



South King County Fund (SKCF) Environmental Grants Program

Applications Due
December 4, 2020 1:00 PM PT

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I. South King County Fund Environmental Grants Program

In 2018, the Port of Seattle Commission created the South King County Fund to support projects and programs that address “environmental health and sustainability” in the cities immediate to Seattle-Tacoma International Airport: Burien, Des Moines, Federal Way, Normandy Park, SeaTac, and Tukwila. The creation of the South King County Fund aligns with the Port’s Century Agenda commitment to steward our environment responsibly, partner with surrounding communities, and promote social responsibility.

The South King County Fund (SKCF) Environmental Grants Program builds off the successful Airport Community Ecology (ACE) Fund Small Matching Grants Program which has distributed over \$365,000 to near-airport communities since 2017. The Port invites community organizations, chambers of commerce, service organizations, community, youth, or athletic associations, or other similar associations to submit grant applications.

II. Eligibility Criteria

- A. Revised Code of Washington (RCW) 35.21.278 provides the Port the opportunity to contract with community service organizations for public improvements. A community service organization is defined as:

A chamber of commerce, a service organization, a community, youth, or athletic association, or other similar association located and providing service in the immediate neighborhood, for drawing design plans, making improvements to a park, school playground, public square, or port habitat site, installing equipment or artworks, or providing maintenance services for a facility or facilities as a community or neighborhood project, or environmental stewardship project.

Fall 2020 SKCF Environmental Grant applications shall meet the following requirements:

1. Applicant meets the definition of service organization as defined in RCW 35.21.278. A fiscal sponsor identifying as one of these types of organizations may support an applicant.
 2. Project provides public improvements as defined in RCW 35.21.278 in the cities of Burien, Des Moines, Federal Way, Normandy Park, SeaTac, and Tukwila.
 3. Projects are on public property with appropriate jurisdiction approval or permit. Improvements on private property are not eligible.
 4. Projects demonstrate a 3:1 match as described below in Section II.B.
 5. Amount requested shall not exceed \$20,000 per applicant.
 6. All projects must be completed within one year of contract execution.
- B. The Port is limited by state law in the utilization of public resources for community projects. In accordance with RCW 35.21.278:

The consideration to be received by the public entity through the value of the improvements, artworks, equipment, or maintenance shall have a value at least equal to three times that of the payment to the contracting association.

In other words, for every dollar requested, three dollars of value must be identified by the applicant (3:1 match). The Port identifies eight match options for applicants to demonstrate this 3:1 match:

1. Volunteer hours contributed.
2. Attendees of public education events or project related activities.
3. Amount of time project "makes contact" with a target audience through connecting with the community to show depth of engagement.
4. Tree benefits calculation.
5. Greenhouse gas reductions and social cost of carbon.
6. In-kind donated items or services from organizations and/or individuals that are not associated with or benefit from the project.
7. Project partners' in-kind contributions.
8. Cash donations or other grants secured in support of this project.

Projects may incorporate any combination of match values to meet the 3:1 match requirement. Refer to Attachment D for more information.

III. Schedule

The schedule is outlined below. The Port intends to maintain this schedule and requests the same of applicants interested in submitting an application. The Port does, however, reserve the right to modify the schedule as circumstances warrant.

Fall 2020 SKCF Environmental Grants Schedule	Date
Applications Open	October 15, 2020
Questions from Applicants (must be submitted through VendorConnect)	October 15 – November 20, 2020
Virtual Information Sessions	October 29, 2020 November 10, 2020
Applications Due	December 4, 2020, 1:00 PM PT
Interviews/Discussions	Week of December 14, 2020 Week of January 4, 2021
Notices of Intent to Negotiate	Week of January 11, 2021
Finalize Scopes of Work and Budget & Match	January 18 – January 29, 2021
Commission Approval	TBD
Notices of Final Award	Week of February 1, 2021
Execute SKCF Environmental Grant Agreements	Week of February 8, 2021

IV. Additional Information

To ensure transparency and accessibility, there are three ways to get additional information about the application and SKCF Environmental Grants Program:

- A. **Virtual Information Sessions** – Applicants are encouraged to attend information sessions but are not required to do so. These will be an opportunity to network with other potential applicants, fiscal sponsors, and discuss the application process with Port staff and community liaisons.
1. VendorConnect technical assistance - After each session, Port staff will be available to provide applicants technical assistance to help navigate the VendorConnect system.
 2. Language interpretation services – Applicants may RSVP through the [SKCF Environmental Grants Program](#) website to request interpreting services.

Virtual Info Session	Date	Time	Join by computer or phone
Information Session 1	October 29, 2020	5:00 PM - 8:00 PM	MS Teams Meeting link: https://teams.microsoft.com/join/19%3ameeting_MDMzODc3M2YtMWU5NS00OWNiLTg4MjUtOTg5M2JhMTI2MTg3%40thread.v2/0?context=%7b%22Tid%22%3a%22a500afd9-6c7d-40ad-8add-b01240951a4a%22%2c%22Oid%22%3a%22291a60cb-6ace-4840-a9b8-6e8a1f6d22ac%22%7d

			Call-In Number: +1 425-660-9954 Conference ID: 375 738 781#
Information Session 2	November 10, 2020	5:00 PM - 8:00 PM	https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWVjODkxNjctYjkzMi00YzY5LTlhZDEtOWE1NmE1MmRhYjRI%40thread.v2/0?context=%7b%22Tid%22%3a%22a500afd9-6c7d-40ad-8add-b01240951a4a%22%2c%22Oid%22%3a%22291a60cb-6ace-4840-a9b8-6e8a1f6d22ac%22%7d Call-In Number: +1 425-660-9954 Conference ID: 515 092 247#

- B. **FAQ** – For additional details about the SKCF Environmental Grants Program, please review the “Frequently Asked Questions (FAQ)” section in [VendorConnect](#) or the [SKCF Environmental Grants Program website](#).
- C. **Questions** – All questions must be submitted in writing through the Port’s VendorConnect system: <https://hosting.portseattle.org/sops/#/Dashboard>
1. Applicants must register and become a Plan Holder in VendorConnect to ask a question or receive ongoing updates. Steps to becoming a Plan Holder:
 - i. Register by creating a login and basic profile.
 - ii. Join as a Vendor
 - iii. In “Current and Past Solicitations”, locate the SKCF Environmental Grants Program.
 - iv. From the Overview page, select the “Become a Plan Holder” option.
 - v. You must complete, at a minimum, the two required fields “business name” and “owner ethnicity”. If you are a small community group, enter a business name that is most appropriate for your group or project and the ethnicity of the project lead.
 - vi. New Vendor accounts are approved manually during business hours.
 - vii. Once a Plan Holder, the “Ask a Question” button will appear on the Overview page.
 2. In order to allow adequate time for preparation of a response, questions received by end of day Friday will generally be answered and published in VendorConnect by the following Wednesday. Plan Holders will receive an automated email from VendorConnect when a new document is posted including Question and Answer publications.
 3. Questions are to be submitted through the Questions tab in VendorConnect. Questions received after the November 20, 2020, 12:00 PM PT deadline may not be considered.
- D. **Technical Assistance Sessions** – On a weekly basis, Port staff will be available to provide applicants technical assistance to help navigate VendorConnect. See Technical Assistance Schedule below for available dates/times. To join one of the scheduled sessions, follow the link or use the call-in number:

Join by computer	Join by phone
https://teams.microsoft.com/join/19%3ameeting_ZmZhMDVhMTktZTFjYy00NmQ3LWJkMDgtMWQ5MDE3NDkyZGly%40thread.v2/0?context=%7b%22Tid%22%3a%22a500afd9-6c7d-40ad-8add-b01240951a4a%22%2c%22Oid%22%3a%222576eeb5-a7c9-41c8-9bf9-28310fd4af7f%22%7d	Call-In Number: +1 425-660-9954 Conference ID: 284 653 194#

Technical Assistance Schedule		
1	Oct. 19	12:00 PM – 1:00 PM
2	Oct. 20	6:00 PM – 7:00 PM
3	Oct. 23	9:00 AM – 10:00 AM
4	Oct. 27	6:00 PM – 7:00 PM
5	Oct. 28	9:30 AM – 10:30 AM
6	Nov. 4	12:00 PM – 1:00 PM
7	Nov. 6	9:00 AM – 10:00 AM
8	Nov. 9	6:00 PM – 7:00 PM
9	Nov. 13	9:00 AM – 10:00 AM
10	Nov. 17	12:00 PM – 1:00 PM
11	Nov. 18	11:00 AM – 12:00 PM
12	Nov. 24	9:00 AM – 10:00 AM
13	Nov. 30	9:00 AM – 10:00 AM
14	Dec. 2	12:00 PM – 1:00 PM
15	Dec. 3	6:00 PM – 7:00 PM

V. Communications

All communication with the Port regarding this RFP process must be directed to the assigned Contract Administrator listed below. Communication with any other Port officials may cause the organization involved to be disqualified from this RFP process.

Contract Administrator: Carol Hassard

Contract Administrator Email: hassard.c@portseattle.org

VI. Submitting Application

The application deadline for the **Fall 2020 SKCF Environmental Grant application is Friday, December 4, 2020, 1:00 PM PT**. The Port requires electronic submittals. Hard copy or linked submittals will not be accepted.

1. The Port reserves the right to reject any and all late applications.
2. Application must be delivered through email to e-submittals-sa@portseattle.org. It is the responsibility of the applicant to ensure timely delivery of applications.
 - i. The email application subject line should include the SKCF Environmental project and organization name.
 - ii. The email must include the following application attachments:
 - a. Attachment A, Project Scope of Work
 - b. Attachment B, Budget & Match
 - (a) Including Signed Declaration page

- c. Two (2) Letters of Recommendation
 - d. Fiscal Sponsor Letter, if applicable
 - e. Short video explaining your project (optional)
3. The Port's email server will not accept files larger than 10 MB. If a file is larger than 10 MB, an application must be sent in multiple emails before the deadline.
 4. The Port's email server will not accept compressed .ZIP files or linked files. By Port security policy, all compressed files, including .ZIP file attachments, are removed at the email firewall and will not be accessible as part of your application.
 5. The Port may use the time stamp on the submittal email or other information to determine timeliness. You should receive a confirmation email from the Port if you successfully submit. If you do not receive an email confirmation within two hours (during business hours), please contact Carol Hassard hassard.c@portseattle.org to inquire about your application.
 6. The Port is not responsible for applicants' technical difficulties in submitting electronically.
 7. All files shall be submitted in PDF format.

VII. Interviews

The Port will conduct interviews with applicants as part of this process. Upon request, the Port may provide language interpretation services during the interviews.

1. The interview will be an approximately one-hour question and answer meeting.
2. Interview questions are preset and may include topics from the evaluation criteria. See Attachment F, Interview Questions.
3. During interviews, the Port's evaluation team will have an opportunity to ask questions about the application and interview responses.
4. Failure to participate in the interview process may result in the applicant's disqualification from further consideration.

VIII. Overview of the Grant Process

1. Compliance with Legal Requirements:
 - a. The selection of these fund awards will be in accordance with applicable federal, state, and local laws, and Port policies and procedures. The Port reserves the right to reject any and all applications.
 - b. The Port will evaluate the applications in accordance with the provisions set forth herein. If the Port makes a selection, it will select the applicant it determines to be the most highly qualified on the basis of its evaluation.
2. Addenda and Changes – All changes shall be documented via addenda. Applicants are advised to not rely on verbal information or direction. All addenda will be publicly posted in [VendorConnect](#). Applicants must register as a Plan Holder in VendorConnect to ask questions and receive ongoing updates (see Section IV.C.1. Questions for steps to becoming a Plan Holder). The Port will do its best to include such information on the [SKCF Environmental Grants Program](#) website.
3. Minor Informalities and Cancellation – The Port reserves the right to waive any minor irregularity and/or reject any and all applications and cancel this fund.
4. Costs borne by Applicants – All costs incurred in the preparation of an application and participation in this fund selection shall be borne by the applicants.

5. Public Disclosure – As a public agency, the Port is subject to the Washington State Public Records Act, Chapter 42.56 of the Revised Code of Washington (RCW). As such, the Port may be required to disclose information provided in an application or other documents provided in connection with this application. The applicant shall be responsible for and bear the costs of taking legal action in an attempt to prevent disclosure of such documents. In no event shall the Port be liable to the applicant for disclosure of applications (or related documents) the Port deems disclosable under RCW 42.56.
6. Agreement Terms and Conditions – If selected, the applicant will enter into a one-year contract with the Port to implement the project. A sample of the South King County Fund Environmental Grant Agreement is included as Attachment C of the application packet. Specific insurance requirements for this contract are contained in the attached under Section 11.
7. Protests – Protest procedures can be found here: <https://www.portseattle.org/page/procurement-documents>. The protest procedures are included to provide a prompt, fair and equitable administrative remedy to all interested parties regarding alleged substantive errors or omissions in the application or any decision by the Port to award a contract, to declare an application non-responsive, or to find an applicant not responsible. Strict compliance with the protest procedures is essential in furtherance of the public interest. Any aggrieved party that fails to comply strictly with the protest procedures is deemed, by such failure, to have waived and relinquished forever any right or claim with respect to alleged irregularities in connection with the application or award of any contract. By submitting an application in response to this process, the applicant acknowledges that it has reviewed and acquainted itself with the protest procedures linked above and agrees to be bound by such procedures as a condition of submitting an application.
8. City or School District Consultation – City governments and school districts must be engaged in any project located on city or school district property or requiring permitting or approval from a city council or school board. Permits are usually required for any kind of work in the Right-of-Way, Parks or any City owned property. Each city has a permit center. Before you submit:
 - a. It is strongly encouraged you inform relevant staff about your proposal and learn about any permit, costs, and time that may be required for your project.
 - b. Please inform any relevant staff representatives about your project proposal (such as parks departments, capital development, etc.). It is encouraged to consider including their endorsements as part of your application submittal.

BURIEN

Name: Casey Stanley
 Title: City of Burien Recreation Manager
 Email: caseys@burienwa.gov
 Phone: 206-988-3704
 City Website: www.Burienwa.gov

FEDERAL WAY

Name: Jason Gerwin
 Title: Deputy Director, Parks Department
 Email: Jason.Gerwin@cityoffederalway.com
 Phone: 253-835-6912
 City Website: www.cityoffederalway.com

DES MOINES

Name: Jason Woycke, AICP
 Title: Land Use Planner
 Email: jwoycke@desmoineswa.gov
 Phone: 206-870-6551
 City Website: www.desmoineswa.gov

NORMANDY PARK

Name: Amanda León
 Title: Parks and Recreation Director
 Email: aleon@normandyparkwa.gov
 Phone: 206-248-8257
 City Website: <https://normandyparkwa.gov/>

SEATAC

Name: Anita Woodmass
Title: Senior Management Analyst
Email: awoodmass@seatacwa.gov
Phone: 206-973-4839
City Website: www.seatacwa.gov

TUKWILA

Name: Kris Kelly
Title: Parks Maintenance & Operations
Superintendent
Email: Kris.Kelly@tukwilawa.gov
Phone: 206-433-7161
City Website: www.tukwilawa.gov

IX. Selection Process

A. Evaluation

1. Applications will be evaluated in accordance with the criteria established in Section X. The result of the evaluation will be a comparative ranking of applicants.
2. The Port may seek clarification and/or ask for additional information. Responses to such requests may be considered in the evaluation ratings.
3. In order to verify that applicants are community service organizations as defined by RCW 35.21.278 or have a proper fiscal sponsor, the Port may, at its discretion, undertake verification practices and/or request additional information.
4. If interviews are conducted, any information received may be used in the evaluations of Criteria A, B, and C. The result of the evaluation will be a comparative ranking of applicant responses.

B. Selection – Awards will be made to applicants whose proposed projects provide the best value and whose proposed projects meet all application requirements. Evaluation ratings are a tool used in making a best value determination, but not an exclusive analysis.

C. Notice of Intent to Negotiate

1. The Port will issue a Notice of Intent to Negotiate to selected applicants according to the Schedule in Section III.
2. The Port will enter into negotiations with selected applicants, prior to final award, to finalize Scopes of Work and Budget & Match.
3. Awards are contingent on successful negotiations.

D. Notice of Final Award – Final awards and execution of Agreements are contingent upon Commission approval of funding recommendations.

X. Evaluation Criteria

The evaluation criteria rating reflects the degree to which the applicant meets or does not meet the minimum performance or capability requirements through an assessment of strengths, weaknesses, deficiencies, and risks of an application and/or interview responses. Assessment of technical risk, which is manifested by the identification of weakness(es), considers potential for disruption of schedule, increased costs, degradation of performance, the need for increased oversight, or the likelihood of unsuccessful contract performance.

Rating	Description
Outstanding	Indicates an exceptional project scope, impact, feasibility, implementation, and sustainability. Meets requirements and contains multiple strengths that far outweigh any weaknesses. Risk of unsuccessful performance is low.

Good	Indicates a thorough project scope, impact, feasibility, implementation, and sustainability. Meets requirements and contains at least one strength. Risk of unsuccessful performance is low.
Acceptable	Indicates an adequate project scope, impact, feasibility, implementation, and/or sustainability. Meets requirements and risk of unsuccessful performance is no worse than moderate.
Marginal	Has not demonstrated an adequate project scope, impact, feasibility, implementation, and/or sustainability. Does not meet one or more requirements. Risk of unsuccessful performance is high.
Unacceptable	Does not meet requirements and therefore contains one or more significant weaknesses or deficiencies. Risk of unsuccessful performance is unacceptable.

The evaluation criteria will be used to rate the information provided in the applications and interviews, with Criteria A being of most importance and Criteria B being more important than Criteria C. However, all criteria are important, and applicants should provide equal attention to thoroughly responding to each criterion. Any information from interviews may be considered in the evaluation of Criteria A, B, and C.

A. Project Feasibility and Inclusivity

The SKCF Evaluation team will evaluate the project’s feasibility, capacity, and ability to provide the scope of work. Applicants shall demonstrate approaches to community collaboration with diverse stakeholders.

B. Project Scope and Impact

The SKCF Evaluation team will evaluate the project’s community impact, objectives, and deliverables. Greater consideration will be given to projects that demonstrate the highest potential impact on the environment in the cities of Burien, Des Moines, Federal Way, Normandy Park, SeaTac, and Tukwila.

C. Project Sustainability

The SKCF Evaluation team will evaluate how the applicant considers the long-term effectiveness of the project.

D. Budget – Not Rated

Although not rated, the Port will make a qualitative assessment of the proposed budget to further understand the scope of the project and ensure it meets the required 3:1 match and does not exceed \$20,000.

XI. Definitions

The following definitions shall apply throughout this application.

1. Fiscal Sponsor refers to a tax-exempt organization that agrees to share its legal and tax-exempt status with the applicant for the specific project described in the application. The fiscal sponsor shall be the “Recipient” and signee under the SKCF Environmental Grant Agreement.
2. Deficiency is a material failure of an application to meet a requirement or a combination of significant weaknesses in an application and/or interview that increases the risk of unsuccessful contract performance to an unacceptable level.
3. Significant Weakness in the application and/or interview is a flaw that appreciably increases the risk of unsuccessful contract performance.

4. Strength is an aspect of an application and/or interview that has merit or exceeds specified performance or capability requirements in a way that will be advantageous during contract performance.
5. Weakness means a flaw in the application and/or interview that increases the risk of unsuccessful contract performance.

Attachment A

Project Scope

Instructions

Complete information about the proposed project wherever there are field boxes () throughout this document. Describe the project goals and activities and what will result from your project, as clearly as you can. You will be rated on your ideas and not on your spelling or grammar. Please follow stated instructions closely.

1. Applicant Information

Organization Name	
Project Contact	
Address	
Phone	
Email	

2. Fiscal Sponsor Information – If Applicable

Fiscal Sponsor Name	
Federal Tax I.D. Number	
Fiscal Sponsor Contact	
Address	
Phone	
Email	

3. Project Overview

Project Name	
Project Area	<input checked="" type="checkbox"/> Burien <input type="checkbox"/> Des Moines <input type="checkbox"/> Federal Way <input type="checkbox"/> Normandy Park <input type="checkbox"/> SeaTac <input type="checkbox"/> Tukwila
Amount Requested (up to \$20,000)	\$
In a short paragraph, describe the overall goal of the project. Please note the diversity of the community you serve and why there is a need for this project.	
In list format, describe what activities will be done or what will be produced as part of the project. Please note any activities that will be done by project partners.	
Please describe what will change in the environment or in the community as a result of this project.	

4. Letters of Recommendation

In the submittal email, include two letters of recommendations from project stakeholders. It is important to the Port that your project demonstrates widespread community support and aligns with city efforts to improve the environment. You may include a letter from many types of stakeholders, such as: city staff or local elected official, a partner organization, a representative of another public agency, a local institution or school, a community leader, a business or corporate partner, a school administrator, and others.

Please note: If your project requires fiscal sponsorship, one of the letters should be a letter of support from your fiscal sponsor.

Information	Letter 1	Letter 2
Name	██████████	██████████
Title	██████████	██████████
Relation to Project	██████████	██████████

5. Schedule

Provide a high-level schedule of events or outcomes in the field provided. Work on the project may not begin until an agreement with the Port has been fully executed and must be completed within one year.

Example: August 2020 – Host Community Event

██████████

Continued on the following page.

Attachment B Budget & Match

Project Budget

Use the provided fields to describe the costs associated with the proposed project. In as much detail as possible, describe all activities and material costs.

Activities, Materials, or Other Costs	
Permitting Fees (If Applicable)	
Fiscal Sponsor Fees (If Applicable)	
Total Project Budget	\$ <input style="width: 50px;" type="text"/>

Match Commitments

Your project may incorporate any combination of the following match options. Please see Attachment E for examples. Use the provided fields to list how your project will satisfy the 3:1 match requirement.

Match Option	Value	Match
1	Volunteer hours ¹ .	\$ <input style="width: 50px;" type="text"/>
2	Attendees of public education events or related project activities.	\$ <input style="width: 50px;" type="text"/>
3	Contact hours – made by project to a target audience demonstrating deep engagement.	\$ <input style="width: 50px;" type="text"/>
4	Tree benefits calculation (use this calculator to estimate the value of trees) ² .	\$ <input style="width: 50px;" type="text"/>
5	Greenhouse gas reductions and social cost of carbon (\$50 per ton of carbon emissions reduced) ³ .	\$ <input style="width: 50px;" type="text"/>
6	In-kind donated items or services from organizations or individuals that are not associated with or benefit from the project.	\$ <input style="width: 50px;" type="text"/>
7	Project partners' contributions that directly benefit the project.	\$ <input style="width: 50px;" type="text"/>
8	Cash donations or other grants secured in support of the project.	\$ <input style="width: 50px;" type="text"/>
Total Matched		\$ <input style="width: 50px;" type="text"/>

¹ The 2019 value of volunteer hours in Washington State is \$33.02. [Learn more here.](#)

² The National Tree Benefits Calculator uses data from the US Forest Service's Center for Urban Forest Research. [Learn more here.](#)

³ The social cost of carbon is estimated at \$50 per ton of CO₂ (in today's dollars). [Learn more here.](#)

Declaration

I hereby certify that the information given in this application to the Port of Seattle is true and correct to the best of my knowledge. (To be signed by the submitting organization or fiscal sponsor, if applicable.)

Printed Name	██████████
Signature	██████████
Title	██████████
Date	██████████

Application Checklist

Review Section III. Schedule of the application for deadline information.

1. Application and attachments must be delivered through email to e-submittals-sa@portseattle.org.
2. It is the responsibility of the applicant to ensure timely delivery of applications.
3. Files must be in searchable PDF format. Multiple PDFs are acceptable.
4. The Port cannot accept compressed files including .ZIP files or linked files.
5. If files are larger than 10 MB, the proposal must be submitted in multiple emails and be labeled "Email 1 of 5," "Email 2 of 5," etc.
6. The email application subject line should include the SKCF Environmental project and organization name.

Please check the following boxes to confirm you have completed and included the following documents in your email.

- Attachment A, Project Scope of Work
- Attachment B, Budget & Match
 - Including Signed Declaration (this page)
- Two (2) Letters of Recommendation
 - Fiscal Sponsor Letter – If Applicable