerns. (Link to Land Use Study: <https://hcbf.org/research/off-port-land-use-study/>.)
- Implement local Green Zone initiatives focusing on the communities of Wilmington & San Pedro

Access to Natural & Other Community Resources

- Enhanced community use and enjoyment of public tidelands and off-port lands; preservation of, restoration of, and access to open space; wetlands restoration, recreation opportunities that serve public trust purposes;
- Increase access to health care clinics and healthy neighborhood resources; corner store conversion.

Addressing Port-related impacts requires a combination of approaches including capital improvements, special programming, and planning that align with HCBF's mission.

- **Capital Improvements:** Infrastructure projects that will provide a buffer/separation between port related uses and residential neighborhoods. Other projects that can help offset or reduce Port impacts in the community and provide access to needed community resources and services that align with HCBF's mission (e.g. renovating a clinic to provide asthma screenings).
- **Special Programming:** Regular and routine programming in San Pedro and Wilmington that focuses on Port and Port-related impacts is essential in ensuring a continuous focus on health and environmental outcomes.
- **Planning:** Activities related to planning should help prepare for future funding opportunities in programs that align with HCBF's mission and address issues faced by port-impacted communities. Applicants may request funding to conduct a needs assessment as a first step in identifying gaps in programming that may be addressed with next round of HCBF funding.

Eligibility

Applicants must have evidence of tax-exempt status in order to apply for funding. If applicant does not have tax-exempt status, it may apply under a fiscal sponsor.

Grantee (or Fiscal Sponsor) must be a tax-exempt organization, as listed under Section 501(c)3 of the Internal Revenue Code, and not deemed a private foundation.

Available Funding & Important Deadlines

Round 7 will distribute **up to a total of \$250,000 in grant awards.**

Note that HCBF reserves the right to offer grant awards for less than the requested amount based on scalability.

LOI submissions for Round 7 are due no later than: **Friday, March 27th, 2020 at 4pm PST.**

All dates are anticipated and subject to change. Please visit hcbf.org/grants for a detailed timeline.

Round	Release Date	Anticipated Contract Start Date	Individual Project Funding
7	February 18th	December 2020	Up to \$250,000

Letter of Interest Requirements

The goal of HCBF is to offset the impacts of port-related activities in the communities of San Pedro and Wilmington. To ensure that HCBF funds are effectively leveraged and that the communities of San Pedro and Wilmington experience tangible community benefits from HCBF grantmaking, applicants are asked to submit a letter of interest that address the following questions:

1. What project or program are you proposing to complete with HCBF funds?
2. What Port impact(s) will your project or program mitigate? *(In the Submittable form, this will be a dropdown menu of options where applicant can select multiple impact areas.)*
3. How will this project or program mitigate a past, present, or future impact from Port of Los Angeles and/or Port-related operations? What is the purpose of your project? What will be the long-term community benefit of your project or program?
4. What is the rough cost estimate of the proposed project?
5. How long will this project or program take to complete?
6. What are your qualifications to complete this project or program?
7. How will the proposed project or program leverage current collaborations and build new partnerships?
8. How will your organization engage in meaningful community engagement and build local knowledge and skills that align with HCBF’s mission?
9. How will the longevity of the proposed project or program be ensured? *(HCBF is seeking to leverage its funds to ensure on-going community benefit beyond the individual grants. Therefore, we are requesting applicants to consider how the proposed project or program will offer long-term community benefit to the port-impacted communities.)*
10. How will you communicate the success of your project or program?

Important Note:

Applicants that are invited to submit a full application will be asked to provide a more detailed budget, including 20% required in-kind and/or monetary matched funding. In-kind matching may include, but is not limited to, other organizations providing services, resources, volunteers, etc. This requirement will be detailed in the RFP.

Applicants will also be asked to discuss how they plan to connect with non-traditional partners and others outside the region to increase opportunities for innovation and meaningful change. Additionally, applicants will be asked to discuss how they will continue to partner with HCBF and promote HCBF’s mission. More details will be provided in the RFP.

Letter of Interest Formatting Requirements

Your application must be submitted using the Submittable application portal. The portal can be accessed by visiting “hcbf.submittable.com”, and selecting “Community Benefit, Round 7, Letter of Interest.” If you have previously applied for HCBF funding, you may use an existing Submittable login, otherwise you must create a new profile.

The following are the formatting and submission requirements for each part of your Letter of Interest:

- **Applicant Information:** This section will be a form field that must be completed within the Submittable application portal. It will ask for basic details, like your organization’s name, address, primary contact, evidence of tax-exempt status, etc.
- **Letter of Interest:** This section will be a Word or PDF document that must be uploaded to the Submittable application portal. The description must be completed using your own **Word or PDF file, single-spaced, 12-point font, 1-inch margins, not to exceed two pages.**

Evaluation & Timeline

Your letter will be evaluated by HCBF staff and an ad-hoc Board committee. Based on their collective review and assessment, letters that demonstrate the potential to effectively mitigate a Port-related impact will be invited to provide a brief presentation of their proposed project to the full HCBF Board. Following a Question & Answer session with the applicant and Board discussion, the full HCBF Board will vote on which applicants to invite to the next step in submitting a full application in response to the Request for Proposal.

Staff will provide guidance on what information to include in the Board presentations and information will also be provided in the prerecorded webinar.

Please visit hcbf.org/grants for additional information and detailed timeline.

Restrictions

All grant award decisions, including terms and conditions of any grant agreement, require approval by a majority vote of the HCBF Board of Directors. Projects funded from the Port Community Mitigation Trust Fund are subject to additional review, consideration, and approval by the Board of Harbor Commissioners at the Port of Los Angeles. The expected grant disbursement date will be announced at the time of award and is typically within 90 days of the approval by the HCBF Board of Directors; however, this timing is subject to change based on the Board of Harbor Commissioners meeting schedule.