



## Introduction

---

Thank you for participating in the Seattle Parks and Recreation (SPR) Public Benefit Reporting process.

Public Benefit reporting gives organizations that receive reduced rent in City of Seattle properties the opportunity to report the value of public benefit they provide to the Seattle community.

Public benefit includes, but is not limited to scholarships, capital improvements, events, and free public use hours. **Priority access to these benefits should be provided to community members with limited access to services. Please refer to the City's Race and Social Justice Initiative for more information:** [www.seattle.gov/rsji](http://www.seattle.gov/rsji)

Significant marketing should be put into making the community aware of the public benefit services offered. The lessee should market widely via signage, printed materials and internet. They should work continually with SPR's Communications Office to market via SPR social media and website. Outreach to specific under-represented groups may be required. Please attach additional documentation to describe your **marketing and outreach** and attach copies of marketing materials.

Public Benefit Reports are required for all organizations that have a written lease or agreement with SPR and receive a rent reduction, as stipulated in their lease or agreement.

In order to remain in good contractual standing and retain the reduced rent relationship with SPR, 1) An annual plan for public benefit fulfillment must be submitted to your Contract Coordinator 60 days prior to the beginning of the reporting period and 2) public benefit of equal or greater value to the fair market value rent reduction must be offered and reported.

## The Report

---

The Public Benefit Report contains five sections and can be completed digitally or in print.

### Section A

Contact information for the lessee organization and representative completing the report. Section A also asks for full rent amounts and reduced rent amounts. Both these amounts should reflect the annual (not quarterly or monthly) values. These are listed in the lease or agreement with SPR.

### Section B

Collects public benefit values for the period specified. All public benefits reported must have occurred during the reporting period.

**Scholarships** include free and some reduced entry (greater than 50% and pre-approved by SPR) provided to events, classes or other opportunities. The dollar value of scholarships is equal to the advertised cost of the services provided. (For example, if full tuition to a class is \$195, full scholarship value to report is \$195.)



volunteer time. **Paid** access (rentals) may not be included.

**Community Events** refer to events in which the public was provided with services, a celebration or community building opportunities that are widely advertised. **Examples:** free concerts, festivals, health fairs, art fairs, holiday celebrations. Events for the purpose of organizational fundraising are not eligible for public benefit consideration. Reported value may include actual event expenses, paid labor and volunteer labor.

**Miscellaneous Public Benefit** includes all activities which the lessee believes represent public benefit, and agreed with SPR in advance to consider them, but are not asked for elsewhere on the form. If miscellaneous public benefits are entered, please explicitly state and justify the explanation and valuation of the activity.

### Section C

Records services provided that have value, but do not count as public benefit. **Maintenance conducted** refers to all maintenance performed during the public benefit period, both routine and major. **Discounts provided** include any discounted tickets, passes, or admission fees provided during the public benefit period.

**Classes and Programs** refer to any and all curricular activities provided, including revenue-generating activities.

**Section D** asks respondents to fill out additional answers about services and communities served. Respondents may skip any questions that do not apply.

**Section E** sums the total value of public benefit services entered in Section B. It will display any portion of the total rent amount which is not offset by the public benefit.

If this form is filled out electronically, this section will auto-complete. If filled out on paper, lines 1-5 in Section E can be gathered from Section B. Line 6 is equal to the sum of lines 1-5. Line 7 is equal to the total rent amount (entered in Section A) minus the total in Line 6.

**Determining your operating expenses.** Please include copies of your financial (including profit & loss) statements for the period reported. To determine your hourly operating expense figure, your total annual overhead can be divided by the number of hours you opened the facility. Volunteer time is not included in this number because it's reported separately.

### Submission

Please direct questions about this form to your Seattle Parks and Recreation Contracts Coordinator below. Completed forms can be mailed to: Contracts Administration Support Office, 800 Maynard Ave. S, Seattle, WA 98134. Forms are due 30 Days after the public benefit period ends or as stipulated in your agreement.

<b>Name:</b>
<b>Phone: (206)</b>
<b>Email:</b>



# Seattle Parks & Recreation

healthy people healthy environment strong communities

Public Benefit Report period from \_\_\_\_\_ to \_\_\_\_\_

Fill out only those sections required for your report.

## Section A. Contact information

Name of Organization:			
Business Address:			
Parks Facility Name & Address:			
Phone:			
Email/website:			
Name of Person Completing Application:			
Full annual fair market value rent per lease agreement:			
Annual rent actually paid:			
Difference that must be offset by public benefit:			
Is Public Benefit required? (Check One)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

## Section B. Public Benefit Descriptions

### 1. Scholarships - If your organization did not provide this public benefit please leave blank

<b>Description of Scholarship (1)</b>			
A. Dollar value of scholarship 1 (per unit):			
B. Number of people who received this scholarship:			
C. Total value of this scholarship (Multiply A by B)			
<b>Description of Scholarship (2)</b>			
A. Dollar value of scholarship 2 (per unit):			
B. Number of people who received this scholarship:			
C. Total value of this scholarship (Multiply A by B)			
<b>1. Scholarships Total Value</b>			

### 2: Capital Improvements built/installed during benefit reporting periods

<b>Description of Capital Improvement (1)</b>			
A. Dollar value of capital improvement (1)			
<b>Description of Capital Improvement (2)</b>			
A. Dollar value of capital improvement (2)			
<b>2: Capital Improvements Total Value</b>			\$

**3. Public Access Hours**

A. Number of free public access hours during benefit period	
B. Total number of people served during public access hours	
C. Hourly Facility Operating Expense	
D. Total Value of public access (Multiply A by C)	\$

**4. Community Events and Volunteer Hours**

**Description of community event (1)**

A. Number of attendees	
B. Your financial investment in event	

**Description of community event (2)**

A. Number of attendees	
B. Your financial investment in event	

**Description of community event (3)**

A. Number of attendees	
B. Your financial investment in event	

**Description of annual volunteer opportunities and hours**

A. Number of volunteers	
B. Volunteer hourly rate value	\$30.04
C. Annual volunteer hours	
D. Value of volunteer hours annually (multiply B by C)	

**5. Miscellaneous Public Benefit**

**Description of benefit**

A. Documentation/justification for inclusion as a public benefit (attach documents as needed)	
B. Public Benefit Value	

**Description of benefit**

A. Documentation/justification for inclusion a public benefit (attach documents as needed)	
B. Public Benefit Value	

**Section C. Services requiring advance agreement for public benefit consideration**

**1. Maintenance conducted during the benefit period**

Description of maintenance (1)

A. Dollar value of maintenance

Description of maintenance (2)

B. Total dollar value of maintenance

**2. Discounts provided**

Description of discount (1)

A. Total dollar value discount

Description of discount (2)

B. Total dollar value of discounts

**3. Discounted Classes and Programs**

Description of classes and programs (1)

A. Number of Attendees

B. Number of Attendees who received free/reduced class entry

Description of classes and programs (2)

C. Number of Attendees

D. Number of Attendees who received free/reduced class entry

Description of classes and programs (3)

E. Number of Attendees

F. Number of Attendees who received free/reduced class entry

**Section D. Additional Questions**

**1. Additional Questions**

A. During the period of this Public Benefit Report, what communities received your public benefit? *(Example: Youth age 6-24 in the Rainier Valley):*

B. What (if any) schools received your public benefit?

C. What percentage of people who received your public benefit were low income?

D. What is your plan to foster community engagement in your services?

E. How do you advertise your services?

F. How do you reach out to underserved communities?

G. If your reported public benefits during this period did not meet or exceed to the total amount of rent what will you do differently next year?

H. What additional Information would you like to share about the public benefit you provide?

I. Do you have any testimonials on the impact of your public benefit offerings? If so, please include them here, or attach pictures or quotes to the this report

**Section E. Summary**

1. Scholarship Total

\$

2. Capital Improvement Total

\$

3. Public Access Hours

\$

4. Community/Volunteer Events

\$

5. Miscellaneous Public Benefit

\$

6. Total Public Benefit

\$

7. Remaining Rent Not Offset by Public Benefit

\$