



## 2025-2026 Economic Development City Partnership Application & Instructions

### Overview

The Port of Seattle’s Economic Development City Partnership Program is a cooperative economic development program that supports local and regional economic development initiatives across King County. The Port offers participating King County cities funds to support projects and initiatives that address economic growth, encourage the use of the Port’s facilities, supports jobs, and diversify the business ecosystem by increasing access and support for disadvantaged businesses, women-owned, and/or minority-owned business enterprises (WMBE).

### Funding Eligibility

Funding is made to King County cities on a per-capita calculation based on [Washington State Office of Financial Management](#) annual population estimates. Cities with populations less than 10,000 people are eligible to apply for up to \$10,000 in funding and cities with populations more than 60,000 people are eligible to apply for up to \$60,000 annually.

### 2025-2026 Maximum Awards by City Annually\*

City	Award	City	Award
<b>Algona</b>	\$10,000	<b>Lake Forest Park</b>	\$13,680
<b>Auburn (part)</b>	\$60,000	<b>Maple Valley</b>	\$29,320
<b>Beaux Arts Village</b>	\$10,000	<b>Medina</b>	\$10,000
<b>Bellevue</b>	\$60,000	<b>Mercer Island</b>	\$25,830
<b>Black Diamond</b>	\$10,000	<b>Milton (part)</b>	\$10,000
<b>Bothell (part)</b>	\$30,290	<b>Newcastle</b>	\$13,750
<b>Burien</b>	\$53,000	<b>Normandy Park</b>	\$10,000
<b>Carnation</b>	\$10,000	<b>North Bend</b>	\$10,000
<b>Clyde Hill</b>	\$10,000	<b>Pacific (part)</b>	\$10,000
<b>Covington</b>	\$22,000	<b>Redmond</b>	\$60,000
<b>Des Moines</b>	\$33,400	<b>Renton</b>	\$60,000
<b>Duvall</b>	\$10,000	<b>Sammamish</b>	\$60,000
<b>Enumclaw (part)</b>	\$13,350	<b>SeaTac</b>	\$32,710
<b>Federal Way</b>	\$60,000	<b>Shoreline</b>	\$60,000
<b>Hunts Point</b>	\$10,000	<b>Skykomish</b>	\$10,000
<b>Issaquah</b>	\$41,500	<b>Snoqualmie</b>	\$14,520
<b>Kenmore</b>	\$24,350	<b>Tukwila</b>	\$22,930
<b>Kent</b>	\$60,000	<b>Woodinville</b>	\$13,900
<b>Kirkland</b>	\$60,000	<b>Yarrow Point</b>	\$10,000

\*Based on 2024 OFM Population estimate



## Match Requirement

Funds require a 50 percent match from city funding or in-kind resources. In-kind resources may be matched up to 25 percent of the award amount.

For example, a request for \$40,000 in Port funds would require the city to commit \$20,000 in matching dollars and/or in-kind resources. Of that \$20,000 match, up to \$10,000 of in-kind resources could be applied toward the match requirement.

Alternatively, a city may also choose to match 50 percent in city funding and use no in-kind resources towards their match.

**Exception for Small Cities** - Smaller cities applying for \$10,000 of Port funds may use *in-kind resources* to supplement their match requirement. No city monetary match is required.

For example, if a city applies for \$10,000 of Port funding, the 50 percent match may come solely from in-kind resources.

## Who can apply and how may the funds be used?

### Eligible Applicants

City governments in King County with populations less than 200,000.

### Eligible Projects

Port of Seattle funds must be used to support projects that tie to the Port of Seattle's business interests. Eligible initiatives include projects that support Port related industries such as aviation, maritime, construction trades, and green jobs and/or encourage utilization of the Port's facilities such as SEA Airport, cruise terminals, and cargo terminals.

### Eligible projects include:

#### **Business Attraction**

- Marketing/Attraction campaigns
- Prospecting missions
- Trade show marketing
- Other marketing and sales initiatives

#### **Business Retention/Expansion**

- Business outreach
- Businesses referred to technical assistance programs
- Industry roundtables/seminars
- Surveys\*

#### **Buy Local/Placemaking**

- Farmers Markets/Local Marketplaces/Pop-ups/events benefiting local businesses
- Buy Local campaigns
- Arts/Culture Events



### **Export/Trade Assistance & Promotion**

- Resources for companies to support market research
- Resources for companies to develop and integrate Export Business Plans
- Resources to companies to further explore in-person target markets such as participating in International Trade Missions/Trade shows
- initiatives aimed at increasing exports of local businesses, like developing a promotional or marketing campaign.

### **Small Business Technical Assistance**

- Accelerator/Incubator support
- Business planning/counseling
- Marketing/market development, etc.
- Government procurement technical assistance
- Financing assistance

### **Tourism**

- Marketing campaigns
- Video/Photo/Collateral production and deployment
- Event development to attract non-local visitors

### **Workforce Development**

- Industry Trainings
- Occupational Training (ex. Construction, engineering, etc.)
- Pre-apprentice/Apprenticeship programs

### **Planning/Feasibility Studies\*\***

- Economic development plans
- Feasibility studies supporting business and/or government investment in facilities

**\*Surveys** – If you are conducting business surveys, the Port will want city partners to ask a common (core) set up questions to aggregate survey results across the region. Port staff will set up a meeting with cities conducting surveys to develop these common questions. Cities can add questions beyond the basic core questions.

**\*\*Cities may only use Port funding for planning/feasibility studies once every three years (beginning 2024).**

### **Ineligible Projects**

- Signage and wayfinding projects (cities can use investments in signage/wayfinding towards their matching fund requirements)
- 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
- Capital expenses associated with an event or program already in progress with no significant changes from previous year.



## Metrics and Outcomes

The Port of Seattle is interested in partnering with cities on programs and partnerships that advance economic growth. Cities should use Port funding to provide businesses resources, create jobs, promote tourism, and encourage economic growth.

Please use the list of metrics below and include a minimum of two standardized metrics per project when planning programs or initiatives. Specific metrics calculating the number of women-owned and minority-businesses (WMBE) supported should also be included and considered. This helps the Port team assess collective impacts at the end of the funding cycle.



## Table of Metrics

<p><b><u>Business Attraction</u></b></p> <ul style="list-style-type: none"> <li>• # Businesses recruited             <ul style="list-style-type: none"> <li>○ # of WMBE recruited</li> </ul> </li> <li>• # of Impressions, website visits, etc. for business recruitment marketing campaigns</li> <li>• # of Tradeshows/missions participated</li> </ul>	<p><b><u>Small Business Technical Assistance</u></b></p> <ul style="list-style-type: none"> <li>• # Businesses assisted             <ul style="list-style-type: none"> <li>○ # of WMBE served</li> </ul> </li> <li>• \$ of funding secured for businesses             <ul style="list-style-type: none"> <li>○ \$ funding secured for WMBE</li> </ul> </li> <li>• # Jobs created/retained             <ul style="list-style-type: none"> <li>○ # of jobs created/retained for WMBE</li> </ul> </li> <li>• # of Attendees to events</li> <li>• # of Trainings offered</li> <li>• # of Individuals trained             <ul style="list-style-type: none"> <li>○ # of WMBE trained</li> </ul> </li> </ul>
<p><b><u>Business Retention/Expansion</u></b></p> <ul style="list-style-type: none"> <li>• # Businesses reached             <ul style="list-style-type: none"> <li>○ # of WMBE reached</li> </ul> </li> <li>• # of businesses referred to technical assistance resources</li> <li>• # Industry roundtables/seminars hosted</li> <li>• # of Attendees to Industry roundtables/seminars             <ul style="list-style-type: none"> <li>○ # of WMBE Attendees</li> </ul> </li> <li>• # of Surveys collected             <ul style="list-style-type: none"> <li>○ Businessowner demographics</li> <li>○ Surveys completed in different languages</li> <li>○ Surveys completed by WMBE</li> </ul> </li> </ul>	<p><b><u>Special Plans/Study</u></b></p> <ul style="list-style-type: none"> <li>• No metrics required – deliverable is the final report</li> </ul>
<p><b><u>Buy Local/Placemaking</u></b></p> <ul style="list-style-type: none"> <li>• # of Attendees/participants in events or campaigns</li> <li>• # of Businesses engaged in farmer’s markets, Buy Local campaigns, and similar initiatives             <ul style="list-style-type: none"> <li>○ # of WMBE participating</li> </ul> </li> <li>• \$ of Revenue generated (per business or in total)</li> </ul>	<p><b><u>Tourism</u></b></p> <ul style="list-style-type: none"> <li>• # of Non-local visitors</li> <li>• # of Hotel room nights</li> <li>• # of Businesses participating             <ul style="list-style-type: none"> <li>○ # of WMBE participating</li> </ul> </li> <li>• \$ of Increased ticket sales</li> <li>• # of Website visits, impressions, page visits, links clicked, etc.</li> </ul>
<p><b><u>Export/Trade Assistance &amp; Promotion</u></b></p> <ul style="list-style-type: none"> <li>• # of businesses supported             <ul style="list-style-type: none"> <li>○ # of WMBE businesses supported</li> </ul> </li> <li>• # of businesses joining trade missions/tradeshows</li> <li>• \$ additional revenue generated</li> <li>• # Target markets reached</li> </ul>	<p><b><u>Workforce Development</u></b></p> <ul style="list-style-type: none"> <li>• # of Trainings offered</li> <li>• # of Individuals trained             <ul style="list-style-type: none"> <li>○ # of WMBE individuals trained</li> </ul> </li> <li>• # of Certificates, degrees or credits earned</li> <li>• \$ Wages paid to training graduates</li> <li>• Placement % of training graduates             <ul style="list-style-type: none"> <li>○ % and # of WMBE participants</li> </ul> </li> </ul>



## Contract Deadline and Final Reporting

Projects must be completed by **December 15, 2026** and funds must be spent and invoiced before then.

Final reports will be due **Friday, November 15, 2026**. The Port will provide a final report template to city partners to complete as part of their final reporting requirements.



**Port of Seattle**  
**2025-2026 Economic Development City Partnership  
Program Application**

City: Des Moines

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Contact Name: Eduardo Armijo

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Title: Grants Management Analyst

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Telephone: 206-870-6545

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Email: earmijo@desmoineswa.gov

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Address: 21630 11<sup>th</sup> Avenue South, Suite A

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City, State, Zip: Des Moines, WA 98198

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Alternate Contact:

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Alternate Telephone: 206-397-9764

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Alternate Email:

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***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: 

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Print or Category Name and Title: Katherine Caffrey

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Date: 9-19-2025

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**Deadline:** The application must be submitted electronically to the Port of Seattle by **Friday, September 26 by 3:00 pm** and will be reviewed on a rolling basis.

**Submit the application to:** [e-submittals-purch@portseattle.org](mailto:e-submittals-purch@portseattle.org) and copy Annie Tran at [tran.a@portseattle.org](mailto:tran.a@portseattle.org). Please send a word document version.



## Project Description, Goals, Timeline, and Metrics

Please describe each program you plan to implement using Port of Seattle funds.

**Project categories may include:**

- Business Attraction
- Business Retention & Expansion
- Buy Local/Placemaking
- Export Assistance & Promotion
- Small Business Technical Assistance
- Tourism
- Workforce Development
- Plans/Special Projects (please consult with Port staff)

**See Port Metrics table and be sure to include any WMBE specific metrics.**

**Project One: Conducting a survey of each commercial property owner, business owner, and active real estate developer in Areas 1, 2, and 3 of the city's downtown commercial height chart which generally encompasses the area between Marine View Drive and the Marina.**

**Project Category: Business Retention/Expansion**

**Project Overview/Description:**

Create and disseminate an outreach survey to each commercial property owner, business owner, and active real estate developer. The purpose will be to gather more in-depth information regarding the development/redevelopment of property within the downtown core, from the perspective of those who will help create, maintain, and use a revitalized infrastructure. The aim of the survey is to provide the City with more insight on what policies and/or programs can be developed and implemented to facilitate the City's long-term financial sustainability through the better use of available commercial land. The survey will also contribute to a database of property owners, businesses, and real estate developers that will be created through the identification of survey recipients in Areas 1, 2, and 3 of the downtown core area (see Project 2, below).

**Note:** The City of Des Moines will work with the Port of Seattle to develop a subset of standardized questions to include in the survey.

**Smart Goal (Specific, Measurable, Achievable, Relevant, Time-bound):**

The City will document the number of businesses and others completing the survey, including surveys completed in different languages and by WMBEs, through the following:

1. The City will track the number of commercial property owners surveyed to learn more about their concerns regarding the development/redevelopment of core downtown property, and what they envision is needed for them to frequent the area for shopping, dining, and other activities.



2. The City will track the number of businesses surveyed to learn more about what they feel is needed to increase patrons to their establishments, as well as what support they feel is needed to invest more in their own businesses.
3. The City will track the number of active real estate developers surveyed to learn more about what they feel is needed to: a) encourage them to invest more resources into the downtown corridor; and, b) find out what obstacles they feel might be in place to prevent or otherwise hinder their efforts from doing these investments.
4. The City will track the number of WMBEs for all of the above metrics.

The online survey will be created by Dan Eernisse and his associates, and it will be distributed through phone calls, emails, in person, and through social media means (e.g., a link provided on the City's website, the City Manager's weekly newsletter). The survey will be targeted directly to businesses currently in operation in Areas 1, 2, and 3 in the City's commercial downtown corridor; to real estate developers who have previously worked on city projects; and also to those who have expressed an interest in doing development work in targeted areas. Outreach efforts will be undertaken regularly and continuously to complete the survey.

#### Timelines:

**Note:** Timelines are subject to adjustment based on response rates. The aim is to gather as much information as possible, rather than to base findings solely on a percentage or sample of surveys completed.

Survey development (including Port of Seattle question), piloting, and administration – November 2025 to March 2026

Survey data analysis – March 2026 to May 2026

Preparation of survey results for sharing with the City and project partners – June to July 2026

#### Project Metrics:

- # Businesses reached
- # of WMBEs reached
- # of Surveys collected
  - Businessowner demographics
  - Surveys completed in different languages
  - Surveys completed by WMBEs

**Project Two: Create a database of each commercial property owner, business owner, and active real estate developer in Areas 1, 2, and 3 of the downtown core area.**

**Project Category: Business Retention/Expansion**

#### Project Overview/Description:

A database of commercial property owners, businesses, and real estate developers will be created through the identification of survey recipients in Areas 1, 2, and 3 of the downtown core

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area. Additionally, the database will be expanded as additional businesses are identified (e.g., through surveys). The database will be structured using Excel, with the possibility of data and other information being exported to a Customer Relationship Management (CRM) database, using CRM software.

Smart Goal (Specific, Measurable, Achievable, Relevant, Time-bound):

The database will be based on information collected through the survey described in Project 1, through business license information, through personal contact with the business, and through public information available on the internet. The content will be relevant to the City of Des Moines in that it will be the basis for continuous tracking and documentation of the number and types of businesses located in the downtown core. Information will be used in part to guide future development, support of, and attraction for businesses, particularly those that are WMBEs.

Timelines:

Database Development – November to December 2025

Upkeep and augmentation – Ongoing beginning in January 2026

Project Metrics:

- # Businesses reached (via survey)
- # of WMBEs reached (via survey)
- # of Surveys collected
  - Businessowner demographics
  - Surveys completed in different languages
  - Surveys completed by WMBEs

**Note:** The database for Project 2 will be based on the content and responses of the survey in Project 1, and those entities identified conducting business in the targeted downtown core area.

**Project Three: Identify and launch implementation of collaborative public-private placemaking initiatives that create economic synergy in the downtown core. Actions could include infrastructure improvements, incentives, marketing, events, Washington Main Street Association membership, Washington Creative Arts District designation, or the establishment of a Business Improvement Area (as defined in RCW35.87A).**

Project Category: **Buy Local/Placemaking**

Project Overview/Description:

Collaboration will be encouraged and facilitated among businesses in an effort to help them work together in identifying best practices for encouraging positive economic activity in the downtown core. It is anticipated that the City will work towards turning these common goals into more operational practices that will inform and help shape policies for redevelopment efforts. A



feature of this approach is that while the City will initiate the collaboration process, it is expected that the businesses will need to work together to come up with common goals and provide resources needed to support these ongoing initiatives.

Smart Goal (Specific, Measurable, Achievable, Relevant, Time-bound):

1. The City will track the number of businesses that collaborate
2. The City will document the process used by businesses to better collaborate, as well as document outcomes that may impact or reshape policies for helping redevelopment and business expansion, especially among WMBEs.

Timelines:

Collaboration activities among the businesses – January 2026 to September 2026.

Project Metrics:

- # of Attendees/participants in events or campaigns
- # of Businesses engaged in farmer's markets, Buy Local campaigns, and similar initiatives
- # of WMBEs participating

**Project Four: Conduct downtown business roundtables/seminars.**

Project Category: **Business Retention/Expansion**

Project Overview/Description:

A finding from a previous economic development project found frustration from downtown businesses with regard to the number of vacant commercial lots and vacant commercial buildings along the downtown core. The City, however, does not have information on why business owners have chosen not to develop or re-invest in their properties.

Project 4 will involve the City hosting roundtables/seminars to gather recommendations and other information from businesses on what is needed for redevelopment and other expansion of businesses along the downtown corridor.

Smart Goal (Specific, Measurable, Achievable, Relevant, Time-bound):

1. The City will invite all businesses, property owners, and developers from the database created (see Project 2) to participate in up to two (2) round tables between February and June 2026 to learn more about what may be preventing reinvestment in downtown core properties, as well as what may be preventing new businesses and development from occurring (including an emphasis on WMBEs).
2. The City will report to the City Council between July and September 2026 to share information and other resources needed by businesses and developers for investing in the downtown core (including an emphasis on WMBEs). A link to the online recording of



the presentation will be sent to the entire database of businesses, property owners, and developers.

Timelines:

Roundtables – February 2026 to June 2026  
Report – July 2026 to September 2026

Project Metrics:

- # Industry roundtables hosted
- # of Attendees to Industry roundtables
- # of WMBE Attendees
- # of links distributed

**Project Five: Create a downtown marketing campaign to recruit new investors to downtown Des Moines.**

Project Category: **Business Attraction**

Project Overview/Description:

The aim of this project is to develop talking points for property owners to use for marketing vacancies and by the City and downtown business community to use to create a positive climate that attracts new businesses and development. Developed towards the end of the overall project activities, the talking points and strategies for this campaign will be developed from information collected through earlier activities, including the survey and roundtables. The talking points will be developed for use in presentations, social media, and potential printed materials.

Smart Goal (Specific, Measurable, Achievable, Relevant, Time-bound):

1. Number of businesses/potential new businesses contacted through presentations; number of printed materials generated and distributed.
  - Number of WMBE businesses/potential new businesses contacted
2. Number of views on social media (e.g., City Web site, other sites).

Timelines:

Development of talking points for disseminating through social media, presentations, and printed material – September 2026 to November 2026

Project Metrics:

- # Businesses recruited
  - # of WMBE recruited



- # of Impressions, website visits, etc. for business recruitment marketing campaigns

## Project Budget

1. Please label the Project Name accordingly and sort by the correct Project Category.
2. Complete the budget table by including the Port funds requested and city funds allocated (including the monetary value of in-kind resources).
3. Calculate the total funds from each column. Calculate the percentage of contributions to each fund to ensure it meets the match requirements.

This table will be used in the contract agreement between the Port of Seattle and each city.

**Please ensure the calculations are accurate.**

Project Name:	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: Surveying commercial property and business owners and active real estate developer	Business Retention/Expansion	\$15,000	\$3,750	\$3,750	\$22,500
Project 2: Create a database of each commercial property owner and business owner, and active real estate developer	Plans/Special Projects	\$15,000	\$3,750	\$3,750	\$22,500
Project 3: Identifying steps to take to help businesses work together, and policies to encourage redevelopment	Buy Local/Placemaking	\$8,000	\$2,000	\$2,000	\$12,000
Project 4: Conduct downtown business roundtables/seminars	Business Retention/Expansion	\$8,000	\$2,000	\$2,000	\$12,000



Project 5: Create a downtown marketing campaign to recruit new investors	Business Attraction	\$22,800	\$5,700	\$5,700	\$34,200
<b>Total Funds:</b>		<b>\$68,800</b>	<b>\$17,200</b>	<b>\$17,200</b>	<b>\$103,200</b>
<b>Percentage contribution to Port Funds*:</b>			<b>25%</b>	<b>25%</b>	

\*City monetary and in-kind matching funds must add up to at least 50% of the Port of Seattle funds. In-kind resources may only be used for up to 25 percent of the award amount.

**Smaller cities** - For smaller cities applying for Port funds up to \$10,000, cities may use *in-kind resources* to supplement their required match. For example, if the request is for \$10,000 in Port funds, the 50% match may be met by using \$5,000 in-kind resources.

**1. Collaboration with partners:** Please identify all 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) for each project:

Initially, we plan to collaborate with the following partners:

- The South Side Chamber of Commerce
- The Soundside Economic Development Operational Group
- Des Moines Marina Yacht/Boating Clubs

As the project progresses, we will be identifying and reaching out to other merchant, arts, cultural, and property owner organizations in the designated project geographical areas. Additionally, we will reach out to active Rotary, Elks, Eagles, and other similar civic organizations.

**2. 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.

The project will be led by Eernisse Consulting of Seattle, WA, and managed by Dan Eernisse, its principal.

[Dan.Eernisse@gmail.com](mailto:Dan.Eernisse@gmail.com)  
 LinkedIn.com/in/daneernisse  
 206-356-2021

**3. Equity:** Provide an overview of how intended projects support economically, socially disadvantaged communities, or WMBE businesses within your city or region.



All of the above projects will be implemented with an eye towards supporting economically and socially disadvantaged communities, and WMBEs. The survey and related database (Projects 1 and 2) will include fields that identify not just who they are and where they are located, but to the extent possible include demographics related to the owners or developers. Additionally (and where feasible), surveys will be conducted in an individual's first language as needed. For Projects 3 and 4, efforts will be made to ensure disadvantaged community and WMBEs are well represented in the collaboration efforts, as well as participating in the roundtables and seminars. Also, that any policies developed specifically include language to encourage and support disadvantaged communities and WMBEs. For Project 5, specific marketing campaign talking points will be developed to attract disadvantaged and WMBE business owners and developers to operate out of the City of Des Moines downtown business district.

It is felt that through careful outreach, planning and implementation, all these projects will increase the number of WMBEs needed to ensure representation of all the communities that reside in Des Moines, as well as in attracting outside consumers for their business needs.

**FIGURE 1**  
**DOWNTOWN COMMERCIAL HEIGHT AREAS**

