



Signature Report

May 15, 2001

Motion 11202

Proposed No. 2001-0168.2

Sponsors Phillips

1 A MOTION adopting guidelines for administering the rural
2 community partnership grants project.

3
4

5 WHEREAS, the King County council adopted Ordinance 13695 on December 13,
6 1999, expanding the service area of the surface water management program to include
7 those rural portions of unincorporated King County outside the then existing surface
8 water management service area, thereby creating the rural drainage program to solve
9 drainage problems, protect water quality and provide regulatory assistance to rural
10 landowners, and

11 WHEREAS, the King County council adopted Ordinance 13702 on January 21,
12 2000, providing supplemental appropriation authority for \$3.047 million from fees
13 collected in the extended service area to support rural drainage and habitat projects,
14 complaint investigation and code enforcement, stormwater facility management,
15 agricultural drainage and water quality, watershed assessment, groundwater management,
16 stewards and stewardship programs, data management and administrative and GIS
17 support, and

18 WHEREAS, an important element of the rural drainage program was a grant
19 program to help neighborhood groups work collaboratively with the county to solve rural
20 drainage and water quality problems, and

21 WHEREAS, the King County council adopted Ordinance 14018 on December 22,
22 2000, requiring through proviso that the guidelines for administering the rural community
23 partnership grants project be submitted for council approval by March 1, 2001;

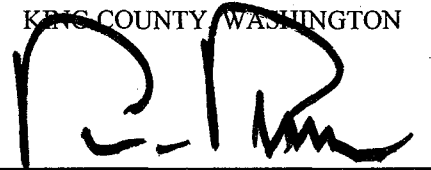
24 NOW, THEREFORE, BE IT MOVED by the Council of King County:

25 The administrative guidelines for the rural community partnership grants project
26 as contained in Attachment A to this motion are hereby adopted.

Motion 11202 was introduced on 3/19/01 and passed by the Metropolitan King County Council on 5/14/01, by the following vote:

Yes: 12 - Mr. von Reichbauer, Ms. Miller, Mr. Phillips, Mr. Pelz, Mr. McKenna, Ms. Sullivan, Mr. Nickels, Mr. Pullen, Mr. Gossett, Ms. Hague, Mr. Thomas and Mr. Irons
No: 0
Excused: 1 - Ms. Fimia

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Pete von Reichbauer, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments Attachment A RDP guidelines dated, 5-3-2001.doc

ATTACHMENT A

Rural Community Partnership Grants

Proposed Administrative Guidelines

5/3/01

RURAL COMMUNITY PARTNERSHIP GRANTS

INTRODUCTION

The Rural Community Partnership Grants (RCPG) is a community service of the Rural Drainage Program. It provides small grants to neighborhood groups to work collaboratively with the county to solve local problems in the rural portion of the surface water management (SWM) area. The RCPG has three program categories:

- Small Grants Program (up to \$5,000 with no deadlines)
- Large Grants Program (greater than \$5,000 and up to \$50,000 evaluated competitively and submitted in spring and summer)
- Forum Stewardship Initiative Grants (recommended by the appropriate WRIA Forums).

Types of project may include, among others, filtering stormwater through vegetated swales and naturalized retention ponds, reducing downcutting of streambeds or enlisting rural residents to minimize their impact on surface water through landscaping and gardening practices. Up to 10 incentive points will be awarded to competitively reviewed projects that address farm-related drainage issues. A 10% cash match is required and can include an in-kind contribution of goods and services from a business in lieu of cash. Below is a description of the guidelines for review, selection, grants management and outreach activities as required in the Council Proviso for the RCPG.

ELIGIBILITY

Applicants must have a non-profit status or qualify as a governmental unit (e.g., utility district, school, tribe). Individuals, businesses and King County departments are not eligible. Projects must be located in the Rural Drainage Program Area. There must be a compelling public benefit for projects located on private property. Mitigation or other projects required by law or by a court are not eligible.

GRANT CRITERIA

Project applications must meet the following criteria and will be evaluated and scored using the RCPG Criteria Evaluation Form attached to these guidelines as Exhibit A.

1. Water Quality
 - Does project improve water quality, water quantity (or drainage) and/or water-dependent habitat?
 - What activities does project include to reach these objectives?
2. Community Stewardship
 - Who are the community stewards of the project?
 - How will they be involved in the planning, implementation and maintenance of the project?
 - How will the community learn about the project?
3. Partnerships
 - Who are the project partners? (e.g., private landowners, local groups, business and government)
 - How will the partners contribute to the project?
4. Leverage
 - How does the project leverage other resources (volunteer, in-kind and monetary)?
5. Legacy
 - How will project be maintained in the future?
 - Will the project have lasting impact on water quality?

ALLOWABLE COSTS

Staffing (including contractual workers and consultants) but not to exceed 25% of the total project cost; materials, services, certain administrative costs such as rent, utilities and postage, travel, real-estate related costs and other costs that are demonstrably essential to the completion of the project (such as permit fees). Only half of the requested funds may be spent on planning and design activities. Applications up to \$5,000 that include staffing and/or administrative costs will be reviewed competitively.

GRANTS

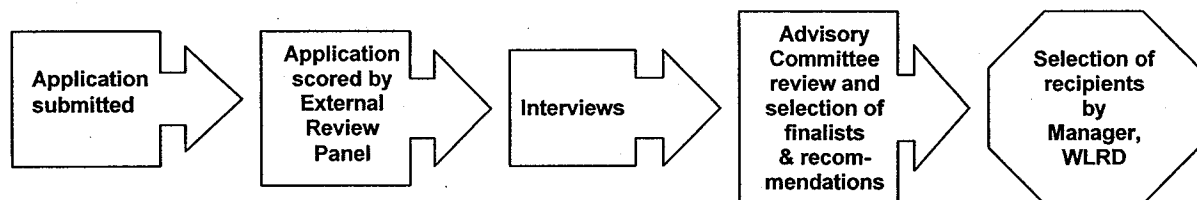
The maximum award for 2001 will be \$50,000. Funding targets for the Snoqualmie Valley will be 50% of the grant fund, 25% for the Enumclaw Plateau and 25% for Vashon Island. The total RCPG amount is \$115,000 for 2001.

APPLICATION PROCESS

Applicants must complete an application and submit it directly to the RCPG program. For applications requesting above \$5,000, there are two funding cycles with deadlines scheduled on April 30 and August 15 in 2001. Applications requesting up to \$5,000 may be submitted anytime during the year. However, if there is a funding request for salaries and/or administrative costs, the application must be submitted for competitive review according to the aforementioned deadlines. Additionally, applications submitted under the Forum Stewardship Initiative must be received by August 15 for consideration. This process is described in the next section.

REVIEW PROCESS

Large Grant Program (Grants Above \$5,000)



STEP ONE:

All applications are reviewed and rated by a three-member panel of external reviewers consisting of: a professional in an environmental or educational field (e.g., a staff biologist with the US Army Corps of Engineers, a water quality chemist or a hydrologist with a consulting firm); a citizen who is active in community improvement projects; and a person familiar with grants (e.g., corporate giving manager, administrator of other grant programs). One of the external reviewers must have direct knowledge (by virtue of employment or place of residence) of water quality and drainage issues in proposed project area.

Each external reviewer scores a proposal as follows:

- Up to 10 points for each of the five RCPG criteria
- Up to 10 extra points for project merits that fall outside of the rating criteria because of their originality or impact in improving water quality and fostering community stewardship.

The average score of the three reviewers becomes the score ascribed to each application.

STEP TWO:

Minimum RCPG criteria score: To be considered for funding, applications must earn a minimum of 70 points. In addition, applications that do not earn an average of 7 points for the first criterion (Water Quality) or the second criterion (Community Stewardship) will be disqualified.

Incentive points: Projects that improve drainage and water quality in agricultural areas may receive 10 incentive points provided that the projects are not the result of a compliance action. These points are added to the RCPG criteria score and applicants are then ranked by the total score (criteria score and incentive points).

Funding cut-off: All applicants with qualifying scores and whose score places them within reason of being considered for funding will be designated as finalists. Procedures for placing applicants on the finalist list will be based on the available funds designated for each of the three rural areas for each of the two grant cycles.

STEP THREE:

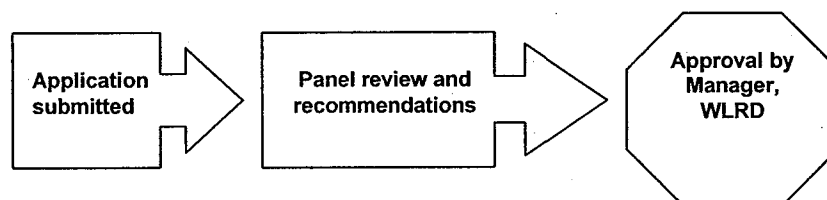
All finalists are interviewed, preferably on-site, by an external reviewer, a WLRD (Water and Land Resources Division) staff member who has direct knowledge of water quality and drainage issues in the proposed project area and one member of the Advisory Committee (see Step 4). The purpose of the interview is to evaluate information that further supports the project's strength in meeting the five aforementioned criteria. It also provides an opportunity to more fully describe a project for those applicants less experienced at grant writing. By consensus, the interviewers can upgrade the scores of each criterion, decrease it or leave it unchanged. They may also note additional project concerns that may be cause for conditional awards (see Awards below).

STEP FOUR:

An Advisory Committee meets to review the finalists' proposed projects and make the final recommendations based on a) available funding and b) the interview recommendations. The Advisory Committee will consist of the following members:

- (1) One person designated by the Chair of the Natural Resources, Parks & Open Space Committee,
- (2) One person designated by the Chair of the Utilities & Technology Committee,
- (3) Two persons designated by the County Executive, and
- (4) Two persons designated by the Manager of WLRD.

The Manager of WLRD makes the final decision for grant awards.

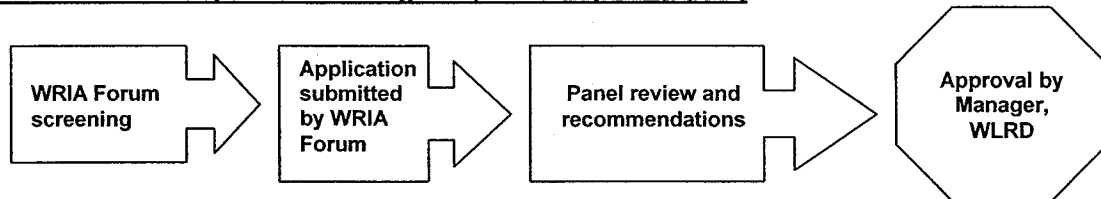
Small Grant Program (Grants Up To \$5,000)

A panel of three reviewers evaluates these proposals: One external reviewer, one WLRD staff member and one Advisory Committee member. The panel evaluates the proposal's strength in meeting the RCPG criteria and determines whether or not:

- The project successfully meets each of the five RDPG grant criteria
- The budget is credible
- The application demonstrates that the project will have a strong chance of succeeding

The reviewers may offer suggestions for strengthening the proposal. If the applicant can meet the reviewer conditions (if any), then the project is recommended for funding. The Manager of the *Water and Land Resources Division* makes the final decision to award a grant.

Forum Stewardship Initiative Program (Grants Up To \$5,000)



WRIA 7 (Snoqualmie) AND WRIA 9 (Green) Forums may elect to participate in the Forum Stewardship Initiative, a WLRD initiative to encourage Forums to promote watershed community stewardship. Forums can nominate applicants for priority WRIA projects, if accompanied by a 25% cash or business in-kind match provided by the Forum or some other funding source. WRIA's are not able to apply on their own behalf.

The process for applicant selection is the following. Forums identify projects and screen them for RCPG compatibility. Proposals submitted by Forums are reviewed and selected according to the same procedures and criteria established for the Small Grant Program described above. In addition, projects that improve drainage and water quality in agricultural areas will be given special consideration and preference.

Vashon Island will be added to the Forum Stewardship Initiative as soon as it is included in a forum.

AWARD

After successfully completing the application review and approval process, the applicant is then offered a grant award. This award may have conditions attached, in addition to the terms of the standard grant agreement, to be executed by the recipient upon the award of each grant. This agreement must include a detailed scope of work specifying the project deliverables and a detailed budget. It also requests that the recipient recognize King County in its publications, displays, posters etc...and to submit a final report using the scope of work as an outline. The agreement period will normally not exceed 18 months.

GRANT MANAGEMENT

The Rural Community Grant Program Initiative will be managed by a WLRD Grant Administrator in close cooperation with the Rural Drainage Program Coordinator.

FISCAL MANAGEMENT AND REPORTING

Recipients are required to keep detailed financial records, and substantiate each request for payment. Recipients are reimbursed for all eligible actual and incurred expenses. Recipients agree to maintain such records of expenditures as may be necessary to conform to generally accepted accounting principles and retain such records for a period of three years after the termination of their agreement. At the end of the grant period the recipient must account for all expenses and submit a final report with attachments that document the results of their project.

A fiscal and programmatic summary of RDPG activities is prepared each December as part of the activities carried out by the RDP.

MARKETING AND OUTREACH

Marketing and outreach activities will include an RCPG Website, newsletter announcements, a brochure, information packets distributed to libraries, community centers and similar venues, direct mail, press releases and presentations.