



To: HCBF Board of Directors
 From: HCBF Staff
 Date: Tuesday, February 16, 2021
 Subject: Staff Memo – Discussion on Board Resource Goals

BACKGROUND

At the January HCBF Board of Directors meeting, board members were asked to identify 2-3 goals to help obtain more resources for HCBF. Some suggested areas to think about included:

- Network connections (for funding, to support capacity-building, or provide technical assistance)
- Opportunities for in-kind support to increase HCBF visibility & outreach.
- Awareness of upcoming funding opportunities that HCBF would be eligible for (ex. SEPs).

In this memo, Staff present the resource goals submitted by the Board.

EXAMINING NETWORK CONNECTIONS & IDENTIFYING OPPORTUNITIES TO INCREASE HCBF’S VISIBILITY

Some Board Member goals to help HCBF obtain more resources and increase visibility include the following:

Board Goals	Board Member Activities	HCBF Staff Activities
1. Scan networks to identify top 5 contacts (individuals/organizations) that could be helpful to generate HCBF resources.	<ul style="list-style-type: none"> • Work with Staff to discuss potential contacts, the connection to HCBF, and the determine the best ways of approaching the introduction. 	<ul style="list-style-type: none"> • Provide input on contacts and participate in meetings.
2. Develop material (PowerPoint presentation, short video) that provides a brief introduction to HCBF to share during meetings and other networking opportunities. Presentation and Video highlighting HCBF’s accomplishments can be posted on HCBF’s website.	<ul style="list-style-type: none"> • Coordinate/meet with Staff to review files of award amounts, projects, awardees; estimate benefits from Community Grants and Air Quality Mitigation Funds distributed by HCBF in tabulated spreadsheet; and summarize in Presentation format. • Coordinate/meet with Staff to develop text for audio-video format; seek qualified technical capability for production; and coordinate production of audio-video format. Include interviews with awardees, medical personnel, etc. to demonstrate HCBF positive impacts since Program-start and opportunities for future investment. 	<ul style="list-style-type: none"> • Staff are already in the process of preparing a web-based grant database that will share information about HCBF’s funding to date. On the HCBF website, the public will be able to see project outcomes, funding awarded, community served, and impact area of the project. • Staff have developed potential interview questions for past grantees and other key stakeholders. • Coordinate with Board member to conduct interviews. • Utilize Marketing funds to produce video.

Board Goals	Board Member Activities	HCBF Staff Activities
<p>3. Meet with Terminal operators, Port management, and other businesses associated with port commercial operations to present opportunities for community investment and/or impact mitigations through HCBF.</p>	<ul style="list-style-type: none"> • Coordinate with Board Directors and Staff to identify names of persons/orgs (and respective contact information) that might be candidates for presentations to raise awareness of HCBF grant opportunities. 	<ul style="list-style-type: none"> • Provide input on contacts.
	<ul style="list-style-type: none"> • Schedule meetings with selected individuals and deliver presentations. 	<ul style="list-style-type: none"> • Provide materials to present during meetings.
<p>4. Utilize networks to identify potential overlapping interests in order to highlight new funding and partnerships opportunities for HCBF.</p>	<ul style="list-style-type: none"> • Scan current networks and expand state and federal network of contacts. • Schedule meetings to identify potential overlapping interests. 	
<p>5. Leverage HCBF studies to identify areas of spending priorities and consider issuing a future RFA (which might open a door to possible funding, visibility, and/or network connections). This could be joint-funded effort with another entity (CalEPA, TraPac, other settlement funds, donor funds, or other private or public entities) and determine how to operationalize that effort with community partnerships.</p>	<ul style="list-style-type: none"> • Review the land use study and noise studies to identify priority areas. 	<ul style="list-style-type: none"> • Provide information about key priority areas from community surveys that align with issues identified in the studies. • Compile list of priority issues.
	<ul style="list-style-type: none"> • Work with Staff to identify potential partners based on the priority issues identified to develop project/task to address issue and provide useful outcome for the community. 	
<p>6. Organize convening or forum with the community and other organizations to discuss ideas about how the land use and noise studies can propel both HCBF and the voice of the community forward.</p>		

AWARENESS ABOUT (UPCOMING) FUNDING OPPORTUNITIES

Some Board Member goals to help HCBF obtain more resources by identifying upcoming funding opportunities include the following:

Board Goals	Board Member Activities	HCBF Staff Activities
<p>7. Continue facilitating and participating in the TraPac Appellant process to transfer funds from POLA to HCBF, and then develop scope of work towards identifying grantees, projects.</p>	<ul style="list-style-type: none"> • Work with Staff to develop scope of work towards identifying grantees/projects; develop proposals and respond to requested information by the Appellants. 	<ul style="list-style-type: none"> • Draft Scope of Work and Request for Proposals. • Respond to requested information by the Appellants.
	<ul style="list-style-type: none"> • Continue relationship building with Appellants. 	<ul style="list-style-type: none"> • Identify opportunities to engage with Appellants.
<p>8. Supplement Environmental Projects as a potential resource for HCBF.</p>	<ul style="list-style-type: none"> • Reach out to ARB contacts to identify best contacts at Cal EPA in charge of SEPs. 	
	<ul style="list-style-type: none"> • Talk to Cal EPA to find out more about the parameters of SEPs, and detailed insights on how to apply. 	<ul style="list-style-type: none"> • Research SEPs and past funded projects. • Look into the application process.
	<ul style="list-style-type: none"> • Find out CFASE’s experience with applying for SEPs for lessons learned. 	<ul style="list-style-type: none"> • Participate in meeting with Jesse Marquez/CFASE
	<ul style="list-style-type: none"> • If SEPs seem like a productive route, work with HCBF staff and board to identify potential partners, and projects that HCBF could pitch. 	<ul style="list-style-type: none"> • Work with Board member to identify and follow-up with potential partners. • Compile list of SEP eligible projects that HCBF can propose.
<p>9. Identify California state grants, including through Air Resources Board, applicable to reduction of air pollution/health impacts on harbor-impacted communities and/or freight impacts statewide.</p>	<ul style="list-style-type: none"> • Review email distributions/websites and identify specific grant opportunities. 	<ul style="list-style-type: none"> • Follow up with Board member to identify current and upcoming grant opportunities.
<p>10. Research Port of Long Beach and Los Angeles Environmental Impact Reports to identify Mitigation requirements that may include potential for HCBF to offer specific impact mitigation.</p>	<ul style="list-style-type: none"> • Review Final Environmental Impact Reports filed at POLA and POLB webpages and identify mitigation requirements that may represent opportunities for HCBF participation in mitigating. 	<ul style="list-style-type: none"> • Follow up with Board member to discuss potential opportunities for HCBF based on this research.
	<ul style="list-style-type: none"> • Communicate relevant Grant information including contact information to Staff and Board for further action. 	<ul style="list-style-type: none"> • Follow-up on relevant grant opportunities.

NEXT STEPS & RECOMMENDATION

At the February Board meeting, HCBF Staff and the Board will have the opportunity to review the submitted goals and identify immediate next steps. It should be noted that Staff will identify program activities to support the larger Board effort to obtain resources for HCBF. A tentative program timeline will be developed following discussion.

Additionally, due to a lack of quorum at the end of the January meeting, the Board did not vote on the program planning funding scenarios presented by Staff. That discussion will be continued at the February meeting and there will be a vote on the program planning funding scenario.