



**Request for Proposals  
Harbor Community Benefit Foundation's (HCBF)  
Healthy Harbor Communities Initiative Grant Program**

**Deadline to Submit: Friday, October 9th, 2020 by 4pm PST**

**Introduction**

Given the impacts of the pandemic and current needs of the community, HCBF's Board of Directors have approved another round of funding and HCBF is soliciting applications from eligible entities as part of the foundation's Healthy Harbor Communities Initiative. This health-focused grant round is part of a larger strategy to bring resources into the community, support ongoing collaborations, and establish new partnerships that benefit the communities of San Pedro and Wilmington. Applications are welcomed from any group, companies, or organizations seeking to offset the impacts of port-related operations on the health and welfare of the surrounding communities. Applicants will likely be more competitive if their respective submitted proposal meets the listed eligibility criteria, aligns with program goals, and effectively leverages matched funding. The inclusion of a matched-funding provision will extend the limited impact that HCBF funding awards can provide and expand the potential pool of engaged and participating organizations in these community improvement efforts. HCBF hopes to work with partners to leverage grant funds with support from other entities to better serve the communities of Wilmington and San Pedro.

**About the Healthy Harbor Communities Initiative Grant Program**

The purpose of this grant program is to address and mitigate the impacts of Port of Los Angeles and Port-related activity on the health and well-being of San Pedro and Wilmington residents. Near-port communities experience higher concentrations of environmental impacts (directly and indirectly) when compared to other residential communities not near port-related operations. Due to cumulative environmental exposures, those living, working, recreating, and going to school near the port may disproportionately experience negative public health outcomes, further highlighting environmental justice concerns. Therefore, it is HCBF's goal to fund projects or programs to reduce some of these environmental health disparities and promote activities that benefit San Pedro or Wilmington residents impacted by Port and Port-related operations.

The ongoing COVID public health emergency has impacted communities in many ways, including the health of vulnerable populations in San Pedro and Wilmington. These impacts are being felt over and above the effects of long-term exposure to air pollution and the cumulative off-port impacts created by past and present Port operations. The Harbor Community Benefits

Foundation (HCBF) is committed to promoting health and creating a healthy environment for those affected by Port operations, so we announce and seek full proposals from qualified applicants for HCBF's Healthy Harbor Communities Initiative Grant Program.

### **Priority Funding Areas**

For this grant round, HCBF seeks applications for projects or programs designed to address the goals described above. We especially are interested in the following priority funding areas discussed below. Potential categories for funding may include, but are not limited to, the following general descriptions.

- **Public Health** – monitoring health status & investigating health hazards to address environmental health problems; developing mechanisms for tracking disease; informing, educating, and engaging the community about environmental health issues or reducing exposure to disease, mobilizing community partnerships to address environmental health problems, other actions to improve and protect the health of the community or mitigate some port-related impacts.
- **Healthcare/Clinical** – seek to improve and expand equitable access to and delivery of health services and care needed in the community (ex. screenings, disease management education, medication, etc.)
- **Community-based participatory research** – opportunities to identify and reduce environmental health disparities in underserved communities as a result of port-related impacts or improving public health.

Additionally, applicants should consider the negative impacts from port operations on vulnerable groups, especially those living near the Port or port-related operations. These groups include, but are not limited to: children, seniors, immigrants, those with chronic or pre-existing health conditions exacerbated by poor air quality, low-income households, or those with limited access to resources.

### **Applicant Eligibility**

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

Eligible applicants include: local clinics, health-service providers, community-based organizations, and educational institutions. All applicants must submit proposals that address one or more Program Priorities, and any awarded funds must be used to benefit the communities of San Pedro or Wilmington. Applicants based outside of these communities are encouraged to apply IF the funding for the proposed program is used to benefit the communities of San Pedro and Wilmington.

**Available Funds**

For this grant program, HCBF intends to distribute **up to a total of \$250,000 in grant awards**. We anticipate awarding multiple applications.

Applicants may apply for any dollar amount, up to the total \$250,000 available. However, HCBF reserves the right to offer revised grant awards for less than the requested amount based on scalability.

**Matched Funding**

Applicants are required to provide a detailed budget to support the application request. It is **STRONGLY** encouraged that applicants include at least 20% in-kind contribution and/or monetary-matched funding. In-kind contributions may include, but is not limited to, other identified organizations providing services, volunteers, or other resources.

**RFP Process & Important Dates**

The table below provides an overview of the RFP process. Please note that the RFP application and filing dates may be subject to change. Go to [www.hcbf.org/grants](http://www.hcbf.org/grants) for any updates to this grant funding timeline.

Deadline to submit applications:	Due no later than <b>4:00 P.M. on Friday, October 9th, 2020.</b>
RFP Review Period	October 2020
HCBF Board Vote	November 2020
BOHC Approval and Fund Release	December – January 2021
Award Notification	January 2021
Anticipated Contract Start Date	February 2021

## **Application Requirements**

One of HCBF's responsibilities is to administer the Port Community Mitigation Trust Fund (PCTMF), which is to be used to mitigate negative impacts associated with port operations. A required element of any successful application's RFP response will therefore include a discussion as to how the proposed project/program will mitigate the negative impacts of port operations on the communities of San Pedro and Wilmington.

Applications will be reviewed for the following components, and reviews will be ranked based on a maximum achievable score of 100 points, as follows:

### **1. Project/Program Description (40 points)**

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

- A. What project or program are you proposing to complete with HCBF funds?
- B. What Port impact(s) will your project or program mitigate?
- C. How will this project or program mitigate a past, present, or future impact from the 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. What is the period of project performance?
- E. What are your organization's 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 perform that project or program at that location? If so, please provide documentation of access approval.
- G. Who are the partners for this project or program? What is/are their project role(s)? Please discuss how the proposed project or program will leverage current partnerships or build new collaborations.
- 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 work with partners to leverage its funds to ensure on-going community benefit beyond the individual grants. We are therefore requesting applicants to consider how the proposed project or program will sustain longer-term community benefits to port-impacted communities. Please discuss how the proposed project or program will sustain long-term community benefits to the residents of Wilmington or San Pedro and what role if any collaborations or partnerships will play in the success of the project or program.

### **2. Project/Program Work Plan (30 points)**

The purpose of a "Work Plan" is to provide clarity about what and how you plan to achieve 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.

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.

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 requested amount as part of the requested salaries and specify 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).
- C. **Budget Justification:** 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.

Having in-kind and/or monetary-matched funding is strongly encouraged (see "Matched Funding" section above). If your proposed project or program is receiving any funds from non-HCBF sources, please list them in the "Funding Match" column on the budget form. 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 an appropriate 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 complete the work.

## **How to Submit Application & Requirements**

Full applications must be submitted through Submittable no later than **4:00 P.M. on Friday, October 9th, 2020**. The Submittable application portal can be accessed by visiting “[www.hcbf.submittable.com](http://www.hcbf.submittable.com)” and selecting the “Healthy Harbor Communities Initiative” link. 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; this can be found at [www.hcbf.org/grants](http://www.hcbf.org/grants). 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 [www.hcbf.org/grants](http://www.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 [www.hcbf.org/grants](http://www.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.

## **How to Contact Us**

You may contact HCBF Staff at any time for questions related to this application:

Meghan Reese, Executive Director ([meghan@hcbf.org](mailto:meghan@hcbf.org))

Tamanna Rahman, Program Director ([tamanna@hcbf.org](mailto:tamanna@hcbf.org)).

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