



RFP 00320774

**South King County Fund (SKCF) Environmental Grants Program (EGP) – Phase II  
Question and Answer Publications 1, 2, & 3**

Date published: 10/13/2021

1.	When I fill out the application, I am unable to select the project duration under section 3 (the boxes won't click). I also am unable to fill out section 5 (project schedule). I can see the cursor move but I'm unable to see what I've typed. I tried downloading the application form again but was still unable to do these two things.	On October 8th, 2021, the Port resolved these technical issues by uploading a revised Application document named “(UPDATED) APPLICATION PACKET - Attachments A & B 10.08.21.docx”.
2.	I also had a budget question regarding multi-year project: Would you like us to write out the budget for just the first year or should we calculate the budget out for multiple years if that is what we would like to apply for?	On October 8th, 2021, the Port uploaded a revised Application document named “(UPDATED) APPLICATION PACKET - Attachments A & B 10.08.21.docx”.  Using this document, Applicants can now specify their project budget per year using the fields under the “Project Budget” section on Attachment B – Budget & Match.
3.	We will be working with the city. Will we need the city’s insurance information?	The Port’s insurance requirements are stated in Section 11 of “SAMPLE – Attachment C – SKCF Environmental Grant Agreement”.  Any additional insurance requirements requested by project partners or public landowners are the sole responsibility of the Applicant to confirm and resolve.
4.	We saw the requirement that projects must be completed within one year, yet requests for multi-year projects are also allowed. How does the requirement that projects must be completed within one year align with a request for a multi-year project?	If you apply for and are awarded multi-year funding, your contract will include a base period of one (1) year and may be extended, up to two (2) times, for additional one-year optional periods. Before each optional year is exercised, you will need to: 1. provide a grant report, 2. verify your progress toward the required 3:1 match, and 3. complete a public improvement.
5.	If we are proposing a multi-year project, do we need to have identified a specific location for all three years of the project?	At the time you submit the application, you should have, at a minimum, begun conversations with the public landowner(s) where each year’s public improvement will take place.  The Port strongly recommends one of your letters of recommendation comes from the public landowner where the public improvements shall take place.
6.	If our work is taking place at three different locations (different location each year) is it OK to include all three in one application?	Yes, projects taking place at multiple locations are allowed. Please indicate the location of each planned improvement in the application, and to the extent possible, provide letters of recommendation from the public landowners.
7.	If our work will take place at schools, and we have a letter of endorsement from someone who represents the relevant School District, does that count as the permission of the property manager?	Letters of recommendation or support are sufficient to demonstrate the level of coordination required for the application phase. Before work commences, the property manager may require additional coordination or permissions.

Date published: 10/06/2021

1.	We have a project at a public high school in Tukwila. Does that type of property qualify for this grant opportunity?	Projects must take place on public property; public school properties in the six eligible cities qualify as public spaces under this grant opportunity.
2.	Our organization is inquiring to see if there is possibility in multiple applications if we plan to do multiple projects in each of the 6 required cities. Or is it safe to assume that these projects would be encompassed under one application not exceeding \$20k in requests.	Applicants can submit one application as the Prime and one application as a fiscal sponsor for another organization, per application cycle. Organizations cannot have two contracts where they act as the Prime on both contracts at the same time. Projects can have multiple locations and can take place in more than one participating city.  Additionally, funding cannot exceed \$20,000/year for up to three years.
3.	Are we able to request more than the \$20,000 in funding availability due to the size of our projects?	Funding requests are limited to \$20,000/year and up to three years for multi-year projects.
4.	Are there pros or cons to submitting for a relatively small percentage of the funding for a much larger financial project?	Projects can vary in size from just a few thousand dollars up to the per project cap of \$20,000/year for three years. Additionally, projects must demonstrate a total value of three times the Port's contribution, as calculated through the 3:1 Match Worksheet (use the <i>GUIDE - Match Worksheet</i> to help calculate your match totals).
5.	Hello, is there a way to apply for multi-year grant? We see below that it only allows us to apply for the 3 quarter grant. Thank you.	Please see Attachment A of the "(Updated) Application Packet –". In Section 3. Project Overview, there's a Project Duration field and box to check in order to indicate if your project is 1-year or multi-year. If you select multi-year, you will also need to indicate if the total project duration will be two or three years.
6.	Should we submit questions via vendor connect only?	Questions related to proposed projects may be submitted through VendorConnect or during a virtual Info Session via the MS Teams Chat feature. However, all official answers will be publicly posted in VendorConnect. Proposers are advised that verbal answers provided are non-binding and for informational purposes only.  Technical questions related to navigating VendorConnect may be emailed directly to the assigned Contract Administrator, Amira Beasley: <a href="mailto:beasley.a@portseattle.org">beasley.a@portseattle.org</a> .
7.	What is the turn-around time on posting answers to the questions in this session?	Questions received by Friday will generally be answered by the following Wednesday.
8.	What happens if your Fiscal Sponsor doesn't want to continue with the project?	There is a list of organizations that have expressed interest in being fiscal sponsors in the "Fiscal Sponsor List" document located on VendorConnect.  If awarded, fiscal sponsors are required to enter into a Fiscal Sponsorship Agreement with their sponsored organization in order for the contract to be executed.
9.	Is a school district a 501c3 organization?	Generally school districts are considered government entities rather than 501c3 organizations, but Applicants can confirm this with any relevant school district.
10.	Do you have to reapply every year for a multiyear contract?	If you apply for and are awarded multi-year funding, you will only need to apply once. The contract will include a base period of one (1) year and may be extended, up to two (2) times, for additional one-year optional periods; no more than \$20,000 can be billed each year. Before each optional year is exercised, you will need to: <ol style="list-style-type: none"><li>1. provide a grant report,</li></ol>

		<ol style="list-style-type: none"> <li>2. verify your progress toward the required 3:1 match, and</li> <li>3. complete a public improvement.</li> </ol>
11.	Can a Fiscal Sponsor support more than one project?	Applicants can submit one application as the Prime and one application as a fiscal sponsor for another organization, per application cycle. Organizations cannot have two contracts where they act as the Fiscal Sponsor on both contracts at the same time.
13.	Would an organization bill their Fiscal Sponsor as a contractor?	<p>Fiscal sponsors are the contract recipient and signatory to conduct business with the Port. There are many different arrangements between fiscal sponsors and the group they are sponsoring. All payments will be made from the Port to the Fiscal Sponsor for this service.</p> <p>The Fiscal Sponsor may charge an administrative fee.</p>

End of Question and Answer Publication 2

Previously Published: 9/15/2021

1.	For Match Option 6, can food donations come from a family or community member or does it have to come from a restaurant?	For Match Option 6 "In Kind Donations", food donations, or other goods and services, can be provided by a restaurant or by a volunteer. The "fair market value" for donated food can be determined by researching the retail cost of the donated item or a similar item.
2.	If you select "multi-year" funding on your application in order to receive funds for 3 years, do you have to re-apply each year? Or, will you be approved for the full 3 years with the one application?	<p>If you apply for multi-year funding, you will only need to apply once. The contract will include a base period of one (1) year and may be extended, up to two (2) times, for additional one-year optional periods; no more than \$20,000 can be billed each year. Before each optional year is exercised, you will need to:</p> <ol style="list-style-type: none"> <li>1. provide a grant report,</li> <li>2. verify your progress toward the required 3:1 match, and</li> <li>3. complete a public improvement.</li> </ol>
3.	How long do I have to complete the match?	The match must be met before the contract expires. In the case of multi-year contracts, the match should be completed on an annual basis for the total amount billed in that year.
4.	For the first timers like myself is there any personal assistance? Someone from your team that could help us engage in this?	Assistance is available through the three scheduled public information sessions and weekly Technical Assistance Sessions. During these times, Port staff can answer clarifying questions about the application and supporting documentation, accessing VendorConnect, and other technical questions, but cannot provide project-specific guidance.
5.	Do you provide technical assistance?	For technical assistance, attend one of the Technical Assistance Sessions listed in the application or submit a question through VendorConnect. Port staff can answer clarifying questions about the application and supporting documentation, accessing VendorConnect, and other technical questions, but cannot provide project-specific guidance.
6.	Can I use part of a seed donation I received for my match?	Donated items are included as part of Match Option 6 "In Kind Donations". Please estimate the "fair market value" of the donated item by researching the retail price of a comparable item online. Applicants can only include the portion of the donation that is used for the project.

7.	How do I access the carbon emission chart?	<p>The Port offers several options to calculate the carbon reductions for a project. Use tab 5 ('Match 5') of the <i>GUIDE - Match Worksheet</i> to access links to calculators (or click below) to calculate reductions. Please select the calculator that best meets the needs of your project.</p> <p><a href="https://www.nature.org/greenliving/carboncalculator/index.htm">https://www.nature.org/greenliving/carboncalculator/index.htm</a>  <a href="http://coolclimate.berkeley.edu/carboncalculator">http://coolclimate.berkeley.edu/carboncalculator</a>  <a href="https://www.terrapass.com/carbon-footprint-calculator">https://www.terrapass.com/carbon-footprint-calculator</a></p>
8.	Can an organization hire someone from their team to be their project coordinator?	<p>Organizational staff time and/or project coordinator stipends are eligible costs for a project. Applicants will be expected to provide payroll documentation or a project coordinator stipend agreement as verification of payment when submitting reimbursement requests to the Port.</p>

End of Question and Answer Publication 1