



INFORMATIONAL MEMORANDUM

TO: Planning and Community Development

FROM: Brandon Miles, Business Relations Manager

CC: Mayor Ekberg

DATE: April 12, 2022

SUBJECT: 2022/2023 Port of Seattle Economic Development Grant

ISSUE

Staff is seeking committee authorization to submit an application to the Port of Seattle for the 2022/2023 Economic Development Grant.

BACKGROUND

The Port of Seattle has a grant program to provide economic development funds to cities based on the City's total population. In the past the City of Tukwila has received approximately \$20,000 per year under the grant program. The Port has transitioned the program from a one-year cycle to a two-year cycle to provide more flexibility to cities. Under the two-year program, Tukwila is eligible to receive \$42,000. The grant requires a 50% match, with half the match being cash (\$10,500).

In the past the Office of Economic Development used the funds for marketing purposes for the City for general economic development, to support childcare facilities during the pandemic, and to help small businesses develop their digital resources.

For the 2022/2023 grant cycle Economic Development staff is proposing to use the funds to support the Trusted Community Partners Network, to update the City's one-page economic development collaterals, for economic development data needs, to support Experience Tukwila digital marketing, and the creation of an economic development promotional video the City can use at events with developers and investors to highlight the City.

DISCUSSION

These funds provide the Office of Economic much needed discretionary funds to complete general economic development activities in the City. Without the Port funds, the City would not be able to complete the tasks outlined above.

FINANCIAL IMPACT

Existing allocated funds from the economic development budget and/or allocated funds from the lodging tax program will be used for the \$10,500 match.

RECOMMENDATION

Staff is requesting the Committee's permission to apply for the grant. Once the grant is awarded final action is required by the full council to accept the funds. Once we have been awarded the funds staff is requesting permission from the Committee to place the acceptance of the grant on a future consent agenda.

ATTACHMENTS

- Port of Seattle Economic Development Grant Application (blank).



Port of Seattle Century Agenda

2022 Economic Development Partnership Program City Application

City: _____

Federal Tax Number: _____

Contact Name: _____

Title: _____

Telephone: _____

Email: _____

Address: _____

City, State, Zip: _____

Alternate Contact: _____

Alternate Telephone: _____

Alternate Email: _____

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.

Signature of Responsible Official: _____

Print or Type Name and Title: _____

Date: _____

Deadline: The program application must be submitted electronically to the Port of Seattle by Friday, March 18, 2022 by 5:00 pm. Submit the application to: e-submittals-purch@portseattle.org

Program Overview and Funding

The Port of Seattle Economic Development Partnership Program is a cooperative economic development grant program to help support local and regional economic development initiatives across King County. In 2022, the Port will offer participating cities two-year grant awards to fund projects and initiatives that address COVID-19 economic challenges and impacts.

Grants are made to King County cities on a per-capita calculation based on [Washington State Office of Financial Management](#) annual population estimates. Cities with populations numbering less than 5,000 people are eligible to receive grant funds up to \$5,000 and cities with populations numbering more than 60,000 people are eligible to receive grant funding up to \$60,000 annually. **See appendix for specific yearly grant funding for each city.**

Grant funds require a 50 percent match of dollars or in-kind resources. In-kind resources can only be used for up to 25 percent of the grant award amount. For example, a grant request for \$50,000 in Port funds would require the city to commit \$25,000 in matching dollars and/ or in-kind resources. Of that \$25,000, up to \$12,500 of in-kind resources could be applied toward the match requirement.

2022/2023 Emphasis: COVID-19 Economic Recovery

The Port of Seattle is interested in partnering with cities on programs and partnerships that advance COVID-19 economic recovery and resiliency. Cities should use 2022/2023 Port grant funding to help impacted businesses, promote local tourism, encourage local spending (buy local) and related strategies that address pandemic related economic challenges.

Who can apply and how may the funds be used?

Eligible Applicants

City governments in King County except for the City of Seattle.

Eligible Projects

Port of Seattle funds must be used on projects to benefit small and emerging businesses, create jobs, foster business growth, promote consumer confidence, or support the Port of Seattle business interests. Uses may include:

- Small business relief and assistance (including incubator/accelerator projects, technical assistance, and support for impacted businesses)
- Industry or key sector business retention and expansion assistance
- Projects that boost local tourism and consumer confidence such as buy local campaigns
- Workforce development initiatives that address local unemployment or underemployment issues
- Other projects that can tangibly address pandemic related economic issues

Ineligible Projects

- Business recruitment initiatives designed to attract new companies or investment to a region or city
- Economic development planning

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Program Application - 2022 Port of Seattle Economic Development Partnership Program
Modified 2/9/2022

- Direct cash grants or loans made to businesses or organizations
- Capital projects including projects to construct either new facilities or make significant, long-term improvements to existing facilities
- Underwriting general or capital expenses associated with an event or program already in progress
- Any project that would fall outside of the authorized activities that Ports can fund or engage in

The Port of Seattle recommends applicant cities meet with Port of Seattle staff before submitting the Economic Development Partnership Program applications.

Project Description and Budget

1. **Project Description and Need:** Summarize the project(s) you plan to implement and explain how project(s) address COVID-19 economic issues in your city. Include a brief description of the project goal(s) and summary of COVID-19 economic impacts being addressed.
2. **Project Scope of Work:** Outline project title or components, project start and end dates, project goals, project deliverables, and metrics (measurable outcomes) using the table below. **Use the timeline column to differentiate the projects that you are implementing in 2022 versus 2023.**

View Appendix B for sample metrics, measures of success, and data sources. The table is used in the agreement between the Port of Seattle and each city.

If you have more than two project categories, simply copy and paste the table below.

Project Category:				
Project Goal(s)	Timeline (Start and end dates):	Actions	Project metrics	Project outcomes/deliverables
		•	•	•
		•	•	•
		•	•	•

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		•	•	•
		•	•	•
		•	•	•

3. **Connection to Port of Seattle interests:** Explain how your project benefits the Port of Seattle and ties to the Port’s business interests?

*Port business interests tie closely to the health of aviation, maritime/ logistics, manufacturing, and construction/ trades clusters. Tourism is another important industry to the Port of Seattle.

4. **Project Budget:** Identify each project budget category, total funds (including the monetary value of in-kind resources), Port of Seattle funds and City monetary and in-kind matching funds. Include the total funds from each column in the second to last row. Include the percentage contributions to the Port of Seattle’s contribution in the last row. This table is used in the agreement between the Port of Seattle and each city.

Project:	Project Category (Please select one of the categories provided)	Port of Seattle Funds Awarded:	City Monetary Matching Funds:	City In-kind Matching Funds:	Total Funds (Including In-Kind):
Project 1	Choose an item.				
Project 2	Choose an item.				
Project 3	Choose an item.				
<u>Total Funds:</u>					
<u>Percentage contribution to Port Funds*:</u>					

*City monetary and in-kind matching funds must add up to at least 50% of the Port of Seattle funds awarded. In-kind resources can only be used for up to 25 percent of the grant award amount. See program guidelines for more details.

5. **Collaboration with partners:** Please identify any community organizations (chamber of commerce, neighborhood associations, Small Business Development Centers, SCORE, Greater Seattle Partners, etc.) you plan to work with to complete all or part of your project(s)?

6. **Use of consultants or contractors:** If you plan to use consultants or contractors to complete all or part of the project, please identify the firm or type of firm you plan to hire for this project.

Appendix: 2022/2023 Maximum Grant Award Amounts by City*

City	Grant Award	City	Grant Award
Algona	\$5,000	Lake Forest Park	\$13,630
Auburn (part)	\$60,000	Maple Valley	\$28,640
Beaux Arts Village	\$5,000	Medina	\$5,000
Bellevue	\$60,000	Mercer Island	\$25,790
Black Diamond	\$5,320	Milton (part)	\$5,000
Bothell (part)	\$28,930	Newcastle	\$13,310
Burien	\$52,430	Normandy Park	\$6,785
Carnation	\$5,000	North Bend	\$7,685
Clyde Hill	\$5,000	Pacific (part)	\$7,215
Covington	\$20,890	Redmond	\$60,000
Des Moines	\$33,100	Renton	\$60,000
Duvall	\$8,125	Sammamish	\$60,000
Enumclaw (part)	\$12,830	SeaTac	\$32,000
Federal Way	\$60,000	Shoreline	\$59,260
Hunts Point	\$5,000	Skykomish	\$5,000
Issaquah	\$40,640	Snoqualmie	\$14,490
Kenmore	\$24,050	Tukwila	\$22,000
Kent	\$60,000	Woodinville	\$13,100
Kirkland	\$60,000	Yarrow Point	\$5,000

*based on 2021 OFM Population estimate