



# Member Jurisdiction Grant Program Overview, Guidelines, & Policies

The King Conservation District (KCD) Member Jurisdiction Grant Program supports natural resource improvement projects in partnership with 35 King County jurisdictions that are members of KCD<sup>1</sup>. KCD awards grants for projects that are consistent with the mandates of KCD as established by Chapter 89.08 RCW of the Washington Code. See page 3 for more information about the mission, mandate, and goals of KCD. The guidelines presented here do not apply to KCD's Regional Food System Grant Program. For more information on the Regional Food System Grant Program please contact Mary Embleton, [Mary.Embleton@kingcd.org](mailto:Mary.Embleton@kingcd.org), (425) 282-1958.

## OVERVIEW

The King Conservation District Member Jurisdiction Grant Program awards grants for natural resource improvement projects within the boundaries of KCD. The following pages include information about eligible activities and grant program policies.

There are two grant rounds; one in partnership with the City of Seattle called the **KCD-Seattle Community Partnership Grant Program** [click here to learn more](#), and one for all eligible member jurisdictions outside the City of Seattle referred to as the **Member Jurisdiction Grant Program** [click here to learn more](#). The webpages for these programs can be found on the KCD website by entering grants in the search area.

Within the City of Seattle, only Seattle non-profits and those with non-profit fiscal sponsorships are eligible to apply. Outside of the City of Seattle, cities and nonprofits are eligible to work with member jurisdictions to apply for funding.

Applicants seeking grants can submit a grant application using the online grant portal accessible on KCD's [website](#). Other application accommodations can be made upon request.

*Prior to submitting a grant application for funding, a nonprofit organization applicant must work with the jurisdiction to ensure their project is in line with jurisdictional and King Conservation District natural resource improvement goals. Eligibility for each program differs depending upon the jurisdiction. Nonprofit organization applicants seeking funding for projects in cities other than Seattle, must have the support and recommendation from a Member Jurisdiction in writing prior to submitting an application to KCD. Applicants to the Seattle program do not need written approval from the City of Seattle to apply but may need approval if a project is on city-owned land.*

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<sup>1</sup> Milton, Pacific, Skykomish, Enumclaw, and Federal Way are not Member Jurisdictions therefore projects within those city limits are not eligible for King Conservation District Member Jurisdiction Grant funding.

Grant applications are reviewed and recommended for approval by the grant subcommittee of KCD's Board of Supervisors. Applications are accepted on a rolling basis throughout the year. See the [Application Review Schedule and Deadlines](#) on KCD's website for application submittal deadlines and grant subcommittee review schedule. The KCD-Seattle Community Partnership Grant Program accepts applications on a limited basis each year with deadlines to submit a letter of intent in early summer. For the current schedule click [here](#).

KCD's Board of Supervisors approves recommended grant applications at their meetings held on the second Monday of each month.

Typically, the entire process of review, award, and agreement can take between 3 and 7 months to complete.

Grants awarded are paid on a reimbursement basis. Recipients must submit reimbursement requests with supporting expense documentation and a progress report no more than once per month. Payment should be expected within two months of the submittal of the reimbursement request.

### **ELIGIBLE NATURAL RESOURCE IMPROVEMENT ACTIONS**

Grant proposals must address a minimum of one of the natural resource improvement actions detailed in the section below. These actions have been established consistent with RCW 89.08 and are intended to direct KCD's resources to improve natural resource conditions within the boundaries of KCD.

Applications should summarize a proposed project, outline project outcomes, and identify how the project will achieve at least one of the 4 natural resource improvement actions listed below. KCD Board of Supervisors determines the degree to which grant applications are consistent with these eligibility criteria. *The list of grant awards made each year is available on the website or upon request.*

#### **Natural Resource Improvement Actions**

- **Direct Improvement of Natural Resource Conditions – to improve landscape and natural resource conditions as a result of direct action**  
Examples include supporting private property owners with land stewardship, water quality and aquatic and wildlife habitat resources, removal of invasive weeds, stewardship on public land.
- **Education and Outreach – to raise awareness, deepen knowledge, and change behaviors**  
Examples include fulfillment of municipal NPDES MS4 permit requirements; education about value of farmland, local farms and food systems, shorelines, salmon habitat, forests and other ecosystems
- **Pilot and Demonstration Projects – to test and/or improve concepts and/or approaches in natural resource management that can be replicated by others**  
Examples include LID or green infrastructure demonstration projects, development of new best management practices, distribution of local farm products, urban agriculture e.g. farmers markets and backyard food production to promote or support social economic independence and healthy living

- **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**

Examples include urban agriculture development, assistance to private property owners to address challenging regulatory situations, preservation and/or expansion of urban and/or rural agricultural lands, rural and urban forest lands, riparian restoration and stewardship on private and public lands.

**For additional information about the mission, mandate, and goals of KCD;**

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 clicking [here](#).

View the King Conservation District Program of Work by clicking [here](#).

### **SELECTION AND AWARD PROCESS**

KCD staff and the grant subcommittee of the Board of Supervisors reviews grant applications first. KCD staff will review applications to determine if all requested information has been provided and may request additional documentation such as maps and photos. The grant subcommittee will forward applications to the Board of Supervisors for consideration at regularly scheduled board meetings (see *Grant Application Policies beginning* 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 grant applications online using KCD’s new online grant portal. A tutorial video about how to apply and forms to upload to the online grant portal is available [here](#). However, if special accommodations are needed, please contact us. Please confirm which grant program you will be applying for, before starting the application online.

The KCD-Seattle Community Partnership Grant Program accepts applications on a limited basis each year with deadlines to submit a letter of intent in early summer. For the current schedule click [here](#).

### **POLICIES & GUIDANCE**

#### **Grant Application Guidance**

- 1) Eligible Applicants includes 35 jurisdictions located in King County that are members of the King Conservation District or their designee. Member jurisdictions include unincorporated King County and all incorporated areas of King County, excluding Enumclaw, Federal Way, Pacific, Milton, and Skykomish. Designees of member jurisdictions can include 501(c)3 non-profit organizations and other agencies. Private companies are not eligible applicants. Work within the cities of Enumclaw, Federal Way, Pacific, Milton, and Skykomish is not eligible for KCD funding.

- 2) Member jurisdiction applications are typically reviewed and approved by the legislative authority of those jurisdictions unless review and approval authority has been delegated to the executive branch. Approval authority within the jurisdiction is determined by the jurisdiction's policies and procedures.
- 3) KCD shall provide member jurisdictions with an estimate of the grant funds available each year and upon request at any time.
- 4) Member jurisdictions, and their designees, shall apply for grants using the online grant portal accessible from the KCD webpage.
- 5) The maximum amount that can be requested per application for nonprofit organization applicants is determined by the jurisdiction and the KCD Board of Supervisors.
- 6) Applications are accepted on a rolling basis throughout the year. See the application review schedule and deadlines by clicking [here](#).
- 7) Member jurisdiction designees may be federal, state or local agencies; other municipal corporations, non-profit organizations, businesses and Native American Tribes that provide services within the boundary of KCD.
- 8) Recommendation of a proposed project by a member jurisdiction shall be submitted in writing and uploaded to the grant application in the online grant portal.
- 9) The King Conservation District Board of Supervisors shall determine whether proposed projects are consistent with the policies and funding criteria of the Member Jurisdiction Grant Program.

#### **General Grant Program Policies**

- 1) 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.
- 2) As of April 23<sup>rd</sup>, 2012 the Board approved a resolution stating that all existing and future grant payments associated with approved grant agreements will be made on a reimbursement basis. Grantees will provide adequate documentation demonstrating the completion of stated deliverables in the grant application, including but not limited to invoices, in order to request payment of approved grant project expenses as detailed in the application budget. Request for payment must be submitted at least 30 days prior to the day payment is needed by. Ten percent of the grant award will be held by KCD until all reporting and expense documentation is submitted and approved and the close out process is complete.
- 3) Grantees shall conduct maintenance on installed projects and shall submit maintenance reports as a component of 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 capital improvements shall be conducted in accordance with applicable codes.
- 4) Grant recipients shall acknowledge the King Conservation District as a source of funding for awarded grant activities on all printed, online, and electronic documents; audio-visual materials; signs; or any other materials produced in association with an awarded grant. Grant

recipients shall keep documentation of acknowledgement activities and submit with their final report.

- 5) Applicants are encouraged to involve stakeholders and members from their respective communities in the development, prioritization and selection of proposed projects.
- 6) 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 KCD 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, KCD will remit grant awards as follows: 90% of the grant award shall be remitted prior to closing when documentation confirming the closing of the transaction is received by KCD 30 days in advance of the closing; 10% of the grant award shall be remitted when KCD receives a copy of the recorded deed, easement, or other documentation satisfactory to KCD, 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, KCD 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 Budget Policies**

- 1) Direct project costs are eligible expenses. Indirect project costs (such as rent or administration fees) shall not exceed 25% of salaries and benefits.
- 2) Ineligible expenses include computer equipment such as projectors, laptops, and mobile devices, management of existing recreation facilities; Watershed Forum Inter Local Agreement fees; and activities to comply with existing regulations or mitigation. However, KCD funds can be used to meet increasing levels of natural resource protection associated with regulatory requirements, such as NPDES storm water management planning, shoreline master program activities, implementation of TMDL plans.
- 3) Notice shall be given to KCD if equipment purchased with grant funds will be sold, salvaged or otherwise disposed of. The proceeds received from any sale, salvage or disposition, or the value of the equipment if proceeds were not received from any such action, must be: (a) re-invested back into the originally awarded project; (b) invested in a similar project with KCD approval; or (c) returned to KCD..
- 4) 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. Matching funds are encouraged but not required for application. Tracking matching funds in KCD grant reporting is not required for this grant program.
- 5) Volunteer participation on grant projects shall be valued at a rate consistent with the national standards. For assistance with this value visit [https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time)

- 6) Contracted services associated with a KCD 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**

- 1) 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 and shall identify income and expenses by line items consistent with the awarded grant budget. Accounting records, along with a project file must be maintained by the grant recipient according to Washington State Archive guidance.
- 2) Expenditure documentation such as receipts, invoices, and accounting system reports shall be itemized and submitted with reimbursement requests.
- 3) Progress reports and expense reports are no longer due biannually due to grant payments made on a reimbursement basis. Progress reports are required for reimbursement. Quarterly or at least annual progress reports by phone or email are strongly encouraged.
- 4) Upon completion of the project, grant recipients will submit a final narrative report and final financial report to document compliance with the awarded project proposal; provide before and after photos when applicable; and identify project successes, challenges, regional benefits and lessons learned. Final reports shall be submitted within 30 days after completing a grant project using the online grant portal accessible on the KCD webpage.
- 5) KCD will 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.
- 6) A grant will be closed once KCD has forwarded a grant close-out document and released all remaining awarded grant funds.

### **Grant Revision Policies**

- 1) Requests to revise an awarded scope of work, budget, and project timeline may be submitted online using the online grant portal accessible on the grant program webpage. Amendment requests will be accepted and reviewed year-round. Please contact us before you submit an amendment request.
- 2) Scope of work and budget revisions may need to be accompanied by a letter from the applicable member jurisdiction (e.g., a scope of work revision request for a grant funded in partnership with the City of Seattle requires documented concurrence by that entity).
- 3) The grant budget must be revised to reflect actual expenditures when the project is complete. If there is a major change in expenditure categories mid-project a budget amendment may be required. Minor changes to the budget are typical and should be documented and communicated to KCD grant staff in a note or email, however, a formal budget amendment is usually not necessary.

**For additional information and questions please contact; Jessica Saavedra**

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