



**DRAFT Request for Proposals
Harbor Community Benefit Foundation's (HCBF)
Healthy Harbor Communities Initiative Grant Program
Round 2 - TraPac Appellants Directed Projects**

Deadline to Submit: Friday, August 6th, 2021

Introduction

The Harbor Community Benefit Foundation is soliciting applications for Round 2 of the Healthy Harbor Communities Initiative Grant Program. The purpose of this grant program, which was first launched in 2020, 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. The pandemic and on-going 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. 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.

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. The Harbor Community Benefits Foundation (HCBF), in collaboration with the TraPac Appellants, is committed to promoting health and creating a healthy environment for those affected by Port operations.

Eligible Projects

HCBF seeks applications for projects or programs designed to address the purpose of the HHCI Grant Program. Additionally, based on the stated priorities from TraPac Appellants, proposed projects/programs should be aligned with the following eligibility criteria:

1. Reducing the community or health impacts of port-related pollution.
2. Equity-focused strategies serving Wilmington and San Pedro residents most impacted by port-related activities.
3. Ensure that resources serve the most impacted communities in Wilmington & San Pedro.

4. Demonstrate long-term benefits to the disadvantaged communities of Wilmington & San Pedro.
5. Support organizations in Wilmington or San Pedro.

Some examples of potential projects may include:

- Air filtration projects with youth/family health education and community engagement component.
- Direct care and access to health services for the frontline communities of Wilmington and San Pedro.
- Community or youth driven data collection or other research efforts to address port impacts.
- Asthma screening and education for children and connecting parents to health care resources to better manage asthma, and supporting partnerships between local schools and local clinics and health providers.
- Install filtration systems in schools, day cares, and other sensitive populations, and integrate activities to educate and increase awareness among youth and families about the health and environmental risks associated with port-operations.
- Temporary reuse of vacant lots/properties for urban green infrastructure or other use determined by the community to mitigate air quality issues and increase access to green space.
- Tree planting near freeways, surround port properties to mitigate AQ issues.
- Public health assessment to establish baseline conditions in the communities of Wilmington and San Pedro.

Another potential project idea that may address issues identified in [HCBF's Off-Port Land Use Impact Study](#) include:

- Conducting a walkability or active transportation assessment in the communities of Wilmington and/or San Pedro to address issues related to port-related truck traffic to support plans to improve community safety.

Applicant Eligibility

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.

Applicant organizations must have evidence of tax-exempt status 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 \$350,000 in grant awards**. We anticipate awarding funds for three proposals, with \$250,000 available for one large grant, and the remaining \$100,000 available for two grants of \$50,000 each.

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 those 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.

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.

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 for any updates to this grant funding timeline.

Deadline to submit applications	Friday, August 6, 2021
RFP Review Period	August 9 - August 20, 2021
HCBF Board Vote	August 27, 2021
BOHC Approval and Fund Release	September/October 2021
Award Notification	November 2021
Anticipated Contract Start Date	December 1, 2021

How to Submit Application & Required Components

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.

Full applications must be submitted through Submittable no later than **4:00 P.M. on Friday, August 6, 2021**. The Submittable application portal can be accessed by visiting "www.hcbf.submittable.com" and selecting the "Healthy Harbor Communities Initiative" link. The link to Submittable will also be available at www.hcbf.org/grants. 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. 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. 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.

3. **Project/Program Work Plan:** The purpose of a “Work Plan” is to provide clarity about what and how you plan to achieve with HCBF funds. If 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. 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?
4. **Project/Program Budget and Narrative:** 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. 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. The narrative can be completed using your own Word or PDF file, single-spaced, 12-point font, 1-inch margin.

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. 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.

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

Application Evaluation

Applications will be evaluated by HCBF staff and an ad-hoc committee of HCBF Board members. Each application will be evaluated for the program or project’s ability to mitigate Port impacts 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. The table below presents the evaluation criteria for the application review process that includes some of the priorities identified by the Appellants. Applications will be reviewed for the following components, and reviews will be ranked based on a maximum achievable score of 100 points, as follows:

Table 1: Proposed RFP Evaluation Criteria for HHCI - TraPac Appellants Directed Projects

PREREQUISITE PRIORITY AREAS	
Reduces the community or health impacts of port-related pollution.	Yes/No
Equity-focused strategies that address port-related impacts.	Yes/No
Resources serve the most impacted communities in Wilmington & San Pedro.	Yes/No
EVALUATION CRITERIA	
<p>Program/Project Description</p> <ul style="list-style-type: none"> • The proposed project/program aligns with the priority funding areas stated in the RFP. • Applicant clearly addresses describes the activities associated with the proposed project/program, discusses how it will mitigate a past, present, or future public health impacts from the Port of Los Angeles and/or Port-related operations, and discusses the potential long-term community benefits of the project/program. • Proposed project/program integrates equity by focusing on the most impacted communities in Wilmington and/or San Pedro. Applicant describes which impacted communities are being served by the proposed project. • Demonstrates long-term benefits to the frontline communities of Wilmington & San Pedro. • Meaningfully engages with community and aims to build local knowledge and skills that align with HCBF’s mission. 	30 pts

<ul style="list-style-type: none"> Partnerships/collaborations with local Wilmington and San Pedro organizations. 	
<p>Program/Project Work Plan</p> <ul style="list-style-type: none"> The Work Plan is clear about what the applicants proposes to achieve with HCBF funds and clearly defines how they plan to do it. The goals, activities, outputs, and outcomes for the proposed program/project are clearly stated, are measurable, and feasible. If awarded funding, the Work Plan will be used as a measurement tool to evaluate the progress and success of the project/program in mitigating public health impacts from Port impacts. Project integrates data collection activity (health impact data, community health assessment, community surveys, etc.) to demonstrate benefits to the communities of Wilmington and/or San Pedro. 	30 pts
<p>Budget:</p> <ul style="list-style-type: none"> Provides complete budget for project/program including line-item breakdown of expenses and budget narrative justifying expenses. A successful budget justification explains the basis for each of the line items listed, which helps HCBF to better understand why costs are listed and how the requested funds will be used. Having in-kind and/or monetary-matched funding is strongly encouraged. Applicant lists any non-HCBF sources of funding. Reporting "Funding Match" amounts will not play a role in the overall scoring of the specific application but will help HCBF to understand the size and scope of the proposed effort. 	15 pts
<p>Applicant Experience:</p> <ul style="list-style-type: none"> Discusses why the organization is an appropriate candidate to receive HCBF grant funds to mitigate a Port impact and achieve the goals included in the Work Plan. States team's credentials, accomplishments, past projects or programs, experience mitigating Port impacts, or any other information that helps to establish qualifications to receive the funds and complete the work. 	15 pts
<p>Local Organization</p> <ul style="list-style-type: none"> Organization is located in the communities of Wilmington and/or San Pedro. 	5 pts
<p>Community Focus</p> <ul style="list-style-type: none"> Proposed project focuses on serving both Wilmington and San Pedro. 	5 pts
TOTAL POINTS:	100

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.

Communications

HCBF Staff worked in close collaboration with the TraPac Appellants to inform the development of this RFP to ensure that funded projects align with the priorities of the Appellants. Grant awardees during this grant cycle will be encouraged to engage in communications activities to highlight the work of HCBF funds in the community. Grantees will also be provided information to share about the history of the TraPac settlement and the purpose of the funds since HCBF would not be in existence without the dedication of the Appellants.

Some Grantee communications activities may include the following:

- Inform HCBF about any project activities and partner events.
- Distribute press releases and social media content at key milestones in coordination with HCBF. Some key project milestones will include grant award announcement, program launch, and other relevant events or activities. HCBF will provide a statement for grantees to include in their messaging around the TraPac Appellant directed funds that mentions the history of the TraPac settlement and the purpose of the funds.
- Invite HCBF and TraPac Appellants to any relevant project milestone events.
- Have HCBF signage or other outreach materials highlighting the partnership with TraPac Appellants and increase awareness about the project addressing port impacts.
- Share project updates at HCBF's Board of Directors meeting

Additionally, HCBF Staff will work with grantees to share resources on the HCBF website.

Site Visits & Reporting

Grantees are required to submit a 6-month progress report and a final project report via Submittable. Staff will coordinate with grantees to conduct in-person or virtual site visits during the project year. Additional information will be shared at the Grantee Welcome Meeting.

Contact Information

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

Meghan Reese, Executive Director (meghan@hcbf.org)

Tamanna Rahman, Program Director (tamanna@hcbf.org).

Phone: (310) 997-7116