



**REQUEST FOR PROPOSALS
COMMUNITY BENEFIT GRANT PROGRAM ROUND 9**

**Deadline to Submit:
Friday, March 24th, 2023, by 4 PM PST**

Harbor Community Benefit Foundation is seeking full proposals from qualified applicants for the ninth 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. Due to cumulative environmental exposures, these near-port communities experience disproportionate public health outcomes, resulting in environmental justice concerns.

ELIGIBLE PROJECTS

For the upcoming Port Community Mitigation Trust Fund (PCMTF) grant round, HCBF welcomes **proposals that support workforce training programs** while aligning with HCBF's mission of investing in port-impacted communities and meeting 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. Demonstrate long-term benefits to the disadvantaged communities of Wilmington & San Pedro.
4. Support organizations in Wilmington or San Pedro.

Examples of potential projects or project areas may include, but are not limited to the following:

- Apprenticeship and/or career development opportunities in zero-emissions and/or clean transportation sectors, environmental monitoring, and other associated technologies.
- Educational training programs (for those 16 years and older) that help establish a skilled zero-emissions workforce pipeline in the harbor area.
- Professional training, workforce development, or apprenticeships in areas related to addressing off-port impacts, such as green jobs, land use (zoning laws), state laws, etc.
- Creating a green jobs online portal to provide information on green careers, workforce development programs, and job postings in the community, the Ports, and port-related industries.

APPLICANT ELIGIBILITY

Applications are welcomed from any group, companies, or organizations seeking to apply. Applicant organizations must provide evidence of tax-exempt status to qualify 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

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private foundation.

Eligible applicants include local clinics, health-service providers, community-based organizations, and educational institutions. Applicants based outside of these communities are encouraged to apply IF the funding for the proposed program is used to directly benefit the communities of San Pedro and Wilmington.

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.

AVAILABLE FUNDING & IMPORTANT DEADLINES

Round 9 will distribute **up to a total of \$150,000 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 \$150,000 available. Matched funding is not required but highly preferable. 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. PST on March 24, 2023**. A proposed funding timeline will be released; dates may be subject to change. Please be sure to visit hcbf.org/grants for any updates to the timeline or check our social media platforms.

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 address the following items 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 will include the following four components, which will be assigned a cumulative score of up to 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, there will be options where applicant can select multiple impact areas.)
- C. What is the purpose of your project - how will this project or program mitigate a past, present, or future impact from Port of Los Angeles and/or Port-related operations?
- 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 explain how this program will enable you to build new partnerships.

- H. What will be the long-term community benefit of your project or program? HCBF is seeking to leverage its funds to ensure on-going community benefits beyond the individual grant period. Therefore, we are requesting applicants to describe how the proposed project or program will provide long-term community benefit to the port-impacted communities of Wilmington and San Pedro.
- I. How will your organization engage in meaningful community engagement and build local knowledge and skills that align with HCBF's mission?
- J. What type of communications and outreach will occur? 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 describe any matched funding in their proposed budget. In-kind contributions may include, but are not limited to, other organizations providing services, resources, volunteers, etc. If your proposed project or program is receiving 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

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.

- 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.

4. Applicant Experience (15 points)

In this section, please provide a one-page explanation of why your organization is 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 do the work.

SUBMISSION FORMATTING REQUIREMENTS

Your application must be submitted using *Submittable*. Please visit the [Community Benefit Grant Program webpage](#) for information on how to access the application.

The *Submittable* application portal can also be accessed by visiting “[hcbf.submittable.com](#)”, and selecting “Community Benefit, Round 9, 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 on the [Community Benefit Grant Program webpage](#). **No other forms for these items 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

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

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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 Form 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 (if applicable)
 - 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 of technical experts in relevant fields. 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. Final eligible applicants may be required to present to the HCBF Board of Directors. 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.