



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8h

ACTION ITEM

Date of Meeting September 14, 2021

DATE : September 7, 2021

TO: Stephen P. Metruck, Executive Director

FROM: Andy Gregory, Sr. Program Manager, Community Engagement
Ilays Aden, Program Coordinator, Community Engagement

SUBJECT: **South King County Fund Community Capacity Building Contract**

Amount of this request: \$400,000

Total estimated project cost: \$400,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to advertise and execute a South King County Community Capacity Building Contract to support near-airport communities and develop equity based partnerships with the Port through the South King County Fund (SKCF); and authorize the expenditure of the contract in an amount not-to-exceed \$400,000 from the South King County Fund.

EXECUTIVE SUMMARY

In 2018, the Commission authorized the South King County Fund (SKCF), a \$10 Million program to develop equity-based partnerships with near-airport communities. The original intent of the SKCF was to address airport noise, environmental health, and sustainability. In 2020 in the wake of COVID-19 and the ensuing economic crisis, economic development was added as an approved use.

The goal of the SKCF is to develop equity-based partnerships with near-airport communities. Due to historical practices such as redlining, and the increasing gentrification of South Seattle, these communities have high populations of Black, Indigenous, and People of Color (BIPOC) as well as low-income populations who continue to be pushed farther and farther south. Additionally, near-airport communities of color experience environmental and social injustice, having disproportionately less access to parks and open spaces, increased exposure to pollution, and fewer economic opportunities. COVID-19 has had both severe health and economic impacts on these communities, many of whom work at the airport or in Port-related industries.

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The Port is working hard to lead an equitable recovery and where possible, begin to right these historical injustices. The SKCF is a powerful tool to directly address the needs of near-airport BIPOC communities through direct community investment in environmental improvements and paths to equitable economic opportunities. Critical in the success of these investments is developing meaningful and equitable partnerships with non-profits and community groups that serve the diverse South King County communities.

The SKCF invests in communities through three programs- the Environmental Grants Program, Economic Recovery Grants, and WMBE Small Business Development Programs such as Port Gen. These three tracts provide opportunities for a full range of investment, from community improvement projects to non-profit workforce development, and small business assistance. Key to the success of the programs is developing authentic community partnerships and providing the technical assistance needed for organizations to navigate Port procurement processes. Port staff from External Relations, OEDI, Economic Development, and CPO have worked with the support of outside consultants to develop the framework for equitable engagement, application process, and contracting. As consultant contracts are set to expire in December of 2021, staff need a sustaining mechanism of support to continue and expand this critical work.

The Community Capacity Building contract will build upon the formative community engagement work that has been done in the first two years of the SKCF and expand essential services designed to improve access and equity within the fund. The contract will fund the continuation of the Community Liaison program, supporting community members to advise the fund and actively participate in outreach opportunities. In the first year of the fund, community liaisons generated nearly 1/3 of the total applications received for the Environmental Grants Program, 100% of which went to BIPOC-led groups. *It is important to note that the Port cannot directly fund stipends to community liaisons or community grant reviewers and hiring a third-party consultant is critical to the continuation of both of these programs.*

Additionally, the Community Capacity Building contract will fund essential equity and access services including translation, interpretation, wrap-around services for participation in meetings, as well as stipends for community grant reviewers.

Finally, the contract will provide support for capacity building for grassroots non-profits and community groups to help better position them to receive SKCF awards and other contracting opportunities with the Port. Through the development of a mentorship model and a series of annual events, the consultant will provide grant writing, technical assistance, and other administrative supports to build the capacity of community-led grassroots nonprofits to compete for Port and other funding opportunities.

This contract will run from the beginning of 2022 through the end of 2024 and service the remaining three years of the SKCF.

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JUSTIFICATION

The work proposed in this contract supports essential functions of the South King County Fund and furthers several Port goals, strategies, and policies including those found in the Century Agenda and several Commission policy directives forming the South King County Fund.

Century Agenda:

Goal 5: Become a Model for Equity, Diversity and Inclusion, (Objective 14: Ensure that all internal and external programs, structures and practices provide equitable opportunities for all)

Ensuring equitable access to the SKCF for diverse, multicultural, multilingual communities is at the heart of this Community Capacity Building contract. While Port staff has some capacity to provide basic language access and community engagement support for the SKCF, near-airport communities are so widespread and diverse, that it is critical we have outside support to do this work well.

Goal 3: Responsibly Invest in the Economic Growth of the Region and all its Communities, (Objective 6: Increase business opportunities for local communities in all port-related industries).

A key component of the Community Capacity Building contract will be supporting grassroots nonprofits from South King County to better position themselves for funding through the SKCF Economic Recovery Program which provides contracts for workforce and small business development in port-related industries.

Motion 2019-10

South King County Fund Principles

2. Prioritize community input to inform Port decision making.

The Community Capacity Building contract will provide funding for Community Grant Reviewers who participate in the grant evaluation process by reading grant materials, participating in applicant interviews, and providing the Port evaluation team with a list of project strengths and weaknesses. Additionally, this work will fund the continuation and expansion of the Community Liaison Program, which helps to guide the development of grant materials, and provides critical community perspectives.

3. Support Port equity policies and practices (Gives underrepresented communities access to opportunities, and uses equity policies to evaluate potential initiatives and establish desired outcomes)

The Community Capacity Building contract will be a direct mechanism to ensure equity in the outreach, engagement, materials development, recruitment and selection of projects both by providing language access through interpretation and translation services as well as prioritizing equitable community engagement with diverse South King County communities.

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Statement in Support of the Motion- develop a long-term equitable engagement mechanism (4. Establish a mechanism for equitable engagement with underrepresented near-airport communities, 5. Build community capacity for engagement with the Port through leadership development, 6. Be responsive and supportive of community interests, 7. Maintain communications with engaged stakeholders through regular communications.)

The Community Capacity Building contract will be the primary implementation model for conducting all the work described above. This work was started by A/V Consulting through a contract that is set to expire in December 2021. Currently, we have an established Community Liaison Model and a group of deeply engaged liaisons that are poised to carry this work into the next phase. Critical in the success of this program is the external support of a consultant who can provide direct liaison support and a contracting mechanism for the project stipends.

Diversity in Contracting

Staff will be contacting the Diversity in Contracting department to develop robust WMBE goals. It is vitally important the successful firm can demonstrate deep cultural competency, connections to BIPOC-led South King County grassroots nonprofits, and be able to provide a variety of language and other access support services. Additionally, they will be responsible for contracting with community members who serve as liaisons to multi-lingual, multi-cultural community groups that have high populations of immigrants and refugees.

DETAILS

Scope of Work

The Port seeks an organization that can provide capacity-building support to diverse near-airport communities to advance the SKCF goal of building equity-based partnerships with the Port. The organization must have deep community ties in South King County, have demonstrated experience in providing culturally competent support to multi-lingual, multi-cultural communities, and have the capacity to support community members through small contracts to provide services to the Port.

Task 1 – Community Liaison and Grant Reviewer Support and Contracting

- Assist Port staff in implementing community liaison program to engage multicultural and multilingual communities in soliciting ideas, developing project plans, and applying for grants.
- Develop individual small sub-contracts for community liaisons and community grant reviewers who provide services to the Port for the South King County Fund.
- Assist the Port in the recruitment of community participants from near-airport multi-cultural, multi-lingual communities.
- Provide mentorship, coaching, skills building, and trainings that support liaison capacity to engage in project related activities. Community-desired skills training topics may include, but are not limited to meeting facilitation, racial equity and anti-oppression,

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project management, budgeting, communications, evaluation, reporting, and navigating Port-specific governance processes.

Task 2 – Grassroots Community Based Organization (CBO) Capacity Building in South King County

- Facilitate recruitment, support, and mentorship for South King County-based grassroots CBOs to be better positioned to partner with the Port.
- Help to connect community projects generated through the liaison process with fiscal sponsors or CBO partners.
- Create opportunities for mentorship with emerging grassroots CBOs and other regional non-profits.

Task 3 – Events Support and Logistics

- Support the planning and execution of networking events and peer to peer learning events to connect prior grant recipients with emerging or grassroots CBOs.
- Organize annual South King County Environmental Forum to support exchange of project ideas and shared learning.
- Organize and facilitate an annual South King County Economic Recovery informational session that helps education CBOs:
 - Port Related Industries
 - Contracting with the Port

Task 4 – Wrap-Around Services for Community and CBO Engagement and Grant Administration

- Identify and coordinate interpreters to provide language support for grant applicants and liaisons.
- Arrange logistics that support liaison, grant review, and CBO partnerships with the Port, including but not limited to coordination and management of participation and meeting logistics such as catering, childcare, notetaking, facilitation, and other tasks associated with equitable engagement best practices.

Task 5 – Materials Development and Translation

- Support SKCF outreach and engagement through the development of communications materials.
- Assist Port staff and community liaisons in the review and co-creation of culturally relevant outreach materials.
- Work with Port communications staff to develop multi-media materials that promote prior projects and future opportunities.
- Develop a virtual interactive story map that visually and geospatially depicts projects funded by SKCF
- Coordinate the translation and community review of all grant and project-related materials.

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Schedule

Advertise procurement Q4, 2021
 Hire Firm Q1, 2022
 Contract Completion Q4 2024

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Do not fund Community Capacity Building for SKCF

Cost Implications: \$0

Pros:

- (1) None

Cons:

- (1) Break commitments made to community through the first two years of the SKCF
- (2) Reduce equity and access to the fund without a meaningful model for implementing the Community Liaison and Community Grant Reviewer programs.

This is not the recommended alternative.

Alternative 2 – Approve and execute contract with SKC based consultant or non-profit to conduct the work described above, using funds from the South King County Fund.

Cost Implications: \$400,000

Pros:

- (1) Continue and expand vital community capacity building and equity work for the SKCF
- (2) Provide direct resources and support to South King County communities through stipends and increased access to funding

Cons:

- (1) None

This is the recommended alternative.

Cost Estimate/Authorization Summary

Capital

Expense

Total

	Capital	Expense	Total
COST ESTIMATE			
Original estimate	\$0	\$400,000	\$400,000
AUTHORIZATION			
Previous authorizations	0	0	0
Current request for authorization	0	\$400,000	\$400,000
Total authorizations, including this request	0	\$400,000	\$400,000
Remaining amount to be authorized	\$0	\$0	\$0

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Annual Budget Status and Source of Funds

Source of funds is Tax Levy.

Financial Analysis and Summary

Project cost for analysis	\$400,000
Business Unit (BU)	N/A
Effect on business performance (NOI after depreciation)	N/A
IRR/NPV (if relevant)	N/A
CPE Impact	None (as this will be funded by tax levy)

ATTACHMENTS TO THIS REQUEST

- (1) Presentation slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

June 25, 2019 – Motion 2019-10 South King County Fund Guiding Principles