

ITEM NO. 3

DATE: FEBRUARY 23, 2012
FROM: MARY SILVERSTEIN, EXECUTIVE DIRECTOR, AND
MARK VARGAS, MISSION INFRASTRUCTURE
SUBJECT: REVIEW AND APPROVAL OF GRANT AGREEMENT(S), IN
SUBSTANTIAL FORM, AND FUNDING OF HEALTH CARE
GRANT PROGRAM

SUMMARY:

In the fall of 2011, Harbor Community Benefit Foundation released an RFP for a Health Care Grant Program; the submission deadline was November 30, 2011. While there was no restriction on the amount of the grant funding awarded to a single recipient, HCBF anticipated awarding no more than a total of \$500,000 to several grantees. Staff recommends that the Board approve, in substantial form, a Grant Agreement (Agreement) between the HCBF and each grant recipient. Staff further recommends the Board approve the funding of four awards, with direction to staff to obtain approval of the Board of Harbor Commissioners to release funds from the Port Community Mitigation Trust Fund (PCMTF).

- i. Long Beach Alliance for Children with Asthma
- ii. The Children's Clinic
- iii. Tzu Chi Medical Foundation
- iv. Wilmington Health Center

Qualified applicants not chosen in the initial funding round will be eligible to apply for subsequent funding.

RECOMMENDATION:

It is recommended that the Harbor Community Benefit Foundation Board of Directors:

1. Approve the Agreement(s), substantially as to form, between HCBF and the Health Care Grant Program recipients, as follows:
 - a. \$88,908 to Long Beach Alliance for Children with Asthma (LBACA)
 - b. \$50,000 to The Children's Clinic (TCC)
 - c. \$8,000 to Tzu Chi Medical Foundation (Tzu Chi)
 - d. \$172,500 to Wilmington Health Center (WHC)
2. Direct the Executive Director to transmit said Agreement(s) to the Board of Harbor Commissioners (BOHC) for final review and determination, pursuant to Section 5.B.iii of the Operating Agreement (Operating Agreement) of the TraPac Memorandum of Understanding (TraPac MOU);

3. Upon approval by the BOHC, authorize the Executive Director to execute and the Board Secretary to attest to said Agreement, for and on behalf of the Board; and
4. Adopt Resolution No. _____

DISCUSSION:

Program Background: Section 5.A.ii of the Operating Agreement (Operating Agreement) of the TraPac Memorandum of Understanding (TraPac MOU), titled “Project Funding” calls for the establishment of a Port Community Mitigation Trust Fund (PCMTF), to fund appropriate mitigation projects and grants (Projects), including certain projects described in Exhibit A:

“Project C: Provide funds to local clinics, other health service providers, and other organizations aimed at addressing health impacts from air pollution stemming from port operations.” Subsequently referred by staff as the Health Care Grant Program.

Project Selection Process: Section 5.B. Project Selection and Performance, directs HCBF staff to

“...develop and select proposals to receive funding based on identification of impacts from the port or port-related operations, the ability of the proposal to mitigate the identified impact, technical feasibility, cost-effectiveness, organization capacity to complete the project, and the benefits that a project proposal would provide.”

An RFP was issued, with applications due no later than November 30, 2011. An *ad hoc* committee, including Staff Consultant Mark Vargas, and two board members, Dr. Silvia Prieto and appellant Kathleen Woodfield, reviewed each application. In response to the RFP, seven (7) qualified applicants requested a total of \$1,120,047, i.e. 2.24 times the funding available.

Eligibility Criteria: Grant proposals were solicited to address health impacts from air pollution in the community of Wilmington. Proposals submitted were required to address one or more of the following priorities:

1. Diagnosis/Treatment;
2. Medical Supplies & Pharmaceuticals; and/or
3. Education/Outreach.

Eligible applicants included: local clinics, based in or serving the Wilmington community, health service providers, community-based organizations, nonprofit 501(c)3, and institutions for higher learning.

Submitted applications were reviewed by the committee, and site visits conducted by committee members to 85 percent (85%) of the applicant organizations were made by one or more committee

members. Recommendations from staff fit Section VII, Selection Criteria of the RFP, including, but not limited to: a clearly defined project, evidence the proposed project addresses a community need, and capacity of the grantee organization to implement the proposed project and manage the grant funds.

Project Scope - Grant Request Forms: The attached grant request forms, for each grantee, provide a staff generated summary of the project, with deliverables, key staff, community partners, schedule for implementation and staff recommended disbursement instructions.

FINANCIAL IMPACT:

Section 5.B.iii of the Operating Agreement gives specific guidelines as to how money can be withdrawn from the PCMTF. A single transfer of funds from the PCMTF to HCBF for this project will be requested of the BOHC. Periodic disbursements will be made from HCBF to the program recipients, over the course of twelve months, based on achieved milestones reflected in the grant agreements:

The ad hoc committee unanimously recommends funding, in the total amount of \$350,000, as follows:

Health Care Grant Program - Anticipated Disbursements per Quarter					
	Q1	Q2	Q3	Q4	Total
Tzu Chi	\$ 6,000	\$ 2,000			\$ 8,000
WHC *	\$ 57,625	\$ 57,625	\$ 37,250	\$ 20,000	\$ 172,500
TCC	\$ 12,500		\$ 25,000	\$ 12,500	\$ 50,000
LBACA	\$ 22,225		\$ 44,450	\$ 22,233	\$ 88,908
Subtotal	\$ 98,350	\$ 57,625	\$ 108,700	\$ 54,733	\$ 319,408
Contingency	\$ 9,500	\$ 5,700	\$ 10,000	\$ 5,392	\$ 30,592
Total	\$ 107,850	\$ 63,325	\$ 118,700	\$ 60,125	\$ 350,000

** WHC: Q3 includes 10% holdback (\$17,250) and new staff (\$20,000)*

The HCBF Board authorized the ad hoc committee to identify up to \$500,000 in grantees. Staff recommendation is to request a release from the BOHC in the amount of \$319,408, plus a contingency of roughly 10%, \$30,592 (rounded), for a total of \$350,000.

COMMUNITY IMPACT/ECONOMIC BENEFITS:

Grantees are required to provide semi-annual reports to demonstrate the use of funds and quantify the impact of each program, based on the number of local Wilmington residents served.

Approval of this Agreement supports capacity building, including 3.5 full time

equivalent (fte) jobs based in Wilmington as follows: WHC Pulmonolgy Care project coordinator (1 fte), TCC Community Health Worker (1 fte), LBACA, Community Health Worker (1 fte) and trainer (.5 fte).

TRANSMITTAL/ATTACHMENTS:

Form of Grant Agreement Contract for each Grantee, prepared by Public Counsel

Grant Request Form - WHC

Grant Request Form - TCC

Grant Request Form - Tzu Chi

Grant Request Form - LBACA

APPROVED BY:

MARY SILVERSTEIN
Executive Director