

## 2019 REGIONAL FOOD SYSTEM PROGRAM GRANT: FREQUENTLY ASKED QUESTIONS (FAQs)

If you have additional questions email them to: [regionalfoodgrant@kingcd.org](mailto:regionalfoodgrant@kingcd.org)

**Q.** Is April 23 a firm deadline for submitting a pre-proposal?

**A.** Yes. Because of our tight timeline, no submittals will be accepted after April 23.

**Q.** Should the pre-proposal include a full, itemized project budget?

**A.** No. The pre-proposal should only provide request and match amounts and the source of match. It should also state the purpose of the funds and how they were determined. An itemized budget will be required for the full proposal.

**Q.** Please explain the page limit for this year's application.

**A.** This year's pre-proposal is an MS Word document with a clear page limit. The total completed pre-proposal cannot exceed 4 pages (2 double sided pages).

**Q.** Can grant applicants reside or work outside King County?

**A.** Yes, as long as their proposed projects address King County food system barriers and work to increase production, demand, and sales for King County agricultural products.

**Q.** We currently have a KCD grant through the Regional Food System Program, are we ineligible to apply for the 2019 round?

**A.** No. Successive funding for phased projects (i.e., applying for a new grant while implementing an existing grant), does not make you ineligible to apply. However, if a new grant is applied for and awarded, funding for that award is conditioned (by the Board of Supervisors) on the successful completion of the first grant's deliverables and outcomes. That is, funding would start after the first grant is closed out. For example, if you were awarded a grant in 2018 (to run January 2019 – December 2020). The earliest starting date for a new grant would likely be March 2020, depending on all deliverables and outcomes being met.

**Q.** We are applying for a Regional Food System Grant and a Member Jurisdiction grant, both funded through KCD. Can we use funds from the Food System Grant to leverage funds from the Member Jurisdiction Grant?

**A.** No. KCD funds cannot be used to match KCD funds. They must come from a separate third party (e.g., another outside grant source, donations, or contributions).

**Q.** Are urban agriculture projects eligible for Regional Food System grants?

**A.** Yes, as long as proposed projects address King County food system barriers and work to increase production, demand, and sales of King County agricultural products.

- Q.** Are grant opportunities limited to just “farmland” projects?
- A.** No, as long as the project addresses King County food system barriers and works to increase production, demand, and sales of King County agricultural products.
- Q.** Does KCD prefer stand-alone or phased projects?
- A.** There is no preference. Both types of projects have received grant funding. The key is not the type of project, but how it leverages success in King County and throughout the region, and how it achieves measurable outcomes (e.g. new acres in farm production, increased demand for and sale of King County agriculture products, number of new farmers/farm businesses).
- Q.** Are grants limited to just professional farmers?
- A.** No, any individual, business, nonprofit organization, school, tribe, special districts or King County jurisdiction within the KCD service area may submit a pre-proposal for a project that addresses food system barriers and works to increase production, demand, and sales of King County agricultural products and contributes to the food economy. Applicants are encouraged to work with local farmers.
- Q.** Is leasing property an eligible activity?
- A.** No, leasing property is not an eligible activity under the Regional Food System grant.
- Q.** Can you please say more about the match requirements?
- A.** Matching funds are required (cash, in-kind, or both). Cash match is not required. There is no minimum matching amount. Documentation of any matching funds will be required if invited to submit a full proposal.
- **Cash Match:** Cash contributed to the project. This could include equipment purchased for project activities, personnel hired to help with the project who will not be hired if the project is not funded, paying for project outreach or printed materials, contributions or donations to the project. If you are contributing funds or seeking other funds, be sure to mention this and tell us the status of your request. For example, if another grant such as a Specialty Crop Block Grant has been applied for that will help leverage a Regional Food System Grant, please identify that in your application.
  - **In-kind Match:** Contributions of goods or services, other than cash, which if not donated would have to be purchased with project funds. This could include volunteer time of partner organizations or others, donated equipment or facility use, supplies. Depreciation is not a valid in-kind match.
- Q.** What is the value of volunteer time?
- A.** For landowners, other adults, and minors between 16 and 18 years of age, a labor rate of \$20/hour is allowed. For minors less than 16 years of age the labor rate consistent with the Washington State minimum wage, currently \$12.00 in 2019 and increasing to \$13.50 in 2020, is allowed, although 14- and 15-year old’s may be paid 85% of the minimum wage (\$11.48 in 2010) (KCD Resolution No. 15-001 adopted June 8, 2015). This does not apply to professional time. If for example, a web developer is helping on the project and offers to give you a discounted rate, the difference between the normal rate and the rate charged is in-kind.

- Q.** We're a small non-profit. Is cash match required?
- A.** No. All kinds of in-kind match are welcome. For example, tool or equipment donation, volunteer time, meeting space donation, etc.
- Q.** Is there a cash match time limit?
- A.** Cash or in-kind match need to be activities that happen during KCD award cycle (e.g. 2019-2020). Match that occurred before the grant was awarded cannot be counted.
- Q.** Must my proposal address the 2019 KCD funding priorities to be eligible?
- A.** Projects that do not address one of the priorities are still eligible for funding, as long as they meet all other program requirements. However, projects that do address a funding priority will receive additional points.
- Q.** Who will review the pre-proposal?
- A.** Two levels of review will be conducted during the pre-proposal evaluation process.
- An **administrative eligibility review** by KCD staff to determine if the applicant was responsive to the requirements of the RFP, and to assess risk factors such as poor grant performance, unclear scope of work or outcomes, budget questions, and/or other technical issues raised in the initial review.
  - An **external review** to evaluate the merits of each eligible pre-proposal using the criteria set forth in the RFP "Pre-Proposal Scoring Criteria". Individuals with expertise in food systems and priority funding areas will perform the external review. Depending on the nature of the proposal, KCD may also seek additional technical reviewers. As a pre-proposal applicant, you will choose which Funding Priority your project best fits.
- Q.** Is participation in the Grant Orientation Workshop on April 1st required?
- A.** Participation in the workshop isn't required, but is strongly recommended. Potential applicants will have an opportunity to consult with KCD staff and other food system collaborators on the competitive aspect of their proposed project and receive pointers on how to best frame it for success.
- Q.** When will grant funds be awarded?
- A.** Awards will be announced on October 15 with contracts completed January 2020.
- Q.** Is this a direct fund or reimbursable grant?
- A.** This is a reimbursable grant.
- Q.** What about applicants who do not have the cashflow to wait for reimbursement?
- A.** Reimbursement for grant expenses can be requested as frequently as monthly. In the event a potential recipient does not have the start-up funds to cover the first few months of a project, they should contact the District.

**Q.** How long does the applicant have to complete the scope of work outlined in the grant?

**A.** Up to two years (2019 - 2020).

**Q.** What is the source of KCD's Regional Food System grant funds?

**A.** King Conservation District is funded through a system of rates and charges based on land use that appear as a fee on individual property tax statements. The maximum fee is \$10.00 per parcel for tax years 2015 through 2019.

**Q.** What are Strategic Initiatives and how will they be funded?

**A.** Strategic Initiatives are projects that:

- Are specific actions identified in regional planning goals and by numerous stakeholders
- Address critical steps toward meeting regional food system economic goals
- Could be accomplished by KCD staff or through contracted work, and
- Can be clearly defined as a specific project or activity.

In early 2017, KCD staff actively engaged with regional planning efforts of the King County Kitchen Cabinet, and sought out and received input from over 50 food system practitioners on priority needs for a robust and comprehensive regional food economy.

Working with our Regional Food System Program Advisory Committee Working Group, we identified a number of strategic initiative funding areas that address multiple stakeholder needs, and leverage stakeholder input for greater impact. These will be addressed through a separate RFP process, with a specific scope of services and budget, and will be addressed through a contract for services rather than a grant agreement.

**Q.** What is KCD's service area?

**A.** The KCD service area includes 34 cities and all of unincorporated King County. The cities of Enumclaw, Federal Way, Skykomish, Milton, and Pacific are outside the District's boundaries.