



Port of Seattle

2019 Economic Development Partnership Program

Frequently Asked Questions

The Port of Seattle Economic Development Partnership Program is an annual, cooperative economic development program to help fund local economic development initiatives across King County.

The list below details frequently asked questions about the program.

Frequently Asked Questions

Q: Can non-profits apply for funding?

A: Non-profits would need to partner with a city.

Q: What is the definition of cities?

A: Cities eligible for the program are the 38 incorporated cities within King County, excluding the City of Seattle.

Q: Is the Port holding the applications to process?

A: No, applications will be reviewed as they are received.

Q: Does this have to be “new” monies or can the monies be “repurposed?”

A: City matching funds can be either “new “or “re-purposed” but Port funds cannot supplant city allocations.

Q: What is the source of the funding for the program i.e. where did the \$1M come from?

A: The funds come from the Port of Seattle’s operating budget which is comprised of revenue from airport, seaport, maritime, real estate and King County tax levy.

Q: What is the nature of the agreement between the Port and City?

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A: The agreement can be either a funding contract or an interlocal agreement, subject to approval by Port legal counsel.

Q: What if cities collaborate and pool funds for a regional project?

A: Cities are encouraged to collaborate on projects that advance regional economic development interests. If two or more cities collaborate, the Port will contract and disperse funds to each city.

Q: Are there criteria for projects that include green/ sustainability or targeting target population, i.e. disadvantaged?

A: No, the projects will be evaluated on their overall merit, alignment with the Port's business interests and the Port's Century Agenda.

Q: What is the requirement for project completion?

A: All projects funded by the Port must be completed, with deliverables submitted, no later than November 1, 2019. Projects may be included as an element of a phased project.

Q: How will the Port funds be distributed?

A: The Port will reimburse eligible expenses as outlined in the Contract Scope of Work upon submittal of invoice and expense documentation including copies of original receipts. Reimbursement request may be submitted monthly or upon project completion and deliverables per the contract. Request for payment must be submitted as an official invoice.

Q: Are overhead/administration costs permitted as a part of managing the program?

A: Overhead and administrative costs should be minimal and may be included as match requirement.

Q: What is the definition of capital expenditures?

A: Port funds cannot be used for capital expenses; this includes any construction costs, building maintenance or repairs, furniture and equipment. Signage as part of a marketing program is not considered a capital expense.

Q: Is there a limit on the number of grants for which an entity can apply?

A: Port funds have been allocated on a per capita formula. Cities may decide to divide the funds in multiple projects. In this case, each project must be addressed each question in the application and be summarized in the project final report.

Q: What happens if not all the cities apply for the program?

A: Any funds not awarded will remain with the Port.

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Q: Is this an on-going program?

A: This is a partnership program. Subsequent funding is dependent on project quality, outcomes, deliverables, and Port of Seattle Commission budget authorization. The Port is on a calendar year budget cycle.

Q: What projects did cities do in the results 2018 program?

A: In the 2017-2018 Economic Development Partnership Program, all projects undertaken were classified under six different categories based on the type of economic development activities undertaken. Several city projects crossover into multiple categories.

- Business Assistance/Recruitment and Retention: 11 cities;
- Planning/Feasibility Studies: 7 cities;
- Marketing: 12 cities;
- Tourism/Wayfinding: 15 cities;
- Website Development/Enhancement: 3 cities;
- Workforce Development: 1 city.

For more detailed information about the projects and results, please see the “Economic Development Partnership Program Evaluation” on the Port of Seattle’s website.