



# CITY OF LONG BEACH

# R-19

OFFICE OF THE CITY MANAGER

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February 7, 2012

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Recommendation to authorize the City Manager to submit grant applications for the Port of Long Beach Greenhouse Gas Mitigation Grant Program. (Citywide)

## DISCUSSION

The Port of Long Beach has developed the Greenhouse Gas (GHG) Emissions Reduction Mitigation Program that provides grant funds for projects that will reduce, avoid or capture GHG emissions. Applicants eligible for grant funds consist of Port of Long Beach tenants, government agencies, and charities and nonprofit organizations.

There is \$5,000,000 in grant funding available; the minimum funding request is \$2,000 and no more than \$1,000,000 in grant funding will be awarded to a single organization. Each City Department is considered a single organization.

A total of 14 projects, grouped into 4 categories are eligible for funding. The projects eligible for funding consist of:

### Energy Efficiency Projects:

- LED street, parking lot or outdoor lighting installation or upgrade
- Variable frequency drives for pumps conveying water, wastewater or storm water
- High efficiency HVAC or boiler/chiller replacement
- Energy-efficient door and window replacement
- Insulation and air sealing
- Room occupancy sensors
- Motion sensor outdoor lighting
- Programmable thermostats

### Transportation Projects:

- Electric Fleet Vehicles
- Public electric vehicle charging stations

Renewable Energy Projects:

- Solar power generation
- Solar water heating

Landscaping Projects:

- Water efficient or xeriscaped public gardens
- Urban forests

Projects closest to the Port and its associated activities will be given additional points in the scoring. There are four eligibility zones as identified in Attachment A.

Submittal Requests

The Port of Long Beach informed the City Council and staff of the availability of the grant funding. In response, a variety of projects have been identified for submittal. Given the total amount of funding available (\$5 million), the limitations on the maximum amount awarded for each single organization (\$1 million), and the complexity of the grant applications (Attachment B).

The following projects are recommended for submittal:

<u>Project</u>	<u>Grant Request</u>
Urban forest enhancement of 6,000 trees and mulch barrier along Terminal Island Freeway in Zones 1a and 2a	\$1,000,000
LED safety lights at City intersections and corridors, Zones 1a-4a	\$1,000,000
Tree planting and public gardens under Edison right of way at 710/91 freeway Zone 4a	\$500,000
LED light replacement in parks, Zones 1a-4a	\$500,000
Water-efficient public gardens at Drake/Chavez Park, Zone 1a	\$317,000
Water-efficient public gardens at Oregon Park, Zone 2a	\$130,000

TIMING CONSIDERATIONS

City Council action is requested on February 7, 2012, as the deadline for submitting the grant applications is February 16, 2012.

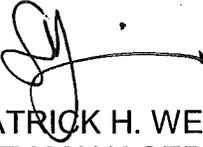
FISCAL IMPACT

There is no fiscal impact or local job impact associated with the recommended action.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



f PATRICK H. WEST  
CITY MANAGER

DWA:js

Attachment A  
Attachment B

ATTACHMENT A

GHG Emission Reduction  
Mitigation Grant Program

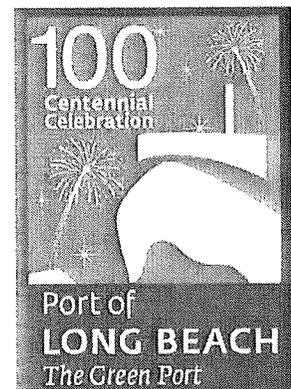
**Preferential Eligibility Zones  
and  
City Council Districts**



-  Port Eligibility Zones
-  City Council Districts

**Guidelines for the Port of Long Beach  
Greenhouse Gas Emissions Reduction  
Mitigation Grant Program**

Date:  
October 2011



## **Acknowledgements**

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

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## **Port of Long Beach Board of Harbor Commissioners**

COMMISSION PRESIDENT: Susan E. Anderson Wise

COMMISSION VICE PRESIDENT: Thomas Fields

COMMISSIONER: Rich Dines

COMMISSIONER: Doug Drummond

COMMISSIONER: Nick Sramek

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Guidelines Glossary	
<b>Advisory Committee</b>	The Mitigation Grant Programs Advisory Committee includes representatives from the public (appointed by the Mayor of Long Beach); the port industry; and state and local regulators. Together, the Advisory Committee makes recommendations to Port staff about Grant Programs Guidelines and the ranking of eligible projects.
<b>Applicant</b>	The term Applicant refers to the organization requesting grant funding.
<b>Biological Sequestration</b>	The net removal of carbon dioxide (CO <sub>2</sub> ) from the atmosphere by plants and micro-organisms and its storage in vegetative biomass and in soils. For the purposes of the GHG Grant Program, the planting of trees is the only eligible method of biologic sequestration.
<b>Board of Harbor Commissioners</b>	The Port of Long Beach, a department of the City, is governed by a 5-member Harbor Commission. Nominated by the Mayor and approved by City Council, harbor commissioners are eligible for two 6-year terms.
<b>CEQA</b>	The California Environmental Quality Act is a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. <a href="http://ceres.ca.gov/ceqa/">http://ceres.ca.gov/ceqa/</a>
<b>Cost-Effectiveness</b>	Cost effectiveness is the benefit received for the cost of the project. Where feasible, cost effectiveness should be calculated as the amount of grant funding requested to reduce one metric ton of GHG emissions. For ease of calculations, carbon dioxide (CO <sub>2</sub> ) can be used as a surrogate for total greenhouse gases (see GHGs definition).
<b>Electric Vehicle</b>	A vehicle (i.e., car or truck) powered exclusively by electricity. Hybrid vehicles that combine an electric and gas- or diesel-powered motor will not be considered for funding under this grant program.
<b>Eligible Projects</b>	The Port has developed a list of eligible projects on the basis of their ability to cost-effectively reduce, avoid, or capture GHG emissions. Because grant funding is a mitigation measure to reduce GHG emissions, no other types of projects can be considered.

Guidelines Glossary	
<b>Energy Efficiency Projects</b>	Energy efficiency projects reduce electricity or fuel consumption by improving equipment or building performance. Using less electricity reduces the GHG emissions from power generating plants, whereas using less combustible fuel reduces GHG emissions directly.
<b>Geographic Eligibility</b>	<p>To be considered for funding, projects must be located within the state of California. Because some projects also reduce other air pollutants, projects closer to Port activities will score higher, based on these zones:</p> <p>Zone 1 is defined as within 1 mile of the Port.            Zone 2 is defined as within 2 miles of the Port.            Zone 3 is defined as within 3 miles of the Port.            Zone 4 is defined as within 4 miles of the Port.</p>
<b>GHGs</b>	<p>Gases that trap heat in the atmosphere are referred to as greenhouse gases (GHGs). GHGs are emitted by both natural processes and human activities. Examples of GHGs that are produced both by natural processes and industry include carbon dioxide (CO<sub>2</sub>), methane, and nitrous oxide. Examples of GHGs created and emitted primarily through human activities include fluorinated gases (used in aerosol products) and sulfur hexafluoride.</p> <p>Different GHGs have different global warming potentials (their ability, by weight, to trap atmospheric gases). For example, methane has a global warming potential more than 20 times higher than CO<sub>2</sub>. When total emissions from a single source include more than one type of GHG, the emissions are often quantified by factoring the each gas's mass and global warming potential compared with CO<sub>2</sub> and summing all GHG pollutants. The result is the CO<sub>2</sub>-equivalent.</p> <p>Projects eligible for funding contribute only minor reductions of GHGs other than CO<sub>2</sub>. Therefore, CO<sub>2</sub> can be used as a surrogate for total GHGs under the GHG Grant Program.</p>
<b>HVAC</b>	Heating, ventilation, and air-conditioning system. The main purposes of HVAC systems are to maintain good indoor air quality through adequate ventilation with filtration and provide thermal comfort. Because HVAC systems can be the largest energy consumers in buildings, equipment and controls to provide energy efficiency can be very cost-effective.

<b>Guidelines Glossary</b>	
<b>Induction Lights</b>	Induction lights use magnetic fields to produce light. They produce a substantial amount of light in a compact package and have a long lamp life. Since installation costs can be high, these lights are particularly cost-effective in applications where maintenance costs are high.
<b>Insulation and Air Sealing</b>	Insulation provides a barrier to air movement and minimizes the escape of warm air from a heated building to the outdoors. Similarly, insulation helps keep summer heat from coming into an air conditioned building. Sealing areas where air can leak in or out of a building, such as windows, vents or stacks, is an important part of an insulation strategy.
<b>Integrated Solar Electric Vehicle Charging Stations</b>	An electric car charging station that includes on-site solar power generation. Battery power storage may also be included. Often, the solar power system is integrated into a car port that houses the charging station.
<b>LED Lights</b>	Light emitting diodes (LEDs) use semiconductors to produce light. LEDs emit bright light using less energy than incandescent lights and also last up to 10 times longer.
<b>Mitigation Measure</b>	Mitigation measures are specific requirements that minimize, avoid, rectify, reduce, eliminate, or compensate for environmental effects deemed significant in a CEQA process.
<b>Motion Sensor Outdoor Lighting</b>	Motion sensor lights turn on when movement is detected and turn off either when movement is no longer detected or as programmed. Motion sensor outdoor lights provide security while reducing electrical use compared with traditional lights.
<b>Programmable Thermostat</b>	A programmable thermostat can save energy by regulating the heating and cooling of a building, especially during times the building or room is not occupied. Many thermostats can be programmed differently for weekdays and weekends, allowing businesses to automatically turn off unnecessary heating and cooling.
<b>Renewable Energy Projects</b>	Renewable energy is heat or electricity from naturally replenished sources such as the sun, wind, and tides. Renewable energy projects funded under the GHG Grant Program must be warranted to perform as specified in the grant application for at least 10 years.
<b>Request for Proposal</b>	A Request for Proposals (RFP) will be issued at the commencement of the grant application process and will include specifics and details on application preparation.

<b>Guidelines Glossary</b>	
<b>Room Occupancy Sensors</b>	Occupancy sensors use heat, sound, or movement to detect human presence in a room. These devices save energy by automatically turning on when a person is in a room, and turning off when a person leaves the room.
<b>Surplus Emission Reductions</b>	Emission reductions that are <i>not</i> otherwise required or accounted for by a regulatory or CEQA action.
<b>Transportation Projects</b>	Transportation projects seek to reduce GHG emissions through the replacement of older, gas- or diesel-powered vehicles with electric vehicles and the installation of charging stations to support electric vehicles.
<b>Urban Forest Projects</b>	Urban forests are tree populations living in urban settings. The trees enhance the lives of city dwellers by capturing air pollutants (including GHGs), cooling living spaces through shading, and providing habitat for local species. Trees eligible for GHG Grant Program funding will be specified in the Request for Proposals (RFP).
<b>Variable Frequency Drive</b>	A variable-frequency drive is an electronic controller that adjusts the speed of an electric motor by modulating the power being delivered. Variable-frequency drives save energy by matching motor speed to the specific demands of the work being performed.
<b>Xeriscaping</b>	Xeriscaping is landscaping where slow-growing, no- or low-water plants are used to minimize the need for water, fertilizer, and maintenance.

## 1 Introduction

The Port of Long Beach (Port) has developed the Greenhouse Gas Emissions Reduction Mitigation Grant Program (GHG Grant Program) to provide grant funds for projects that will reduce, avoid or capture greenhouse gas (GHG) emissions.

Through the California Environmental Quality Act (CEQA) review process for Port development projects, the Port identifies and incorporates feasible mitigation measures that will reduce significant GHG impacts of Port projects. When it is not possible to address the significant GHG impacts from a particular project with on-site mitigation measures, the Board of Harbor Commissioners may elect to allocate mitigation funds to the GHG Grant Program that will allow Port tenants and other entities to implement projects at other locations that can offset GHG emissions from approved Port projects.

The GHG Grant Program is one of several strategies to mitigate GHG emissions relating to Port development and operations. Other strategies to mitigate GHG emissions include:

- Green leases;
- Best available technologies for design and construction;
- Vessel speed reduction;
- Shore power;
- Energy-efficient terminal equipment and lighting;
- Waste reduction, recycling, and reuse;
- Renewable energy generation; and
- Technology Advancement Program.

Applicants and projects eligible for grant funds are defined in the following sections of this Guidelines document. Eligible projects have been selected in consultation with the Mitigation Grants Advisory Committee on the basis of the project's ability to reduce, capture, or avoid the six major GHGs subject to the Kyoto Protocol:

- Carbon dioxide (CO<sub>2</sub>)
- Methane (CH<sub>4</sub>)
- Nitrous oxide (N<sub>2</sub>O)
- Sulfur hexafluoride (SF<sub>6</sub>)
- Hydrofluorocarbons (HFCs)
- Perfluorocarbons (PFCs)

The GHG emissions reduced as a result of projects executed under the GHG Grant Program must be "surplus" emission reductions. In other words, the reductions cannot otherwise be required of or

accounted for by the grant applicant. No project will be considered for funding, pursuant to this Guidelines document, unless the following criteria are met:

1. Funding may not be used for (a) any mitigation measures specified in an environmental impact report or mitigated negative declaration prepared pursuant to the California Environmental Quality Act (CEQA) for a proposed project, or (b) projects to achieve GHG reductions that are required by any law, regulation, permit, court order, order issued by an administrative agency, memorandum of understanding or other legally binding document.
2. Funding shall be used for activities that (a) reduce GHG emissions beyond what would have occurred in the absence of the funding, and (b) need funding to occur in a timely and successful manner (taking into account any available rebates, incentives or tax credits).
3. Funding recipients shall agree that they will not seek credit toward any obligations imposed pursuant to the California Global Warming Solutions Act of 2006 (California Health and Safety Code Section 38500 and following), or seek any credit or offset under any emissions averaging, banking, marketing or trading program.

## 2 Purpose of the Guidelines

These Guidelines serve to:

- Establish the GHG Grant Program goal and policies;
- Define the eligibility criteria for potential applicants;
- Describe the eligible projects and the scoring system that will be used to rank projects;
- 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 the application process 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.

## 3 GHG Grant Program Goal

The goal of the GHG Grant Program is:

To fund projects that reduce, avoid, or capture greenhouse gas emissions.

Projects that are eligible for funding under the GHG Grant Program are described in Section 5. The eligible projects meet the program goal by:

- Reducing GHG emissions by reducing energy or fuel use;

- Avoiding GHG emissions by generating clean energy from renewable resources; or
- Capturing and storing GHG emissions by planting and maintaining trees.

## **4 Eligible Applicants**

Grant recipients will be responsible for the full implementation of the project, and must have the authority and capability to complete the project. Eligible applicants must be:

- Port of Long Beach tenants;
- Government agencies; or
- Charities and nonprofit organizations with current 501 (c)(3) tax-exempt status.

## **5 Eligible Projects**

Eligible projects have been selected on the basis of their ability to cost-effectively reduce, avoid, or capture GHG emissions. These are projects that are widely accepted by a variety of federal and state agencies and building trade groups, and can be implemented by eligible applicants. GHG Grant Program eligible projects have been subdivided into four categories, as described below. No other project types will be considered for funding at this time.

An applicant may apply for one or more projects in any category of eligible projects. Separate applications may be required for multiple project types even if projects would occur at the same facility.

To be eligible for funding, the project must be located in the state of California. For projects that make physical improvements to a facility, the applicant must demonstrate control of the facility – via ownership, lease, or other legal control mechanism – through the implementation of the proposed project.

### **5.1 Energy Efficiency Projects**

Energy efficiency projects seek to reduce the overall demand for energy by improving performance through increased use of high-efficiency products. These projects reduce energy consumption, thereby reducing GHG emissions associated with energy production and energy use. Energy efficiency projects also reduce other pollutants associated with energy production and use.

The following energy efficiency projects are eligible for funding under the GHG Grant Program:

- LED or induction street, parking lot, or outdoor lighting installation or upgrade
- Variable frequency drives for pumps conveying potable water, storm water, or wastewater
- High-efficiency heating, ventilation, and air-conditioning (HVAC) or boiler/chiller replacement
- Energy efficient door or window replacements
- Insulation and air sealing
- Room occupancy sensors
- Motion-sensor outdoor lighting
- Programmable thermostats

An applicant can increase the efficacy of some energy efficiency projects by combining different strategies. For example, HVAC equipment is more efficient when a building also has good insulation and air sealing. An energy audit, conducted by a qualified professional, can be used to evaluate a building as a “system” and identify the improvements that will maximize energy efficiency. Therefore, applicants who conduct an energy audit prior to requesting grant funding will be given up to 10 bonus points if the project reflects the findings of the energy audit. The bonus points are only available for the following projects:

- High-efficiency HVAC or boiler chiller replacement;
- Energy-efficient door or window replacements; and
- Insulation and air sealing projects.

The cost of the audit, if any, is not reimbursable under the GHG Grant Program.

## 5.2 Transportation Projects

According to United States Environmental Protection Agency (USEPA) estimates<sup>1</sup>, a typical passenger vehicle emits over 5 metric tons of GHGs each year. Transportation projects seek to reduce these emissions through the replacement of older, gas- or diesel-powered vehicles with electric vehicles and the installation of charging stations to support electric vehicles.

The following transportation projects are eligible for funding under the GHG Grant Program:

- Electric fleet vehicles
- Public electric vehicle charging stations, including integrated solar electric vehicle charging stations

<sup>1</sup> EPA. Emission Facts: GHG Emissions from a Typical Passenger Vehicle.  
<http://www.epa.gov/OMS/climate/420f05004.htm#step6>, last viewed September 2011.

### 5.3 Renewable Energy Projects

Renewable energy projects generate heat or electricity from naturally replenished sources such as sunlight and wind. While many renewable energy projects are large-scale projects, renewable technologies are also suited to smaller, building-scale applications.

The following renewable energy projects are eligible for funding under the GHG Grant Program:

- Solar power generation
- Solar water heating

Wind power generation projects will not be funded at this time but may be funded in the future. Potential wind project proponents should be aware that one full year of site-specific wind data will be required prior to applying for grant funding for a wind power generation project.

### 5.4 Landscaping Projects

Landscaping is important for recreation, fire protection, erosion control, and the preservation of natural ecosystems. However, water purveyance uses almost 20%<sup>2</sup> of the electricity consumed in California. In addition, gas-driven landscaping equipment emits air pollutants, including GHGs.

Water-efficient, natural landscaping uses drought-tolerant plants, irrigation controls to prevent overwatering, minimizes cut-grass (turf) areas, and uses mulch to prevent water evaporation. Xeriscaping is a subset of this, where slow-growing, no- or low-water plants are used to minimize the need for water, fertilizer, and maintenance.

Trees capture and store atmospheric CO<sub>2</sub>. This is known as biological sequestration. In general, tall trees with thick trunks and branches store more CO<sub>2</sub> than thinner, shorter trees. However, the storage process is reversible; that is, the sequestered carbon will be released back into the atmosphere when the trees are pruned or removed. Urban forests are tree populations living in urban settings. The trees enhance the lives of city dwellers by capturing air pollutants (including GHGs), cooling living spaces through shading, and providing habitat for local species.

The following landscaping projects are eligible for funding under the GHG Grant Program:

- Water-efficient or xeriscaped public gardens
- Urban forests

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<sup>2</sup> California Energy Commission. California's Water – Energy Relationship. Document No.: CEC-700-2005-011-SF. November 2005. <http://www.energy.ca.gov/2005publications/CEC-700-2005-011/CEC-700-2005-011-SF.PDF>, last viewed September 2011.

Funding for water-efficient gardens will be restricted to areas with public access. A list of approved trees will accompany the RFP for GHG grants and will include a selection of drought-resistant trees that are native or suitable for growing in the Long Beach area.

## 6 Project Scoring

Each eligible application will be ranked on a 100-point scale using the criteria set forth below. In addition, in order to encourage a diversity of projects for grant awards, factors beyond the numerical ranking may be considered in making the final recommendations to the Board of Harbor Commissioners.

Projects not selected for award may be placed on a wait list according to their numeric ranking.

### 6.1 Primary Scoring Criteria:

Project description: A thorough project description should include, at a minimum, the rationale for selection of the project; a detailed scope of work; any studies, plans, drawings, or photos that aid the reviewers in understanding the project; and benefits other than GHG emission reductions. Applicable secondary scoring criteria (see Section 6.2) should be included in the project description

Resources and capability of applicant: Applicants should demonstrate that resources (labor, administration, and, if necessary, supplemental funding) and expertise are available to complete the proposed project. Similar accomplishments, by either the applicant or its contractor, can be provided to demonstrate relevant capabilities.

Cost-effectiveness: Cost-effectiveness is defined as the amount of grant funding requested to reduce, avoid, or capture a quantity of GHG emissions. The calculation (or estimation) of cost-effectiveness takes into consideration:

- The amount of electricity or fuel used by a proposed piece of equipment compared with the equipment that it will replace;
- The amount of electricity avoided by installation of new renewable energy systems; or
- The amount of CO<sub>2</sub> captured and stored by a mature tree.

Project proponents can provide documentation in their applications showing calculations of cost-effectiveness for their proposed projects. Some projects will be required to follow Port specifications; in those cases, calculations of cost-effectiveness will not be needed.

Project partnerships can be used to increase cost-effectiveness and are encouraged.

Proximity to Port: Eligible projects may generate reductions of other, non-GHG pollutants that are deleterious to human health. Therefore, projects within closest proximity to the Port and its associated activities will be given additional points toward the total score. Facilities within 1 mile of the Port or these transportation routes are in Zone 1; facilities within 2 miles are in Zone 2; facilities within 3 miles are in Zone 3; and facilities within 4 miles are in Zone 4. Preferential eligibility zones are shown in Appendix A.

**Project permanence:** Applicants must provide appropriate assurances of the permanence of GHG reductions estimated to result from projects funded by these grants. Appropriate assurances may include, but are not limited to, demonstrations that:

- The eligible applicant has the resources to operate and maintain the project during its useful life.
- The useful life of the building or structure containing the project is greater than or equal to the project's useful life.
- For landscaping projects, plants and trees will be installed in locations that will minimize the necessity for pruning or disturbance.

**Resource conservation and/or reduced fuel combustion:** Although this is a key component of all energy-efficiency and renewable energy projects, additional points will be allocated to projects that can demonstrate conservation measures that go beyond the simple purchase and installation of equipment. For example, projects that use local sourcing to reduce vehicle miles traveled, or projects that promote the reuse or recycling of materials will be allocated points in this scoring category.

**Performance measures:** The Port is interested in tracking the outcomes of GHG Grant Program-funded projects, to the extent possible. Examples of performance measures that can help demonstrate the success of the program include:

- Kilowatt-hours per year produced by a renewable energy project;
- Gallons of fuel per year reduced by a transportation project;
- Number of vehicles per year using a charging station; and
- Survival rate of trees planted, reported each year.

Other performance measures can be proposed by the applicant.

## **6.2 Secondary Scoring Criteria:**

The secondary scoring criteria will be evaluated as part of the applicants' project description. These are project enhancements that can result in benefits outside of project-related GHG reductions or contribute to goals or objectives by entities or organizations other than the Port. However, grant funding may not be used for any required mitigation, regulatory obligation, or offsets for another project, as described in Section 1.

**Community education:** Some eligible projects provide opportunities to educate the community about the project's benefits of GHG reduction. Signage that explains how a solar facility works and how trees sequester carbon are two examples of the community education component. Please note that community education on its own does not qualify as an eligible project.

**Advancement of local GHG reduction goals:** The Long Beach Sustainable City Action Plan contains goals and initiatives that will result in reduced GHG emissions. Projects eligible for GHG Grant Program funding can assist the City in meeting these goals.

### 6.3 Bonus Points for Energy Efficiency Projects

Applicants seeking funding for the certain energy-efficiency projects will receive up to 10 bonus points if an energy audit is conducted prior to applying for a grant and the project reflects the findings of the energy audit. The following projects qualify for these bonus points:

- High-efficiency HVAC or boiler/chiller replacement
- Energy efficient door or window replacements
- Insulation and air sealing

### 6.4 Matching Funds

Projects that have or will receive funding from other sources are encouraged. Although such projects will not be allocated additional points, it is anticipated that such projects would score higher in the “cost-effectiveness” category. Applicants should identify the source(s) of matching funds, particularly if they have or will be received from another government agency.

**Table 1. Project Scoring Criteria and Point Allocation**

Scoring Criteria	Points
Project description <sup>[1]</sup>	0-25
Resources and capability of applicant	0-20
Cost- effectiveness	0-15
Proximity to Port <sup>[2]</sup>	0-20
Project permanence	0-10
Resource conservation and/or reduced fuel combustion	0-5
Performance measures	0-5
<b>Total Points Possible</b>	<b>100</b>
Bonus points for pre-application energy audit for qualifying projects <sup>[3]</sup>	0-10
Notes:	
[1] Secondary scoring criteria are considered in the project description	
[2] Zone 1a = 20 points    Zone 2a = 16 points    Zone 3a = 12 points    Zone 4a = 8 points Zone 1b = 10 points    Zone 2b = 8 points    Zone 3b = 6 points    Zone 4b = 4 points All other locations = 0 points in this scoring category	
[3] Qualifying projects include: high-efficiency HVAC or boiler/chiller replacement; energy efficient door or window replacements; and Insulation and air sealing	

## **7 Program Funding and Application Submittal**

The Port will develop grant applications to solicit project proposals consistent with these Guidelines. Upon close of the grant solicitation period, the Port will review all proposals and consider for funding only those 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.

In order to ensure multiple grant awards in a round of funding, the Port may elect to cap the size of the grant awards. The Port may also set minimum project awards. These requirements will be found in the RFP. The Port, at its discretion, may elect to award partial funding for any project.

It is the Port's intent to fund a variety of projects from numerous applicants.

### **7.1 Funding Announcement**

The Port will announce the availability of grant funds by releasing the GHG Grant Program RFP. The RFP will contain details of the following:

- Eligible project specifics;
- Allowable expenses;
- Evaluation criteria and numerical scoring matrix;
- Fund disbursement and documentation requirements;
- Submittal details, including format, content, and due date;
- Monitoring and recordkeeping requirements;
- A sample contract detailing standard terms and insurance requirements; and
- Assistance, suggested resources, 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](http://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](mailto:grants@polb.com).

### **7.2 Allowable Funding**

All project costs must be identified in the original grant application in order to be eligible for reimbursement.

Applicants should be aware that the GHG Grant Program is designed to provide one-time only funding and that there is no guarantee of any funding in future years. Applicants also should be aware that they may be awarded only partial funding for the project and will be required to find other funding sources for project costs beyond the grant award.

The Port reserves the right to reject applications for projects found to be ineligible under these Guidelines.

### **7.3 Application Submittal**

GHG Grant Program schedules, solicitation announcements, the RFP, and application forms will be available at [www.polb.com/grants](http://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. Updates to the GHG Grant Program may be distributed via email from time to time; interested parties can request receipt of these emails by contacting the Grants Administrator at [grants@polb.com](mailto:grants@polb.com).

All applications must be signed 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.

## **8 Board Approval and Contracting**

Funds will be awarded by the Board of Harbor Commissioners following review by the Mitigation Grant Advisory Committee and recommendations by Port staff.

All grant awardees will be required to execute a contract with the Port that lays out the terms and conditions of the grant award. This contract must be executed within one year of award. Awardees unable or unwilling to execute a contract within that timeframe forfeit their rights to the funds. The funds may be reallocated to other projects on the wait list or reserved for future rounds of GHG Grant Program funding.

The contract requires grant awardees to commence their projects no later than six months following execution of the contract. For purposes of this requirement, “commence” means to place an order for the equipment required for the project, or to award a construction contract. Project components must be completed as specified in the contract between the grant recipient and the Port. In addition, the contract contains the Port’s standard indemnification clause and requires satisfactory evidence of insurance for certain projects and compliance with California Labor Code Section 1770 regarding the payment of prevailing wages for all “public work” as defined in California Labor Code Section 1720.

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. 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 Port.

The Port retains the right to conduct site visits prior to awarding grant funds.

## **9 Required Monitoring, Recordkeeping, 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 costs for the project;
- Photos of the unit or site before mitigation measures were employed and after retrofitting/installation/landscaping etc. as a demonstration that the project has been completed;
- On-going maintenance or operations records; and
- Performance metrics.

Progress reports will be required during any construction or installation phase, culminating in a final report when the project is finished. Applicants that identify long-term performance measures will be required to submit annual reports on the performance metrics. Additional documentation may be required in accordance with the grant recipient's specific contract.

The Port retains the right to audit the grant recipient's project records through the warranted life of the project.

## Appendix A

This map illustrates the preferential eligibility zones related to the “Proximity to the Port” scoring criteria (see Table 1). A large scale map with zoom functions is available on the Port website. The web address will be provided in the RFP for grant funding.

