



# City of Seattle

### 38755 - Small Sparks Fund Opportunity 2021 - A

## NMF Small Sparks Fund

<b>Grant Title:</b>	Seward Old-growth Hemlock Survey & Youth Training		
<b>Grant Number:</b>	O21019		
<b>Grant Status:</b>	Awarded		
<b>Comments:</b>			
<b>Applicant Organization:</b>	Friends of Seward Park		
<b>Grantee Contact:</b>	Paul Shannon		
<b>Award Year:</b>	2021		
<b>Program Area:</b>	NMF Small Sparks Fund		
<b>Amounts:</b>			
<b>Contract Dates:</b>	06/01/2021		
	Contract Sent	Contract Received	Contract Executed
<b>Project Dates:</b>	04/29/2021	06/09/2021	11/30/2021
	Proposal Date	Project Start	Project End
<b>Grant Administrator:</b>			
<b>Project Number</b>	O21019		

## Workplan

Step Number	Step/Activity	Responsible Person/Group	Month Done	Year Done
01	Create survey protocol	Paul Shannon will facilitate the work of Tim Billo, Marianne Elliott (and perhaps others)	June	2021
02	Obtain Seattle Parks approval for the observational study protocol	Paul Shannon + Seattle Parks plant ecologists	June	2021
03	Purchase a second hand-held GPS device, to supplement one owned by the Friends of Seward Park	Paul Shannon, funding offered by donor.	June	2021
04	Select 2-5 CHOOSE 180 youth participants	CHOOSE 180	June	2021
05	An introduction to field work: GPS, tree id, tree size and health, off-trail precautions	Paul Shannon	June	2021
06	4-6 weeks of field work data work, 4 hours a day, 4 days a week	3-5 CHOOSE 180 youth, Paul Shannon	July	2021
07	Curate and analyze field data	Paul Shannon and 3-5 CHOOSE 180 youth, in occasional consultation with scientific advisors.	August	2021
08	Submit final report to Seattle Parks & Recreation	Paul Shannon, CHOOSE 180 youth	August	2021
09	Repurpose final report as a research note, submit to e.g. WNPS Douglasia	Paul Shannon, CHOOSE 180 youth, some review by scientific advisors.	August	2021
10	Post-mortem	CHOOSE 180 youth and staff, scientific advisors, Paul Shannon	September	2021
11	Submit Final Report and Claim for Reimbursement in webgrants by November 15, 2021	Friends of Seward Park and the Seattle Parks Foundation.	November	2021

**NMF Contract Data**

**Project  
Maintenance  
Description** N/A

**Requirements  
Conditions  
Approvals** Project will be completed in collaboration with Seattle Parks & Recreation.

**Competitive  
Bid Process** No

**Purchase of  
Consultant  
Services** No

**Capital Expenses:**

Item	Description	Amount
		\$0.00

**Personnel Expenses:**

Item	Description	Amount
Young adult field & data work	\$16.69/hour for 218 person-hours (between 2 and 5 workers)	\$3,640.00
		\$3,640.00

**Professional Services Expenses:**

Item	Description	Amount
Scientific Advisors	Survey protocol design, consult on implementation	\$500.00
Fiscal Sponsor Fee	8% of grant award	\$360.00
		\$860.00

**Supplies and Materials Expenses:**

Item	Description	Amount
		\$0.00

**Total Expenses:**

**Total:** \$4,500.00

### **Cash Match:**

Item	Description	Amount
Cash Donation	Purchase GPS device for geolocating individual hemlock trees	\$600.00
		\$600.00

### **Donated Services Match:**

Item	Description	Amount
Marianne Elliott, PhD plant pathologist	Scientific guidance	\$800.00
		\$800.00

### **Donated Supplies and Materials Match:**

Item	Description	Amount
		\$0.00

### **Volunteer Time Match:**

Item	Description	Amount
Project lead, field work and data analysis	6 weeks of 18 hours each, \$30 per hour	\$3,240.00
		\$3,240.00

### **Total Match:**

**Total:** \$4,640.00

### **sample**

Cost	Total	Total	Vijay
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### **Contract Attachments**

Description	File Name	File Size

## Inter-System Grantee Correspondence

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Correspondence 1	
<b>To:</b>	Shava L Lawson, Karen Selander, Paul Thurmond Shannon
<b>From:</b>	Sharon Star
<b>cc:</b>	sharon.star@seattle.gov
<b>Subject:</b>	Grant O21019 - Seward Old-growth Hemlock Survey & Youth Training: Letter of Agreement and Award and Contract Signature Memo
<b>Message:</b>	TO: Paul Shannon Friends of Seward Park CC: Shava Lawson Seattle Parks Foundation FROM: Karen Selander, NMF Project Manager Seattle Department of Neighborhoods RE: O21019: Seward Old-growth Hemlock Survey & Youth Training Congratulations! The Neighborhood Matching Fund Program supports your community project with an award of \$4,500! Please read the Letter of Agreement and Contract Signature Memo for your next steps in the contracting process. If you have any questions or need assistance, please call me at 206-733-9256. Attachments: Letter of Agreement Contract Signature Memo
<b>Date Sent:</b>	06/01/2021
<b>Attachments:</b>	O21019 - Seward Old-growth Hemlock Survey & Youth Training Award and Contract Signature Memo.pdf O21019 - Seward Old-growth Hemlock Survey & Youth Training Ltr of Agreement.pdf

Correspondence 2	
<b>To:</b>	Shava L Lawson, Yun C Pitre
<b>From:</b>	Paul Thurmond Shannon
<b>cc:</b>	
<b>Subject:</b>	Grant O21019 - Seward Old-growth Hemlock Survey & Youth Training: signature page
<b>Message:</b>	Thanks for your patience! - Paul
<b>Date Sent:</b>	06/04/2021
<b>Attachments:</b>	signaturePage.pdf