



To: Eugene Seroka, Executive Director, Port of Los Angeles

From: Ben Schirmer, Executive Director, Harbor Community Benefit Foundation
Sean Hecht, Board Chair, Harbor Community Benefit Foundation

Cc: Doane Liu, Deputy Executive Director and Chief of Staff, Port of Los Angeles
Joy Crose, Assistant General Counsel, Port of Los Angeles
Sharron Scheiber, Staff Counsel, State Lands Commission
Michael Jenkins, Jenkins and Hogin, LLP, Counsel for HCBF

Date: **October 22, 2015, Revised November 13, 2015**

Re: Community Benefit Grant, Round 3 & 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 Community Benefit Grant Program, Round 3. This request includes a report of activity for programs that have been previously funded from the PCMTF.

HCBF released a Request for Proposals (RFP) in September 2015 that solicited proposals for these grants. Of the 17 proposals received, HCBF's Board selected 10 projects. The proposed projects will all benefit residents of San Pedro, Wilmington, or both, by reducing Port-related impacts in those communities, as contemplated in the Operating Agreement. Upon the Board of Harbor Commissioners (BOHC) approval, \$335,000 will be transferred from the PCMTF to HCBF to fund these projects through contracts and grants to third parties. That \$335,000 will be supplemented by \$15,000 unused from a prior grant cycle to fund \$350,000 in project costs.

Including this disbursement, HCBF has allocated a total of \$4,120,000 to grantees and contractors in combined HCBF-administered program funds, including: Noise Mitigation Study (\$185,000), Off-Port Impacts Study (\$300,000), Healthy Harbor Grants (four rounds = \$1,868,000), STEAM Pilot Program (\$300,000) and Community Benefit Grants (first two rounds = \$1,126,000 plus \$335,000 for this request).

REQUEST

HCBF hereby requests the BOHC to:

- 1) Concur with the HCBF Board-approved action to fund Round 3 of the Community Benefit Grant Program, in the amount of \$350,000, in support of the HCBF Board approved selection of 10 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 \$335,000, 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-related impacts in the communities of Wilmington and 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.

In 2013 HCBF launched the Community Benefit Grant Program. 19 organizations received grants for the pilot round of funding with a total of \$506,000 awarded. In 2014 an additional \$620,000 was awarded for Round 2.

For Round 3 of the Community Benefit Grant Program, HCBF proposed to make a total of \$350,000 available, of which \$335,000 would be new funding from the PCMTF, and another \$15,000 would be awarded from existing PCMTF funds that went unspent from the previous prior grant round (See note below - USE OF UNSPENT PRIOR APPROVED PROJECT FUNDING).

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 an RFP **(TRANSMITTAL 2)**.

The RFP asked applicants to address one or more of the following Impact Priorities:

Impact Priorities:

1. Projects that capture or filter particulate matter, carbon emissions, or other Port-related pollutants in San Pedro or Wilmington.
2. Projects that establish a buffer adjacent to Port-related land uses and community land uses, including port-traffic streets and corridors. A buffer must be a project (mural, plants, mesh fencing etc.) that creates a visual, landscape, and/or noise buffer between the community and port-related operations.
3. Projects and programs that improve community safety related to Port-related risks, such as oil spills, truck traffic, rail yards, pollution sources, hazardous storage, and noise.

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, insuring there were no exceptions to the published deadline for application submission.

EVALUATION

HCBF received 17 applications for this round of Community Benefit funding. Funding requests totaled \$701,000, more than double the announced funding. The submitted applications addressed one or more of the Impact Priorities. Many applicants proposed projects/programs with multiple categories. (See Table below - Applications Received).

HCBF Staff determined responsiveness to the RFP, and evaluated, scored, and ranked all proposals based on a 100-point scale. The evaluations considered and scored: 1) Project Description Summary, specifically focusing on mitigation of Port Impacts, 2) Work Plan, including readiness and program delivery, 3) Organizational Capacity, 4) Evaluation Plan and 5) Budget, including reasonableness of expenditures.

Staff conducted site visits as necessary to answer questions posed either through evaluation or during ad-hoc committee review.

Applications Received							
Applicant	Request	Project location/Community Served			Impact Priority*		
		Wilmington	San Pedro	Both	#1	#2	#3
Sharefest Community Development	\$75,000	X			X	X	
Park Western Elementary School	\$14,000		X				X
Clean San Pedro	\$40,000		X		X	X	X
California Kids IAQ	\$75,000			X	X	X	X
Foundation for Marine Animal Husbandry	\$23,000		X				X
Port of Los Angeles High School	\$24,000		X		X		
Los Angeles Community Garden Council	\$50,000		X		X	X	
COPE Preparedness	\$75,000			X			X
The Beacon House Association	\$25,000			X	X		X
International Bird Rescue	\$40,000			X			X
Tzu Chi	\$5,000			X			X
LA Maritime Museum	\$8,000			X			X
South Bay Contemporary	\$5,000			X	X	X	
LA Conservation Corp	\$75,000		X		X		
Coalition for a Safe Environment	\$75,000			X			X
Palos Verdes Peninsula Land Conservancy	\$74,000		X		X		
Los Angeles Neighborhood Initiative	\$18,000		X			X	
Total Request	\$701,000	1	8	8	9	6	10
* Some applications indicated that their project or program applied to more than one Impact Priority							

AD HOC COMMITTEE REVIEW

The Board appointed ad-hoc Grant Review Committee, comprised of Board Members Sean Hecht, Board Chair and David Sloane, Board member met with Staff to consider and evaluate the applications.

AD HOC COMMITTEE RECOMMENDATION

Upon review of Staff evaluation, site visit summaries, and applications, followed by discussion, the ad-hoc committee approved Staff's recommendation to fund 10 of the applications for a total of \$350,000. Seven (7) of

the recommended proposals were from organizations previously funded by HCBF. Only three (3) of the applicants have not been funded by HCBF in the past.

On October 16, 2015, the HCBF Board discussed and unanimously approved the recommendation representing \$350,000 in grants. Of the 10 recommendations, 1 project is in Wilmington, 6 projects/programs are in San Pedro, and 3 programs serve both communities.

Funding summary: \$63,000 benefits both communities, \$234,500 benefits San Pedro, and \$52,500 benefits Wilmington. (See table below)

Applications - Recommended and Not recommended									
Seq.	Applications - recommended	Request	Recommended	Project location/Community Served			Impact Priority*		
				Wilmington	San Pedro	Both	#1	#2	#3
1	Los Angeles Community Garden Council	\$50,000	\$50,000		X		X	X	
2	LA Conservation Corp	\$75,000	\$75,000		X		X		
3	Palos Verdes Peninsula Land Conservancy	\$74,000	\$59,000		X		X		
4	Port of Los Angeles High School	\$24,000	\$24,000		X		X		
5	Sharefest Community Development	\$75,000	\$52,500	X			X	X	
6	Foundation for Marine Animal Husbandry	\$23,000	\$12,500		X				X
7	LA Maritime Museum	\$8,000	\$8,000			X			X
8	International Bird Rescue	\$40,000	\$40,000			X			X
9	Park Western Elementary School	\$14,000	\$14,000		X				X
10	The Beacon House Association	\$25,000	\$15,000			X	X		X
	Total Request - recommended	\$408,000	\$350,000	1	6	3	6	2	5
	Applications - not recommended	Request	Recommended	Wilmington	San Pedro	Both	#1	#2	#3
11	Tzu Chi	\$5,000	\$0			X			X
12	California Kids IAQ	\$75,000	\$0			X	X	X	X
13	Clean San Pedro	\$40,000	\$0		X		X	X	X
14	Coalition for a Safe Environment	\$75,000	\$0			X			X
15	COPE Preparedness	\$75,000	\$0			X			X
16	Los Angeles Neighborhood Initiative	\$18,000	\$0		X			X	
17	South Bay Contemporary	\$5,000	\$0			X	X	X	
	Total Request - not recommended	\$293,000	\$0	0	2	5	3	4	5
	Total =	\$701,000		1	8	8	9	6	10
	* Some applications indicated that their project or program applied to more than one Impact Priority								

NEXUS TO PORT OF LOS ANGELES AND PORT-RELATED IMPACTS

Grants awarded in the Community Benefit 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 \$202,731.

USE OF UNSPENT PRIOR APPROVED PROJECT FUNDING

As noted above, HCBF intends for the \$335,000 it requests from the BOHC to be supplemented by \$15,000 that has been unspent from a prior grant cycle. Pursuant to the Operating Agreement section 5.B vii., any funds allocated for Project selected by the Nonprofit’s Board of Directors and approved by the BOHC in accordance with Section 5.C., which has not been used, not been fully expended for that Project, or is no longer necessary to mitigate the impact for which the funds were allocated and the Project designed, shall be returned to the PCMTF so that it may be allocated to other Projects as determined by the Board of Directors of the Nonprofit and reviewed and approved by the BOHC in accordance with section 5.C.

Both the HCBF Board and the BOHC previously approved Toberman Neighborhood Center to be the recipient of a Community Benefit Round 2 grant. The approved grant was for \$40,000. However, due to a change in the scope their project it was agreed that the second disbursement of \$15,000 would be eliminated. The original project, as proposed, included building a retaining wall for a cost of \$15,600. Toberman’s Board of Directors decided that they no longer wanted to build the retaining wall as part of the project. The grantee will complete the rest of the project utilizing the initial disbursement of \$25,000. Therefore, a balance remains of \$15,000; this amount will be used for this Community Benefit Round 3 funding.

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 at the time of this report:

Funding Summary:		
Funding, approved to date:		
Various	\$300,000	Land Use Study (as required by the Operating Agreement)
	\$185,000	Noise Study (as required by the Operating Agreement)
	\$485,000	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	\$620,000	Community Benefit Round 2
	\$550,000	Healthy Harbor Round 3
	\$1,170,000	Total for 2014
2015	\$518,000	Healthy Harbor Round 4
	\$300,000	STEAM Pilot
	\$818,000	Total for 2015 (Previously approved)
	\$3,779,000	Total (Committed funding to date)
Funding, pending approval:		
2015	\$335,000	Community Benefit Round 3 (Pending approval)
	\$335,000	Pending Board Approval for 2015
	\$4,114,000	Grand Total

JP Morgan Account Balance Summary*	Savings/Investment Accounts	
	Subtotal	Total
Beginning Balance (as of 12/31/14)		\$4,979,466
Contributions		\$0
Withdrawals		-\$625,145
Management Fees		-\$7,256
Income	\$102,568	
change in investment value	-\$68,519	
Net increase		\$34,049
Ending Market Value as of 9/30/15 =		\$4,381,114

HCBF BOARD ACTIONS

October 16, 2015 the HCBF Board of Directors, by unanimous vote, resolved that:

The Community Benefit Grant Program, Round 3, conforms to the requirement of the Operating Agreement, section 5.A. Project Funding, that the projects mitigate a direct or indirect impact from Port and Port-related operations and are consistent with the Tideland trust and the Operating Agreement. Additionally, as required by the Operating Agreement section 5.C.i., the projects proposed to be funded conform to the requirements of the MOU and are located in San Pedro or Wilmington.

Resolved to:

1. Approve the staff recommendations to award 10 grants to the qualified organizations as detailed in HCBF Board memo dated October 16, 2015 (**TRANSMITTAL 1**), to address impacts from Port of Los Angeles and Port-related operations;
2. Authorize the Executive Director to:
 - a) report to the BOHC, requesting final approval of Round 3 of the Community Benefit Grant Program,
 - b) execute a joint letter with the BOHC, or its designee, to approve the distribution of funds in one lump sum transfer from the Port Community Mitigation Trust Fund to HCBF, in an amount not-to-exceed \$335,000, and
 - c) fully execute, and administer, the Grant Agreements between HCBF and the approved grantees from Round 3 of the Community Benefit Grant Program.

APPENDIX & TRANSMITTALS

APPENDIX A - Port Nexus summary for recommended Grants

TRANSMITTAL 1 - Staff Memo to HCBF Board dated October 16, 2015

Re: Recommendations for Funding, Community Benefit Grants, Round 3

TRANSMITTAL 2 - RFP for Community Benefit Grants, Round 3

APPENDIX A - PORT NEXUS FOR RECOMMENDED GRANTS

Seq.	Applicant	Mitigation of Port Impacts:
1	Los Angeles Community Garden Council	LACGC's proposed community garden rehabilitation will mitigate the Port of Los Angeles' air quality impact on the communities of Wilmington and San Pedro. The program is a reasonable mitigation measure because it will sequester carbon emissions and trap diesel particulate matter in San Pedro through the construction of a living wall with plants designed to capture maximum levels of carbon.
2	Los Angeles Conservation Corps	LACC's proposed project will mitigate the Port of Los Angeles' air quality impact on the community of San Pedro. The program is a reasonable mitigation measure because it will reduce carbon emissions generated by Port operations through the planting of trees and native plants that sequester carbon.
3	Palos Verdes Peninsula Land Conservancy	PVPLC's proposed project will mitigate the Port of Los Angeles' air quality impact on the community of San Pedro. The program is a reasonable mitigation measure because it will reduce carbon emissions generated by Port operations through the planting of trees and native plants that sequester carbon.
4	Port of Los Angeles High School	POLA HS' proposed project will mitigate the Port of Los Angeles' air quality impacts on the community of San Pedro. The program is a reasonable mitigation measure because it will reduce carbon emissions generated by Port operations through the planting of trees and a plant wall along the perimeter of a public school, which will sequester carbon and trap diesel particulate matter.
5	Sharefest Community Development	Sharefest's proposed project will mitigate the Port of Los Angeles' air quality and aesthetic impacts on the community of Wilmington. The program is a reasonable mitigation measure because it will reduce carbon emissions generated by Port operations through the planting of trees along the perimeter of a public school; the project will also alleviate the aesthetic impact of Port operations by installing a mural to serve as a visual buffer between the public school and Port operations.
6	Foundation for Marine Animal Husbandry	MMCC/FM's proposed safety internship program will mitigate the Port of Los Angeles' safety impact on marine life in Wilmington and San Pedro, specifically the pinniped (seal and sea lion) population. The program is a reasonable mitigation measure because it will train local students in the proper care of seals and sea lions in the event of oil spills and other port-related emergencies that impact the safety of this marine population.
7	Friends of Los Angeles Maritime Museum	LAMM's proposed evacuation plan will mitigate the Port of Los Angeles' safety impact on residents and visitors in San Pedro and Wilmington, specifically visitors to the museum. The program is a reasonable mitigation measure because it will provide the facility with a reasonable evacuation plan that can improve public safety in the event of a port-related emergency.
		According to the California Public Utilities Commission, approximately 2,000 shipping containers that enter the Port of Los Angeles monthly contain hazardous materials, increasing the risk of an emergency or disaster for adjacent properties such as LAMM.
		While the City provides LAMM with training for CPR, First Aid, and other emergency procedures, it does not provide any site-specific, or Port-related, emergency training.
8	International Bird Rescue	The facility treats anywhere from 200-500 oiled birds per year due to local oil spills, contamination events, and natural seepage. Additionally, the facility treats 2,500 sick, injured, or contaminated birds annually, of which at least 10% come from Wilmington and San Pedro areas. In recent years, the facility has responded to at least 15 oil spills in and around the Port of Los Angeles.
		IBR's proposed internship program will mitigate the Port of Los Angeles' safety impact on aquatic wildlife in San Pedro and Wilmington. The program is a reasonable mitigation measure because it will provide students with training to effectively treat aquatic wildlife in the event of oil spills and other port-related safety impacts.
9	Park Western Place Elementary School	Park Western ES' proposed safety program will mitigate the Port of Los Angeles' safety impact on marine life and the marine environment in San Pedro and Wilmington. The program is a reasonable mitigation measure because it will provide students with formal education and hands-on experience that increases their capacity to understand and address the Port's safety impacts on marine life and the marine environment.
10	The Beacon House Association of San Pedro	Beacon House's proposed project will mitigate the Port of Los Angeles' safety impacts on the communities of San Pedro and Wilmington. The program is a reasonable mitigation measure because it will improve the safety of public access points and waterways impacted by Port operations through the removal of trash, hazardous materials, and other debris, thereby improving the quality of the waterfront.

TRANSMITTAL 1 – MEMO TO HCBF BOARD WITH FUNDING RECOMMENDATIONS

To: HCBF Board of Directors
From: HCBF Staff
Date: Friday, October 16, 2015
Subject: Recommendations for Funding, Community Benefit Grants, Round 3

Background

On August 25, 2015, HCBF launched its third cycle of Community Benefit grants. The cycle seeks proposals to address Port and Port-related impacts on the communities of Wilmington and San Pedro through one or more of the following program categories:

Category 1: Addressing Port Air Quality Impacts

Category 2: Addressing Port Incompatible Land Use Impacts

Category 3: Addressing Port Safety Impacts

\$350,000 in funding is available. Applications were due on September 25, 2015.

HCBF received 17 applications totaling \$701,000. Of these, there are seven programs, eight projects, one planning grant, and one study. All three staff reviewed all submissions using a 100-point scoring system. The scoring evaluates the applicant’s responsiveness to the request for proposals, project description, work plan, past experience, budget, and ability to address port-related impacts. Upon scoring all submissions, Staff also initiated site visits and follow-up calls with applicants, when necessary.

Staff reviewed preliminary recommendations with the ad-hoc grant review committee, comprised of Board members David Sloane and Sean Hecht. Based on evaluation, site visits, and the goals of the Community Benefit grant program, Staff recommends funding 10 of the 17 applications.

Staff Recommendation

Staff recommends the following applications for funding.

No.	Applicant	Requested	Recommended
1	Los Angeles Community Garden Council	\$50,000	\$50,000
2	Los Angeles Conservation Corps	\$75,000	\$75,000
3	Palos Verdes Peninsula Land Conservancy	\$74,000	\$59,000
4	Port of Los Angeles High School	\$24,000	\$24,000
5	Sharefest Community Development	\$75,000	\$52,500
6	Foundation for Marine Animal Husbandry	\$23,000	\$12,500
7	Friends of Los Angeles Maritime Museum	\$8,000	\$8,000
8	International Bird Rescue	\$40,000	\$40,000
9	Park Western Place Elementary School	\$14,000	\$14,000
10	The Beacon House Association of San Pedro	\$25,000	\$25,000
		TOTAL	\$350,000

Staff does not recommend the following applications for funding.

No.	Applicant	Requested
11	Buddhist Tzu Chi Medical Foundation	\$5,000
12	California Kids IAQ	\$75,000
13	Clean San Pedro	\$40,000
14	Coalition for a Safe Environment	\$75,000
15	COPE Preparedness	\$75,000
16	Los Angeles Neighborhood Initiative	\$18,000
17	South Bay Contemporary	\$5,000

Analysis of Applications Recommended for Funding

The following applications are recommended for funding. They are organized thematically into two main categories: proposals that address the Port of Los Angeles' air quality impacts and land use impacts (Grant Categories 1 & 2) and proposals that address the Port of Los Angeles' safety impacts (Grant Category 3).

ADDRESSING PORT AIR QUALITY AND LAND USE IMPACTS (GRANT CATEGORIES 1 & 2)

1. LOS ANGELES COMMUNITY GARDEN COUNCIL (LACGC)

Funding Request: \$50,000
Recommended Funding: **\$50,000**

Application Summary

Program Priority:

Air Quality

Project Description:

LACGC proposes to rehabilitate an existing community garden in San Pedro, which contains 200 individual plots. This will be accomplished by growing an organic 8-foot wall around the perimeter of the four-acre site to sequester the maximum amount of carbon from the air.

Location:

The garden is located at 1400 South Gaffey Street in San Pedro, California. It is less than one mile from the Port of Los Angeles. It sits adjacent to the 110 Harbor Freeway, and an active rail line. The site is owned by the City of Los Angeles Department of Public Works Bureau of Sanitation. The Bureau of Sanitation has granted LACGC permission to work on the site. The garden has existed for 30 years.

Grant Deliverables:

- Construct an 8-foot high fence that is covered by plants that are chosen to maximize carbon sequestration and trap diesel particulate matter.

Staff Analysis

Target Population:

The proposed project will primarily benefit the San Pedro and Wilmington residents actively using the community garden. Based on a site visit, Staff has determined that there is an active, regular presence at the community garden, which serves predominantly Latino and Asian-American families. Staff also learned that the garden currently has a waiting list. Given that the garden contains 200 plots, and assuming full capacity (based on waiting list), at least 200 community members will actively benefit from the project.

Mitigation of Port Impacts:

LACGC's proposed community garden rehabilitation will mitigate the Port of Los Angeles' air quality impact on the communities of Wilmington and San Pedro. The program is a reasonable mitigation measure because it will sequester carbon emissions and trap diesel particulate matter in San Pedro through the construction of a living wall with plants designed to capture maximum levels of carbon.

Budget Review:

Program Expense	Requested from HCBF	Recommended
Installing new fences	\$24,000	\$24,000
Soil preparation for planting	\$1,000	\$1,000
Purchasing seedlings for planting	\$2,500	\$2,500
Community organizing	\$15,000	\$15,000
Administrative overhead	\$7,500	\$7,500
TOTAL	\$50,000	\$50,000

A significant amount of the grant request (48%) will cover the cost of installing new fencing across the length of the four-acre property. While this is a significant expense, it is necessary in order to effectively plant along the fence to capture and sequester carbon.

An additional expense (7%) will cover the cost of soil preparation and seedlings. This is a necessary expense to contribute to the completion of the living wall.

About 30% of the grant will go towards community organizing, which will be conducted by From Lot to Spot. This is an important line item as the planting of the living wall depends on the interest of the community to use the garden. Therefore, a community organizer will play an important role in drawing attention to the garden and maintaining its use.

Lastly, administrative overhead (15%) will cover other costs borne by LACGC towards this grant.

Organizational Capacity:

LACGC has successfully completed over 30 gardens across Los Angeles County. The most analogous project to this proposal is a 200-lot site located in South Los Angeles.

LACGC will work with From Lot to Spot to organize the community to use the garden. From Lot to Spot has experience in community organization, particularly among Latino and Asian-American communities, which is the predominant demographic using the garden.

LACGC has also submitted a letter of support from Councilman Joe Buscaino, of Council District 15, and site control confirmation from the Bureau of Sanitation.

Staff is confident that LACGC can successfully complete the deliverables of this grant.

Evaluation Plan:

LACGC has proposed the following evaluation plan:

- A landscape architect will select native plants that optimize carbon sequestration on the project site.
- An 8-foot high fence will be completed and act as a carbon sequestration tool, and also a buffer from adjacent port-related operations.

Staff recommends that LACGC include the following additional elements to its evaluation plan:

- Measure the square footage of fence line with active plants to determine the total area providing carbon sequestration.
- Submit an average count of active users of the gardens before the installation of the living fence, and following its completion, and compare the two counts.
- Provide a list of all plants selected to sequester carbon.

Ad-Hoc Comments:

The ad-hoc committee inquired about the high cost of the fence, and whether it was a justifiable expense. Upon a site visit, Staff has determined that the fence is a necessary expense to both rehabilitate the dilapidated garden, but also to properly install and plant carbon sequestering plants.

Site Visit Comments:

Staff conducted a site visit. Upon completion of the site visit, Staff determined that the fence was a necessary expense to complete the objectives of this grant, and that the location was impacted by Port and Port-related operations, and can be rehabilitated and improved as a community resource.

2. LOS ANGELES CONSERVATION CORPS (LACC)

Funding Request: \$75,000
Recommended Funding: \$75,000

Application Summary

Program Priority:

Air Quality

Project Description:

LACC proposes to improve the landscaped medians on Harbor Boulevard in San Pedro, running from Vincent Thomas Bridge to 7th Street. The project includes the following components;

- Removal of existing turf, weeds, and other existing landscape elements
- Repair and replace existing irrigation system and install smart water-conserving irrigation elements
- Use a 3-inch layer of rock mulch as groundcover for the landscape medians, to help with water conservation and weed abatement
- Plant 25, 15-gallon large-stature trees on the medians between Vincent Thomas Bridge and 7th Street.
- Plant approximately 200 5-gallon native drought tolerant shrub species on medians.

Location:

The project is located along Harbor Boulevard in San Pedro. The medians to be landscaped cover 1,700 square feet, and sit adjacent to Port of Los Angeles operations to the east.

Grant Deliverables:

- Complete a landscaped median project on Harbor Boulevard between Vincent Thomas Bridge and 7th Street, that includes the removal of existing turf and landscape elements, replacement and improvement of irrigation system, rock mulch, large-stature trees, and native shrubs.

Staff Analysis

Target Population:

The project will benefit the population of San Pedro. It is located in a highly traveled gateway into the Harbor, adjacent to the Port of Los Angeles, and draws residents and visitors. Therefore, the project has the potential to provide a widespread community benefit to multiple groups of people.

Mitigation of Port Impacts:

LACC's proposed project will mitigate the Port of Los Angeles' air quality impact on the community of San Pedro. The program is a reasonable mitigation measure because it will reduce carbon emissions generated by Port operations through the planting of trees and native plants that sequester carbon.

Budget Review:

Program Expense	Requested from HCBF	Recommended
Design	\$5,000	\$5,000

Demolition & Cleaning	\$7,358	\$7,358
Irrigation Repair & Installation	\$31,840	\$31,840
Install Crushed Rock Mulch	\$7,569	\$7,569
Tree Planting	\$5,000	\$5,000
Shrub Planting	\$9,245	\$9,245
Administrative Overhead	\$8,988	\$8,988
TOTAL	\$75,000	\$75,000

The primary expense of this grant (45%) will go towards design, demolition, cleaning, rock mulch, tree planting, and shrub planting. These are typical and core components of landscaping projects of this nature, and are necessary to complete the full landscaping of the median.

Another significant expense (42%) of this grant request is to cover the cost of irrigation repair and installation. Upon completion of a site visit, Staff has determined that the irrigation repair and installation is a necessary expense in order to achieve the benefits of carbon sequestration through tree and shrub planting. The planting must be supported by a functioning and effective irrigation system to keep trees and shrubs healthy and thriving.

Lastly, administrative overhead (13%) covers LACC’s administrative time spent on the completion of this grant, and is justified as necessary for the completion of this project.

Organizational Capacity:

Larry Smith is the Community Development Director of LACC, and will be the lead on this grant. He has over 30 years of experience in landscaping, urban forestry, and urban greening projects.

Staff is confident in Larry’s ability to complete the project, and LACC’s track record of success on similar projects.

Evaluation Plan:

LACC proposes to evaluate the success of its project in the following ways:

- Conduct a “Year 1” calculation using the CUFR Tree Carbon Calculator for all trees planted. This calculation determines total emissions reductions from planting and total carbon dioxide stored in metric tons.
- Compare metered watered use of newly installed smart irrigation against historic water usage of same medians using older irrigation system, and calculate efficiency gains.
- Compile the number of young adults employed for the duration of the project and the number of hours worked on the project.
- Provide before and after photos of the landscape medians along Harbor Boulevard.

Staff believes the components of this evaluation plan are satisfactory.

Ad-Hoc Comments:

The ad-hoc committee raised a concern about the high cost of the irrigation system. Upon completion of a site visit, Staff determined that it indeed is necessary and support the larger goal of carbon sequestration along this median.

Site Visit Comments:

Staff completed a site visit of the project location. Upon completion of the site visit, Staff is confident in the project timeline, scope, and budget, and received assurance that it would not conflict with any existing Port of Los Angeles design plans for that stretch of median on Harbor Boulevard.

3. PALOS VERDES PENINSULA LAND CONSERVANCY (PVPLC)

Funding Request: \$74,000
Recommended Funding: \$59,000

Application Summary

Program Priority:

Air Quality

Project Description:

PVPLC proposes to plant trees and shrubs in a native plant garden and conduct a two-acres grassland restoration project at the White Point Nature Preserve, located in San Pedro.

Plants and trees will be planted by volunteers over three months, and plantings will be maintained, weeded, and watered over six months. The two-acre garden will be maintained by a native plant garden expert throughout the grant period. Grassland restoration will take place over several months, and non-native plants will be monitored and removed throughout the spring growing season.

Location:

The project is located on the southwestern edge of San Pedro. White Point Nature Preserve is particularly affected by Port operations when Santa Ana or off-shore wind conditions occur, which brings Port-related particulate matter and pollution into the area. The location is also impacted by the emissions of cargo ships entering the Los Angeles harbor.

Grant Deliverables:

- Plant 15 trees and 200 native plants in the garden area and an additional two acres of native grasses, all at the White Point Nature Preserve in San Pedro.

Staff Analysis

Target Population:

This project will primarily benefit residents of San Pedro. The White Point Nature Preserve functions as a “carbon sink,” which can be defined as an area with an abundance of plants and trees to capture and sequester carbon dioxide. This carbon sink will offset the air quality impacts of Port operations and benefit the local population.

Mitigation of Port Impacts:

PVPLC’s proposed project will mitigate the Port of Los Angeles’ air quality impact on the community of San Pedro. The program is a reasonable mitigation measure because it will reduce carbon emissions generated by Port operations through the planting of trees and native plants that sequester carbon.

Budget Review:

Program Expense	Requested from HCBF	Recommended
Landscape installation and care	\$30,000	\$30,000
Native Plants, trees, grasses, and garden supplies	\$10,000	\$10,000
Project Manager/Volunteer Coordinator	\$30,000	\$15,000
Volunteers and Volunteer Supplies	\$2,500	\$2,500
Administrative Overhead	\$1,500	\$1,500
TOTAL	\$74,000	\$59,000

A significant portion of the grant (51%) will cover the cost of landscape installation and care. This includes the cost of a contracted garden care expert to manage the higher-skilled labor associated with plant care throughout the garden area. Furthermore, six Stewardship Technicians will be involved in the grassland installation and maintenance. Given the breadth of the landscaping and the expertise required, this is a necessary and reasonable expense.

An additional portion (17%) will be used for the actual native plants, trees, grasses, and supplies, which are the primary drivers of carbon sequestration benefits.

An additional portion (25%) is allocated to a Project Manager, who will coordinate landscaping designs, acquire native plants, and manage the actual grant. To ensure a successful project, a dedicated project manager is necessary.

A small portion (4%) will cover the costs of volunteer supplies, which are needed to encourage volunteers to spend time and assist in planting.

Lastly, a cost for administrative overhead (3%) will cover PVPLC’s administrative expenses related to this grant.

Organizational Capacity:

PVPLC has previously received a Community Benefit grant from HCBF. Based on six and 12 month reports submitted by PVPLC to HCBF, Staff is confident in the applicant’s ability to successfully complete grant deliverables.

Moreover, PVPLC has 25 years of experience completing conservation projects. Its staff consists of biologists, education experts, and community organizers.

For this particular grant, a Native Plant Garden Expert will provide oversight on the project.

Evaluation Plan:

- 15 trees and 200 native plants will be planted in the native plant garden and collect particulate pollution and sequester carbon (capturing up to 50% of the particulate matter in surrounding air).
- Two acres of native grassland will sequester about two tons of carbon dioxide into the soil (includes planting 400 native bunch grasses and spreading 20 pounds of seeds)
- Photos will be taken throughout the course of the grant.
- Native tree species that achieve optimal biomass for maximum carbon sequestration will be selected.

Ad-Hoc Comments:

No comments.

Site Visit Comments:

Staff has previously toured the site.

4. PORT OF LOS ANGELES HIGH SCHOOL (POLA HS)

Funding Request: \$24,000

Recommended Funding: \$24,000

Application Summary

Program Priority:

Air Quality

Project Description:

POLA HS proposes to construct a garden in a 1,400 square foot space on campus. The project includes the following components:

- Clearing unwanted shrubbery
- Installing an irrigation system
- Planting trees, vegetables, and herbs
- Installing a fence with a climbing plant wall

Location:

The project is located at POLA HS, which is adjacent to two Port operations and within a block from Port operations. The garden itself will be located on the north end of campus, along 3rd street.

Grant Deliverables:

- Vegetable and herb garden, drip irrigation, and composting program established at POLA HS
- Fruit trees planted on POLA HS campus

- Climbing plant wall established along garden border
- Students, families, community participates in Port mitigation efforts

Staff Analysis

Target Population:

This project will benefit the population at POLA HS. Currently, 1,000 students attend the school, along with dozens of teachers and staff. On a larger scale, the neighborhood surrounding the school will benefit from reductions in carbon emissions and pollution.

Mitigation of Port Impacts:

POLA HS’ proposed project will mitigate the Port of Los Angeles’ air quality impacts on the community of San Pedro. The program is a reasonable mitigation measure because it will reduce carbon emissions generated by Port operations through the planting of trees and a plant wall along the perimeter of a public school, which will sequester carbon and trap diesel particulate matter.

Budget Review:

Program Expense	Requested from HCBF	Recommended
Clearing of existing groundcover	\$1,000	\$1,000
Irrigation System	\$2,000	\$2,000
Materials, Supplies, Plants, Trees	\$2,000	\$2,000
Wrought Iron Fence for Plant Wall	\$16,000	\$16,000
Administrative Overhead	\$3,000	\$3,000
TOTAL	\$24,000	\$24,000

A significant portion of the grant (66%) will cover the cost of installing a wrought iron fence to support the plant wall. While this is a high cost, it is necessary in order to construct an effective plant wall that can sequester carbon dioxide and trap particulate matter.

Another portion (21%) will cover groundcover clearing, irrigation, materials, supplies, and plants, which are all necessary components of a successful garden and tree project.

Lastly, administrative overhead (13%) will offset the direct costs incurred by POLA HS in administering this grant.

Organizational Capacity:

POLA HS has previously received a Community Benefit grant from HCBF. Based on reporting, Staff is confident in the applicant’s ability to complete project deliverables.

Evaluation Plan:

POLA HS will evaluate its project in the following ways:

- 1,400 square foot garden built; drip irrigation improves water efficiency; composting taught to 980 students; soil improvement will reduce carbon emissions; 100 pounds of vegetables produced annually
- Ten fruit trees planted, reducing carbon emissions; 400 pounds of fruit harvested; reductions in temperatures due to tree cover
- 500 square foot climbing plant wall traps particulate matter; 10 pollinator-friendly vines planted on fencing
- 100 students from Environmental Engineering studies course, Urban Farming Club, Biology, AP Environmental Science, and Special Education Life Skills will maintain garden 4 hours per week for the school year; 10 students participate in horticulture summer school course; 100% of students pass with grade C or better.

Staff finds the evaluation plan to be satisfactory.

Ad-Hoc Comments:

Ad-hoc committee inquired about high cost of fencing. Upon site visit, the fencing was deemed an integral component of the project, and will be instrumental in allowing climbing plants to trap particulate matter, while also improving safety of garden.

Site Visit Comments:

Staff conducted a site visit prior to the application submission. Staff walked the grounds surrounding the project location. Staff determined that the area is significantly impacted from Port operations and Port pollution and that the project could provide significant mitigation.

5. SHAREFEST COMMUNITY DEVELOPMENT (SHAREFEST)

Funding Request: \$75,000
Recommended Funding: \$52,500

Application Summary

Program Priority:

Air Quality, Land Use Buffer

Project Description:

Sharefest proposes to complete an external makeover of Wilmington Park Elementary School. The project will serve as a visual and environmental buffer between the school and Port and Port-related operations. The project includes:

- Planting trees along the perimeter of the school
- Installing benches adjacent to the planted trees

- Constructing a mural to act as a visual buffer between the school and Port operations
- Removing and Replacing dead plants

This work will culminate on Sharefest’s 13th annual workday, to be held on April 30, 2016.

Location:

The project is located at Wilmington Park Elementary School, located at 1140 Mahar Avenue in Wilmington, California. The location is encircled by Pacific Coast Highway, the Terminal Island Freeway (Route 47), Route 103, the Alameda corridor, and several unofficial truck routes through neighborhood streets.

Grant Deliverables:

- Plant 15-gallon trees along the perimeter of the school, in coordination with the City of Los Angeles and the Los Angeles Conservation Corps
- Construct a three-story high mural on the south, Port-facing wall of the main school building to visually buffer the school and students from adjacent Port operations.
- Dead plants and weeds will be removed and replaced with a functioning garden box

Staff Analysis

Target Population:

The project will primarily benefit the students and staff currently at Wilmington Park Elementary School. Students who recreate in the playground of the school are exposed to the impacts of Port operations, including diesel exhaust, noise, and traffic accidents. A second, more indirect population to benefit will be the neighborhood in which Wilmington Park Elementary School resides, as the mural and other components will improve the aesthetic value of the neighborhood and offset the excessive impacts of Port operations.

Mitigation of Port Impacts:

Sharefest’s proposed project will mitigate the Port of Los Angeles’ air quality and aesthetic impacts on the community of San Pedro. The program is a reasonable mitigation measure because it will reduce carbon emissions generated by Port operations through the planting of trees along the perimeter of a public school; the project will also alleviate the aesthetic impact of Port operations by installing a mural to serve as a visual buffer between the public school and Port operations.

Budget Review:

Program Expense	Requested from HCBF	Recommended
Installing trees, benches, racks on side walk (material and labor)	\$16,000	\$16,000
Shade System Installation	\$22,500	\$0
Murals Painting	\$17,000	\$17,000
Learning Garden	\$8,000	\$8,000

Dead Plant Removal/Replacement	\$4,000	\$4,000
Administrative Overhead	\$7,500	\$7,500
TOTAL	\$75,000	\$52,500

A significant portion (32%) of the grant will be spent on installing the mural on the three-story building. While this cost is high, it is covering a large surface area, and will require a dedicated muralist to complete.

Another portion (30%) will be spent on improving the perimeter of the school. This includes tree planting and bench installation. This is a necessary cost to both improve air quality through carbon sequestration and act as a buffer between the school and Port operations.

Another portion (23%) will be spent on both dead plant removal and the installation of a new learning garden. This portion of the grant will provide additional sequestration benefits while also improving the visual quality of the school.

A final cost for administrative overhead (14%) will offset direct costs incurred by Sharefest for administrative expenses.

Organizational Capacity:

Sharefest has received a Community Benefit grant from HCBF in a previous cycle. Based on six and 12-month reporting submitted by Sharefest to HCBF, Staff is confident in the applicant's ability to successfully complete the grant deliverables.

Evaluation Plan:

Sharefest proposes to evaluate the project in the following ways:

- Receive feedback from school administrators, teachers, parents, and community members.
- School administration will provide report on the usage of outdoor spaces.

Staff recommends the following elements be added to the evaluation plan:

- Calculating the square footage of space improved across all project elements.
- Reporting the types of trees uses along perimeter of school, and methodology for selection.

Ad-Hoc Comments:

No comments.

Site Visit Comments:

Staff conducted a site visit to the school. After walking the grounds, Staff determined that the majority of project elements were necessary and would mitigate Port impacts. The proposed

shade structure (\$22,500) was in a location that would not meaningfully mitigate Port impacts, and was therefore removed from the recommendation.

ADDRESSING PORT SAFETY IMPACTS **(GRANT CATEGORY 3)**

6. FOUNDATION FOR MARINE ANIMAL HUSBANDRY **(“MARINE MAMMAL CARE CENTER AT FORT MACARTHUR (MMC/FM)”)**

Funding Request: \$23,000
Recommended Funding: \$12,500

Application Summary

Program Priority:

Safety

Project Description:

MMC/FM proposes to continue a “Community Intern Program” at its San Pedro facility to train San Pedro and Wilmington students aged 18 and over on oil-spill response training and responding to emergencies related to the region’s pinniped (seal and sea lion) population.

The internship program will take place over 10-weeks, staggered over four months, with six weeks allowed for candidate interview and selection.

Training includes:

- HAZWOPER (Hazardous Waste Operations) training, which, according to MMC/FM, “allows individuals to participate in field work during an oil spill event, and to work with affected animals in a rehabilitation setting.”
- Incident Command System training, which is an emergency response structure that allows volunteers deployed in an oil spill event to work under an ad-hoc structure.
- Training with the Oiled Wildlife Care Network, which provides webinars, classroom sessions, and field instructions on oil spill incident response.

Location:

The Community Intern Program will take place at MMC/FM’s facility, located at Fort Macarthur in San Pedro, California, operated in partnership with Los Angeles Unified School District. The facility is the only primary seal and sea lion rehabilitation hospital in Los Angeles County, and has operated since 1992.

Grant Deliverables:

- Continue the implementation of a “Community Intern Program” at MMC/FM’s facility in San Pedro, with a grant goal of three interns over a 12-month grant period.

- Target students aged 18 or over living in San Pedro and Wilmington as candidates for participation in the internship program.
- Train high school students in Hazwoper, Incident Command System, Oiled Wildlife Care Network, and other curriculum that increases aptitude for responding to oil spill events that affect the pinniped (seal and sea lion) population in San Pedro.

Staff Analysis

Target Population:

MMC/FM's proposed application will benefit two distinct populations in San Pedro and Wilmington. First, it will target students aged 18 and over living in San Pedro or Wilmington as candidates to participate in the community internship program. Second, students will be trained to work with the population of seals and sea lions located at MMC/FM's San Pedro facility.

Mitigation of Port Impacts:

MMCC/FM's proposed safety internship program will mitigate the Port of Los Angeles' safety impact on marine life in Wilmington and San Pedro, specifically the pinniped (seal and sea lion) population. The program is a reasonable mitigation measure because it will train local students in the proper care of seals and sea lions in the event of oil spills and other port-related emergencies that impact the safety of this marine population.

Budget Review:

Program Expense	Requested from HCBF	Recommended
Community Interns	\$17,100	\$8,550
MMC/FM Management of Interns	\$5,660	\$3,830
Training	\$240	\$120
TOTAL	\$23,000	\$12,500

The primary expense (68%) of this grant will be to cover the cost community interns. A single intern costs \$15 per hour. The intern will work for 19 hours per week, for 10 weeks. This equals \$2,850 per intern. This is a justifiable expense as providing interns with an hourly wage will create an incentive among the San Pedro and Wilmington target population for participation in the program, and will encourage retention over the 10-week program.

A second expense (31%) of this grant will be to cover the cost of MMC/FM personnel to manage the grant. This is a reasonable expense as the success of the internship program depends on the effective recruitment, management, and training of students. Designating costs to existing personnel will allow the facility to handle an increased intern population.

The third and final expense (1%) of this grant will be to cover the HAZWOPER certification for three interns. Certification costs \$40 per intern. This is a necessary expense to legitimize oil spill response training for each intern.

Organizational Capacity:

MMC/FM has previously received a Community Benefit grant from HCBF for the same program. Based on six and 12 month reports submitted by MMC/FM to HCBF, Staff is confident in the ability of the applicant to successfully complete all grant deliverables in this proposed request.

Evaluation Plan:

To determine the success of the internship program, MMC/FM will ask the following questions as part of its grant evaluation plan:

- Have internship positions been filled with qualified individuals?
- Has the facility increased the number of individuals trained in oil spill response events and have been properly trained in pinniped handling/husbandry techniques?
- Has the facility seen an increase in the ratio of trained personnel to patients (seals and sea lions), compared to previous seasons?
- Have interns increased their knowledge base of the impact of oil spill events on seals and sea lions in San Pedro?

Staff finds the list of questions provided for the evaluation plan to be satisfactory. In addition to these questions, Staff recommends that MMC/FM include the following questions as part of its evaluation plan:

- What specific risks were found from oil spill events on the pinniped population?
- What specific treatments were found to be effective to rehabilitate the pinniped population in the event of an oil spill?
- Which topics regarding oil spill impacts on seals and sea lions are not well understood, and worth investigating with further research?

Ad-Hoc Comments:

The ad-hoc Board committee inquired about the full request (\$23,000) and whether the award may be scaled and still produce an effective program. Since the majority of grant funding covers the cost of internships, Staff felt that the grant was scalable, bringing the intern count down from six to three.

Site Visit Comments:

Staff visited the MMC/FM facility in San Pedro prior to the application submission. David Bard, the facility director, provided a tour of the grounds, including the pinniped population currently served. Staff noted that MMC/FM has recently increased its capacity to house seals and sea lions, and has a greater ability to treat this population than in years past. Staff also noted that MMC/FM was recently involved in sending interns and volunteers to respond to oil spill events in the region.

**7. FRIENDS OF LOS ANGELES MARITIME MUSEUM
("LOS ANGELES MARITIME MUSEUM (LAMM)")**

Funding Request: \$8,000
Recommended Funding: \$8,000

Application Summary

Program Priority:

Safety

Project Description:

LAMM proposes to create an evacuation plan specific to its location on the Los Angeles waterfront adjacent to Port of Los Angeles operations. The goal of the evacuation plan is to provide an efficient way for visitors to exit LAMM in the event of a port-related emergency.

The evaluation plan will be created by a consultant specializing in emergency planning for museums and libraries. The plan includes:

- Two-day site visit, including a LAMM site survey, staff interviews, risk evaluation, and authoring the evacuation plan.
- Reviewing any existing Port of Los Angeles emergency plans.
- Full-day staff training session on the drafted evacuation plan.

Location:

LAMM is located at Berth 84 in San Pedro, along the Main Channel of the Port of Los Angeles. According to LAMM, “thousands of local families and school groups frequent [...] frequent the museum six days a week, year-round.” LAMM is situated between a shipping channel to the east of the facility, and a high-traffic corridor and railroad track to the west.

Grant Deliverables:

- Create a customized, site-specific evacuation plan for the Los Angeles Maritime Museum that ensures visitor safety in the event of a Port-related emergency.

Staff Analysis

Target Population:

The proposed grant will benefit two distinct groups. First, the evacuation planning will benefit the existing staff at LAMM, and will increase their aptitude for emergency response. Second, the visitors of LAMM will benefit from increased emergency preparedness, and a mitigated disaster risk by remaining in the employ of trained staff.

Mitigation of Port Impacts:

LAMM’s proposed evacuation plan will mitigate the Port of Los Angeles’ safety impact on residents and visitors in San Pedro and Wilmington, specifically visitors to the museum. The program is a reasonable mitigation measure because it will provide the facility with a reasonable evacuation plan that can improve public safety in the event of a port-related emergency.

According to the California Public Utilities Commission, approximately 2,000 shipping containers that enter the Port of Los Angeles monthly contain hazardous materials, increasing the risk of an emergency or disaster for adjacent properties such as LAMM.

While the City provides LAMM with training for CPR, First Aid, and other emergency procedures, it does not provide any site-specific, or Port-related, emergency training.

Budget Review:

Program Expense	Requested from HCBF	Recommended
Consultant Fees	\$4,500	\$4,500
Document Preparation and Training Materials	\$1,500	\$1,500
Consultant Travel	\$800	\$800
Shelter-in-Place Supplies	\$896	\$896
Training Supplies	\$212	\$212
TOTAL	\$8,000	\$8,000

A significant portion of the proposed grant will cover the expense of the hired consultant (67%). This is a reasonable expense because the consultant will provide expertise in emergency management, staff training, and site-specific evacuation planning.

An additional expense (19%) will go towards the preparation of documents and training materials. Such an expense is justifiable in that it is necessary to effectively implement the evacuation plan and disseminate to existing staff.

Lastly, supply expenses (14%) will cover the cost visitors shelter-in-place equipment and training supplies. Emergency supplies are a basic necessity that will aid LAMM in the event of a port-related disaster.

Organizational Capacity:

LAMM is operated by the Department of Recreation and Parks at the City of Los Angeles.

LAMM will partner with Western States and Territories Preservation Assistance Service (WESTPAS) to create the evacuation plan. The lead on this project will be Julie Page, who specializes in education and training workshops for museums and libraries.

Staff believes that Ms. Page has a satisfactory track record and sufficient training to successfully create an evacuation plan for port-related disaster.

Evaluation Plan:

LAMM has identified the following benchmarks of success as part of its grant evaluation plan:

- Consultant completes two-day site visit, and gathers information.
- LAMM orders shelter-in-place supplies for 100 persons.
- Staff conducts weekly drills and collects feedback and suggestions for refinement.

- Consultant receives input and issues final evacuation plan.
- Monthly drills incorporated into work routine.

Staff finds these evaluation benchmarks to be satisfactory.

Ad-Hoc Comments:

The committee asked about the ownership of LAMM. LAMM is run by the Recreation and Parks Department of the City of Los Angeles. The application itself was submitted on behalf of LAMM by the Friends of Los Angeles Maritime Museum, which is the charitable arm of the museum.

Site Visit Comments:

A site visit was not conducted upon review of this grant.

8. INTERNATIONAL BIRD RESCUE (IBR)

Funding Request: \$40,000
Recommended Funding: \$40,000

Application Summary

Program Priority:

Safety

Project Description:

IBR proposes to continue implementing its “Harbor Community Academic Internship Program.” The program trains students in aquatic bird rehabilitation and oil spill response. The program includes the following components:

- Introduction to animal care, including rehabilitation and oil spill response assignments
- Participation in a group or individual research project, culminating in a community presentation and poster
- Oiled Wildlife Care Network Core webinar instruction.

Location:

The International Bird Rescue center is located in San Pedro, California. The facility was built in 2000. It serves as the Los Angeles region’s primary wildlife response location.

Grant Deliverables:

- Provide an educational and career-oriented internship program to high school students and students aged 18 and over.
- Train interns on local oil spill history, response, and rehabilitation techniques.
- Perform research to improve oil spill response efforts in the Port of Los Angeles area.

- Increase the public’s awareness of oil spill risks and other safety impacts on San Pedro and Wilmington wildlife.

Staff Analysis

Target Population:

IBR’s proposed application will benefit two distinct populations in San Pedro and Wilmington. First, it will target high school students and students aged 18 and over living in San Pedro or Wilmington as candidates to participate in the community internship program. Second, students will be trained to work with the population of aquatic wildlife located at IBR’s San Pedro facility.

Mitigation of Port Impacts:

The facility treats anywhere from 200-500 oiled birds per year due to local oil spills, contamination events, and natural seepage. Additionally, the facility treats 2,500 sick, injured, or contaminated birds annually, of which at least 10% come from Wilmington and San Pedro areas. In recent years, the facility has responded at least 15 oil spills in and around the Port of Los Angeles.

IBR’s proposed internship program will mitigate the Port of Los Angeles’ safety impact on aquatic wildlife in San Pedro and Wilmington. The program is a reasonable mitigation measure because it will provide students with training to effectively treat aquatic wildlife in the event of oil spills and other port-related safety impacts.

Budget Review:

Program Expense	Requested from HCBF	Recommended
Internship Coordinator	\$29,400	\$29,400
Intern Expenses	\$1,200	\$1,200
Recruitment, Promotion	\$1,000	\$1,000
Professional Posters	\$900	\$900
Transportation, Fees	\$300	\$300
Consumables (e.g. printing)	\$300	\$300
OWCN/HAZWOPER Training	\$1,000	\$1,000
Administrative Overhead	\$5,985	\$5,900
TOTAL	\$40,085	\$40,000

The primary expense of this grant (74%) is to cover the cost of a full-time internship coordinator. While the cost of a coordinator is certainly high, it is a justifiable and reasonable expense to ensure a high quality internship program. The coordinator will be dedicated to the recruitment, management, training, and coaching of individual interns, and will not have to split duties between other facility tasks.

A second expense (3%) is for interns. This cost is specifically to reimburse for travel from the intern’s home to the IBR facility. This is a minimal expense that will provide sufficient incentive for participation and retention.

A third expense (7%) covers recruitment, promotion, outreach expenses, and consumables. These costs typically include printing, advertising in schools, snacks and beverages, and other incidental expenses that support the goal of recruiting interns. This also includes the cost of printing professional posters, which will be used when interns formally present their research findings to the community.

A final expense (1%) of the grant covers the cost of in-person training for hazardous materials and oil spill response. This is a reasonable expense that legitimizes the training of interns.

Lastly, 15% of the grant will cover administrative overhead (HCBF caps this cost at 15% of the full request). This expense covers personnel on site working with the internship coordinator, power, gas, internet, and other facility costs.

Organizational Capacity:

IBR has previously received a Community Benefit grant from HCBF for the same program. Based on six and 12 month reports submitted by IBR to HCBF, Staff is confident in the applicant's ability to successfully complete the grant deliverables of this proposal.

Evaluation Plan:

IBR has identified the following steps as part of its evaluation plan:

- Interns complete rigorous training program, including 300 hours of rehabilitation and spill response experience, oil spill response training, aquatic bird anatomy, spill impacts, spill history, environmental issues affecting aquatic birds, local habitat restoration, and oil spill rehabilitation-related research. This will be measured by completion of assignments and curriculum.
- Interns will focus their research projects on ways to alleviate oil spill risks in the Port of Los Angeles region (such as improved methods to treat oil spill medical conditions in grebes). This will be measured in terms of outreach contacts, partnerships formed, outreach events conducted, and intern final project presentations.

Staff finds IBR's internship evaluation plan to be satisfactory.

Ad-Hoc Comments:

Staff raised questions about the high cost of an internship program relative to the total requested funding. Staff provided the committee with information based on IBR's previous HCBF Community Benefit grant, indicating the importance of a full-time coordinator for delivering a successful internship program.

Site Visit Comments:

Staff visited IBR's San Pedro facility prior to the application submission.

9. PARK WESTERN PLACE ELEMENTARY SCHOOL

Funding Request: \$14,000
Recommended Funding: \$14,000

Application Summary

Program Priority:

Safety

Project Description:

Park Western ES proposes to conduct a safety program for 41 of its third grade students. The program will immerse students in a marine environment, with an emphasis on the effects of Port-related pollution on marine life and the marine environment. The program has the following components:

- Students use Ocean Discovery Kits in the classroom to receive lessons on marine pollution.
- Students attend a three-day camp at Emerald Bay in Catalina Island, conducted by Catalina Island Marine Institute, which provides hands-on knowledge and experiences about Port-related pollution resources and safety hazards.
- Students will return to campus and make speeches across K-5 to educate classmates on marine pollution.

Location:

The proposed program will take place at two locations. Pre-training and post-presentation will take place at Park Western Place Elementary School, located in San Pedro, California. The three-day marine excursion will take place on Catalina Island at Emerald Bay, through the Catalina Island Marine Institute.

Grant Deliverables:

- Immerse 41 third grade students in a marine science environment, which includes a three-day excursion to Emerald Bay in Catalina Island, that educates them on Port-related pollution and its impact on marine life and the marine environment.

Staff Analysis

Target Population:

This program is targeted at 41 5th grade students currently attending Park Western Place Elementary School in San Pedro, California. Moreover, the indirect population to benefit from this grant will be the total school population at Park Western ES that will attend a presentation on marine life safety upon completion of the excursion.

Mitigation of Port Impacts:

Park Western ES' proposed safety program will mitigate the Port of Los Angeles' safety impact on marine life and the marine environment in San Pedro and Wilmington. The program is a reasonable mitigation measure because it will provide students with formal education and

hands-on experience that increases their capacity to understand and address the Port’s safety impacts on marine life and the marine environment.

Budget Review:

Program Expense	Requested from HCBF	Recommended
Tuition for 41 students	\$11,849	\$11,849
Tuition for 6 staff	\$1,734	\$1,734
TOTAL	\$14,000 (rounded)	\$14,000 (rounded)

The majority of the grant expense (85%) will cover the cost of tuition for 41 students to attend the three-day marine excursion at Catalina Island. This is a reasonable expense as the tuition covers the cost of travel from the school to Catalina Island by ferry, along with instructional expenses, lodging, and supervision.

The remaining 15% of the grant will cover tuition for Staff and incidental administrative expenses, which is reasonable because it allows for proper supervision and instruction during the course of the journey.

Organizational Capacity:

Park Western ES has previously received an HCBF grant for the Harbor Schools STEAM Initiative. Based on site visits and reporting, Staff is confident that the applicant can successfully complete all grant deliverables.

Evaluation Plan:

Park Western ES proposes to evaluate the success of its programs using the following methods:

- All students use an Ocean Discovery Kit in the classroom as a starting point to learn about marine debris, Port pollution, and its effects on marine life.
- All students will conduct an experiment on ocean acidification, learning the negative effects it may have on marine life.
- All students will participate in an exercise at Emerald Bay in Catalina Island to understand the bioaccumulation of pollution in the food chain of marine life.
- All students will survey the Los Angeles harbor and learn about the impacts of Port operations on the watershed.
- All students will participate in a plankton lab, collecting plankton samples, and understand how pollution, plastics, and water contamination impacts plankton.
- 650 students will hear presentations about the dangers of marine pollution by 41 participating third graders.
- 2nd-5th grade students will complete a pre- and post-survey demonstrating their level of understanding of pollution sources and risks.

Staff believes that the evaluation plan components are satisfactory.

Ad-Hoc Comments:

The committee inquired about the three-day excursion at Catalina Island, including location, curriculum, and others program details. These details can be found in the Evaluation Plan section of this analysis.

Site Visit Comments:

Staff did not conduct a site visit related to this grant request.

10. THE BEACON HOUSE ASSOCIATION OF SAN PEDRO (BEACON HOUSE)

Funding Request: \$25,000
Recommended Funding: \$15,000

Application Summary

Program Priority:

Safety

Project Description:

Beacon House proposes to protect public access waterways in Wilmington and San Pedro through a year-long cleanup effort. This will include a 4-man crew, 4-hours a week, for a full year. The project includes removing rubbish from rocks, bushes, tree limbs, and the waterline.

Location:

The project will take place at multiple locations. The Consolidated Slip, is located in the East Basin of the Port of Los Angeles in Wilmington. The Dominguez Channel Watershed, comprised of 110 square miles of land in southern Los Angeles County, spills into the Slip. 96% of the watershed is developed. The second location is a stretch of waterway at the end of the marine along Shore Road, used by the public as a marine and boat docking area in Wilmington. The final area is a stretch along the Cruise Ship Terminal in San Pedro, near the boardwalk. All areas are designated as "right of passage" ways according to Council District 15, and are accessible for cleanup.

Grant Deliverables:

- Remove rubbish and plastics and other trash from publicly accessible areas along the San Pedro and Wilmington waterfront.

Staff Analysis

Target Population:

The project will primarily benefit Wilmington and San Pedro residents who frequent the public access points along the waterfront and consolidated slip. The larger target population includes the marine life downstream near Cabrillo Beach as the cleanup prevents trash and refuse from flowing down the channel.

Mitigation of Port Impacts:

Beacon House’s proposed project will mitigate the Port of Los Angeles’ safety impacts on the communities of San Pedro and Wilmington. The program is a reasonable mitigation measure because it will improve the safety of public access points and waterways impacted by Port operations through the removal of trash, hazardous materials, and other debris, thereby improving the quality of the waterfront.

Budget Review:

Program Expense	Requested from HCBF	Recommended
San Pedro and Wilmington Workers	\$9,984	\$9,984
Terminal Island Workers	\$9,984	\$0
Equipment	\$4,252	\$4,252
Administrative Overhead	\$780	\$764
TOTAL	\$25,000	15,000

The majority of the grant request (67%) will go towards the cost of labor for Beacon House men. Manpower is calculated at \$12 per hour. This is a reasonable expense for the amount of cleanup anticipated.

An additional request for equipment (28%) is justified to ensure property safety during the course of cleanup, and proper disposal of trash.

Lastly, administrative overhead (5%) will cover the direct costs incurred by Beacon House in administering this grant.

Organizational Capacity:

Beacon House has previously received a Community Benefit grant from HCBF. Based on reporting, Staff is confident in the applicant’s ability to complete the grant deliverables.

Evaluation Plan:

- A four-man crew will work in 4 hour shifts. This will continue for a period of 52 weeks. The outcome will be measured by the amount of trash bags/truckloads of rubbish being removed for the duration of the project.

Staff finds this evaluation plan to be satisfactory.

Ad-Hoc Comments:

Ad-hoc committee raised a concern about handling hazardous materials and requested HCBF to work with Beacon House to ensure proper safety. Moreover, committee requested Beacon House consider recyclable materials when using trash bags, to further environmental benefits.

Site Visit Comments:

Staff conducted a site visit of the proposed project locations before the application submission. Staff determined that the designated areas are indeed impacted by Port and Port-related operations and create a safety hazard for public access.

Applications Not Recommended for Funding

The following applications were not recommended in this cycle (sorted alphabetically):

11. Buddhist Tzu Chi Medical Foundation
12. California Kids IAQ
13. Clean San Pedro
14. Coalition for a Safe Environment
15. COPE Preparedness
16. Los Angeles Neighborhood Initiative
17. South Bay Contemporary

Applicants not chosen in this cycle did not meet one or more of the following evaluation criteria: responsiveness to the Request for Proposals, accurate budget details and/or budget narrative; justification of Port impacts; organizational capability; or project details.

Staff will reach out to applicants not recommended and offer technical assistance.

TRANSMITTAL 2 - RFP for Community Benefit Grants, Round 3

Harbor Community Benefit Foundation Community Benefit Grant Program Round 3

Request for Proposals

Who is HCBF?

Harbor Community Benefit Foundation is a 501(c)3 non-profit organization formed in 2011. Its mission is to assess, protect, and improve the health, quality of life, aesthetics, and physical environment of the harbor communities of San Pedro and Wilmington, California, which have been impacted by the operations of the Port of Los Angeles. HCBF accomplishes this through grantmaking, independent research, and community engagement.

What is the Community Benefit Program?

The goal of the Community Benefit grant program is to support organizations, projects, and ideas that help reduce the impact of Port of Los Angeles operations by providing off port mitigation in the communities of San Pedro and Wilmington. The Port impacts these harbor communities in many ways, such as increased truck traffic, emissions, safety risks, and incompatible land uses. HCBF seeks proposals that address the unique environmental challenges facing the Harbor communities. Community Benefit grants are funded through the Port Community Mitigation Trust Fund (PCMTF), which HCBF administers.

What is the focus of Round 3?

HCBF was created to address port and port-related impacts. In this Round we are focusing on answering these questions about particular types of port impacts:

- 1) How can the community alleviate air quality issues?
- 2) How can the community address incompatible land uses?
- 3) How can the community alleviate Port-related safety risks?

In this Round, applicants may seek funding to answer one or more of the above-mentioned questions by addressing one or more Impact Priorities. The three Impact Priorities fall into two categories: Projects and Programs. Projects involve planting or installation, while programs focus on education and dissemination of information.

Impact Priorities:

- 1) Projects that capture or filter particulate matter, carbon emissions, or other Port-related pollutants in San Pedro or Wilmington.¹

Examples: May include, but need not be limited to: 1) planting trees and other carbon sequestering plants in an area of port impact; 2) installing a mesh fence that traps particulate matter along a truck route, train route, or ship corridor, and; 3) identifying areas of air pollution and testing or creating a new technology or system for capturing particles.

- 2) Projects that establish a buffer adjacent to Port-related land uses and community land uses, including port-traffic streets and corridors. A buffer must be a project (mural, plants, mesh fencing etc.) that creates a visual, landscape, and/or noise buffer between the community and port-related operations.

Examples: May include, but need not be limited to: 1) creating a mural between a residential area and port operations to correct a negative visual impact caused by port operations; 2) planting shrubs, plants, or trees that create a landscape and noise barrier between a neighborhood and a port traffic corridor, and 3) installing a wall that acts as a noise barrier between a residential street and a truck route, train route, or ship corridor.

- 3) Projects and programs that improve community safety related to Port-related risks, such as oil spills, truck traffic, rail yards, pollution sources, hazardous storage, and noise.

Examples: May include, but need not be limited to: 1) oil spill response training; 2) creating an evacuation route for community members in the event of a port related disaster, and; 3) installing safety signage in neighborhoods and school pedestrian walkways along truck or train routes.

Available Funding

The total amount of funding for this round is \$350,000. The minimum request is set at \$5,000, with a maximum request of \$75,000.

HCBF understands the complexity and expense of large-scale or capital improvement projects, and will consider funding up to \$5,000 for the planning or study phase of a potential project. Approved funding for the planning phase is not a guarantee of future funding for the entire project. If you have questions on this concept please reach out to HCBF Staff directly.

Application Content

HCBF evaluates grant applications based a 100-point scale. The four criteria for review are listed below. More detail for each category can be found in the online application (release date TBD). **At a minimum, your project or program must take place in Wilmington or San Pedro and must address a port related impact in order to qualify for funding.**

¹ Types of Emissions, for example, may include Greenhouse Gases, Diesel Particulate Matter, Criteria Pollutants, and Hazardous Air Pollutants.

Criteria	Points
<p>1. Project Description</p> <p>HCBF Staff is available to provide technical assistance on any of the criteria listed below. Please attend the Grant Workshops, or contact HCBF Staff directly to receive clarification.</p> <p>The project description should provide the details of your project or program. Your project description also needs to answer or respond to the the following questions or statements, in addition to the details of your project or program:</p> <ul style="list-style-type: none"> • How will your project or program address a port-related impact relating to one or more of HCBF’s three Impact Priorities? The primary benefit of your project or program must address a port-related impact. • Where will your project or program take place within San Pedro and/or Wilmington? Let us know why you feel that the location of this specific project or program is located in an area that is impacted by port-related operations. • What are the secondary benefits to your project or program? Your project or program may have secondary benefits that are not necessarily port or port-related. • Who are the partners (if any) for this project or program? • Do you have site control at the project location? Please let us know that you have received permission to begin a project or program at the proposed location. Please provide any documentation, board approval, or a letter of approval from the site owner if the property is not owned by your agency. <p>Requirements for Project Description: <i>Please upload a Word document no more than two pages in length, with 1-inch margins and 12 point Times New Roman font.</i></p>	50
<p>2. Workplan* – click here to download the required form</p> <p>The Workplan should provide the goal(s) of your project or program and include the strategy for execution, evaluation methods, and a detailed timeline.</p> <p>Requirements: <i>This Word document may be no more than one page, with 1-inch margins and 12 point Times New Roman font.</i></p>	15
<p>3. Experience – form field in Submittable</p> <p>Please tell us about your team’s relevant background for this program or project. Also, describe any projects or programs that you have completed similar to this proposal.</p>	10
<p>4. Budget* – click here to download the required form</p> <p>Please use the required Budget form to complete the budget for the proposed project or program. Please be sure to include a detailed budget narrative (space provided in the budget form).</p>	25

Applicants will be required to provide the following documents in their application:

IRS Letter of Exemption
Agency Organizational Chart
Audited Financials (most recent, if available)

Board Roster
990 (most recent)
Agency Operating budget

***Please be sure to use the required templates or forms. Each file can be uploaded via the links in this application guide or by visiting our website at hcbf.org/grants.**

Who is eligible to apply?

Eligible applicants include: community-based organizations, non-profit organizations, and educational institutions. All applicants must have tax-exempt status, such as a 501(c)3 letter from the Internal Revenue Service (IRS). All applicants must submit proposals that address one or more Community Benefit Grant funding paths and must serve Wilmington and/or San Pedro. Applicants *based* outside of these communities are also encouraged to apply if project or program takes place in Wilmington or San Pedro.

If you do not have tax-exempt non-profit status, you may apply through a Fiscal Sponsor. Applicants may submit more than one application and collaborate to strengthen their projects and programs. If you are submitting a co-application, please include a commitment letter as part of your Supporting Documents.

Public agencies affiliated with the Port or the City of Los Angeles, HCBF staff and Board members, related parties, beneficiaries, or their affiliates are not eligible to apply for funding.

When are applications due?

Applications are due by 4:00pm on Friday, September 25, 2015.

How do you apply?

Go to hcbf.org/grants and follow the link to the Submittable online application for Round 3. Submittable will require you to create a log-in profile so you can save your progress and submit electronically.

What happens after submitting your application?

You will receive an auto reply following the completed submission of your grant application via Submittable. HCBF Staff will then begin reviewing applications.

HCBF Staff will review all submissions to determine eligibility, completeness, and responsiveness based on grant consideration criteria and evaluation forms specific to this program.

An ad-hoc grant selection committee, made up of members from HCBF's Board of Directors, will also review and evaluate all funding proposals. They may request clarification from an applicant or

initiate a site visit. The ad-hoc committee will present its recommendations to the entire HCBF Board of Directors for review and consideration in a public meeting.

All grant award decisions, including terms and conditions of any grant agreement, require approval by a majority vote of the HCBF Board during a public meeting. Projects funded from the Port Community Mitigation Trust Fund (PCMTF), such as the Community Benefit Grant Program, are subject to additional review, consideration, and approval by the Board of Harbor Commissioners. The anticipated funding dates will be announced at the time of award, typically but not necessarily within 90 days of the approval by the foundation's Board of Directors.

Grant Workshops

San Pedro:

Friday, August 28th, 2015 at 10:00am.

San Pedro Municipal Building
638 S. Beacon Street, Room 452, San Pedro, CA 90731

Wilmington:

Wednesday, September 2, 2015 at 10:00am.

Wilmington Chamber of Commerce
544 N. Avalon Blvd., Wilmington, CA 90744

Contact Us

You may reach the program staff at 310-997-7116, ata@hcbf.org, or meghan@hcbf.org.