Environmental Grants Program
South King County Fund

Information Session

October 29, 2020

Port of Seattle®

Notice:

This session is being recorded and will be posted to VendorConnect for later public viewing.

Agenda Topics

- Land and Labor Acknowledgement
- Port Team Introduction
- Navigating MS Teams
- South King County Fund & Grant Overview
- How to Apply
- Sample Application, Budget & Match Descriptions
- Contracting Process & Schedule
- Evaluation Criteria
- Q&A
- Fiscal Sponsor / Community Group "Meet & Greet"

Notice: This session is being recorded and will be posted to VendorConnect for later public viewing.

Land Acknowledgement
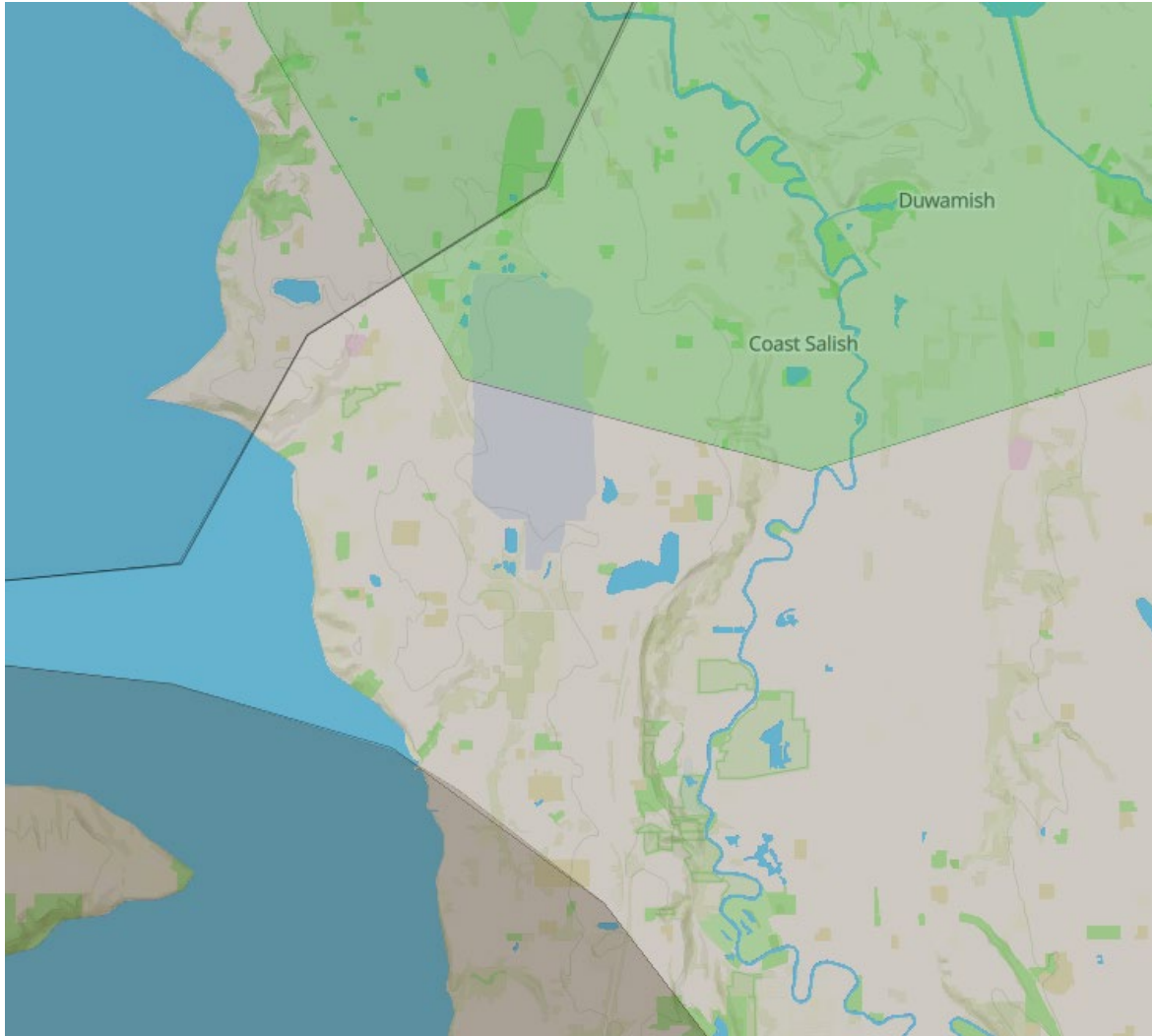
- Duwamish
- Coast Salish
- Stillaguamish
- Suquamish
- Puyallup

Source: https://native-land.ca/

Labor Acknowledgement

We acknowledge that we benefit from the prosperity of the United States, which was built on the labor of enslaved Black people. Please join us in expressing our deepest respect and gratitude for the African American descendants and of all those whose labor was exploited to build this country.

Notice: This session is being recorded and will be posted to VendorConnect for later public viewing.

Port of Seattle Environmental Grants Team

Andy Gregory - Gregory.A@portseattle.org

- Environmental Grants Program Lead

Carol Hassard - hassard.c@portseattle.org

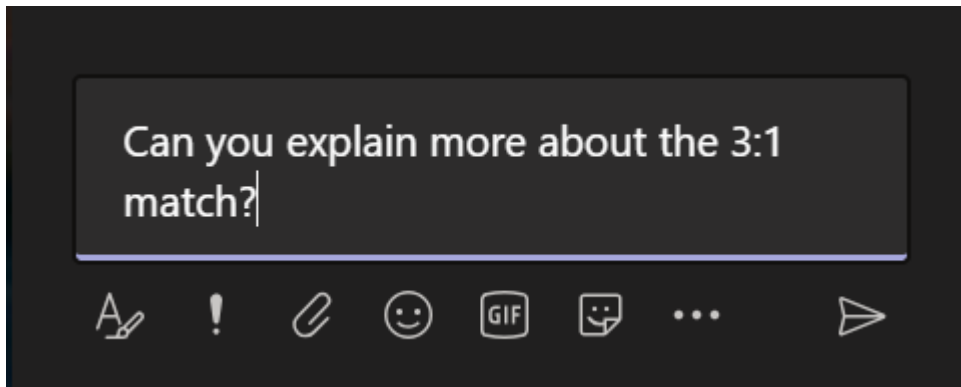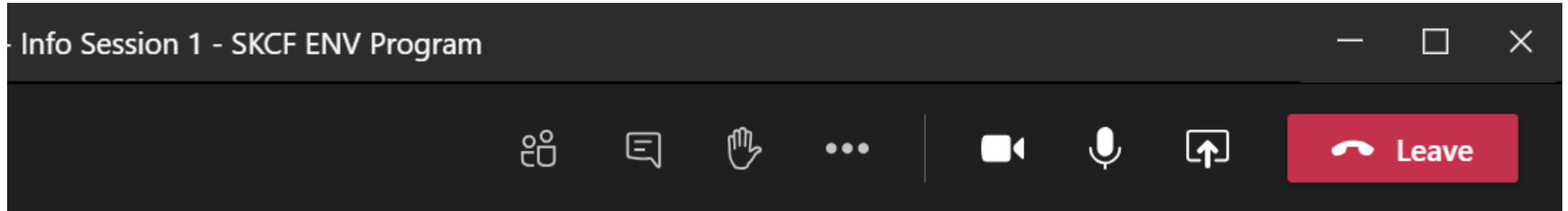- General Contract Information
- Questions and Assistance

Amira Beasley - Beasley.A@portseattle.org (206) 419-6860

- VendorConnect Technical Support
- MS Teams Tech Support During Info Session

Navigating MS Teams during the session
Contact Amira Beasley with questions (206) 419-6860

- Please mute yourself when you're not talking.
- Use the chat box to ask questions, or raise your hand.

What is the South King County Fund (SKCF)?

- In 2019, the Port Commission allocated $10 Million over 5 years to support community projects with a focus on:

  - Economic Recovery
  - Environmental Health & Sustainability
  - Airport Noise

- A total of $1.5M is available in 2020 and $1.3M is budgeted for 2021.

- The SKCF Environmental Grants are modeled after the Port's ACE (Airport Community Ecology) Fund that was launched in 2017 and served Burien, Des Moines and SeaTac.

- The grants will now be expanded to more near-airport communities, including Federal Way, Normandy Park & Tukwila, project cap $20,000

- The total funding available for Environmental Grants in 2020 is $435,000

Grant Requirements

Who can apply?

- A chamber of commerce, non-profit organization, youth or athletic association or similar.
- Community groups can apply through an organization who acts as their "fiscal sponsor."
- Fiscal sponsor has insurance and non-profit status to do business with the Port.
- Fiscal sponsor meet and greet tonight, please stay till the end!

What types of projects can be funded?

- Projects **must include a public improvement** such as installing equipment or artworks or providing maintenance services like trash cleanups or habitat improvement.
- Project types can include education/awareness activities, community building, skill-building, youth-related activities, etc.

Where can the projects take place?

- In a **public space** in Burien, Des Moines, Federal Way, Normandy Park, SeaTac or Tukwila.
- **Projects on private property cannot be funded.**

Notice: This session is being recorded and will be posted to VendorConnect for later public viewing.

Why do the grants have to include public improvements?

"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."

RCW 35.21.278

(Revised Code of Washington – collection of laws connected to environmental projects in the state)

City Staff Contact Information

https://www.portseattle.org/programs/south-king-county-fund-environmental-grants-program

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

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

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

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 Anlayst
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

Notice: This session is being recorded and will be posted to VendorConnect
for later public viewing.

Past Project Examples- Burien

Environmental Science Center
Beach Heroes Project

Weed Warriors
Make Burien Awesome Project

Past Project Examples – SeaTac

Highline Botanical Garden
Historical Gardens and Native Plants

Partner in Employment
Community cleanups and environmental education

Past Project Examples – Des Moines

Key Tech Labs
Farmbot – STEM and healthy food education

Friends of Saltwater State Park
Invasive weed removal and nearshore marine life surveys

Notice: This session is being recorded and will be posted to VendorConnect for later public viewing.

Grant Requirements

What is the amount of each grant?

- Up to $20,000.

- There is no minimum. Projects can be for $2,000, $5,000, etc.

- Grants are **reimbursable** *(organization pays for expenses then submit receipts for reimbursement).*

- We aim to process invoices as quickly as possible.

What can the grant money be used for?

- Funds can pay for **project-related** expenses.

When do the projects need to be completed?

- All projects must be completed within **one year** of when the contract is signed.

  *Extensions or scope changes may be considered depending on COVID-19

Notice: This session is being recorded and will be posted to VendorConnect for later public viewing.

Grant Requirements

What is the 3 to 1 match contribution?

- Amount of grant funds requested must be matched 3 to 1 by the organization/community group, etc.
  - For example, a $10,000 grant = $30,000 match
  - Match can be met through some combination of volunteer time, donations, project partner time and other grants. (**lots more on this later**)

Letters of Recommendation

- Projects need to include **TWO** letters of recommendation.
- If a community group has a fiscal sponsor, **ONE** letter must be from that organization.
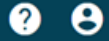
Where to Find Information?

The Environmental Grants website includes:
- All application materials
- Grant requirements
- Informational session information
- Past project list
- City contacts
- Translated information sheets
- Responses to application questions

https://www.portseattle.org/programs/south-king-county-fund-environmental-grants-program

VendorConnect (VC) – Port's Contracting Opportunities Website

Port of Seattle VendorConnect

Welcome to the Port of Seattle VendorConnect

Due to the everchanging COVID-19 situation and the healthcare professional and state guidance provided, all public gatherings, such as pre-bid meetings and bid openings will be held virtually. This information will be provided in more detail as it applies to the particular requirement and interested vendors should monitor VendorConnect closely for changes.

Port of Seattle VendorConnect provides procurement and contract information for construction, consulting, and goods and services. This is also the one stop location for registering to be on the following rosters: small works (construction less than $300,000), consulting services, and goods and services.

To begin, you must register yourself and then find or add your business. If you were in our old system, and this is your first time logging in you must recreate your login account. To do this, click the "REGISTER/LOGIN" button below, then the "Sign up now" link on the login screen.

REGISTER/LOGIN

- VC is for organizations to ask questions about the grant and process.

- To get on VC, you need to create an account.

- You can become a "Plan holder" and access other Port opportunities.

- Application documents also available here.

- ***For community groups, a VendorConnect account is created by your "fiscal" sponsor organization.***

For help contact Amira: Beasley.A@portseattle.org

Notice: This session is being recorded and will be posted to VendorConnect for later public viewing.

VendorConnect Troubleshooting Support

QUESTIONS?

- **Attend a session for support with VendorConnect.**

- **Multiple sessions offered each week.**

- **Learn how to create an account, be a "plan holder" OR how to submit a question.**

- **Interpretation available upon request.**

Join by phone

Call-In Number: +1 425-660-9954
Conference ID: 284 653 194#

October & November session dates & times available on the website

https://www.portseattle.org/programs/south-king-county-fund-environmental-grants-program

- **Contact Amira for details**
  (206) 419-6860

How to Apply

✓ Download the application packet *(Attachments A and B).*

✓ Fill them out electronically; or print them, fill out by hand and scan.

✓ Include **TWO** letters of recommendation.

✓ Email completed packets to e-submittals-sa@portseattle.org

✓ Deadline **Friday, December 4 at 1:00pm**

What to include in your application?

Application Information
- Organization contact information.
- Project contact information, *if different.*

Fiscal Sponsor Information
- Contact information & Tax Identification.

Project Overview
- Project Name & Location.
- Amount requested.

Description of The Project
- Goal & Purpose.
- Who will be served.

Project Activities
- Description of activities.
- What is the expected result.
- What will change in the environment or community as a result of your project.

Project Schedule
- List of Activities.
- Timeline – When the activities will happen.

What to include in your project budget?

Refer to the 'SAMPLE - Match Worksheet'

Attachment B
(example only)
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	
Swing set	$5,000
Contractor to install swing set and Welcome Signs	$3,000
Design Welcome Signs	$500
Print Welcome Signs	$500
Native trees	$2,000
Tools for planting	$250
Garbage bags, gloves and grabbers for cleanup	$100
Pay for project coordinator	$4,000
Permitting Fees (If Applicable)	
Playground improvement permit	$400
Fiscal Sponsor Fees (If Applicable)	
10% Fiscal Sponsor fee	$1,575
Total Project Budget	$ 17,725

Budgets include all costs needed for you to conduct your project activities.
- Supplies
- Equipment
- Food
- Plants / Trees
- Incentives for participants
- Compensation for a project coordinator

Notice: This session is being recorded and will be posted to VendorConnect for later public viewing.

What ways can my project fulfill the match contribution requirement?

The Port has identified 8 ways projects can meet the 3 to 1 contribution match requirement.

- Value of volunteer time.

- Value for project event attendees.

- "Deep engagement" with participants.

- Value of trees and plants.

- Carbon reduction emissions.

- In-kind donations from individuals, businesses and organizations.

- Donated time from project partners.

- Cash donations and other grants.

Example of Project Budget & Match

Project Budget - $10,000	Match Requirement - $30,000
Project Coordinator - $5,000	Volunteer time - $2,000 *(50 volunteer hours – based on $33.02)*
Expert Landscaper - $2,000	Tree Value - $28,000 *(Planted 20 dogwood trees valued at $1,400 each)*
Tools & supplies - $2,000	**Match Total: $30,800**
Printing - $500	
Food for event - $500	

Tree Species	Date planted	Quantity	Average tree lifespan (years)	Annual "overall" benefits	Total value
Pacific Dogwood	*10/21/2017*	*1*	*80*	*$18*	*$1,440*
Douglas Fir	10/26/2021	10	100	23	$23,000
Alaska Cedar	10/26/2021	10	100	23	$23,000
Pacific Dogwood	10/26/2021	10	80	17	$13,600
Big Leaf Maple	10/26/2021	10	100	16	$16,000
Grand Fir	10/26/2020	10	100	23	$23,000

MATCH OPTIONS

Match Option 1: Volunteer Hours Contributed- Please include volunteer hours matched below.

Event	Date	# of Volunteers	Hours	Rate	Total Value	Description of activity (Save sign-up sheets for backup. Number of volunteers must match names on signup sheet.)
SeaTac Park Cleanup	6/21/2019	10	3.00	$ 33.02	$990.60	Volunteers removed 150 pounds of litter from the park.
				$ 33.02	$0.00	

Match Option 2: Please include the number of attendees of public education events or project-related activities, use the volunteer hourly rate ($33.02) to calculate total value.

Event Name	Date	# of Attendees	Hours	Rate/Value	Total	Description of activity (Save sign-up sheets for backup. Number of volunteers must match names on signup sheet.)
Green Job Fair	7/14/2019	30	1.5	$33.02	$1,485.90	30 volunteers attended the green job fair

Match Option 3: Please include the time and number of "Contact Hours" contributing to any active or "deep" environmental learning and community engagement projects.

Activity Name	Date	# of Participants	Hours	Rate/Value	Total	Description
Naturalist Outreach	6/9/2019	7	2.5	33.02	$ 577.85	7 youth naturalists installed signage at a park to educate people about issues
Bee Habitat Planning	7/10/2019	12	3.0	33.02	$ 1,188.72	Your project includes a 3 hour seminar for 12 people to strategize a honeybee conservation plan

MATCH OPTIONS

Match Option 4: Please use the "tree calculator" below to estimate the value of trees you're planting in your project. Ask your local nusery for the average lifespan of your trees, multiply the overall benefits value by its quantity.						
National Tree Benefit Calculator						
Tree Species	Date planted	Quantity	Average tree lifespan (years)	Annual "overall" benefits	Total value	Description
Pacific Dogwood	10/21/2017	1	80	$18	$1,440	Planting 1 3- inch Pacific dogwood tree at a local park in zipcode 98146

Match Option 5: Please include how many tons of carbon emissions your project reduces.					
You may use the calculators listed on the side as a guide to view your emissions reductions. Please describe your calculations and list any relevant sources of information. ---->					
Activity	Date	Tons	Rate/Value	Total	Description
10 vehicle trips reduced annually	12/3/2017	47 tons	$41/ month	$ 23,124.00	We started a program at our PTSA that now incentivizes 11 drivers to vanpool for monthly meetings. We used the EPA tool to identify passenger vehicles' GHG emissions in Metric Tons.

Match Option 6: Please include in-kind donations from individuals, businesses and organizations that do not benefit from or are not affiliated with your project goals.			
Donor Name	Date	Total Value	Description of in-kind donation
Vickie Lyle, 5 Points Cafe	11/22/2017	$ 200.00	A local café is providing a venue for your salmon education program for free

MATCH OPTIONS

Match Option 7: Please include specific items donated by project partners (groups or indiviuals who benefit materially from the project).					
*Only use Column D "Rate" box if you have received donated labor or volunteer hours.					
Donated Item	Date	Hours	Rate*/Cost	Total	Description
City Staff Technical Expertise	1/23/2018	4.00	$40	$160	a city partner provides labor for installing your rain garden
2 Shovels	10/24/2017	NA	$20	$40	a partner non-profit donates yard tools for your habitat restoration day

Match Option 8: Please list any cash donations or eligible grants funds raised.			
Donor Name	Date	Amount	Description
Chinook Middle School PTA	5/2/2018	$ 300.00	cash collected from a car wash fundraiser

Port project managers work with grant recipients to brainstorm ways to meet the match throughout the life of the project.

Virtual Interview Process

- Eligible applicants will be contacted to schedule their interviews.

- Interviews will be scheduled for mid-December and early January.

- Interviews are 60 minutes and will take place using MS Teams.

- Sample Interview questions available on the website & through VendorConnect – *Attachment F*

- Interview topics are connected to the evaluation criteria.

- ***Language interpretation services available upon request – contact Carol Hassard***

  hassard.c@portseattle.org

Evaluation Criteria
(See Section X. Evaluation Criteria for full descriptions)

Applications and interviews will be rated on the below criteria.

A. Project feasibility (ability to perform the project) & its inclusivity (most important)

- Will the project team be able to complete the work?
- Does it have the necessary support?
- Does the project engage diverse communities and/or project partners?

B. Project scope (activities) & impact on the community / environment (more important than Criteria C.)

- People and diverse communities that will be positively impacted by the project.
- Projects with highest impact on the environment in the cities of Burien, Des Moines, Federal Way, Normandy Park, SeaTac, and Tukwila will receive highest consideration.

Evaluation Criteria

Applications and interviews will be rated on the below criteria.

C. **Project Sustainability (slightly less important than Criteria B.)**
    - Is this a project that will continue to improve the community or the environment long-term?

D. **Budget (not rated)**
    - Although not rated, project will be evaluated to make sure it meets the 3 to 1 contribution match.
    - We will also look at ensuring that the project costs don't exceed the grant award maximum.

EVALUATION RATING	DESCRIPTION (See Section X. Evaluation Criteria for full descriptions)
Outstanding	✓ Exceptional project – meets all the requirements & evaluation criteria. ✓ Project strengths far outweigh any weaknesses. ✓ Low risk of project not being successful.
Good	✓ Good project - meets all the requirements & evaluation criteria. ✓ Contains at least one strength. ✓ Low risk of project not being successful.
Acceptable	✓ Adequate project scope - meets minimum requirements & evaluation criteria. ✓ Moderate risk of project being successful.
Marginal	✓ Project does **not** meet one or more requirements. ✓ High risk of project being unsuccessful.
Unacceptable	✓ Project does **not** meet requirements. ✓ Contains **one or more** significant weaknesses. ✓ Unacceptable risk of project being successful.

Notice: This session is being recorded and will be posted to VendorConnect for later public viewing.

Grant Schedule

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	Week of December 14, 2020 Week of January 4, 2021
Selected Project Contacts are invited by email to participate in contract negotiations	Week of January 11, 2021
Project descriptions, budgets and match contributions are finalized	January 18 – January 29, 2021
Projects approved by the Port's Commission	TBD
Official Notifications of Selected Projects	Week of February 1, 2021
Contracts are signed	Week of February 8, 2021

Notice: This session is being recorded and will be posted to VendorConnect for later public viewing.

Additional Information Needed from Selected Projects

Required documents:

✓ Certificate of Insurance
- Organizations/fiscal sponsors must be able to provide a "Certificate of Insurance" that meets contract requirements. (See Attachment C. Sample Grant Agreement (Item 11) for insurance requirements.)

✓ Bank Information
- Port processes payments electronically (*ACH – Automated Clearing House – Bank info*).

✓ W-9
- IRS form providing tax ID number for organization/fiscal sponsor.

✓ Signed Contract
- All work cannot begin until AFTER the contract is signed.

Q & A

Notice: This session is being recorded and will be posted to VendorConnect for later public viewing.

Fiscal Sponsor Meet & Greet

What is a Fiscal Sponsor?

- An eligible organization *(chamber of commerce, non-profit organization, youth or athletic association, church with nonprofit status)* who supports a community project.

- Provides the administrative structure so community groups can apply for the grant (example – tax information, certificate of insurance, signs contract, sends invoices, etc.)

- Submits invoices and receives reimbursements from the Port. The fiscal sponsor then repays the community group for their expenses.

- Contract goes through the fiscal sponsor NOT the community group.

- Community group can hire a project coordinator to organize with volunteers, purchase project supplies/equipment, manage receipts, etc. and include it in their grant budget.

- We encourage organizations and community groups to discuss how they will work together before applying for the grant.

Fiscal Sponsor Meet & Greet

Networking time for organizations and community groups to connect.

Using the chat feature share:

Organizations:
- Name of organization.
- Name, email and phone of main contact.
- Language support available.
- City(ies) where you can sponsor projects.
- What you are willing to offer community group – Example: help put together application, only process invoices, etc.

Community Groups:
- Community leader name, email, phone #.
- Language needs.
- Project type *(clean-up, youth, environmental education, gardening, etc.)*.
- City(ies) and location of your project (park, street, school, etc.).
- Specific needs – Example, need support writing application, figuring out match, etc.

Notice: This session is being recorded and will be posted to VendorConnect for later public viewing.

THANK YOU!

The Info Session recording will stop

Next Info Session: November 10 5pm – 8pm

Contacts:

Gregory.A@portseattle.org (206) 612-9406

Hassard.C@portseattle.org (206) 530-0888

Beasley.A@portofseattle.org (206) 491-6860

Notice: This session is being recorded and will be posted to VendorConnect
for later public viewing.