



**Request for Proposals
Community Benefit Grant Program
Round 7 Grant Cycle**

Deadline to Submit: Friday, August 21st, 2020 by 4pm PST

Harbor Community Benefit Foundation is seeking full proposals from qualified applicants for the seventh round 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 communities of San Pedro and Wilmington. Near-port communities experience higher concentrations of environmental impacts (directly and indirectly) than other residential communities. Port operations and port-related activity lead to impacts on air quality, water quality, environmental noise exposure, marine life and local ecology, community safety, increased exposure to hazardous substances, land use, and access to natural spaces and community resources. Due to cumulative environmental exposures, these near-port communities 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 full proposals that address the issues 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).
- **Programs:** 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.

Applicant 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**. There is no minimum or maximum dollar amount request required for this cycle. Applicants may apply for any dollar amount, up to the \$250,000 available. Note that HCBF reserves the right to offer grant awards for less than the requested amount based on scalability.

Full applications are due no later than **4:00 P.M. on Friday, Aug. 21st, 2020**. A funding timeline will be

released following the notification of invites. Dates may be subjected to change so please be sure to visit hcbf.org/grants for any updates to the timeline.

Application Requirements

It is HCBF's responsibility to administer the Port Community Mitigation Trust Fund (PCTMF) to offset the negative impacts of port operations. In the full response to the RFP, **applicants are required to expand on the project proposed in their originally submitted LOI** and discuss how the proposed project/program will mitigate the negative impacts of port operations on the communities of Wilmington and San Pedro.

A complete response must include the following four components, totaling 100 points:

1. Project/Program Description (40 points)

The program/project description must address each of the following components:

- A. What project or program are you proposing to complete with HCBF funds?
- B. 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.)*
- C. 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?
- D. How long will this project or program take to complete?
- E. What are your qualifications to complete this project or program?
- F. If you are proposing a project or program at a specific location, do you have permission to begin that project or program at this location? If so, please attach documentation, such as owner approval.
- G. Do you have any partners in your project or program? If so, who are they, and what is/are their project role(s)? Please discuss how the proposed project/program will leverage current collaborations or will you build new partnerships.
- H. How will your organization engage in meaningful community engagement and build local knowledge and skills that align with HCBF's mission?
- I. 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. Please discuss how the proposed project or program will offer long-term community benefits to the residents of Wilmington and San Pedro impacted by port operations.
- J. In the communications related to the proposed project or program, how will you ensure that HCBF is a visible partner?

2. Project/Program Work Plan (30 points)

The purpose of a “Work Plan” is to provide clarity about what you propose to do and how you plan to achieve those goals with HCBF funds. If your application is awarded funding, your Work Plan will be used as a measurement tool to evaluate the progress and success of your project or program in mitigating Port impacts. Link to [Work Plan Template](#).

A successful Work Plan will provide the following details:

- A. **Goals:** What are the goals of your project or program?
- B. **Activities:** How will you achieve each goal?
- C. **Outputs:** How will you quantify the results of each activity?
- D. **Outcomes:** What will be the long-term impact of achieving this goal?

3. Project/Program Budget (15 points)

The purpose of the Budget is to provide a line-item summary of how you will spend HCBF grant dollars to mitigate a Port impact. Link to [Budget Template](#).

A successful Budget will provide the following details:

- A. **Program/Project Expenses:** This is a line-item breakdown of all expenses related to your proposed project or program, including personnel (labor costs). If requesting fringe benefits, please include the amount as part of the requested salaries, and list the fringe benefits percentage in your budget justification.
- B. **Administrative Overhead:** This is a lump-sum amount that may not exceed 10% of your total grant request. “Overhead” covers costs other than the direct costs required for the completion of the program or project (such as office space, office lighting and electricity, etc.).
- C. **Monetary Matched Funding and/or In-kind Contributions:** Applicants are required to include 20% in-kind contributions and/or monetary matched funding in their proposed budget. In-kind contributions may include, but is not limited to, other organizations providing services, resources, volunteers, etc. If your proposed project or program is receiving any in-kind contributions and/or monetary matched funding from non-HCBF sources, please list them in the “Funding Match” column on the budget form. In-kind contributions should be itemized as a monetary contribution. The current monetary value for volunteer time in California is \$29.95 per hour.¹
- D. **Budget Justification/Narrative:** A successful budget justification explains the basis for each of the line items listed. This helps HCBF to better understand why these costs are listed and how the requested funds will be used. If requesting fringe benefits, please state the amount requested and the basis for that requested amount.

¹ Independent Sector, 2018. Value of Volunteer Time, State and Historical Data. https://independentsector.org/resource/vovt_details/.

Reporting “Funding Match” amounts will not play a role in the overall scoring of your specific application, but will help HCBF to understand the size and scope of the proposed effort.

4. Applicant Experience (15 points)

In this section, please provide a one-page explanation of why your organization is a good candidate to receive HCBF grant funds to mitigate a Port impact and achieve the goals of your Work Plan. You may state your team’s credentials, accomplishments, past projects or programs, experience mitigating Port impacts, or any other information that you feel helps to establish your qualifications to receive the funds and do the work.

Submission Formatting Requirements

Your application must be submitted using Submittable (link to [CBR7 Full Application](#)).

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

Where required, an HCBF template must be used, and can be found at [hcbf.org/grants](#). No additional documents will be accepted. If more than one page is needed, please make a copy of the original template. The following are the formatting and submission requirements for each part of your application:

1. **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, etc.
2. **Project/Program Description:** This section will be individual form fields, for each question listed in the application requirements section, that must be completed within the Submittable application portal.
3. **Project/Program Work Plan:** This section will be a Word or PDF document that must be uploaded to the Submittable application portal. It must be completed on an HCBF template that can be downloaded at [hcbf.org/grants](#).
4. **Project/Program Budget:** This section will be an Excel file (budget) and a Word or PDF document (narrative) that must be uploaded to the Submittable application portal. The Excel file must be completed on an HCBF template that can be downloaded at [hcbf.org/grants](#). The narrative can be completed using your own Word or PDF file, single-spaced, 12-point font, 1-inch margin.
5. **Applicant Experience:** This section will be a form field that must be completed within the Submittable application portal.
6. **Supplemental Documents:** This section will ask for uploading of various supplemental documents:
 - a. Most recent 990 Tax Return (if not available, please explain)
 - b. Most recent audited financial statements (if not available, please explain)
 - c. Most recent Board of Directors roster
 - d. Organizational Chart
 - e. Organizational Operating Budget
 - f. Evidence of Tax Exemption

Evaluation

Your application will be evaluated by HCBF staff and an ad-hoc Board committee. Each application will be evaluated for the program or project's ability to mitigate a Port impact and the quality of responses in each section. If necessary, HCBF may request a site visit with you to ask additional questions or clarify elements of your submitted application.

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.