



To: Theresa Adams-Lopez, Port of Los Angeles

From: Meghan Reese, Executive Director, Harbor Community Benefit Foundation
Gisele Fong, Board Chair, Harbor Community Benefit Foundation

Date: **January 27, 2021**

Re: Healthy Harbor Communities Initiative & PCMTF Transfer

INTRODUCTION

In accordance with the Operating Agreement of the TraPac Memorandum of Understanding (Operating Agreement), Section 5.A. Project Funding, the Harbor Community Benefit Foundation (HCBF) hereby submits a request to approve a transfer of funds from the Port Community Mitigation Trust Fund (PCMTF) in support of its Healthy Harbor Communities Initiative Grant Program. This request includes a summary of programs that have been previously funded from the PCMTF.

HCBF released a Request for Proposals (RFP) for the Healthy Harbor Communities Initiative (HHCI) Grant Program on August 25, 2020 and received 13 proposals. The total requested amount for the Healthy Harbor Communities Initiative Grant Program was \$1,059,749. Of the 13 full applications received, HCBF's Board selected 4 projects. The proposed projects will benefit residents of San Pedro, Wilmington, or both, by addressing Port and Port-related impacts in those communities, as contemplated in the Operating Agreement. Upon the Board of Harbor Commissioners (BOHC) approval, \$290,831 will be transferred from the PCMTF to HCBF to fund these projects through contracts and grants to third parties.

Including this disbursement, HCBF has allocated a total of \$6,836,476 to grantees and contractors in combined HCBF-administered program funds, including: Wilmington Noise Mitigation Study (\$185,000), Off-Port Impacts Study (\$300,000), Healthy Harbor Grants (five rounds = \$2,168,000), STEAM Pilot Program (\$306,000), Community Benefit Grants (\$3,487,375), and the current requested round of Healthy Harbor Communities Initiative (\$290,831).

REQUEST

HCBF hereby requests the BOHC to:

- 1) Concur with the HCBF Board-approved action to fund the Healthy Harbor Communities Initiative Grant Program, in the amount of \$290,831, in support of the HCBF Board approved selection of 4 organizations to receive PCMTF funding for projects/programs serving the communities of Wilmington and/or San Pedro; and
- 2) Approve the transfer of funds from the Port Community Mitigation Trust Fund to HCBF, in one lump sum, not-to-exceed \$290,831, by issuing a joint letter of authorization to JPMorgan Chase, the independent Financial Manager, to be executed by a) the BOHC, or its designee, and b) the Executive Director of Harbor Community Benefit Foundation.

BACKGROUND

The TraPac MOU and Operating Agreement require HCBF to allocate funds from the PCMTF to projects that mitigate Port and Port-related impacts in the communities of Wilmington and/or San Pedro, and are in compliance with the Tidelands Trust. HCBF's 2013-2016 Strategic Plan calls for funds to be allocated to programs that "address environmental impacts stemming from past, present, and future Port of Los Angeles and Port-related operations." The plan also forecasts annual disbursements from the Port Community Mitigation Trust Fund (PCMTF) to benefit the communities of Wilmington and San Pedro.

DISCUSSION – PROJECT SELECTION

Consistent with the Operating Agreement Section 5.B.i. (Project Selection and Performance), HCBF developed and selected proposals to receive PCMTF funding based on identification of impacts from Port or Port-related operations, the ability of the proposal to mitigate the identified impact, technical feasibility, cost effectiveness, organizational capacity to complete the project, and the benefits that a project proposal would provide within the communities of Wilmington and/or San Pedro. HCBF solicited the projects through circulation of a Request for Proposals (**TRANSMITTAL 1**). The Healthy Harbor Communities Initiative Grant Program awards grants from the Port Community Mitigation Trust Fund, which was established to address Port of Los Angeles and Port-related impacts in the communities of Wilmington and San Pedro. These impacts are from the operations of the Port of Los Angeles, both on and off-port property, and it is HCBF's goal to address these impacts by funding projects and programs that mitigate the past, present, or future impacts.

For the HHCI Grant Program, we were looking for projects or programs designed to address the goals described above, but we were also interested in the priority funding areas listed below, however, applications were not limited to just these categories:

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.

Applicants were also encouraged to consider the negative impacts from port operations on vulnerable groups, especially those living near the Port or port-related operations.

Applicants included:

1. Community-based, non-profit organizations with evidence of a) tax-exempt status or b) a fiscal sponsor, and/or
2. Schools and/or educational institutions, training, skill and career centers

HCBF uses a web-based system called Submittable to solicit, receive, and evaluate applications, giving HCBF staff and the ad hoc Board grant review committee full access to the applications and all supporting documentation. When the deadline arrived, the software allowed staff to "close" the application process, ensuring there were no exceptions to the published deadline for application submission.

EVALUATION

HCBF received 13 full applications for the Healthy Harbor Communities Initiative funding. Funding requests totaled \$1,059,749. The submitted applications addressed one or more of the Port and Port-related impacts noted above. Many applicants proposed projects/programs that will address multiple Port impacts.

(See Table below - Applications Received)

HCBF Staff determined responsiveness to the RFP and considered and evaluated project descriptions, workplan, budget, qualifications, and assessed the applications based on completeness, relevance to port nexus, potential community benefit, feasibility, and other factors. The committee reviewed all submissions and Staff's recommendations.

Staff conducted follow up calls as necessary to answer questions posed either through evaluation or during ad-hoc committee review.

APPLICANT	AMOUNT REQUESTED
American Cancer Society	\$21,637
Buddhist Tzu Chi Medical Foundation (BTCMF)	\$26,062
IQAir Foundation	\$219,142
LA Walks	\$30,000
Lice Free Forever Charity	\$25,000
Memorial Medical Center Foundation/LBACA	\$60,000
Northeast Community Clinic (NECC)	\$25,000
Providence Little Company of Mary	\$42,907
SmartAirLA	\$125,000
South Bay Center for Counseling (SBCC)	\$50,000
South Bay Family Health Care (SBFHC)	\$200,000
St. Mary Medical Center Foundation	\$135,001
Wilmington Community of Schools-LAUDS	\$100,000
Total Amount Requested	\$1,059,749

AD-HOC COMMITTEE REVIEW

The Board appointed ad-hoc Grant Review Committee, comprised of Board Members Ed Avol, Richard Havenick, and Gabriela Medina, who met with Staff to consider and evaluate the applications.

AD-HOC COMMITTEE RECOMMENDATION

Upon review and deliberation of Staff's recommendation, the ad-hoc committee approved Staff's recommendation to fund 4 of the applications for a total of \$290,831 (**See table below**). Please see **APPENDIX A** for project descriptions and nexus statements.)

Organizations	Requested Amount	Recommended Amount
Buddhist Tzu Chi Medical Foundation	\$26,062	\$35,000
LBACA/Memorial Medical Center Foundation	\$60,000	\$60,000
St. Mary Medical Center Foundation	\$135,001,	\$174,194
American Cancer Society (ACS)	\$21,637	\$21,637
TOTAL:	\$242,700	\$290,831

On January 22, 2021, the HCBF Board discussed and unanimously approved the recommendation of the ad-hoc committee representing \$290,831 in grants.

NEXUS TO PORT OF LOS ANGELES AND PORT-RELATED IMPACTS

Grants awarded in the Healthy Harbor Communities Initiative Grant program are funded through the Port Community Mitigation Trust Fund. As such, all awards must be Tidelands-trust compliant and address a past, present, or future impact from Port of Los Angeles or Port-related operations. Applicants were required to submit statements on how the proposed project or program addresses a Port or Port-related impact.

HCBF’s Board found that each project it approved for funding addresses a Port-related impact and is consistent with the Tidelands Trust. As required by the Operating Agreement, Section 5.B.iv., HCBF has provided a project-specific Tidelands nexus analysis for each project proposed for funding.

(See Attached APPENDIX A)

ADDITIONAL COMMUNITY IMPACT

Though not a requirement of receiving funding, applicants often leverage requested grant funding from HCBF, with volunteer hours and matched funding from other sources. The reported match from the recommended applications totals \$437,142.

PCMTF STATUS REPORT: APPROVED PROJECTS & FUND BALANCE UPDATE

Pursuant to the Operating Agreement section 5.C.i. - The following chart summarizes the transfer of funds from the PCMTF for studies and HCBF Programs to date, and the balance of PCMTF funds (as of December 31, 2020):

PCMTF FUNDING TO DATE		
PCMTF Funding for Grants and Studies, Approved to date:		
Various	\$300,000	Land Use Study (as required by the Operating Agreement)
	\$290,270	Noise Studies (as required by the Operating Agreement)
	\$590,270	Total for Studies
2012	\$350,000	Healthy Harbor, Round 1
	\$350,000	Total for 2012
2013	\$450,000	Healthy Harbor, Round 2
	\$506,000	Community Benefit, Round 1
	\$956,000	Total for 2013
2014	\$570,000	Community Benefit, Round 2
	\$50,000	Part two of grants CBR2
	\$550,000	Healthy Harbor, Round 3
	\$1,120,000	Total for 2014
2015	\$518,000	Healthy Harbor, Round 4
	\$300,000	STEAM Pilot
	\$350,000	Community Benefit, Round 3
	\$1,168,000	Total for 2015
2016	\$300,000	Healthy Harbor, Round 5
	\$800,000	Community Benefit, Round 4
	\$1,100,000	Total for 2016
2017	\$330,019	Community Benefit Round 5
	\$330,019	Total for 2017
2018	\$644,794	Community Benefit Round 6
	\$42,393	Sharefest Phase 2 (80,480 minus \$38,087 grant canceled - BOHC approved)
	\$687,187	Total for 2018
2020	\$209,169	Community Benefit, Round 7
	\$6,545,645	Total (Committed funding as of 12/31/2020)
Funding, pending approval:		
2021	\$290,831	Healthy Harbor Communities Initiative Grant Program (pending approval)
	\$290,831	Total Pending Approval
	\$6,836,476	Grand Total

JP Morgan - PCMTF Account Balance Summary	
Beginning Balance (as of 12/31/19)	\$1,899,771
Contributions	
Withdrawals	(\$432,135)
Management Fees	
Interest & Dividends Reinvested	\$21,950
Change in Investment Value	\$905
Net Increase (ex. Withdrawals)	\$22,855
Ending Market Value (as of 12/31/20) unaudited	\$1,490,491

HCBF BOARD ACTIONS

January 22, 2021 the HCBF Board of Directors, by unanimous vote, resolved to:

1. Approve the remaining \$40,831 allocated for Round 7 of Community Benefit Grant Program be added to Heathy Harbor Community Initiative Grant Program.
2. Approve the Staff recommendations to award four grants to the qualified organizations to address impacts from the Port of Los Angeles and Port-related operations, as detailed in the Staff Memo.
3. Authorize the Executive Director to:
 - a) report to the Board of Harbor Commissioners (BOHC), requesting final approval of Healthy Harbor Communities Initiative Grant Program,
 - b) execute a letter to the BOHC to approve the distribution of funds (\$290,831) in one lump sum transfer from the Port Community Mitigation Trust Fund to HCBF, and,
 - c) fully execute and administer the Grant Agreements between HCBF and the approved grantees from the Healthy Harbor Communities Initiative Grant Program.

APPENDIX & TRANSMITTALS

- APPENDIX A - Port Nexus for Recommended Grants, Summary
- TRANSMITTAL 1 - Request for Proposals for the Healthy Harbor Communities Initiative Grant Program
- TRANSMITTAL 2 - Staff Memo to HCBF Board dated January 22, 2021
- TRANSMITTAL 3 - Re: Recommendations for Funding, Healthy Harbor Communities Initiative Grant Program Grant Agreement Template



Appendix A
Healthy Harbor Communities Initiative Grant Program
Project Descriptions & Nexus Statements

American Cancer Society

Project Description	
<p>The American Cancer Society would establish a Medical Neighborhood in the San Pedro/Wilmington area to improve access and care related to cancer by building partnerships to improve timely follow-up and treatment for those with abnormal screening results. ACS proposes to implement its East LA pilot project model. Project will involve ACS convening local area clinical health providers and other clinical staff, and ACS will also recruit community leaders to educate the wider community on cancer, health care inequities, and develop effective public health interventions. ACS will also connect local agencies and residents to cancer related resources and other public health services. Will help identify access and care gaps. Using an environmental health equity approach, locally relevant research and community tracking capabilities will help residents and providers recognize relationships between environment and other health risks on specific populations.</p>	
Mitigation of Port and Port-Related Impacts	
<p>Public health; Healthcare Access; Community Health Risk & Education</p> <p>The American Cancer Society program mitigates, reduces, or addresses the Port’s health impacts attributed to Port-related operations on the communities of Wilmington and San Pedro by ensuring awareness of specific types of cancer incidence that are disproportionately affecting the local population and also improving access to cancer screenings and timely follow-up and treatment for those with abnormal findings. The program is a reasonable mitigation measure because it will provide improved access to health services and health-related community education to a vulnerable population living in the medically underserved areas of Wilmington and San Pedro.</p>	
Community Served: Wilmington & San Pedro	
Budget	\$21,637

Buddhist Tzu Chi Medical Foundation

Project Description	
<p>BTCMF will improve the health and well-being of the Wilmington community by providing low-income residents with free air purifiers, hand sanitizer refills, and educational flyers highlighting additional local healthcare services. To maximize community impact, will partner with Providence Little Company of Mary Wellness and Activity Center, Harbor City Community Job Center, and A Needy Wilmington to ensure that residents have access to a full spectrum of care.</p>	
Mitigation of Port and Port-Related Impacts	
<p>Air Quality; Public Health; Healthcare Access & Education</p> <p>Buddhist Tzu Chi Medical Foundation’s program mitigates, reduces, or addresses the Port’s air quality impacts attributed to Port-related operations on the community of Wilmington by providing access to air purifiers for low-income households with at least one member with medically diagnosed asthma in an area affected by air pollution. This program will improve short and long-term air pollution-related health outcomes by mitigating the cumulative impacts of long-term exposure to air pollution, and expanding equitable access to and awareness of local health services. The program is a reasonable mitigation measure because it will provide air purifiers to a vulnerable population and remove air pollutants attributed to Port related operations.</p>	
Community Served: Wilmington	
Budget	\$35,000

Memorial Medical Center Foundation/LBACA

Project Description	
<p>LBACA’s Asthma Intervention, Education and Outreach Program will focus on enrolling 40 children (0-18 yrs) with uncontrolled asthma and their families within the air pollution-burdened communities of San Pedro & Wilmington. LBACA’s mission is to change the profile of childhood asthma in Harbor communities through improved healthcare delivery and quality; outreach; education support systems; healthy living environments; partnerships with other community organizations; and, influencing policy change at all levels to reduce the incidence of asthma. Given the COVID-19 restrictions LBACA has modified their in-home visits to be virtual and the community health worker will conduct 3-4 in home-virtual visits to educate the children and their families about proper asthma management to improve asthma related health outcomes. LBACA also proposes to hold webinars led by professionals in the respiratory health/asthma field to educate community about latest asthma and air pollution research relevant to port-adjacent communities.</p>	
Mitigation of Port and Port-Related Impacts	
<p>Public Health; Healthcare Access & Education; Air Quality</p> <p>LBACA’s program mitigates, reduces, or addresses the Port’s air quality and health impacts attributed to Port-related operations on the communities of Wilmington and San Pedro by improving asthma self-management for children and families, increasing knowledge and implementation of strategies to reduce environmental asthma triggers, and providing asthma education on impacts associated with port-related air pollution. The program is a reasonable mitigation measure because it will provide education and support for proper asthma self-management for children and their families living in the port-adjacent communities of Wilmington and San Pedro, vulnerable populations affected by Port operations.</p>	
Community Served: Wilmington & San Pedro	
Budget	\$60,000

St. Mary Medical Center Foundation

Project Description	
<p>Through the Respiratory Rescue Program, the St. Mary Medical Center (SMMC) Mobile Care Unit will address the risks associated with asthma and other cardiopulmonary issues among adults and seniors by aiming to alleviate the health impacts associated with port-related air pollution. The Mobile Care Unit team will provide respiratory health screenings, diagnostics, and pulmonary health education services to seniors and vulnerable adults with asthma, COPD and other cardiopulmonary issues due to long-term exposure to air pollution. PCMTF and matched funds will support the Respiratory Rescue Program for 18 months and bring the Mobile Care Unit to accessible locations to provide much needed medical care resources to adults and seniors in the medically underserved communities of Wilmington and San Pedro.</p>	
Mitigation of Port and Port-Related Impacts	
<p>Public Health; Healthcare Access & Education; Air Quality</p> <p>SMMC’s Respiratory Rescue Program mitigates, reduces, or addresses the Port’s public health, healthcare access, air quality and respiratory health risk impacts attributed to Port-related operations on the communities of Wilmington and San Pedro by providing treatment, screening, and diagnosis from impacts associated with port-related air pollution. The program is a reasonable mitigation measure because it will provide treatment to vulnerable populations in a medically underserved area, affected by Port operations.</p>	
Community Served: San Pedro & Wilmington	
Budget	\$174,194



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

Deadline to Submit: Tuesday, October 27th, 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 for any updates to this grant funding timeline.

Deadline to submit applications:	Due no later than 4:00 P.M. on Tuesday, October 27, 2020.
RFP Review Period	October – November 2020
HCBF Board Vote	End of 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 Tuesday, October 27th, 2020**. The Submittable application portal can be accessed by visiting “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. 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.
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. 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)

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

Phone: (310) 997-7116



To: HCBF Board of Directors
From: HCBF Staff
Date: Tuesday, January 18, 2021
Subject: Staff Memo – Revised Funding Recommendations for HHCI (Item 2)

INTRODUCTION

In this memo, Staff present the funding recommendations for the Healthy Harbor Communities Initiative Grant Program (HHCI). Staff have discussed various funding scenarios with the HHCI ad hoc committee, and the proposals recommended for funding have been approved by the committee. Brief summaries of the projects have been included in this memo and also in [Attachment A](#).

BACKGROUND ON THE HHCI GRANT PROGRAM

On August 25th, 2020, HCBF released the Request for Proposals for the Healthy Harbor Community Initiative Grant Program, with up to \$250,000 in available funding. Given the impacts of the pandemic and current needs of the community, there was a need for funding focused on public health. This health-focused grant round was also part of a larger strategy to research options for a larger HCBF collaborative, convening partners around a common issue, establishing new partnerships that benefit the communities of San Pedro and Wilmington, supporting ongoing collaborations, and bringing resources into the community.

In general, the purpose of the HHCI 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. Therefore, applications were welcomed from any group or organization seeking to offset the impacts of port-related operations on the health and welfare of the surrounding communities.

For this grant round, we were looking for projects or programs designed to address the goals described above, but we were also interested in the priority funding areas listed below. However, applications were not limited to just these categories.

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.

Applicants were also encouraged to consider the negative impacts from port operations on vulnerable groups, especially those living near the Port or port-related operations.

OVERVIEW OF APPLICATIONS

Staff received 13 project proposals from different organizations, with a total requested amount of \$1,051,321 in funds. The table below provides an overview of the full project proposals that were received.

Table 1: Overview of HHCI Submissions

Organization	Amount Requested	Priority Funding Area	Issue Being Addressed/ Focus Area
American Cancer Society (ACS)	\$21,637	Public Health	cancer screenings, education; increasing awareness about local health services.
Buddhist Tzu Chi Medical Foundation (BTCMF)	\$26,062	Healthcare/Clinical; public health	Indoor air quality (providing air purifiers); flu shots (150); hand sanitizer refills; increasing awareness about local health services; and general respiratory health condition.
IQAir Foundation	\$219,142	Public Health	(indoor) air quality - classroom
LA Walks	\$30,000	Public Health; Community-based participatory research	Traffic safety/Safe Streets
Lice Free Forever Charity	\$25,000	Public Health	Lice (children)
Memorial Medical Center Foundation/LBACA	\$60,000	Public Health; Healthcare/clinical	asthma management; education (Children 0-18 yrs)
Northeast Community Clinic (NECC)	\$25,000	Healthcare/Clinical	Behavioral health screenings and management (12yr and older)
Providence Little Company of Mary	\$42,907	Public Health Healthcare/Clinical	Flu vaccinations (1380)
SmartAirLA	\$125,000	Public Health Healthcare/Clinical	asthma management; app based alerts; adult and children asthma patients
South Bay Center for Counseling (SBCC)	\$50,000	Public health	Community education, increase access to health screening, capacity building around individual level mitigation strategies.
South Bay Family Health Care (SBFHC)	\$200,000	Healthcare/Clinical	Early detection health screenings and care
St. Mary Medical Center Foundation	\$135,001	Healthcare/Clinical	Screenings, diagnostics, and health education to seniors and vulnerable adults with asthma and COPD.
Wilmington Community of Schools-LAUSD	\$100,000	Healthcare/Clinical	School-based asthma screenings and education
TOTAL:	\$1,059,749		

Staff reviewed the submitted project description, workplan, budget, and qualifications, and assessed the applications based on eligibility, relevance to port nexus, issues addressed, budget, and other factors. Please see **Attachment A** for further details on the applications by priority funding area and general project issue.

Staff also examined the overlap of the applications based on the issue areas discussed in the proposals. Table 2 presents the primary areas of focus and the organizations that addressed these topics in their proposal.

Table 2: Overlap Analysis of Areas of Focus in HHCI Proposals

Primary Areas of Focus	Organizations/Proposals
Healthcare access, outreach, & referrals	ACS, BTCMF; LBACA; NECC; SBCC; SBFHC; SmartAir; St. Mary
Asthma Intervention & Management	LBACA, SmartAirLA; Wilmington/LAUSD; St. Mary
Air Quality mitigation (indoor)	BTCMF; IQAir; SBCC (plants)
Chronic respiratory health conditions	BTCMF; Providence; St. Mary
Vaccinations (Flu and potentially COVID)	BTCMF; Providence
Behavioral health	NECC
Cancer screening	ACS
Traffic safety/Safe streets	LA Walks
Head lice in children	Lice Free Forever

As shown in Table 2, the emergent themes from this grant cycle include activities related to:

- Access to healthcare, referrals to services, and outreach to increase awareness about health-related services
- Asthma management interventions
- Air quality mitigations

A majority of the applications brought up issues related to poor air quality and how those with poor respiratory health conditions are especially vulnerable to COVID-19. Vulnerable populations included: those with asthma, children, low-income households, other chronic health conditions; limited access to healthcare.

FUNDING RECOMMENDATIONS & DISCUSSION

Staff recommends funding the following applicants through the HHCI Program (Table 3), for a total of **\$251,638**.

Table 3: Revised HHCI Funding Recommendations

Applicants	Amount Requested	Amount Recommended
Buddhist Tzu Chi Medical Foundation	\$26,062	\$35,000
LBACA/Memorial Medical Center Foundation	\$60,000	\$60,000
St. Mary Medical Center Foundation	\$135,001,	\$174,194
American Cancer Society (ACS)	\$21,637	\$21,637
TOTAL AMOUNT RECOMMENDED:		\$290,831

Applicant: Memorial Medical Center Foundation/LBACA

Requested Funding: \$60,000

Recommended Funding: \$60,000

Purpose: LBACA's Asthma Intervention, Education and Outreach Program will focus on enrolling 40 children (0-18 yrs) with uncontrolled asthma and their families (within SP and W). Focuses on improved healthcare delivery and quality; outreach; education support systems; healthy living environments; partnerships with other community organizations; and, influencing policy change at all levels to reduce the incidence of asthma. 3-4 in-home virtual visits; 2 air pollution health effects webinars/workshops with at least 30 participants.

Justification: This is strong program and they do great work in the community and are well connected. Their in-home visitation has been modified to follow COVID-19 safety measures. LBACA has been potentially recommended for another project as a portion of the remaining TraPac funding; however, since the administration for those funds are still being discussed among the appellants, Staff recommends LBACA be funded for this current project through the HHCI at this time, which focuses on expanding health care access and addressing asthma management issues.

Applicant: St. Mary Medical Center Foundation

Requested Funding: \$135,001

Recommended Funding: \$135,001

Purpose: Mobile Care Unit which provides respiratory health screenings, education, and virtual home visits to medically underserved communities in W and SP.

Justification: Strong and credible organizations serving the communities of Wilmington and San Pedro. focused on expanding health care access in vulnerable communities. Always have great experience working with them, and it's especially critical to have screenings now for those with chronic lung issues since they are more susceptible to COVID.

Applicant: Buddhist Tzu Chi Medical Foundation

Requested Funding: \$26,062

Recommended Funding: \$35,000

Purpose: BTCMF will improve the health and well-being of the Wilmington community by providing low-income residents with free air purifiers, hand sanitizer refills, and educational flyers highlighting additional local healthcare services. To maximize community impact, will partner with Providence Little Company of Mary Wellness and Activity Center, Harbor City Community Job Center, and A Needy Wilmington to ensure that residents have access to a full spectrum of care.

Justification: Strong and credible organizations serving the communities of Wilmington. Their work has always been a success and much completed with small funding amounts. Providing air purifiers to low income households will help to mitigate exposures to indoor air pollutants. This is a great program for a reasonable amount of funding. They have provided information on the air purifiers selected for this project and a draft screening survey to identify households to receive air purifiers. Need more information on recruitment and how outreach will occur.

Applicant: American Cancer Society

Requested Funding: \$21,637

Recommended Funding: \$21,637

Purpose: Establish medical neighborhood in the San Pedro/Wilmington area to improve access and care related to cancer by building partnerships to improve timely follow-up and treatment for those with abnormal screening results. ACS proposes to implement its East LA pilot project mode. Project will include convening of area clinical health providers and other clinical staff, and ACS will also recruit community leaders to educate the wider community on cancer, health care inequities, and develop effective public health interventions. ACS will also connect local agencies and residents to cancer related resources and other public health services. Will help identify access and care gaps.

Justification: Well-qualified to do education and community outreach on cancer preventative care and early detection education. HCBF has not funded projects addressing cancer related issues previously. If less people are going to a clinic/hospital to get cancer screening due to the pandemic, it might be important to have this program available for Wilmington and SP residents

Options for Remaining Funds

Please note that up to \$250,000 in PCMTF grant funds was approved for the HHCI program. There are also \$40,831 remaining funds that were allocated for Round 7 of the Community Benefit grant program (CBR7) to potentially roll over to this round. Therefore, **total available funding is \$290,831** (\$250,000 from HHCI₇ and \$40,831 in remaining CBR7 funds).

Therefore, Staff recommend the following options to be discussed by the Board:

1. Award full requested amount to American Cancer Society, LBACA, and St Mary.
2. Award \$35,000 to Buddhist Tzu Chi to provide air purifiers to 150 low-income households.
3. Award remaining funds (\$39,193) to St. Mary to extend services provided by the mobile care unit.

NOT RECOMMENDED FOR HHCI FUNDING

Staff also present the applications which are not recommended for funding within this program. It is important to note that the application not moving forward is not a reflection of the quality of the proposal and the work of the organization but more about HCBF's priorities given the submitted applications and limited amount of remaining funds.

Providence Little Company of Mary Foundation

Amount Requested: \$42,907

Purpose: With HCBF funds, Providence will host 46 free flu vaccine clinics in underserved areas of Wilmington and San Pedro (and COVID vaccines if they become available during the funding period) in an effort to prevent the flu among residents who are at higher risk of developing respiratory diseases. Using the Mobile Clinic Unit, the goal is to provide 1,380 free flu shots to SP and W residents over a period of 23 weeks (flu season), supporting a healthy harbor community with respected and trusted health resources.

Justification: Proposed project is not a priority with PCMTF funds. It would be great if the COVID vaccine could be received due to the link between exposure to poor air quality and susceptibility to COVID, but uncertain how vaccine distribution will work at this time.

SmartAirLA

Amount Requested: \$125,000

Purpose: Partner with local health care orgs to enroll 500 asthma patients from SP/W who visited the ER due to asthma into the Asthma Alert program to reduce future asthma ER visits/hospitalizations. This is a 2yr program, where Yr2 will be scale up to community clinics and other community partners. The "Asthma Alert" will support preventive care, reduce patient no-shows, and strengthen clinical care for underserved asthma patients. Powered by real-time data analytics, the Alert provides asthma patients and their families with phone text messages to improve medication adherence and reduce pollution exposure during days of high asthma attack risk. The Alert also pinpoints pollution hotspots for asthma patients and their families to protect themselves from exposure.

Justification: While this is a very innovative project, but we are concerned about issues of access to technology within target community that is needed for this alert to be effective. They are doing several pilot projects throughout LA County; one of the sites is Long Beach, and they are proposing partnering with LBACA.

IQAir Foundation

Amount Requested: \$210,714

Purpose: Clean Air Program goal is to reduce exposure to air pollution indoors by providing air filtration for all early childcare providers and community centers in the cities of San Pedro and Wilmington, as well as five years of replacement filters (at 7 sites).

Justification: Not recommending under HHCI due to timing. With most schools and day care centers being closed right now, it does not make sense to fund IQAir with HHCI funds.

Los Angeles Walks

Amount Requested: \$30,000

Purpose: Proposing to create a Wilmington Community Crash Compendium to build a community-wide survey to gather data and stories on how port-related car crashes have impacted the health, safety and lives of their families and children. Will conduct surveys, and use story collection tools from Families for Safe Streets, a regional and national network of victim families. Findings from this survey will add to a growing bank of knowledge of port-related health impacts to health and utilize the data and stories to advocate for safer streets.

Justification: We like the idea of focusing on walkability and safer streets given the need in the community, but given that LA Walks was recently funded through CBR7 and we look forward to working with them, we are moving forward with other qualified applicants with HHCI funds due to limited funds and priorities for this program.

South Bay Center for Counseling

Amount Requested: \$50,000

Purpose: Through the "Strength-Based Communities for a Healthy Wilmington & San Pedro" program, activities will include: community education workshops, increasing access to health screenings, and mobilizing community residents and partner organizations to address environmental health issues. Focuses on individual level mitigations (indoor plants and community gardens) and community capacity building.

Justification: Organization does great work but given limited HCBF funds, proposal did not align with HCBF's priorities at this time.

Wilmington Community of Schools-Los Angeles Unified School District

Amount Requested: \$100,000

Purpose: Wilmington Community of Schools-Los Angeles Unified School District, is partnering with Wilmington Community Clinic to provide asthma screenings and education with encouraging follow up appointments with primary care or family practice providers to the students in the Wilmington Schools through their Healthy Breathing Project.

Justification: Proposal highlighted an important need and issue that aligns with HCBF's priorities but needed further details on activities and objectives/activities were not clear. During technical assistance, Staff will discuss with applicant strategies to strengthen application for future HCBF funds.

Northeast Community Clinic (NECC)

Amount Requested: \$25,000

Purpose: HCBF funds will support NECC's Behavioral Health Program where a licensed clinical social worker and case managers will work with at-risk patients to develop actions to manage behavioral health issue. At Wilmington NECC location, all patients 12yrs and older will be screened. During normal check-in procedure for medical visit, patients will complete screening tool and answer questions commonly used to assess issues such as depression, anxiety, alcohol abuse and other issues. NECC offers Behavioral Health Program services on a Sliding Fee Discount Scale so that low-income families can receive support

Justification: Well qualified and liked this funding for behavioral and substance abuse, but did not align with HCBF priorities at this time. Strong application because Applicant thoroughly researched HCBF and considered community need based on the Land Use study.

Lice Free Forever Charity

Amount Requested: \$25,000

Purpose: The Lice Free Forever program provides relief to children from low-income households with head lice removal services using all-natural products and providing parent education free of charge.

Justification: Does not align with HCBF's mission and does not address a port-related impact.

South Bay Family Health Care

Amount Requested: \$200,000

Purpose: The Harbor Gateway Access to Health Care Program proposes to provide comprehensive health care to the city of Wilmington and surrounding area communities affected by the impacts of local port activities, by providing access to comprehensive health care, direct community outreach, health screenings for early detection of conditions such as asthma, and primary care for chronic conditions to assist in mitigating the negative environmental health impacts on the target area's children and families.

Justification: Based in clinics in Carson and Gardena and not clear how they will target only Wilmington and San Pedro residents with PCMTF grant funding.



[BOHC Board Approval Date]

Contact
Address

This Grant Agreement (“Agreement”) is made and entered into by and between Harbor Community Benefit Foundation (“Foundation”) and [] (“Grantee”).

The Board of Directors of the Harbor Community Benefit Foundation (“Foundation”) and the Board of Harbor Commissioners authorized a grant of \$ (“Grant Funds”) to (“Grantee”), to support **HCBF’s Healthy Harbor Communities Initiative grant program priorities of [] impacts** to improve the communities of Wilmington and/or San Pedro, CA.

This grant is awarded by the Foundation subject to the following terms and conditions:

I. PAYMENT.

Funding from the Port Community Mitigation Trust Fund to the Community Benefit Grant Program administered by the Foundation is subject to public review and consideration by the Port of Los Angeles Board of Harbor Commissioners (BOHC). Awards from the Healthy Harbor Communities Initiative Grant Program to Grantees are also contingent upon the Grantee’s compliance with this Agreement, including timely receipt of required reports.

Grant Funds shall be payable in two installments:

1. \$[] within 30 calendar days after full execution of this Agreement.
2. \$[] within 30 calendar days after Foundation’s **receipt and approval** of the mandatory six-month progress report.

The Foundation’s disbursement of payment is contingent upon the Foundation’s review of your work in connection with this grant and its determination (a) that you are in compliance with all terms and conditions of this grant agreement and (b) that satisfactory progress and performance has occurred and is likely to continue to occur. Funding may be modified, curtailed, or discontinued, and any unexpended grant funds must be repaid, if at any time the Foundation determines that the purposes of the grant are not being met.

II. USE OF FUNDS & GRANT TERM.

This Community Benefit grant period shall begin on [March 31], 2021 and shall end [February 28], 2022.

Project Description:

Deliverables:

-

Budget

Program/Project Expenses	
Line Items	Amount

Total	
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Grantee shall use the Grant Funds, including all accrued interest or other gains, solely for the Grant Purpose and substantially in accordance with this Agreement. Any significant changes to the Grant Purpose must be reported within 30 days of the change, and approved in writing by the Foundation. Grant Funds are to be applied to expenses incurred for the period from the Effective Date to the one-year (12 month) anniversary of the Effective Date (“Grant Term”), unless otherwise agreed upon in writing by the Foundation. This grant is made with the understanding that the Foundation has no obligation to provide other or additional support or grants to the Grantee.

Expenditures of grant funds must be made substantially in accordance with the grant budget. Any material changes (greater than 10%) from the budget (relative to HCBF funds only) must be approved in advance by the Foundation. All changes must be reflected in the Final Report.

III. REPORTING.

Grantee shall submit periodic Progress Reports to the Foundation describing quantitative and qualitative measures of success such as residents served, community impact, and other evidence based results, where appropriate. Grantee shall also submit a final budget report to reconcile the expenditures of Grant Funds, compared to the original budget.

REPORTING REQUIREMENTS	Reporting Period End	Report Due
First Progress Report (Six Months)		
Final Progress Report (12 months)		

The first progress report shall cover activities commencing from the effective date. The 2nd progress report shall be cumulative and cover the entire grant period. All reports must be received within 30 days of the Reporting Period End Date.

IV. GRANTEE’S STATUS.

This grant is specifically conditioned upon Grantee’s (or Fiscal Sponsor) status as an eligible grantee of the Harbor Community Benefit Foundation in accordance with this section. Grantee (or Fiscal Sponsor) warrants and represents that it is one or more of the following: (a) tax exempt organization, such as under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), and is not a private foundation as defined in Section 509(a) of the Code, (b) Community-based organization, or (c) institution for higher learning, schools, and training, skill and career centers. If the grantee is an exempt organization described in (a), Grantee (or Fiscal Sponsor) must provide the Harbor Community Benefit Foundation with a copy of IRS determination letter(s) evidencing its status as an eligible grantee, and, Grantee hereby warrants and represents that such determination letter(s) are currently in full force and effect. Regardless of Grantee’s (or Fiscal Sponsor) current status, Grantee (or Fiscal Sponsor) will notify the Harbor Community Benefit Foundation immediately of any actual or proposed change in status.

V. MANAGEMENT AND ORGANIZATIONAL CHANGES.

Grantee shall also provide written notice to the Foundation if significant changes or events occur during the term of this grant which could potentially impact the progress, delivery, timing or outcome of the grant, including but not limited to changes in Grantee’s management, key personnel, partners, and/or increases or losses of matching funding.

VI. RECORDS, AUDITS, SITE VISITS.

Grantee is responsible for maintaining adequate financial records of this grant. Grant Funds shall be accounted for separately in the Grantee’s books and records. All expenditures made in furtherance of the Grant Purpose shall be charged off against the grant and shall appear on those books. Grantee shall keep adequate records to substantiate such expenditures. The Foundation, or a designated representative, reserves the right, upon written notice, to audit Grantee’s books and records relating to the expenditure of any funds provided by the Foundation. Grantee shall make such books and records available to Foundation at reasonable times for review

and audit. Grantee shall keep copies of all relevant books and records and all reports to the Foundation for at least 4 years after completion of the use of the Grant Funds.

VII. MARKETING, GRANT ANNOUNCEMENTS, PROMOTIONAL MATERIALS.

Grantee shall ensure that the Foundation is clearly identified as a funding source for any written, electronic, or other communications materials produced with support from this grant, as well as in all publications and press releases regarding the subject matter of the grant. Grantee may not, however, use the Foundation's logo without the Foundation's prior written consent.

As a courtesy, Grantee will provide a copy of promotional materials to the Foundation, including any external communications regarding this grant or referencing the Foundation.

The Foundation may include information about this grant and the Grantee in its public communications and reports and may also refer to the grant and Grantee in press releases, speeches and public comments. The Foundation may also provide information about the grant and the Grantee on its website, including project descriptions, logos, and links to Grantee's website.

Any tangible or intangible property, including copyrights, obtained or created by Grantee as part of the activity funded by this grant shall remain the property of Grantee; however, Grantee shall grant a royalty-free license to the Foundation to use, reprint, or distribute any such copyrighted materials for informational or promotional purposes. Also, any information and images submitted as part of Grantee's reports may be used by the Foundation for informational or promotional purposes.

VIII. RETURN OF UNEXPENDED FUNDS.

Grantee shall repay to the Foundation Grant Funds not expended or committed for the Grant Purpose within the Grant Term, unless an extension is approved in writing at Grantee's request and in the Foundation's sole discretion.

IX. REMEDIES ON DEFAULT.

In the event the Foundation determines, in its sole discretion, that Grantee has breached or failed to carry out any material provision of this Agreement, the Foundation may, in addition to any other legal remedies it may have, including the termination of this Agreement, refuse to make any further grant payments to Grantee, and the Foundation may demand in writing the return of all or part of the unexpended Grant Funds, which the Grantee shall immediately repay to the Foundation. The amount of such unexpended Grant Funds to be repaid to the Foundation shall not include funds needed to meet obligations incurred by Grantee to third parties, in good faith, for the Grant Purpose, prior to Grantee's receipt of the Foundation's written demand for repayment. In addition to the rights reserved to the Foundation in the first sentence of this paragraph, the Foundation may also terminate this Agreement and take the actions described above with respect to unexpended Grant Funds if it determines, in the exercise of its reasonable discretion, that circumstances relevant to the Grantee, including, by way of illustration, those respecting its tax-exempt status, or organization or financial condition, are such that the Foundation has reason to conclude that satisfactory completion of the objectives contemplated by this grant are in jeopardy.

X. NO AGENCY.

Grantee is solely responsible for the activity supported by the Grant Funds, including the preparation of all plans and specifications, supervision and administrative control, and the operation thereof. All activity shall be operated under Grantee's name. This Agreement shall not be deemed to create any relationship of agency, partnership, or joint venture between the parties hereto, and Grantee shall make no such representation to anyone.

XI. PARTNERS/SUBGRANTEES.

Grantee must ensure all partners, consultants, or sub-grantees ("sub-grantees") must be disclosed, and pre-approved. Sub-grantees may not be changed, without prior written approval, and must use the Grant Funds in a manner consistent with this Agreement. Neither Grantee nor its sub-grantees may make any oral or written statement or otherwise imply to anyone that the Foundation supports the activities of any sub-grantee.

Furthermore, Grantee acknowledges that there is no agreement, oral or written, whereby the Foundation has earmarked or otherwise designated any part of the Grant Funds for any specific sub-grantee.

XII. NO ASSIGNMENT.

This agreement is not assignable by Grantee without express written consent of the Foundation. Any attempt by Grantee to assign any performance of the terms of this agreement shall be null and void and shall constitute a material breach of this contract.

XIII. PROHIBITED USE OF FUNDS.

The Grant Funds are not designated or earmarked for the carrying on of propaganda or attempting to influence legislation. If the Grant Purpose involves public policy issues, the Foundation is relying upon Grantee's representations, made in Grantee's application that the Grant Funds do not exceed the amount budgeted by Grantee for activities that are not attempts to influence legislation.

No part of these grant funds shall be disbursed to any Foundation director, officer, employee, their affiliates, family, household members or other related parties; for any purpose.

Use of any of the Grant Funds (a) to participate in or influence the outcome of any specific public election of any candidate for public office or to carry on, directly or indirectly, any other activity that is prohibited to a public charity, (b) to provide material support to any person or entity that engages in violent or terrorist activities, or (c) for religious purposes, is prohibited.

Grantee shall not use any of the funds from this grant in a manner inconsistent with Section 501(c)(3) of the Code.

XIV. NO LIABILITY; INDEMNIFICATION.

Except for the sole negligence or willful misconduct of the City of Los Angeles ("City"), or any of its Boards, Officers, Agents, Employees, Assigns and Successors in Interest, and of HCBF, Grantee undertakes and agrees to defend, indemnify and hold harmless the City and any of its Boards, Officers, Agents, Employees, Assigns, and Successors in Interest and HCBF from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by the City and HCBF, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including Grantee's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors, omissions or willful misconduct incident to the performance of this Agreement by Grantee or its subcontractors of any tier. Rights and remedies available to the City and HCBF under this provision are cumulative of those provided for elsewhere in this Agreement and those allowed under the laws of the United States, the State of California, and the City.

XV. INSURANCE.

Grantee shall provide, pay for, and maintain in full force and effect during the Grant Term evidence of either 1) a Certificate of Self Funding of Insurance Obligation or, 2) the following insurance to cover Grantee's own operations and to enable Grantee to fully indemnify and defend the Foundation there under:

1. **Commercial General Liability Insurance.** Grantee shall maintain commercial general liability insurance (CGL) with a limit of not less than \$1,000,000 each occurrence/\$2,000,000 in the annual aggregate.
2. **Business Auto Liability Policy.** Grantee shall maintain business auto liability insurance and, with a limit of not less than \$1,000,000 each accident.
3. **Professional Liability (Errors and Omissions) Insurance.** Grantee shall maintain professional liability insurance appropriate to the grantee's profession with a limit not less than \$1,000,000 each occurrence/\$2,000,000 in the annual aggregate.
4. **Workers' Compensation and Employer's Liability Insurance.** Grantee shall maintain workers' compensation insurance as required by the State of California and Employer's Liability Insurance in the

amount of \$1,000,000 per accident for bodily injury or disease.

5. **Minimum Scope of Insurance. CGL insurance** shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury liability assumed under an insured contract (including the tort liability of another assumed in a business contract). **Business Auto Insurance** shall cover liability arising out of any auto (including owned, hired, and non-owned autos).
6. **Subrogation.** The insurer shall agree to waive all rights of subrogation against HCBF, its officers, officials, employees and volunteers for losses arising from activities and operations of the Grantee in the performance of Grant Purpose under this agreement.
7. **Verification of Coverage.** Grantee shall furnish HCBF evidence of current coverage required by this section. HCBF reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

XVI. NO WAIVER.

The failure of the Foundation to exercise any of its rights under this Agreement shall not be deemed to be a waiver of such rights.

XVII. ORDER OF PRECEDENCE.

The order of precedence for interpreting inconsistencies, if any, shall be this Agreement.

XVIII. ENTIRE AGREEMENT; AMENDMENTS.

This Agreement constitutes the entire agreement of the parties with respect to its subject matter and supersedes any and all prior written or oral agreements or understandings with respect to the subject matter hereof. This Agreement may not be amended or modified, except in a writing signed by both parties.

XIX. GOVERNING LAW.

This Agreement shall be governed by the laws of the State of California.

XX. COMPLIANCE WITH LAW.

Grantee shall at all times comply with all Federal, State, and local laws. Grantee specifically acknowledges that this Agreement is entered into in furtherance of and as a benefit to the State Tidelands Grant and the trust created thereby. Therefore, this Agreement is at all times subject to the limitations, conditions, restrictions and reservations contained in and prescribed by the Act of the Legislature of the State of California entitled "An Act Granting to the City of Los Angeles the Tidelands and Submerged Lands of the State Within the Boundaries of Said City," approved June 3, 1929 (Stats. 1929, Ch. 651), as amended, and provisions of Article VI of the Charter of the City of Los Angeles relating to such lands. Grantee agrees that any interpretation of this Agreement and the terms contained herein must be consistent with such limitations, conditions, restrictions and reservations.

XXI. EQUAL EMPLOYMENT OPPORTUNITY.

Grantee represents and agrees that it does not and will not discriminate against any employee or applicant for employment because of race, religion, color, medical condition, sex, sexual orientation, national origin, political affiliation or opinion, or pregnancy or pregnancy related condition.

XXII. NOTICES.

All notices and disbursements to the Grantee shall be directed to the following person(s):

Primary Contact

Name:
Title:
Email:
Phone:

Secondary Contact

Name:
Title:
Email:
Phone:

If this Agreement correctly sets forth your understanding of the terms and conditions of this grant, please have the appropriate officer authorized to sign on behalf of the Grantee **sign and send electronically**.

All questions, notices and reports related to this grant should be directed to:

Harbor Community Benefit Foundation
302 W. 5th Street, Suite 300
San Pedro, CA 90731
Attn: Meghan Reese, Executive Director
Email: meghan@hcbf.org; Office: (310) 997-7116

Accepted on behalf of Grantee by:

_____	_____
Authorized Signature	Date
_____	_____
Printed Name	Title

Federal EIN: _____

Final approval on behalf of Harbor Community Benefit Foundation by:

_____	_____
Authorized Signature	Date
Meghan Reese	Executive Director
_____	_____
Printed Name	Title

Federal EIN: 45-2487333