Guidelines for the Port of Long Beach Schools and Related Sites Mitigation Grant Program

> Date: March 2013



Acknowledgements

The Port of Long Beach appreciates the assistance from the following persons involved in the preparation of these Guidelines:

Authors

Port of Long Beach Staff Environ International Corporation iLanco Environmental

Technical Assistance and General Assistance

Mitigation Grant Programs Advisory Committee:

Raúl A. Añorve, Community Representative Dr. Philip Fine, South Coast Air Quality Management District T.L. Garrett, Pacific Merchant Shipping Association Betty Karnette, Former California State Senator Lillian Kawasaki, Community Representative Peggy Taricco, California Air Resources Board

Port of Long Beach Board of Harbor Commissioners

COMMISSION PRESIDENT: Susan E. Anderson Wise

COMMISSION VICE PRESIDENT: Thomas Fields
COMMISSION SECRETARY: Nick Sramek

COMMISSIONER: Doug Drummond

COMMISSIONER: Rich Dines

Table of Contents

		Page
GLO	DSSARY	iii
1	INTRODUCTION	1
2	GRANT PROGRAM GOALS AND PURPOSE OF THE GUIDELINES	1
2.1	Purpose of the Guidelines	1
2.2		2
3	ELIGIBLE APPLICANTS	2
4	ELIGIBLE PROJECTS	3
4.1	Facility Improvement Projects	4
4.2		
4.3		
5	ELIGIBLE PROJECT CRITERIA	
5.1	Criteria for Eligible Applicants and Eligible Projects	5
6	PROGRAM FUNDING AND APPLICATION SUBMITTAL	
6.1	Funding Announcement	6
6.2	-	
6.3		
6.4	<u> </u>	
7	REQUIRED MONITORING/RECORDKEEPING REQUIRED AND AUDIT PROVISIONS	

List of Tables

Table 1. Facility Improvement Projects - Project Ranking

List of Figures

Figure 1. Geographic Preference Zones

1 Introduction

The Port of Long Beach (Port) has developed the Schools and Related Sites Mitigation Grant Program (Schools Grant Program) as one element of the Port's efforts to lessen the impact of cumulative air pollution from Port development projects. Although the Port makes every effort to reduce air pollution at its source by employing best available technologies, not all impacts can be addressed with on-site mitigation measures alone. For this reason, the Schools Grant Program was developed as a mechanism by which the Board of Harbor Commissioners, at its discretion, can fund projects outside of Port boundaries to improve community health that might be impacted by Port projects. Funding for the Schools Grant Program will come from specific Port development projects; the program, however, is not tied to a particular Port development project.

The Schools Grant Program is designed to help those individuals most vulnerable to port-related air pollution. Studies have shown that sensitive receptors, such as children, are particularly sensitive to air pollution. The Schools Grant Program, therefore, will fund projects in accordance with these guidelines that are aimed at reducing impacts, associated with air quality, from Port projects on this sensitive population.

In addition to funding projects aimed at reducing impacts associated with air quality, the Schools Grant Program will also fund projects aimed at reducing noise nuisances which school children may be exposed to in the surrounding heavily industrialized area near the Port.

To reach this population, these guidelines identify eligible applicants to be daycare centers, preschools, K-12 schools, after school programs, and youth centers. The eligibility criteria set forth in these guidelines account for the fact that cumulative air quality is a function of distance from the San Pedro Bay Port area and the related goods movement transportation routes and the direction in which air pollution travels due to prevailing winds. For this reason, the guidelines give preference to facilities closest to and downwind of (north and east) the Port because sensitive receptors in those areas are most likely to be exposed to higher pollution levels.

The Port has developed a list of projects that can be implemented effectively at eligible facilities and that have demonstrated direct improvements to air quality and/or reduced exposure to indoor air pollution. Eligible projects are discussed in Section 4.

2 Grant Program Goals and Purpose of the Guidelines

2.1 Purpose of the Guidelines

These guidelines serve to:

- Establish Schools Grant Program goals and policies;
- Define eligibility criteria for potential applicants and projects based on presence of children and their proximity to port-related activities;
- Describe the eligible projects and the metrics that will be used to assess a project's air quality and/or noise impact mitigation potential;
- Explain how funding provided by the Port will be distributed; and
- Outline how and where to apply for funding.

These guidelines are not intended to provide specifics on application, project, or documentation requirements. Such specifics will be included in the request for proposals (RFP) that will be issued at the commencement of the grant application process.

The goal of the Schools Grant Program is:

To lessen the impact of cumulative air pollution from Port development projects by supporting facilities that serve children.

Organizations may attempt to meet this goal through:

- Direct indoor pollution and noise reduction; or
- Reduction in exposure to air pollutants.

3 Eligible Applicants

All applicants must serve children in one or more of the following capacities:

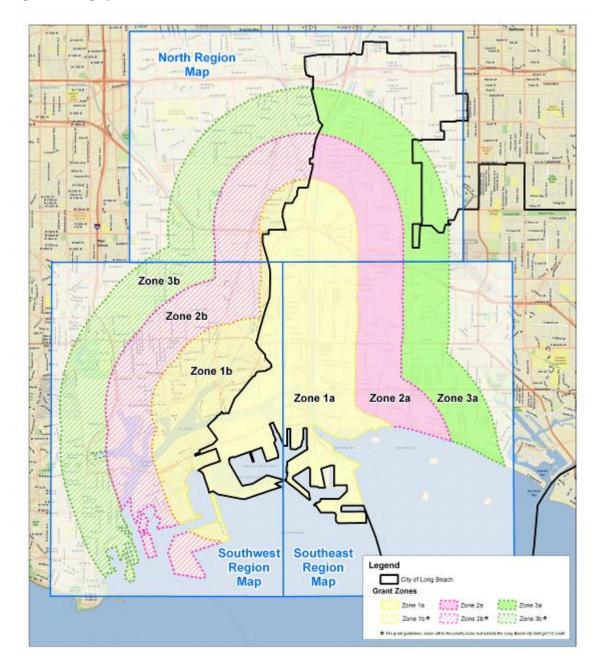
- Daycare centers;
- Preschools;
- K-12 schools;
- After school programs; or
- Youth centers.

In addition, applicants must be a facility properly licensed under the California Health and Safety Code¹.

Because air quality impacts are a function of distance from the Port and the Port's transportation routes, three zones of impact were established to rank each proposed project. Facilities within 1 mile of the Port or these transportation routes are in Zone 1; facilities within 2 miles are in Zone 2; and facilities within 3 miles are in Zone 3 (see Fig. 1). Because the prevailing winds coming from the Port head north and east, facilities in the areas northeast of the Port and Port's transportation routes will be designated Zones 1a, 2a, and 3a and will have priority over those located to the northwest. Facilities/programs northwest of the Port and the Port's transportation routes (Zones 1b, 2b, and 3b) may apply for funding but will be given a lower priority.

¹ Under the following sections of the California Health and Safety Code: 1200, 1250, 1500, 1569, 1570, 1725, 1745, 1760, 1765, 1770.

Figure 1. Geographic Preference Zones



This is a small-scale map provided for demonstrational purposes only. A large scale map with zoom functions is available at the Port website at http://www.polb.com/environment/grants/info/zones.asp.

4 Eligible Projects

Applicants will need to fill out separate applications for each proposed project.

4.1 Facility Improvement Projects

Eligible projects focus on lessening impacts associated with respiratory and cardiopulmonary and other pollution-related health issues by directly reducing indoor air pollution or by reducing exposure to such pollutants. Eligible projects may include, but are not limited to, the following:

- High performance filter replacement/installation and HVAC upgrades:
 - Replace existing low performance particle filters and high performance filters, which have reached the end of their useful life, in the heating-ventilation-air-conditioning (HVAC) system with high performance filters that remove at least 85% of ultrafine particles;
 - Install a register-based air purifier directly on the existing HVAC register, where the air supply enters the room;²
 - Purchase and use a stand-alone filter system (self-contained air cleaning device that operates independently of a facility's HVAC system) that has a Clean Air Delivery Rate (CADR) appropriate for the size of the room to be cleaned (http://www.cadr.org/);²
 - Upgrade, replace or install a new HVAC system provided that high performance filters are installed on this system; and
 - Relocate HVAC air intake location away from parking lots and roadways.
- Relocate classroom and playground locations away from pollution sources
- Replacement/sealing of windows/doors:
 - Upgrade existing windows and doors by replacing either the seals or the windows/doors to minimize infiltration of outdoor pollution to the indoors (new windows must be doublepaned or insulated and have a manufacturer's guarantee or certification that they will reduce the intrusion of outdoor air).
 - Replace windows and doors to reduce the transmission of exterior noise to indoor environments.
- Noise barriers (noise walls or berms): Install noise barriers to reduce excessive traffic noise from highways or major roads.
- Perimeter landscaping and maintenance: Plant vegetation that may reduce particulate matter exposure by providing a barrier between nearby vehicular traffic and roadways and the facilities.

Additionally, projects may have price caps, maintenance requirements and other technical specifications detailed in the RFP.

4.2 Additional Project Options

Applicants may apply for projects not listed above if an applicant believes a particular project would help mitigate air pollution impacts and is consistent with the goals of the Schools and Related Sites Grant Program. The proposal should describe the project type, capital and maintenance costs, if applicable, expected air pollution reductions, and/or exposure reductions, in accordance with these guidelines and the

² Register and stand-alone units must be certified by ARB, per Section 94800 et seq of Title 17 CCR. http://www.arb.ca.gov/research/indoor/aircleaners/air-cleaner-regulation.pdf.

RFP. In addition, the applicant must justify the efficacy of the proposed project by referencing technical studies or regulatory agency approval.

4.3 Matching Funds

Although matching funds are not required, projects that have or will receive funding from other state or local sources are encouraged. Such projects will not be awarded extra points, but the additional funding is expected to result in a greater cost-effectiveness score for applicants. Collaborations and partnerships are encouraged.

5 Eligible Project Criteria

5.1 Criteria for Eligible Applicants and Eligible Projects

Only eligible applicants as defined in Section 3 can apply for the Schools and Related Sites Grant Program.

The Port will rank each application on a 100-point scale. Funds will be allotted to the project with the highest number of points, then to the project with the next highest number of points, and so on down the list until all available grant funds are expended.

Projects will be evaluated based on the beneficiaries served, impact zone, strength of application, and type of project. In addition, since the Port aims to maximize the number of beneficiaries for grant dollars spent, points will be awarded based on the number of people benefitted by the proposed project per Port awarded dollars as well as the methodology used to achieve program goals.

Facilities serving populations in zones 1b, 2b, and 3b may apply for funding but will be allocated half the total application points available. Projects will be ranked according to the criteria presented in Table 1.

Table 1. Facility Improvement Projects - Project Ranking

	Allocation Point
Project Beneficiaries	
Geographic Preference Zone [1]	0-25
Type of Facility ^[2]	0-10
Number of Children Benefited per \$10,000 awarded [3]	0-30
Strength of Application Criteria	
Project description	0-5
Methodology	0-2
Applicant experience	0-2
Performance measures	0-2
Resources, capability and response	0-2
Budget justification	0-2
Strength of supporting documentation [4]	0-2
Projects	
High performance filter replacement/installation and HVAC upgrades:	
Replace low performing and expired high performing filters in existing HVAC systems [5]	0-15 (+0-3)
Install register-based air purifier on existing HVAC system	0-15 (+0-3)
Install stand alone HVAC system & filters	0-10
Upgrade, replace or install a new HVAC system equipped with a high performance filter	
system	0-10

-	
	Allocation Points
Relocate HVAC air intake location away from parking lots and roadways	0-10
Relocate classroom and playground locations away from pollution sources	0-10
Replace or seal windows/doors:	
Upgrade existing windows/doors by replacing seals	0-3
Replace windows/doors	0-2
Install noise barriers	0-10
Perimeter landscaping and maintenance	0-3
Total	100
Notes:	
[1] Zone 1 (25 pt), Zone 2 (15 pt), Zone 3 (3 pt)	
[2] Facility type is used as a proxy for acuity or measure of susceptibility. Daycare/preschool (10 pt), elementary school (8 pt), middle school (6 pt), high school (4 pt), after school/youth center/related sites (4 pt)	
[3] Number of children benefitted >100 (30 pt), 51-100 (25 pt), 16-50 (20 pt), 6-15 (10 pt), 1-5 (1 pt)	
[4] Changeth of composition information includes the appropriation/s most recent financial coult	

- [4] Strength of supporting information includes the organization's most recent financial audit, resumes of key personnel, and other documents as determined in the RFP.
- [5] + 0 to 3 points if also sealing windows and/or doors; + 0 to 2 if replacing windows and/or doors.

6 Program Funding and Application Submittal

The Port will solicit project proposals consistent with these guidelines. Upon closing of the grant solicitation period, the Port will review all proposals and fund projects that meet the criteria and requirements identified in these guidelines. The Port will use the project criteria included in these guidelines to rank the submitted grant applications. Grant applications with the highest ranking will be funded first then the next highest rankings, and so on down the list, until all grant monies are awarded.

In order to ensure multiple grant awards in a round of funding, the Port may elect to cap the size of grant awards and/or award partial funding. It is the Port's intent to fund a wide range of projects from organizations of all sizes and with varying resource capacities.

Applicants will be required to submit a separate application for different project types even if the projects will occur at the same facility. When grant funding becomes available, the application schedule for the Schools and Related Sites Grant Program will be posted on the Port website at: http://www.polb.com/grants.

6.1 Funding Announcement

The Port will announce the availability of grant funds by releasing the Schools and Related Sites Mitigation Grant Program RFP. The RFP will contain details of the following:

- Eligible project and program specifics, maximum allowable awards, and demonstration requirements;
- Allowable and non-allowable expenses;
- Evaluation criteria and numerical scoring matrix;
- Fund disbursement and documentation requirements;
- Submittal details, including format and number of copies to be provided;

- Monitoring and recordkeeping requirements; and
- Assistance and contact information.

The RFP and application materials will be available upon request from the Port or can be downloaded from the Port website at: www.polb.com/grants. Interested applicants also can sign up for email alerts about funding opportunities on the web page or by writing to grants@polb.com.

6.2 Disbursement of Funding

Funds will be awarded by the Board of Harbor Commissioners based on recommendations from Port Staff following review by the Mitigation Grant Advisory Committee (comprised of community representatives appointed by the Mayor's Office as well as representatives from industry and environmental regulatory agencies).

Upon presentation of appropriate supporting documentation, funds will be disbursed to recipients for costs actually incurred or as reimbursements. Grant recipients also will be required to submit documents demonstrating completion of the proposed project and/or program performance records. In addition, all requests for disbursements must be received within the time period and in the manner required by the contract between the grant recipient and the City of Long Beach. The Port reserves the right to conduct site visits prior to funding.

6.3 Allowable Funding

Applicants should be aware that the Schools Grant Program is designed to provide one-time only funding and that there is no guarantee of any funding in future years. Therefore, the Schools and Related Sites Grant Program is not intended to fund ongoing, operational expenses. Rather, applicants should propose one-time expenditures that enhance or expand their operations by allowing them to improve efficiency, launch new strategies or substantially improve existing strategies.

6.4 Application Submittal

Program announcements, the RFP, and applications will be available at www.polb.com/grants. Port Staff will be available to answer questions during scheduled community workshops and on an individual basis at any time during the application acceptance period.

All applications must be approved by an officer of the eligible facility with authority to enter into contracts. Applications without authorizing signatures will not be accepted. Applications received after the posted deadline will not be considered.

7 Required Monitoring/Recordkeeping Required and Audit Provisions

Grant fund awardees will be required to submit documentation that may include, but is not limited to, the following:

- Receipts or invoices illustrating the capital and installation cost for the proposed project;
- Photos of the unit or site before mitigation measures were employed and after retrofitting/installation/landscaping etc. as demonstration that the project has been completed;
- For projects requiring on-going maintenance or operations, 5 years worth of records; and
- Performance metrics.

Additional documentation may be required per the grantee's specific contract.