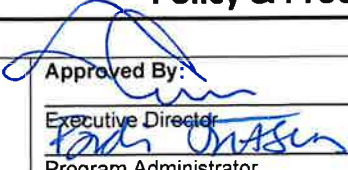




Policy & Procedure: Community Partner Program

Approval Required: (check box) <input type="checkbox"/> Commissioners (Policy) <input checked="" type="checkbox"/> Executive Director <input checked="" type="checkbox"/> Director	Approved By:  Executive Director Program Administrator	Approval Reference: (if applicable) RCWs 53.08, 39.80, 39.04, 39.12, 35.21 Effective Date: 2/10/15, revised 1/26/16, 1/23/17, 9/19/17, and 8/14/2018 in commission meeting minutes, 9/3/2019, 7/13/2021 in commission meeting minutes, 8/22/2023 in commission meeting minutes
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I. Purpose

The Port of Port Angeles' Community Partner Program offers matching funds of up to the amount established during the annual budget process for use in economic development projects, education and workforce training projects, community events, tourism promotion projects, and environmental stewardship projects in Clallam County. Port-sponsored events or projects promoting Port facilities or the Port's mission will be part of the Port's operating budget rather than being included in this program. Examples of Port-sponsored events include but are not limited to the Sequim Logging show, Maritime Day, Waterfront Days, Airport Day, 4th of July Celebration, and Workforce Training related to one of the Port's strategic plan initiatives.

II. Definitions

- **Community Event:** A community event is a local event or activity which may attract non-Clallam County residents. A community event must provide the Port the opportunity to educate and market the Port to the event attendees.
- **Education Project and Workforce Training:** An education project will identify, evaluate, and/or provide exposure to local needs and opportunities in the areas of workforce training, vocational outreach, and/or career education for Clallam County residents in manufacturing and the skilled trades. A workforce training project may include occupational job training and placement, job advancement and job retention, pre-apprenticeship training, or occupational programs associated with the local economy and development. Such programs may be operated by either non-profits or public entities. Although the Port is authorized to work with private entities for workforce training, the Community Partner Program is limited to governmental agencies and non-profits.
- **Economic Development Project:** An economic development project promotes the creation and/or retention of jobs and the growth of household incomes in Clallam County, through the development of new industry and trades or through the expansion

of existing industries and trades, including trades that rely on the use of Port properties and facilities.

- Environmental Stewardship Project: An environmental stewardship program promotes environmental improvements through projects such as watershed management and habitat protection (RCW 35.21.278; RCW 53.08.255). Environmental stewardship projects require, by statute, a 3:1 cost-share match by the applicant. A match may include, but is not limited to, volunteer time at a predetermined rate (including participants' time), in-kind donations, and cash donations or grants acquired during the project. The Port has restricted this program to the following qualifying applicants: Non-profits and Tribal entities only.

III. Policy

As a special purpose district governed by state law, investments by the Port of Port Angeles must adhere to the legal requirements set forth in Title 53 of the Revised Code of Washington (particularly RCW Chapter 53.08 and Section 53.08.245), as well as Article VIII, Sections 5, 7 and 8 of the Washington State Constitution

To be eligible, the applicant must be a public or non-profit group or an incorporated or unincorporated small city of no more than 10,000 residents. Applicants may request funds to be applied toward economic development, education and workforce training, community events, tourism promotion projects, and environmental stewardship in Clallam County. Applications for financial support for ongoing operations of the applicant will not be considered.

The Port Commission will award funds to qualifying applications based on the priority established by the Commission. The Commission has directed that Property Tax receipts will be used to fund this program.

IV. Procedures

A. Funds

The Community Partner Program funds shall be established and approved annually by the Commission and shall consist of those funds provided by the Port for disbursement by the Commission as part of this program. All funds disbursed by the Port shall be disbursed only in conformance with the procedures outlined in this policy. Annually, the Commission will review the total funds allocated to this program as well as the allowable dollar threshold per application and may choose to adjust the dollar amounts of either or both.

Monies in the fund shall be used for 1:1 matching funds for projects undertaken by the successful applicants, except for the environmental stewardship projects, which require 3:1 matching funds (see "Definitions" above). Fund monies shall not be used to provide the sole

source of financing for projects undertaken by successful applicants. Applications that are not being funded in part by the applicant and/or through other public funds will not be considered. Applications for funds must specify sources for other project funds. Applicants may apply for fund monies for multiple projects, but each project shall be the subject of a separate application. Exceptions to the fund matching ratio can be made with the approval of the Commission. The Commission may also consider in-kind services in place of matching funds.

B. Applications and Application Screening

The operating year for the program shall begin on January 1st of each year and shall end on December 31st of the same year. The application period shall commence on September 1st and end by September 30th with the funding awards determined no later than the first Commission meeting of December. Applications shall be in writing (electronic or mailed) using the Port of Port Angeles Community Partner Program application form.

1. Staff Screening:

Port staff shall perform a “pre-screening” of the applications ensuring the application is complete and supporting documentation is attached if necessary. Port staff may reject applications that are incomplete or fail to meet the legal requirements set forth for port districts in RCW 53.08.245, RCW 53.08.255, RCW 53.08.260-.270, RCW 53.08.420, and RCW 35.21.278.

Staff will consider whether an application is aligned with Port sponsorships and whether it could be a marketing opportunity for a business line and possibly included in the operating budget. If staff believes it would be as effective as other marketing opportunities, then staff will inform the Commission that the application could be considered for the operating budget.

The Clerk of the Board shall forward all pre-screened applications with a summary sheet for Commission funding recommendations. Staff will provide comments regarding any concerns or possibility of Port sponsorship to the Commission no later than the first regular meeting in October.

2. Commission Screening:

At any public meeting in October, the Port Commissioners may discuss which applicants (if any) should be invited to provide a presentation regarding the proposed project and answer questions posed by the individual commissioners. Any requested presentation should be scheduled for a November Commission meeting. An invitation for an applicant to present does not indicate the merit of the project, it is simply to answer questions about the project.

The Port Commission shall evaluate and prioritize the pre-screened applications and announce the funding recipients no later than the 1st Commission meeting in December. The Port Commission shall evaluate all pre-screened applications and shall prioritize them using such factors as the amount of funding requested for the project, the percentage of the overall total project cost being requested in the application, the nature of the project in the application, and the most direct linkage to Port's mission and vision.

Preference may be given to applicants who have not previously received two (2) consecutive years of Community Partner Program funds. Preference will be given to applicants who have not received Lodging Tax Advisory Committee (LTAC) funds for their project.

In the event a successful applicant elects not to undertake or complete a project for which it has been allocated fund monies, then the Commission may make such funds available to the next highest prioritized application.

C. Fund Disbursement:

In undertaking projects that have been allocated fund monies, successful applicants shall be solely responsible for the timely payment of all invoices submitted by vendors, professionals, contractors, and any other parties providing goods and/or services for any project receiving fund monies. Such invoices shall be provided to the Port, with proof of payment, the earlier of (i) ninety (90) days after the provision of the goods and/or services being billed for therein and (ii) thirty (30) days prior to the end of the then-current operating year. The Port shall in turn make payment directly to the successful applicant or a designated fiscal agent for the applicant. Payment shall be made within thirty (30) days of the Port's receipt of the invoice from the successful applicant. If an applicant does not have the funds available to purchase approved items and subsequently request a reimbursement from the Port, the organization or group must procure a fiscal agent to provide the funds. The Port is prohibited by statute to prepay the types of expenses to be incurred under this program.

D. Hold-Over:

Successful applicants who, for unforeseen circumstances, have not expended their awarded Community Partner Program Funds by the end of the calendar year, may apply in writing by November 15th of the current calendar year to have their awarded funds held over into the next calendar year. The written request must contain details of the circumstances that are requiring the hold-over, the amount of funds requested to be held-over and the date by which the funds will be expended if a hold-over is granted. The Commission will evaluate each written request for hold-over on a case by case basis. Notification of hold-over approval will be provided no later than the 1st Commission meeting in December. All held-over funds shall be expended by March 31st.

V. References

1. RCW Chapter 53.08, Section 53.08.245, and RCW 35.21.278
2. Article VIII, Section 8 of the Washington State Constitution allows the use of public funds by port districts in such manner as may be prescribed by the legislature for industrial development or trade promotion.
3. Article VIII sections 5 and 7 of the Washington State Constitution prohibits the Port from loaning or gifting state funds, property or credit.