



## **Member Jurisdiction & WRIA Forum Grant Program Overview & Policies**

The King Conservation District Member Jurisdiction & WRIA Forum Grant Program supports natural resource improvement projects in partnerships with 35 King County jurisdictions that are members of the District and the WRIA 7, 8 and 9 watershed forums. The King Conservation District awards grants for projects that are consistent with the mandates of the District as established by Chapter 89.08 RCW. The purpose of this document is to convey the grant application process, eligibility criteria, and grant program policies and procedures. These grant program processes, eligibility criteria, policies and procedures are reviewed periodically and are subject to change at the discretion of the District.

### **OVERVIEW**

The King Conservation District Member Jurisdiction & WRIA Forum Grant Program awards grants for natural resource improvement projects within the boundary of the District. See *Eligible Natural Resource Improvement Actions* on page 2 for details about eligible activities and *Grant Budget Policies* on page 4 for eligible expenses. Applicants seeking grants shall submit a grant application using the form titled *Member Jurisdiction & WRIA Forum Grant Application*. This form can be obtained from the King Conservation District or by visiting the District web page at [http://www.kingcd.org/pro\\_gra.htm](http://www.kingcd.org/pro_gra.htm). See *Grant Application Submittal Procedures* detailed on page 6 for instructions on submitting a grant application.

Grant applications will be approved by the King Conservation District Board of Supervisors at regularly scheduled Board meetings between the months of February and October (see *Selection & Award Process* on page 6). Grant applicants will be notified of the Board's determination and in cases where an award has been made will be provided a "notice of award" either by email or letter within 1 week of the regularly scheduled board meeting at which their grant application was considered. The District will draft a grant agreement and forward it to a grantee for review and signature within three weeks of an award determination by the Board. The District will remit a fully executed agreement and check to a grantee within five weeks of receiving a fully executed grant agreement signed by the grantee. However, grantees may begin work on an awarded grant project prior to receiving a fully executed grant agreement and check. See *General Grant Program Policies* on page 3 for details. Typically, the entire process of review, award, and payment takes between 3 and 7 months to complete. While the District seeks to complete this process within 3 months of receiving a grant application, grantees should be aware that their own internal agreement approval and contracting procedures may extend the time needed to complete the entire process.

Grant recipients shall submit biannual progress and financial reports, as well as a final narrative and financial report upon completion of the grant project. See *Grant Administration, Accounting & Reporting* on page 5 for details on reporting requirements.

## ELIGIBLE NATURAL RESOURCE IMPROVEMENT ACTIONS

Grant proposals shall address a minimum of one of the natural resource improvement actions detailed in this section. These actions have been established consistent with RCW 89.08 and the King Conservation District Strategic Plan, and are intended to direct District natural resource management activities to improve natural resource conditions within the boundary of the District.

Chapter 89.08 RCW outlines the duties of conservation districts in Washington State. Among these, conservation districts are charged with promoting the implementation of Best Management Practices that conserve soils, protect and enhance water quality, and protect and enhance fish and wildlife habitat through education and technical assistance programs, and by leveraging local, state and federal sources of funding. Chapter 89.09 RCW can be viewed by visiting the District web page at <http://apps.leg.wa.gov/RCW/default.aspx?cite=89.08>.

The King Conservation District Strategic Plan identifies the District's priority natural resource conservation initiatives, priority geographic areas, and 2-year and 4-year natural resource management goals and objectives. The current District strategic plan focuses on protecting water quality and quantity; promoting economically viable agriculture; protecting and enhancing wildlife habitat and open-spaces; and encouraging behavior changes in King County residents and organizations. The King Conservation District Strategic Plan can be viewed by visiting the District web page at [http://www.kingcd.org/pdf/abo\\_adm\\_2.pdf](http://www.kingcd.org/pdf/abo_adm_2.pdf).

Applicants shall present their proposed project using the Member Jurisdiction & WRIA Forum Grant Program application form to summarize a proposed project, outline project outcomes, and identify how the project will achieve performance of at least one of the 4 natural resource improvement actions listed below. Additionally, applicants are asked to articulate their proposals based upon the degree to which their project efficiently, effectively and equitably implements these natural resource improvement actions. *Efficiency* will be demonstrated by a direct and cost-effective approach; *Effectiveness* will be the degree to which the proposed project produces or achieves the intended results; and *Equity* will be fairness in the geographic and demographic distribution of effects and/or benefits of the proposed project. The District Board of Supervisors shall determine the degree to which grant applications are consistent with these eligibility criteria.

### Natural Resource Improvement Actions

- **Education and Outreach – to raise awareness, deepen knowledge, and change behaviors**

Desired Outcomes – residents, landowners, other land managers, and organizations within the boundary of the District have the knowledge, skills and attitudes needed to practice exemplary stewardship of natural resources.

- **Capacity Building – to enhance the ability of organizations, agencies, residents, landowners and other land managers to implement best management practices and deliver natural resource management actions on the ground**

Desired Outcomes – organizations, agencies, residents, landowners and other land managers within the boundary of the District have knowledge, skills, tools, support systems and technical resources to employ exemplary natural resource stewardship practices.

- **Pilot and Demonstration Projects – to test and/or improve concepts and/or approaches in natural resource management that can be replicated by others**

Desired Outcomes – demonstrate exemplary practices that, when replicated, contribute to natural resource conservation and from which others can learn; demonstrate novel approaches to improving natural resources and share this information and extend it to others.

- **Direct Improvement of Natural Resource Conditions – to improve landscape and natural resource conditions as a result of direct action**

Desired Outcomes – implement conservation practices to protect and enhance water quality; protect and conserve soils; implement ecosystem restoration and preservation projects; and purchase conservation easements and environmentally significant properties.

## **POLICIES**

### **General Grant Program Policies**

- 1) Project activities proposed for funding shall be implemented entirely within the boundary of the King Conservation District. The boundary of the District includes most of King County with the exception of the incorporated areas of Enumclaw, Federal Way, Pacific, Milton, and Skykomish.
- 2) Projects shall demonstrate direct on-the-ground improvements to natural resources. In cases where grant applications propose the design or development of a plan for a natural resource improvement project, then the approved design or plan shall result in an implemented natural resource improvement project within 3-years of completing the approved design or plan.
- 3) Eligible Applicants shall include the 35 jurisdictions located in King County that are members of the King Conservation District or their designee; and the designees of the WRIA 7, 8 and 9 Watershed Forums. Member jurisdictions include unincorporated King County and all incorporated areas of King County, excluding Enumclaw, Federal Way, Pacific, Milton, and Skykomish. Designees of Watershed Forums and member jurisdictions can include 501 (c) 3 non-profit organizations and other agencies. Private companies are not eligible applicants.
- 4) Except as otherwise in paragraph 8 below, the District shall remit grant awards as follows: 90% of the grant award shall be remitted at the time a fully signed agreement is forwarded to a grant recipient; 10% of the grant award shall be held until the grant project is completed, all required documentation has been submitted to the District, and the District has issued grant close-out documents.
- 5) Grantees shall conduct maintenance on installed projects and shall submit maintenance reports as a component of biannual progress reports and a final report when maintenance is conducted prior to the approved project completion date. Maintenance activities on completed phases of planting projects shall be conducted a minimum of 3 years regardless of the approved project completion date, and shall include weeding, watering, and replacement planting to achieve 90% survival. Routine inspections on

installed roads, bridges, and other capital improvements shall be conducted in accordance with applicable codes.

- 6) Grant recipients shall acknowledge the King Conservation District as a source of funding for awarded grant activities on all printed, web based, and electronic documents; audio-visual materials; signs; or any other materials produced in association with an awarded grant.
- 7) Applicants are encouraged to involve stakeholders and members from their respective communities in the development, prioritization and selection of proposed projects.
- 8) Acquisition of interests in real property is permitted for the purchase of properties or easements that will protect critical habitat for fish and wildlife and protect or improve water quality, provided the applicant can demonstrate a capacity to maintain the property toward natural resource protection. To the extent possible the properties or easements purchased using the special assessment funds shall have signs indicating that King Conservation District funds were used in the purchase of the property interests. When a grant is awarded for the acquisition of interests in real property, the District will remit grant awards as follows: 90% of the grant award shall be remitted prior to closing when documentation confirming the closing date is received by the District 30 days in advance of the closing; 10% of the grant award shall be remitted when the District receives a copy of the recorded deed, easement, or other documentation satisfactory to the District, which evidences the fact that the grant recipient acquired legal title to the real property or the legal right to use the real property. When an acquisition project involves multiple transactions that will not close on the same date, the District will only remit that portion of the grant funds that relates to the transaction that is scheduled to close. Additional disbursements of any remaining grant funds will be made based on the closing dates of any remaining transactions.

### **Grant Application Policies**

- 9) Member jurisdiction applications shall be reviewed and approved by the legislative authority of those jurisdictions unless review and approval authority has been delegated to the executive branch. Applications submitted by Watershed Forums shall be reviewed and approved by the relevant Watershed Forum.
- 10) The District shall provide member jurisdictions and Watershed Forums with an estimate of the grant funds available by March 31<sup>st</sup> and July 31<sup>st</sup> of each year.
- 11) Member jurisdictions, their designees, and the designees of Watershed Forums shall apply for grants using the application forms titled *King Conservation District Member Jurisdiction & WRIA Forum Grant Application*.
- 12) Applications must be received a minimum of three weeks prior to a board meeting scheduled to take place on the second Monday of the months of February through October. Applications received outside this schedule will be reviewed at the next available District board meeting during the months of February through October.
- 13) Member jurisdiction and Watershed Forum designees may be federal, state or local agencies; other municipal corporations, non-profit organizations, and Native American Tribes that provide services within the boundary of the District. Watershed Forums are required to designate an outside agency or party to apply for a grant with the District.

- 14) When a primary applicant is a non-profit organization or Native American Tribes, individual applications are limited to a maximum of \$50,000, and total awards in a calendar year are limited to a maximum of \$150,000.
- 15) Recommendation of a proposed project by a member jurisdiction or Watershed Forum shall be submitted with a letter from the relevant entity.
- 16) The King Conservation District Board of Supervisors shall determine whether proposed projects are consistent with the policies and funding criteria of the Member Jurisdiction & WRIA Forum Grant Program.

### **Grant Budget Policies**

- 17) Eligible expenditures include direct project costs. Indirect project costs that do not exceed 25% of salaries and benefits are also allowed.
- 18) Ineligible expenses include management of existing recreation facilities; Watershed Forum Inter Local Agreement fees; and activities to comply with existing regulations. However, District funds can be used to meet increasing levels of natural resource protection associated with upcoming regulatory requirements, e.g. NPDES storm water management planning, shoreline master program activities, implementation of TMDL plans.
- 19) Documentation of matching funds expended in association with an approved project is encouraged on all grant applications. Match shall include donated services, labor, equipment and supplies that are provided to the project from the date a grant is awarded until the project completion date. In cases where grants are awarded for previously implemented projects, documentation of match shall consist of those expenditures associated with the approved project.
- 20) Volunteer participation on grant projects shall be valued at a rate consistent with the Washington State minimum wage for individuals under 18 years of age, a rate of \$18 per hour for individuals over 18 years of age, and a rate consistent with an applicable profession for specialists and professionals.
- 21) Contracted services associated with a District grant must follow the written contracting policies established by the grant recipient's organization/agency. Where no such written policies exist, the grant recipient shall ensure that all bidding procedures and contracted services comply with applicable Washington State law.

### **Grant Administration, Accounting, & Reporting Policies**

- 22) Expenditures associated with an awarded grant shall be segregated in the accounting records of the grant recipient. Accounting records shall identify expenditures assigned to a job title or job code consistent with the awarded grant, shall identify income and expenses by line items consistent with the awarded grant budget, and shall be consistent with the Washington State BARS Code System. Accounting records along with a project file must be maintained by the grant recipient for a minimum of six (6) years after the calendar year in which the grant agreement with the District is closed.
- 23) Progress reports and expense reports shall be submitted 2 times per year, the first due June 30<sup>th</sup> and the second due November 30<sup>th</sup>. Progress reports will detail the grantee's

progress on completing approved grant tasks using the form titled *Member Jurisdiction & WRIA Forum Grant Progress Report*. Expense reports will detail project expenses using the form titled *Member Jurisdiction & WRIA Forum Grant Expense Report*. Progress and expense reports shall be submitted in hard copy and electronic formats.

- 24) Upon completion of the project, grant recipients will submit a final project report and final financial report to document compliance with the awarded project proposal; provide before and after photos when applicable; and identify project successes, project difficulties, and lessons learned. A final narrative and expense report shall be submitted 60 days after completing a grant project using the form titled *Member Jurisdiction & WRIA Forum Grant Final Report* and the form titled *Member Jurisdiction & WRIA Forum Grant Expense Report* respectively. Final reports shall be submitted in hard copy and electronic formats.
- 25) The District shall conduct site inspections, review project files, and review financial records in association with awarded grants at its discretion. Grant recipients shall facilitate the inspection and review process.
- 26) A grant will be closed once the District has forwarded a grant close-out document and released all remaining awarded grant funds.

### **Grant Revision Policies**

- 27) Requests to revise an awarded scope of work, budget, and project timeline may be submitted using the forms titled *Member Jurisdiction & WRIA Forum Grant Amendment Request*, *Member Jurisdiction & WRIA Forum Grant Scope of Work Revision Detail*, and *Member Jurisdiction & WRIA Forum Grant Budget Revision Detail*.
- 28) Revision requests must be received a minimum of three weeks prior to the District board meeting at which they will be reviewed. Revision requests received outside this schedule will be reviewed at a regularly scheduled board meeting in a following month.
- 29) Scope of work and budget revisions shall be accompanied by a letter from the applicable member jurisdiction or watershed forum recommending the proposed revision (e.g., a scope of work revision request for a grant funded in partnership with the Snoqualmie Watershed Forum requires documented concurrence by that entity).

### **SELECTION AND AWARD PROCESS**

District staff and the District Board of Supervisors will review grant applications prior to an award determination. District staff will review applications to determine if all requested information has been provided. Applications determined to be incomplete will be returned to applicants with an explanation. Applications determined to be complete will be forwarded for review by the Board of Supervisors Member Jurisdiction & WRIA Forum Grant Subcommittee. The Grant Subcommittee will evaluate and rank proposed projects. District staff will contact applicants when the Grant Subcommittee requires additional information to complete its review. The Grant Subcommittee will forward applications to the Board of Supervisors for consideration at regularly scheduled board meetings (see *Grant Application Policies* on page 4). Board review of grant applications will lead to one of three outcomes: an awarded grant, a denied application, or a request for additional information.

## **APPLICATION SUBMITTAL PROCEDURES**

Applicants shall submit 4 copies and 1 signed original copy (5 total) of the grant application, along with color attachments such as photos and site maps, and one complete electronic copy to the District. Applications must be forwarded to the District by an applicable member jurisdiction or Watershed Forum documenting that entity's recommendation of the project for funding by the District. Submit electronic copies of applications to [jurisdiction\\_wria\\_grants@kingcd.org](mailto:jurisdiction_wria_grants@kingcd.org). Submit hard copies of applications to the following address:

King Conservation District  
Member Jurisdiction & WRIA Forum Grant Program  
1107 SW Grady Way, Suite 130  
Renton, WA 98057