



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: **October 28, 2021 / revised 2022.01.06**

Re: Healthy Harbor Communities Initiative Round 2 & 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 in July 2021 and received 10 proposals. The total requested amount for the Healthy Harbor Communities Initiative Grant Program was \$1,381,823. Of the 10 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, \$400,000 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 \$7,236,476 to grantees and contractors in combined HCBF-administered program funds, including: Wilmington and San Pedro Noise Mitigation Studies (\$290,270), Off-Port Impacts Study (\$300,000), Healthy Harbor Grants (five rounds = \$2,168,000), STEAM Pilot Program (\$300,000), Community Benefit Grants (\$3,487,375), and Healthy Harbor Communities Initiative (Round 1 = \$290,831 and the current requested round (\$400,000).

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 \$400,000, 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 \$400,000, 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 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 Round 2, we are still seeking projects with the aim of mitigating the public health related impacts on the communities of Wilmington and San Pedro due to port-related operations. However, the RFP for Round 2 was developed in collaboration with the TraPac Appellants and requires that proposed projects align with the stated priorities of the Appellants and meet the following eligibility criteria:

1. Reducing the community or health impacts of port-related pollution.
2. Equity-focused strategies serving Wilmington and San Pedro residents most impacted by port-related activities.
3. Ensure that resources serve the most impacted communities in Wilmington & San Pedro.
4. Demonstrate long-term benefits to the disadvantaged communities of Wilmington & San Pedro.
5. Support organizations in Wilmington or San Pedro.

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 \$1,381,823. 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
Wilmington Community of Schools	\$250,000
Memorial Medical Center Foundation/LBACA	\$250,000
Buddhist Tzu Chi Medical Foundation (BTCMF)	\$250,000
Breathe Southern California	\$231,823
Los Angeles Walks	\$50,000
Wilmington Community Clinic	\$50,000
South Base Center for Counseling (SBCC)	\$50,000
Robert F. Kennedy Institute of Community & Family Medicine	\$50,000
Coalition for a Safe Environment (CFASE)	\$50,000
LA Compost	\$50,000
Total Amount Requested	\$1,381,823

AD-HOC COMMITTEE REVIEW

The Board appointed ad-hoc Grant Review Committee, comprised of Board Members Richard Havenick, Gabriela Medina, and Charlene Contreras 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 \$400,000 (See table below). Please see **APPENDIX A** for project descriptions and nexus statements.

Organizations	Requested Amount	Recommended Amount
Wilmington Community of Schools	\$250,000	\$250,000
Los Angeles Walks	\$50,000	\$50,000
South Bay Center for Counseling (SBCC)	\$50,000	\$50,000
Wilmington Community Clinic	\$50,000	\$50,000
TOTAL:	\$400,000	\$400,000

On October 22, 2021, the HCBF Board discussed and unanimously approved the recommendation of the ad-hoc committee representing \$400,000 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 \$328,240.

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, 2021):

PCMTF Funding for Grants and Studies, Approved thru 12/31/21:			
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
	\$550,000		Healthy Harbor, Round 3
		\$1,120,000	Total for 2014
2015	\$518,000		Healthy Harbor, Round 4
	\$300,000		STEAM Pilot
	\$50,000		Community Benefit, Round 2B
	(\$15,000)		Community Benefit, Round 2 - grant cancelled
	\$350,000		Community Benefit, Round 3 (net wired \$335,000)
		\$1,203,000	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
	(\$38,087)		Community Benefit - grant cancelled
	\$80,480		Community Benefit Round 6B (net wired \$42,393)
		\$687,187	Total for 2018
2019			<i>Dedicated to Air Quality Program (see AQMF Trust fund)</i>
2020	\$209,169		Community Benefit, Round 7
		\$209,169	Total for 2020 (COVID-19 delayed funding)
2021		\$290,831	Healthy Harbor Round 6
		\$6,836,476	Total Committed Funding as of 9/30/2021
Funding, pending approval:			
PENDING	\$400,000		2021 Community Benefit, Round 8 (pending approval)
		\$400,000	Total Pending
		\$7,236,476	Grand Total with Pending

JP Morgan - PCMTF Account Balance Summary		
Beginning Balance (as of 12/31/20)		1,490,491
Contributions		
Withdrawals		(523,322)
Management Fees		
Interest & Dividends Reinvested	4,459	
Change in Investment Value	(2,220)	
Net Increase (ex. Withdrawals)		2,239
Ending Market Value (as of 9/30/21) unaudited		969,408

TRUST FUNDS	Deposit	Grants	Ops	Balance
PMTF Balance as of 9/30/2021				970,050
Grant Disbursement under consideration		(400,000)		(400,000)
Estimated PMTF Balance as of 12/31/21				570,050
2022 Budget - HCBF Ops			(292,500)	(292,500)
Estimated PMTF Balance as of 2022				277,550
PENDING				
NEW: TraPac Funding due from Port	270,000			270,000
Estimated PMTF Balance as of 2022	270,000	(400,000)	(292,500)	547,550

HCBF BOARD ACTIONS

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

1. Approve an additional \$50,000 in PCMTF be allocated to Heathy Harbor Community Initiative Grant Program for Round 2.
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 (\$400,000) 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, Round 2

TRANSMITTAL 2 - Staff Memo to HCBF Board dated October 22, 2021

TRANSMITTAL 3 - Re: Recommendations for Funding, Healthy Harbor Communities Initiative Grant Program,
Round 2 Grant Agreement Template



Appendix A
Healthy Harbor Communities Initiative Grant Program – Round 2
Project Descriptions & Nexus Statements

Los Angeles Walks

Project Description

The “Harbor Community Streets Have Data” Project builds on previously funded HCBF project in partnership with Best Start Wilmington. LA Walks developed The Safe Streets Community Promotora Education Program to train promotoras to educate Wilmington residents on the development of Wilmington as a port community, and educate residents on strategies and partnerships to secure safe street infrastructure that slow traffic and address the issue of port-related truck traffic from going through their neighborhoods to improve local air quality and to make their communities quieter and safer for pedestrians and non-vehicular users. Promotora training has been an effective tool in public health education.

For the “Harbor Community Streets Have Data” Project, a series of trainings will be conducted to prepare Wilmington and San Pedro community members to gather street-by-street data on walkability, access to public transit, and the impact of port-related truck traffic through professional walk audits. The walk audit report (“Harbor Community Walk Audit & Safe Street Infrastructure Needs Report”) will be shared during meetings with elected officials and/or communications campaign.

Mitigation of Port and Port-Related Impacts

Land & Community Safety; Community Health Risk & Education; Air Quality

Los Angeles Walks program mitigates, reduces, or addresses the Port’s air quality, land use, and safety impacts attributed to Port-related operations on the communities of Wilmington and San Pedro. Through LA Walks “Harbor Community Streets Have Data” Project, trained Promotoras will educate Wilmington and San Pedro residents on how to conduct two walk audits along street corridors with high concentrations of port-related truck traffic and accidents. The walk audit will gather information on walkability and safe access to public transit, given that access to public transit is a key community resource and serves public health. This program is a reasonable mitigation measure because it aims to protect, improve and assess public health by off-setting past, present and future off-port impacts from Port operations, especially as it relates to safety, land use, and community resources, and also by educating Wilmington and San Pedro residents on issues of port-related truck traffic and air quality.

Community Served: Wilmington

Budget

\$50,000

South Bay Center for Counseling

Project Description	
<p>SBCC has secured a 5-year lease through CD-15 to convert a vacant lot, previously port-related, to an urban community greenspace resource that will give residents access to healthy produce, grow plants that reduce air pollutants, and engage and educate the community around health promoting activities. SBCC seeks to increase access to green spaces for the residents of Wilmington by further developing urban farm and additional tree planting in the community and with community engagement through Neighborhood Action Networks. Small urban green spaces and trees have been found to reduce air pollutants (ozone, SOx, NOx, CO, and particulate matter) and improve air quality in local sites.</p>	
Mitigation of Port and Port-Related Impacts	
<p>Access to Community & Natural Resources; Community Health & Education; Air Quality</p> <p>SBCC's program mitigates, reduces, or addresses the Port's air quality and land use impacts attributed to Port-related operations on the communities of Wilmington and San Pedro by converting a vacant lot associated with port-related use to a community greenspace and providing education on impacts associated with port-related air pollution. The program is a reasonable mitigation measure because it will provide education and community space to a vulnerable population affected by Port operations.</p>	
Community Served: Wilmington	
Budget	\$50,000

Wilmington Community Clinic

Project Description	
<p>Personnel support to operate asthma program (allergist, social worker, case manager) at WCC which conducts screening, diagnosis, and treatment. Funds will provide support for WCC's ongoing asthma management program, which will provide treatment to those who suffer from asthma due to air pollution like those generated by the Port and port-related operations. WCC's services focuses on those who are lower income, and a population that has low English literacy, low health literacy, and limited access to other high-quality healthcare resources. Partnership with LBACA to provide WCC medical assistants with training on how to respond to asthma patients' concerns and how to best care for them. Training will be offered twice a year at no cost to WCC.</p>	
Mitigation of Port and Port-Related Impacts	
<p>Air Quality; Community Health Risk & Education</p> <p>WCC's program mitigates, reduces, or addresses the Port's 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 affected by Port operations.</p>	
Community Served: Wilmington & San Pedro	
Budget	\$50,000

Wilmington Community of Schools

Project Description

Los Angeles Unified School District-Wilmington Community of Schools (WCOS) and San Pedro Community of Schools (SPCOS) is proposing to establish a health care clinic/wellness center located on Wilmington Middle School's campus in collaboration with Kedren Community Health Center. Aims to reduce health impacts through asthma screenings, asthma health care education, and providing equitable health and wellness resources to assist with mitigating the impacts of the port on both W/SP residents. The community will also have opportunity to engage in nonmed activities such as nutrition classes, cooking classes, and a community garden.

Mitigation of Port and Port-Related Impacts

Public Health; Healthcare Access & Education; Air Quality

The health and wellness center at Wilmington Middle School will serve to mitigate, reduce, or address the public health, limited healthcare access, air quality and respiratory health risk impacts attributed to Port and 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.

Community Served: San Pedro & Wilmington

Budget

\$250,000



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

Deadline to Submit: Wednesday, August 11th, 2021, by 4pm PST

Introduction

The Harbor Community Benefit Foundation is soliciting applications for Round 2 of the Healthy Harbor Communities Initiative Grant Program. The purpose of this grant program, which was first launched in 2020, is to address and mitigate the impacts of Port of Los Angeles and Port-related activity on the health and well-being of San Pedro and Wilmington residents.

Near-port communities experience higher concentrations of environmental impacts (directly and indirectly) when compared to other residential communities not near port-related operations. Due to cumulative environmental exposures, those living, working, recreating, and going to school near the port may disproportionately experience negative public health outcomes, further highlighting environmental justice concerns. The pandemic and on-going public health emergency has impacted communities in many ways, including the health of vulnerable populations in San Pedro and Wilmington. These impacts are being felt over and above the effects of long-term exposure to air pollution and the cumulative off-port impacts created by past and present Port operations. Therefore, it is HCBF's goal to fund projects or programs to reduce some of these environmental health disparities and promote activities that benefit San Pedro or Wilmington residents impacted by Port and Port-related operations.

This health-focused grant round is part of a larger strategy to bring resources into the community, support ongoing collaborations, and establish new partnerships that benefit the communities of San Pedro and Wilmington. The Harbor Community Benefits Foundation (HCBF), in collaboration with the TraPac Appellants, is committed to promoting health and creating a healthy environment for those affected by Port operations.

Eligible Projects

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

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

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

Some examples of potential projects may include:

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

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

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

Applicant Eligibility

Applications are welcomed from any group, companies, or organizations seeking to offset the impacts of port-related operations on the health and welfare of the surrounding communities. Applicants will likely be more competitive if their respective submitted proposal meets the listed eligibility criteria, aligns with program goals, and effectively leverages matched funding.

Applicant organizations must have evidence of tax-exempt status to apply for funding. If the applicant does not have tax-exempt status, it may apply under a fiscal sponsor. The Grantee or Fiscal Sponsor must be a tax-exempt organization, as listed under Section 501(c)3 of the Internal Revenue Code, and not deemed a private foundation.

Eligible applicants include: local clinics, health-service providers, community-based organizations, and educational institutions. All applicants must submit proposals that address one or more Program Priorities, and any awarded funds must be used to benefit the communities of San Pedro

or Wilmington. Applicants based outside of these communities are encouraged to apply IF the funding for the proposed program is used to benefit the communities of San Pedro and Wilmington.

Available Funds

For this grant program, HCBF intends to distribute **up to a total of \$350,000 in grant awards**. We anticipate awarding funds for three proposals, with \$250,000 available for one large grant, and the remaining \$100,000 available for two grants of \$50,000 each.

HCBF reserves the right to offer revised grant awards for less than the requested amount based on scalability.

Matched Funding

Applicants are required to provide a detailed budget to support the application request. It is **STRONGLY** encouraged those applicants include at least 20% in-kind contribution and/or-monetary-matched funding. In-kind contributions may include, but is not limited to, other identified organizations providing services, volunteers, or other resources.

The inclusion of a matched-funding provision will extend the limited impact that HCBF funding awards can provide and expand the potential pool of engaged and participating organizations in these community improvement efforts. HCBF hopes to work with partners to leverage grant funds with support from other entities to better serve the communities of Wilmington and San Pedro.

RFP Process & Important Dates

The table below provides an overview of the RFP process. Please note that the RFP application and filing dates may be subject to change. Go to www.hcbf.org/grants for any updates to this grant funding timeline.

Deadline to submit applications	Wednesday, August 11, 2021
RFP Review Period	August 12 – September 10, 2021
HCBF Board Vote	September 2021
BOHC Approval Process	September - October 2021
Award Notification & Fund Release	November 2021
Anticipated Contract Start Date	December 2021

How to Submit Application & Required Components

One of HCBF's responsibilities is to administer the Port Community Mitigation Trust Fund (PCTMF), which is to be used to mitigate negative impacts associated with port operations. A required element of any successful application's RFP response will therefore include a discussion as to how the proposed project/program will mitigate the negative impacts of port operations on the communities of San Pedro and Wilmington.

Full applications must be submitted through Submittable no later than **4:00 P.M. on Wednesday, August 11, 2021**. The Submittable application portal can be accessed by visiting "www.hcbf.submittable.com" and selecting the "Healthy Harbor Communities Initiative" link. The link to Submittable will also be available at <https://hcbf.org/grants/healthy-harbor-communities-initiative-grant-program/>. 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 <https://hcbf.org/grants/healthy-harbor-communities-initiative-grant-program/>. If more than one page is needed, please make a copy of the original template.

The following are the formatting and submission requirements for each part of your application:

1. **Applicant Information:** This section will be a form field that must be completed within the Submittable application portal. It will ask for basic details, like your organization's name, address, primary, contact, etc.
2. **Project/Program Description:** This section will be individual form fields, for each question listed in the application requirements section, that must be completed within the Submittable application portal. The program/project description must address each of the following questions:
 - a. What project or program are you proposing to complete with HCBF funds?
 - b. What Port impact(s) will your project or program mitigate?
 - c. How will this project or program mitigate a past, present, or future impact from the Port of Los Angeles and/or Port-related operations? What is the purpose of your project? What will be the long-term community benefit of your project or program?
 - d. What is the period of project performance?
 - e. What are your organization's qualifications to complete this project or program?
 - f. If you are proposing a project or program at a specific location, do you have permission to perform that project or program at that location? If so, please provide documentation of access approval.
 - g. Who are the partners for this project or program? What is/are their project role(s)? Please discuss how the proposed project or program will leverage current partnerships or build new collaborations.
 - h. How will your organization engage in meaningful community engagement and build local knowledge and skills that align with HCBF's mission?
 - i. HCBF is seeking to work with partners to leverage its funds to ensure on-going community benefit beyond the individual grants. We are therefore requesting

applicants to consider how the proposed project or program will sustain longer-term community benefits to port-impacted communities. Please discuss how the proposed project or program will sustain long-term community benefits to the residents of Wilmington or San Pedro and what role if any collaborations or partnerships will play in the success of the project or program.

3. **Project/Program Work Plan:** The purpose of a “Work Plan” is to provide clarity about what and how you plan to achieve with HCBF funds. This section will be a Word or PDF document that must be uploaded to the Submittable application portal. It must be completed on an HCBF template that can be downloaded at www.hcbf.org/grants. If your application is awarded funding, your Work Plan will be used as a measurement tool to evaluate the progress and success of your project or program in mitigating Port impacts.

A successful Work Plan will provide the following details:

- a. **Goals:** What are the goals of your project or program?
 - b. **Activities:** How will you achieve each goal?
 - c. **Outputs:** How will you quantify the results of each activity?
 - d. **Outcomes:** What will be the long-term impact of achieving this goal?
4. **Project/Program Budget and Narrative:** The purpose of the Budget is to provide a line-item summary of how you will spend HCBF grant dollars to mitigate a Port impact. This section will be an Excel file (budget) and a Word or PDF document (narrative) that must be uploaded to the Submittable application portal. The Excel file must be completed on an HCBF template that can be downloaded at www.hcbf.org/grants. The narrative can be completed using your own Word or PDF file, single-spaced, 12-point font, 1-inch margin.

A successful Budget will provide the following details:

- a. **Program/Project Expenses:** This is a line-item breakdown of all expenses related to your proposed project or program, including personnel (labor costs). If requesting fringe benefits, please include the requested amount as part of the requested salaries and specify the fringe benefits’ percentage in your budget justification.
- b. **Administrative Overhead:** This is a lump-sum amount that may not exceed 10% of your total grant request. “Overhead” covers costs other than the direct costs required for the completion of the program or project (such as office space, office lighting and electricity).
- c. **Budget Justification:** A successful budget justification explains the basis for each of the line items listed. This helps HCBF to better understand why these costs are listed and how the requested funds will be used. If requesting fringe benefits, please state the amount requested and the basis for that requested amount.

Having in-kind and/or monetary-matched funding is strongly encouraged. If your proposed project or program is receiving any funds from non-HCBF sources, please list them in the “Funding Match” column on the budget form. Reporting “Funding

Match” amounts will not play a role in the overall scoring of your specific application but will help HCBF to understand the size and scope of the proposed effort.

5. **Applicant Experience:** This section will be a form field that must be completed within the Submittable application portal.
6. **Supplemental Documents:** This section will ask for uploading of various supplemental documents:
 - a. Most recent 990 Tax Return (if not available, please explain)
 - b. Most recent audited financial statements (if not available, please explain)
 - c. Most recent Board of Directors roster
 - d. Organizational Chart
 - e. Organizational Operating Budget
 - f. Evidence of Tax Exemption

Application Evaluation

Applications will be evaluated by HCBF staff and an ad-hoc committee of HCBF Board members. Each application will be evaluated for the program or project’s ability to mitigate Port impacts and the quality of responses in each section. If necessary, HCBF may request a site visit with you to ask additional questions or clarify elements of your submitted application. The table below presents the evaluation criteria for the application review process that includes some of the priorities identified by the Appellants. Applications will be reviewed for the following components, and reviews will be ranked based on a maximum achievable score of 100 points, as follows:

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

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

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

Restrictions

All grant award decisions, including terms and conditions of any grant agreement, require approval by a majority vote of the HCBF Board of Directors. Projects funded from the Port Community Mitigation Trust Fund are subject to additional review, consideration, and approval by the Board of Harbor Commissioners at the Port of Los Angeles. The expected grant disbursement date will be announced at the time of award and is typically within 90 days of the approval by the HCBF Board of

Directors; however, this timing is subject to change based on the Board of Harbor Commissioners meeting schedule.

Communications

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

Some Grantee communications activities may include the following:

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

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

Site Visits & Reporting

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

Contact Information

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

Meghan Reese, Executive Director (meghan@hcbf.org)
Tamanna Rahman, Program Director (tamanna@hcbf.org).
Phone: (310) 997-7116



To: HCBF Board of Directors
From: HCBF Staff
Date: Wednesday, October 20, 2021
Subject: Staff Memo – Health Harbor Communities Initiative Round 2 Application Summaries

INTRODUCTION

In this memo, Staff present a summary of the applications received in response to the Healthy Harbor Communities Initiative Grant Program (HHCI) Round 2 Request for Proposals (RFP) and provide funding recommendations.

BACKGROUND ON THE HHCI GRANT PROGRAM

The Healthy Harbor Communities Initiative Grant Program was first launched in August 2020. 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. Given the impacts of the COVID-19 pandemic and 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.

HCBF announced the launch of Round 2 in July 2021 with the release of the Request for Proposals. The current grant round still requires that proposed projects aim to mitigate the public health related impacts on the communities of Wilmington and San Pedro due to port-related operations. However, the RFP for Round 2 was developed in collaboration with the TraPac Appellants and requires that proposed projects align with the stated priorities of the Appellants and meet the following eligibility criteria:

1. Reducing the community or health impacts of port-related pollution.
2. Equity-focused strategies serving Wilmington and San Pedro residents most impacted by port-related activities.
3. Ensure that resources serve the most impacted communities in Wilmington & San Pedro.
4. Demonstrate long-term benefits to the disadvantaged communities of Wilmington & San Pedro.
5. Support organizations in Wilmington or San Pedro.

For this grant program, HCBF intended to distribute up to a total of \$350,000 in grant awards, with \$250,000 available for one large grant, and the remaining \$100,000 available for two grants of \$50,000 each. HCBF reserves the right to offer revised grant awards for less than the requested amount based on scalability.

In this memo, Staff present a summary of the submissions received in response to the HHCI Round 2 RFP and provide funding recommendations

OVERVIEW OF APPLICATIONS

Staff received 10 project proposals with total requested amount of \$1,299,023. Staff reviewed the submitted project proposal, workplan, budget, and qualifications and assessed the applications based on the criteria developed in partnership with the TraPac Appellants, relevance to port nexus, issues addressed, short & long-term impact. Staff also considered the overlap of the applications based on the issues areas discussed in the proposal. The table below provides an overview of the full project proposals that were received.

Table 1: Overview of Healthy Harbor Communities Initiative Round 2 Submissions

Applicant	Amount Requested	Community Served	Brief Description
Wilmington Community of Schools	\$250,000	Wilmington, San Pedro	Establish health and wellness center at Wilmington Middle School
Memorial Medical Center Foundation/LBACA	\$250,000	Wilmington, NW San Pedro	Asthma management education for children (0-18yrs) and families
Buddhist Tzu Chi Medical Foundation (BTCMF)	\$250,000	Wilmington, San Pedro	Respiratory health screenings and treatment for vulnerable school children; air purifiers
Breathe Southern California	\$231,823	Wilmington	Installation of air filtration system at Harbor Christian School; air quality & respiratory health education
LA Walks	\$50,000*	Wilmington, San Pedro	Promotora model to conduct walk audit in W/SP and prepare walk audit report
Wilmington Community Clinic	\$50,000	Wilmington, San Pedro	Asthma screenings and treatment for vulnerable population and asthma management training for medical assistants
South Base Center for Counseling (SBCC)	\$50,000	Wilmington	Develop urban farm and additional tree planting in community; community engagement through Neighborhood Action Network
Robert F. Kennedy Institute		Wilmington, San Pedro	Healthy Heart, Healthy Start Program and year-end conference
of Community & Family Medicine	\$50,000		
Coalition for a Safe Environment (CFASE)	\$50,000	Wilmington, San Pedro	Conduct CASPER Public health survey
		Wilmington,	Community composting and supporting
LA Compost	\$50,000	San Pedro	healthy soils for community gardens and other community events
TOTAL:	\$1,381,823		

*LA Walks initially requested \$150,000, but since that requested amount didn't fit within the large or small grant categories, Staff requested that the applicant modify the amount requested. The \$50,000 is the revised request amount with the updated workplan.

FUNDING RECOMMENDATIONS & DISCUSSION

Following review by HCBF staff and an ad hoc committee, four applications have been selected for a total funding recommendation of \$400,000 (Table 1). A breakdown of the funding recommendations include Wilmington Community of Schools for \$250,000; Los Angeles Walks for \$50,000; Wilmington Community Clinic for \$50,000; and South Bay Center for Counseling for \$50,000. Given the proposals we received, Staff and ad hoc committee decided to recommend an additional allocation of \$50,000 in PCMTF funds for this round to award three small grants instead of two.

Table 2: HHCI Round 2 Funding Recommendations

Applicants	Amount Requested	Amount Recommended
Wilmington Community of Schools	\$250,000	\$250,000
LA Walks	\$50,000	\$50,000
South Bay Center for Counseling (SBCC)	\$50,000	\$50,000
Wilmington Community Clinic	\$50,000	\$50,000
TOTAL AMOUNT RECOMMENDED:		\$400,000

Applicant: Wilmington Community of Schools

Requested Funding: \$250,000

Recommended Funding: \$250,000

Purpose: Los Angeles Unified School District-Wilmington Community of Schools (WCOS) and San Pedro Community of Schools (SPCOS) is proposing to establish a health care clinic/wellness center located on Wilmington Middle School's campus in collaboration with Kedren Community Health Center. Aims to reduce health impacts through asthma screenings, asthma health care education, and providing equitable health and wellness resources to assist with mitigating the impacts of the port on both W/SP residents. The community will also have opportunity to engage in nonmed activities such as nutrition classes, cooking classes, and a community garden.

Justification: This is an innovative project that aligns with our discussions with the TraPac Appellants and HCBF's priority to establish a health clinic serving vulnerable populations in Wilmington and San Pedro. Project involves strong partnership between WCS, Kedren Community Health Center, and LAUSD. Partners demonstrated long-term plans for sustainability of this clinic and has plans to establish this as a fully licensed clinic in the future. Discussed outreach strategies to inform families about the clinic, engaging various partners including faith-based organizations.

Applicant: Los Angeles Walks

Requested Funding: \$50,000

Recommended Funding: \$50,000

Purpose: Building on current project funded through HCBF's Community Benefit Round 7, the "Harbor Community Streets Have Data" project will conduct a series of trainings to prepare Wilmington and San Pedro community members to gather street-by-street data on walkability, access to public transit, and the impact of port-related truck traffic through professional walk audits. The walk audit report will be shared during meeting with elected officials and/or communications campaign. Report known as the "Harbor Community Walk Audit & Safe Street Infrastructure Needs Report."

Justification: Effective results with past HCBF funding. Builds on past HCBF funded project focused on effective advocacy and training around transportation and pedestrian safety using the promotora model. Solid workplan of activities, strong partnerships, and addresses needs identified in HCBF's off-port land use study.

Applicant: South Bay Center for Counseling (SBCC)

Requested Funding: \$50,000

Recommended Funding: \$50,000

Purpose: SBCC seeks to increase access to green spaces for the residents of Wilmington by further developing urban farm and additional tree planting in the community and with community engagement through Neighborhood Action Networks which includes 150 families from Wilmington. Neighborhood Action Networks meet weekly and help SBCC gain understanding of the strengths, challenges, and priorities of each community. SBCC will outreach to residents through the Neighborhood Action Networks.

Justification: We like this proposed project because it meaningfully builds on past HCBF funding where SBCC converted a vacant lot to a community farm in partnership with CD15. This project will increase access to green space and reduces local PM. Good workplan of activities and clear budget.

Applicant: Wilmington Community Clinic

Requested Funding: \$50,000

Recommended Funding: \$50,000

Purpose: WCC's services focuses on those who are lower income, and a population that has low English literacy, low health literacy, and limited access to other high-quality healthcare resources. Funding for part-time asthma specialist physician, medical assistant, and case manager to screen, diagnose, counsel, educate, monitor and treat low-income residents of primarily Wilmington and San Pedro who suffer from asthma and respiratory illness due to poor air quality near the Port of Los Angeles. Community engagement typically via health fairs and community events, but with COVID, shifted to online engagement. Will acknowledge HCBF on the website, SM platforms, will send press release to local media. Partnership with LBACA, who provides training to WCC medical assistants on how to respond to asthma patients' concerns and how to best care for them. Training is offered 2x a year at no cost to WCC. Provide referrals to their asthma education course.

Justification: Well-qualified to do asthma screenings and treatment for vulnerable population in Wilmington and San Pedro. Strong and credible organization. Their work has always been a success and much completed with small funding amount. We like the partnership between WCC and LBACA, who will be providing in-kind training to WCC medical assistants on asthma management over 2 years.

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 the amount of funds available for this program.

Memorial Medical Center Foundation/LBACA

Amount Requested: \$250,000

Purpose: LBACA's Asthma Intervention, Education and Outreach Program will focus on enrolling 120 children (0-18 yrs) with uncontrolled asthma and their families (within SP and W). Proposes to conduct 6 asthma 101 classes, 6 air pollution and health effects classes, and 10 trainings for school and clinic personnel. Asthma trainings will be virtual. LBACA's CHW program will provide each enrolled family 4 educational opportunities via phone/video conferencing over a period of 6 months to educate them about asthma and med use, virtual home env assessments to identify asthma triggers, provide covid-19 recommendations for asthma patients, plan with families to improve asthma management, provide an asthma kit with nontoxic cleaning supplies

Justification: LBACA has a strong program in addressing asthma management issues, they do great work in the community, and their in-home visitation has been modified to follow COVID-19 safety measures. Due to the competitiveness for the large grant category, we are moving forward with another qualified applicant for the larger grant for this round.

Buddhist Tzu Chi Medical Foundation

Amount Requested: \$250,000

Purpose: BTCMF will partner with LAUSD to provide free screenings and medication for respiratory illnesses and also connect them to other comprehensive health services at BTC clinics and with other partners. A minimum of 250 elementary school children will be screened in W/SP, and 50 out of total will be for homeless children. Screenings will take place at approximately 15 elementary school locations. BTCMF proposes to hold a community event to distribute 50 air purifiers and gift cards.

Justification: Organization does great work and is currently funded to do air purifier distribution with Round 1 HHCI funding. Given the scope of the project, we are moving forward with other qualified applicant for the larger grant amount.

Breathe Southern California

Amount Requested: \$231,823

Purpose: Proposes to reduce the health impact of port-related pollution through air filtration, student education, asthma screening, and community awareness. In partnership with IQAir, Harbor Christian School and Watts Clean Air and Energy Committee, Breathe SoCal proposes to install and maintain air filtration system at one Wilmington school.

Justification: While this is good project, we are concerned that this large amount of HCBF funds will provide air filtration at only one school. Not recommended under this round because HCBF is moving forward with other qualified applicant for the larger grant amount.

Robert F. Kennedy Institute of Community and Family Medicine

Amount Requested: \$50,000

Purpose: RFKI's Healthy Heart, Healthy Start program to provide 12 bilingual monthly health education workshops and one year-end health conference to educate Wilmington and San Pedro residents on common symptoms, risk factors, and methods for preventing and mitigating the effects of chronic diseases exacerbated by port pollution, including heart disease, high blood pressure, congestive heart failure, stroke, asthma, allergies, and Chronic Obstructive Pulmonary Disease (COPD). Year-end health conference - opportunity for residents to connect to local representative, researchers, and organizations working to improve health for those living near the port.

Justification: Organization does great work in serving the community but given limited HCBF funds, proposal did not align with funding priorities at this time.

Coalition for a Safe Environment

Amount Requested: \$50,000

Purpose: CFASE proposes to conduct a CASPER Public Health Survey focused on the communities of Wilmington and San Pedro to establish a public health baseline. The data will be used to validate whether the Port's adopted Clean Air Action Plan, project mitigation measures and other initiatives are succeeding in improving public health. Will establish a Project Advisory Committee to inform assessment.

Justification: Establishing a public health baseline for the communities of Wilmington and San Pedro is important for HCBF, however concerned about the scope of the workplan and proposed activities within the timeline of the grant period. Applicant did not provide letters of support from partners included in the project proposal.

LA Compost

Amount Requested: \$50,000

Purpose: LA Compost proposes to engage Wilmington and San Pedro communities to support individual, community and regional level composting production and regenerate local soils, ecosystem protections and climate resiliency. The proposed project would include the following activities and partnerships: (1) Regional Compost Facility at Ken Malloy Harbor Regional Park, in partnership with LA County Department of Parks and Recreation and City Plants LA; (2) Community Compost Cooperative, in partnership with Strength Based Community Change (SBCC) and Heart of the Harbor Community Garden; and (3) Farmers Market Drop-off Program, in partnership with Wilmington Certified Farmers' Market.

Justification: This is a good project with connection with previously funded community farm in Wilmington, but proposed project is not a priority with PCMTF funds and does not meet the port nexus.



[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 **[January 1], 2022** and shall end **[December 31], 2022**.

Project Description:

Deliverables:

Budget

Program/Project Expenses	
Line Items	Amount
Total	

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;

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