

KING CONSERVATION DISTRICT
GRANT SUBCOMMITTEE
AND SPECIAL MEETING OF THE
BOARD OF SUPERVISORS
COMBINED
Monday, May 23rd, 2022
5:00 PM -7:30 PM
Join Zoom Meeting
<https://zoom.us/j/7821503460>

Grant Subcommittee Meeting Agenda

Call to Order

1. Preliminary Matters

- a) Introductions
- b) Additions or Corrections to the Agenda
- c) Adoption of the Board Agenda

2. Public Comment

3. Grant Subcommittee Items:

Member Jurisdiction Grant Program Items **5:00 pm – 6:00 pm**

Guests Attending: 15 minutes

Margaret Wagner and Garin Lee with the City of Kent to discuss application submitted in April

Discussion:

Applications:

- 1. Kent- Urban Natural Resources Management Program – Phase 1
- 2. Kirkland - Windsor Vista Park Riparian Restoration
- 3. Bellevue - Bellevue Botanical Garden - Waterwise Garden Enhancement Project
- 4. White River Valley Museum - 2022 Support for Farm and Museum Programs
- 5. Partner in Employment PIE - Youth Restoration Training Crew (YRTC) (Sea Tac)

Amendments:

- 1. Scoping Animal Relief Areas for Bellevue
 - a. Second completion date extension from 6/30/22 to 12/23/22

Regional Food System Grant Program Items **6:00 pm - 6:20 pm**

For discussion:

- 1. Increase proposal budget limit from \$20,000 to \$50,000
- 2. Incorporate 2022 competitive grant process into Foundant to streamline process and improve consistency across grant programs at KCD

Amendments:

- 1. Business Impact NW, FF00090, contract renewal for 2022-2023, and budget revision
- 2. Gathering Roots Wellness, FF000100, project extension
- 3. South King County Food Coalition, FF00071, scope of work and budget revision

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Monday, May 23rd, 2022
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Board of Supervisors Special Meeting Agenda

6:30 PM – 7:30 PM

Call to Order

1. Preliminary Matters

6:30 PM – 6:35 PM

- a) Introductions
- b) Additions or Corrections to the Agenda
- c) Adoption of the Board Agenda

2. Finance

6:35 PM – 6:45 PM

- a) Credit Card Policy – Lewis

3. New Business

6:45 PM - 7:00 PM

- a) Annual work plan to be submitted to Washington Conservation Commission

Urban Natural Resources Management Program – Phase 1

Member Jurisdiction Grant Program

Kent

Garin Lee
220 4th Avenue South
Kent, WA 98032-5895

Margaret Wagner

mwagner@kentwa.gov

Application Form

Summary Information

Project Title*

Urban Natural Resources Management Program – Phase 1

Project Description - Short*

Provide a short, concise description of the project no more than two or three sentences.

As part of a multi-phase approach to improve degraded natural areas, Kent Parks is seeking support to develop a natural resource management program, while maintaining limited ongoing projects at priority sites and community engagement activities.

Principal Partners (if any)

Amount of KCD Funding Requested*

You will need to upload a detailed budget document before you submit your application. Please make sure the amount requested and total project cost amounts you list here match the amounts in the uploaded budget document.

\$80,000.00

Total Project Cost*

\$120,625.00

Total Matching Funds (optional)

\$40,625.00

Project Start Date*

01/01/2022

Project End Date*

12/31/2022

Close Date

Project Location*

Address, Parcel #, OR L&L Points, for site specific projects only.

If more than two locations, state “multiple” and explain.

Multiple. Staff will be assessing, prioritizing, and improving overall management of natural area assets in City of Kent Parks, including areas with assets such as wetlands, forests, trails, and urban trees. (see attached park list).

Jurisdiction

If the applicant is not a city or jurisdiction, please type in the city or jurisdiction this project is located in.

Is your project on public or private land?*

Public

State Legislative District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

33

King County District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

5

Narratives, Budget, & Attachments

Project Description - Detailed*

Provide a description of the project that summarizes what you will do, how you will do it, and why you will do it. Describe target audience, outcomes, objectives and general timelines.

In 2016, the Parks, Recreation & Community Services team created a “Park and Open Space Plan” which assessed parks, prioritized service levels, and identified key updates needed within an aging park system. However, the plan mainly focused on the developed areas of the park. The next logical step is to develop a similar plan for our urban-natural areas and create a template for individual site management plans.

The Green Kent Partnership kicked off in 2009 with the development of a 20-Year Park and Natural Area Management Plan. Its primary goal was to actively manage all 1,189 acres of Kent’s parks and natural areas in 20 years. Full time staff positions/program budget weren’t funded to support goals outlined in 20-year plan. Relying almost entirely on volunteers the Green Kent Program accomplished less than 1% of acreage enrollment goals after 9 years.

While the Green Kent Partnership was and could continue to be an impressive community engagement coalition around natural resources in Kent, we aim to develop a new plan that considers all aspects of urban-natural area management, with volunteer and community engagement as one component. By taking a more comprehensive approach, we can develop a management plan that allows staff to more effectively care for these areas. We have identified 5 key goals we plan to focus on. These five goals are: safety, reinvestment, connection, management and stewardship.

Goal Descriptions:

- Goal 1: Safety

In a 2018 survey, 42% of respondents indicated they were prevented from using a park due to safety concerns. By actively managing vegetation on trails, experimenting with new techniques, and consulting with other city departments to establish better management practices, we hope to address these concerns. As a result, we predict to see a decrease in the percentage of people concerned with safety in parks in future surveys.

- Goal 2: Reinvestment

One of the biggest challenges to managing natural areas has always been the availability of sustainable funding. With a more comprehensive plan that highlights how urban natural spaces contribute to community health and essential services of parks, we hope to leverage additional resources to reinvest in natural areas. The suite of Green Kent sites that have had significant past investment but are in danger of being re-infested with invasive species for want of long-term maintenance makes this a key time to act on reinvestment.

- Goal 3: Connection

Partnerships will be key to the success of any community engagement opportunities we wish to provide in the future, so we will be identifying, engaging, and re-engaging organizations and businesses who could be potential partners. These partners may act as event sponsors, invest in projects, provide in-kind donations, act as consultants, provide education and more. We will also be working on improving in-house collaboration with other city departments to share and establish best management practices.

- Goal 4: Management

Of significant importance is the goal to reclaim responsibility of managing natural areas. To do so, we will need to build a team dedicated to actively managing natural spaces and providing various new opportunities for Kent residents to engage with these sites. However, before we can begin implementing projects, we first need to develop the plan to focus efforts where they will be most beneficial.

As a result, we are asking for support from KCD for 3 part-time staff who will be focused on compiling information on the current condition of our natural assets, conducting ongoing community engagement, and building site management plans for the sites selected to host a limited number of volunteer events while full time staff establish a program plan and internal funding request. These people will be imperative to laying the foundation for future development and implementation of natural resource and urban forestry plans.

- Goal 5: Stewardship

We aim to establish a full stewardship program, however the sustainability of such a program will be highly dependent on the success of the first 4 goals. Some components of this program will be based on the Green Kent Partnership; however, opportunities will differ and include consideration for limiting factors and site needs for staff and crew time. With proper support in place, we can provide various volunteer opportunities, outdoor educational programs and invest in outreach & educational media that promotes stewardship and care for parks and natural spaces.

In addition to identifying our five main goals, we have begun drafting a valuation system that assessed natural assets such as forests, grasslands, wetlands, lakes, streams & rivers. These “Conservation Values” will help focus our efforts to parks where they will have the most meaningful impact.

Natural Resource Management Program

We estimate that it will be 7-10 years from the initial program development to the first re-assessment. We expect some of these phases to overlap depending on the progress of the other phases and what additional resources we obtain. As of 2021, we have made some progress in Phase 1, 2, & 3. The Phases are as follows:

- Phase 1 (2020-2025) – Establish Initial Team, Develop Plans, Evaluate Capacity:

Obtaining sustainable funding for new operations programs will be a challenge. During the first phase, KCD & other funds will support staff positions whose focus will be to gather & compile data, maintain volunteer relations by hosting annual events, and support the Natural Resources Specialist in research and program development. Site inventory information gathered will be important to ascertaining the status of natural assets in parks as well as providing data which can be used to secure additional funding in the future.

In 2020-21 staff made some progress in these efforts despite the impact of the COVID pandemic. A key aspect of that was coordinating with Davey Resource Group to develop the first draft of the Parks Urban Forestry Management Plan. This plan will serve as a guiding document for future natural resource staff when managing trees in more developed areas of parks. Additionally, once complete, the plan will contain valuable information on the value of trees and the ecosystem services they provide. This information can then be utilized to the support efforts to secure further funding.

In early 2021, Parks Operations also hired a new full time Natural Resources Specialist position to consolidate and expand natural resources and site management, in coordination with existing staff expertise in urban forestry. Throughout the next 5 years, there will be an emphasis on team building and sustainable program development.

With our capacity to host educational events limited currently for the foreseeable future, we will be providing support to the Environmental Science Center who aim to utilize a portion of the jurisdictional grant to support school programs which make use of Kent parks

- Phase 2 (2022-2030) - Natural Areas Management Program Development:

This phase will involve capacity building, drafting park specific plans for our high profile and ecologically valuable parks, and initial implementation of a natural resources site management plan template. The new Natural Resource Specialist, supported by the positions funded with KCD funds, will initially be focused on implementing and continuing to edit plans as they fit within existing capacity, investing time in team expansion (based on grants and budget cycle), maintaining partnerships as effectively as possible, coordinating across departments and agencies, and supporting ongoing volunteer event efforts.

- Phase 3 (2020 & onward) – Deepen/Expand Partnerships & Community Engagement Strategies, develop more Site-Specific Management Plans, Rebuild more robust Volunteer Program

- Phase 4 (2026 & onward) - Expand Team, Evaluate Role of Natural Resources Team in Park Operations Overall, Increase capacity for more complex Project Management:

This phase will involve establishing (and re-establishing) educational programs and developing program outreach materials tailored to more in-depth environmental engagement through Kent Parks' natural resources. .

- Phase 5 (2030, 2040 etc.) - Assess, Improve & Adapt

It is our goal to have an adaptable plan that helps implement management practices based on the best science available, but that also consider the unique challenges of urban natural areas. As a result, we can more effectively work towards providing safe and beautiful natural spaces for the enjoyment of the community.

Project Activities and Measurable Results*

List specific project activities to be completed with KCD grant funds and the associated outcomes or measurable results, and timeline.

Community Engagement Coordination

1. Implementation of 5 annual events including Earth Day, National Public Lands Day, Releaf, Conservation Day, and Arbor Day.
2. Coordinate (as needed) access and materials to parks for Environmental Science Center educational programs and Green River Coalition volunteer events.
3. Identify potential partners for improvements to community engagement events and future programs.

Site Surveys, Plans, and Data Management

1. Conduct site inventories of current resource conditions and future management needs, including developing survey methods.
2. Monitor & track existing Green Kent steward site reversion due to lack of management.
3. Finish inventory of standalone Parks Trees and create SOP for updating Tree Keeper with recent tree work.
4. Establish a Site Management Plan template and begin development of site-specific plans for 2-3 high profile Kent Parks natural areas.
5. Manage data collected during site surveys and site management plan development.

Program Plans and Development

1. Collaborate with Urban Forestry staff on ways to incorporate new Parks Urban Forestry Plan into formulating plan for priority natural resources.
2. Submit subsequent KCD application for the next phases of building the natural resources program.
3. Provide or compile information as requested for use during council updates on Green Kent, Urban Forestry and Natural Resources.
4. Support development of Parks Urban Forestry Management Plan (PUFMP)
5. Research additional funding sources.

Ecological Vegetation Management

1. Conduct limited site management activities as capacity and prioritization allows.
2. Assist Urban Forestry Lead in tree removal work or assessments.
3. Coordinate with Earth corps, or other contractors, to utilize crews in natural areas in need of dire management and/or provide consultation for furthering data gathering efforts.

Outcomes and Measurable Results:

- 5 volunteer events hosted (volunteer hours, plants planted, invasive species cleared will be reported)
- Site surveys conducted (number of sites, number of acres, number of former Green Kent sites monitored will be reported)
- Tree inventories conducted (number of sites, number of acres, number of trees, etc)
- 2 presentations to internal or external stakeholders (audience numbers and basic demographics will be reported)
- Support of ESC and GRC events (number and nature of events will be reported)
- Development of a key community partnerships tracking and brainstorming document
- Site specific management activities will be summarized by site, acreage, activity, invasives removed, and plants planted (as applicable).
- Tree management and assessment activities will be summarized by site, acreage, activity, invasives removed, and plants planted (as applicable).
- Site management plan template developed (will be submitted in final report)
- Parks Urban Forest Management Plan
- Park Natural Resources Management Program Overview
- Initial Conservation Value and Prioritization of site management activities

Project Budget and Expenses*

Fill out and upload separate Application Budget Form also available on the KCD Member Jurisdiction Grant Program website. Budget must be detailed with footnotes, appropriate and reasonable, *meeting state auditor/GAAP guidelines*. Please do not use forms from previous applications. Please only upload the form linked above. Thank you!

KCD Budget 2022_KentParks_Requested.xlsx

Member Jurisdiction Authorization Letter

If you are a nonprofit organization seeking Member Jurisdiction funding, you must upload written authorization from the Member Jurisdiction to apply for funding. This can be in the form of a letter or scanned copy of an email.

Additional Attachments

Upload any photos or maps of your project here. Only one file will be accepted. Please combine multiple files into one if possible.

SiteList_KentParks_NRMProgram_2022.pdf

Natural Resource Improvement Actions- Criteria Checklist

You must select at least one natural resource improvement action, otherwise your application is not eligible. However, please only select "yes" below the action that your project **directly** addresses.

Direct Improvement of Natural Resource Conditions*

To improve landscape and natural resource conditions as a result of direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects (*examples include supporting private property owners with land stewardship, water quality, aquatic and wildlife habitat resources, removal of invasive weeds, stewardship on public land*)

Does your project directly address this issue?

Yes

Education and Outreach*

To raise awareness, deepen knowledge, and change behaviors of residents, landowners, and other land managers and organizations to practice exemplary stewardship of natural resources (*examples include education about stormwater management; the value of farmland, local farms and food systems, shorelines, salmon habitat, forests and other ecosystems*)

Does your project directly address this issue?

Yes

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 low impact development 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); technological innovation for natural resource conservation*)

Does your project directly address this issue?

No

Capacity Building*

To enhance the ability of organizations, agencies, residential landowners and other land owners and managers to have knowledge, skills, tools, support systems and technical resources to implement exemplary best management practices and deliver natural resource management actions on the ground (*examples include urban agriculture development, assistance to and inclusion of private property owners, preservation, restoration, and/or expansion of urban and/or rural agricultural lands, rural and urban forest lands, riparian restoration and stewardship on private and public lands*)

Does your project directly address this issue?

Yes

Project Type*

Education
Forestry, Urban

KCD Acknowledgement and Signature

By signing below, the applicant agrees to acknowledge King Conservation District funding by placing the KCD-provided logo on signs, materials, and documents produced as part of the above proposal. In addition, the applicant will notify KCD of public events and activities funded by the KCD.

*

I have read the above paragraph about acknowledging KCD and I will use the provided logo.

Authorized Applicant Electronic Signature*

Please enter your full name to sign and agree to the above.

Margaret Wagner

Title

Natural Resources Specialist

Date*

03/01/2022

File Attachment Summary

Applicant File Uploads

- KCD Budget 2022_KentParks_Requested.xlsx
- SiteList_KentParks_NRMProgram_2022.pdf



Member Jurisdiction Grant Program

Grant Application Project Budget Form

Promoting sustainable uses of natural resources through responsible stewardship

Project Name	Urban-Natural Area Management Plan (Phase 1)			
Applicant	City of Kent			
Contact	Margaret Wagner			
Mailing Address	5821 S 240th St, Kent, WA 98032			
E-mail	mwagner@kentwa.gov	Project Start Date:	1/1/2022	
Phone	206-798-7894	Project End Date:	12/31/2022	
Please provide detailed budget information below. Itemize categories such as supplies, contracted services with footnotes and detailed descriptions below				
Budget Item	KCD Funds	Other Funds	Other Funds	Total
		City of Kent	(identify source and status of matching funds here ex. DON Small and Simple - Secured)	
Salaries & Benefits	\$75,000	\$35,625		\$110,625
Travel/ Meals/ Mileage (for - volunteers, staff)				\$0
				\$0
				\$0
				\$0
Office Supplies				\$0
				\$0
				\$0
Field Supplies	\$4,000			\$4,000
Contracted/ Professional Services				\$0
Permits				\$0
Other: Event Support		\$5,000		\$5,000
Other: Misc Expenses	\$1,000			\$1,000
Other: (specify)				\$0
Other: (specify)				\$0
Other: (specify)				\$0
TOTAL	\$80,000	\$40,625	\$0	\$120,625

Total Project Cost	\$120,625
Total Match	\$40,625
Amount of KCD Funding Requested	\$80,000
Match Percentage	34%

Footnotes: see budget detail below

PARK/PROPERTY	TYPE	Acres
Lake Fenwick Park	Large Natural Area	141
Clark Lake Park	Large Natural Area	125
Mill Creek Earthworks Park	Large Natural Area	112
277th Street Corridor Trail	Large Natural Area	53
North Meridian Park	Park with Natural Area	27
Morrill Meadows Park	Park with Natural Area	13
Scenic Hill Park	Park with Natural Area	4
Garrison Creek Park	Park with Natural Area	5
Chestnut Ridge Park	Park with Natural Area	3
Anderson Park	Park with Natural Assets	1
Lake Meridian	Park with Natural Assets	16
Riverview Park	Park with Natural Assets	14
Three Friends Fishing Hole	Park with Natural Assets	3
Glenn Nelson Park	Park with Natural Assets	10
Briscoe Park	Park with Natural Assets	7
Arbor Heights 360°	Park with Natural Assets	3
Old Fishing Hole	Park with Natural Assets	6
West Fenwick Park	Park with Natural Assets	37
Springwood Park	Park with Natural Assets	10
Turnkey Park	Park with Natural Assets	7
Anderson Greenbelt	Small Natural Area	4
Campus Park	Small Natural Area	12
Park Orchard Park	Small Natural Area	6
Pine Tree Park	Small Natural Area	TBD
Cottonwood Grove Park	Small Natural Area	1
Springbrook Greenbelt	Small Natural Area	5
Salt Air Vista	Small Natural Area	2
Huse Property	Undeveloped Property	34
Panther Lake	Undeveloped Property	TBD
132nd Avenue property	Undeveloped Property	5
272nd Property	Undeveloped Property	4
		670

PARK/PROPERTY TYPES	DEFINITION
Large Natural Area	A park consisting mainly of a large area with mostly unfragmented natural assets such as forest, meadow, grasslands, wetlands, etc.
Park with Natural Assets	A developed park with a few scattered natural assets such as a detention pond, individual trees, individual bodies of water or small clumps of trees.
Park with Natural Area	A developed park with several natural assets located in the same unfragmented area. Typically consisting of an unmanaged or partially managed forested area near a playground, small trail, or ballfield.
Small Natural Area	A small park, usually forested and/or having some open space and trails, but typically surrounded by housing or other privately owned parcels
Undeveloped Property	A city owned property slated for potential development into a park, but currently having natural assets.

Windsor Vista Park Riparian Restoration

Member Jurisdiction Grant Program

Kirkland

123 5th Ave NE
Kirkland
Kirkland, WA 98033

greenkirkland@kirklandwa.gov
O: 425-587-3305

Green Kirkland Partnership

greenkirkland@kirklandwa.gov

Application Form

Summary Information

Project Title*

Windsor Vista Park Riparian Restoration

Project Description - Short*

Provide a short, concise description of the project no more than two or three sentences.

We are requesting funding to continue restoring riparian buffers in Kirkland's parks located along Juanita Creek, specifically at Windsor Vista Park which is Kirkland's most upstream park in this watershed.

Principal Partners (if any)

King County WaterWorks, Washington Conservation Corps, City of Kirkland Public Works, Washington State Department of Transportation, City of Kirkland Planning

Amount of KCD Funding Requested*

You will need to upload a detailed budget document before you submit your application. Please make sure the amount requested and total project cost amounts you list here match the amounts in the uploaded budget document.

\$18,750.00

Total Project Cost*

\$74,050.00

Total Matching Funds (optional)

\$55,300.00

Project Start Date*

07/01/2022

Project End Date*

12/31/2023

Close Date

Project Location*

Address, Parcel #, OR L&L Points, for site specific projects only.

If more than two locations, state "multiple" and explain.

Windsor Vista Park is located at 14251 111th Ave NE Kirkland WA 98034

Jurisdiction

If the applicant is not a city or jurisdiction, please type in the city or jurisdiction this project is located in.

Is your project on public or private land?*

Public

State Legislative District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

45

King County District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

1

Narratives, Budget, & Attachments

Project Description - Detailed*

Provide a description of the project that summarizes what you will do, how you will do it, and why you will do it. Describe target audience, outcomes, objectives and general timelines.

We are requesting funding to continue restoring riparian buffers in Kirkland's parks located along Juanita Creek. We received King County Waterworks funding in 2019 to launch this effort in Edith Moulton, Brookhaven, and Juanita Beach parks. We received additional funding from King County Waterworks in 2021 to initiate restoration along Juanita Creek at Windsor Vista park. Windsor Vista is located upstream of the other three parks and is Kirkland's most upstream park in this system.

Approximately 70% of the Juanita Creek drainage area consists of developed land, and Juanita Creek is on the WA State 303(d) list, making conservation and restoration of the remaining natural areas in parks a high

priority. Juanita Creek, a documented salmon-bearing stream, has impaired water quality due to high levels of bacteria, high water temperatures and low dissolved oxygen. Extending riparian restoration upstream to Windsor Vista Park will further improve water quality by reducing erosion, stormwater run-off, and water temperatures.

Restoring native plant communities along the Juanita Creek riparian corridor will improve water quality and conditions for aquatic life and downstream recreation in Lake Washington by: reducing erosion of stream banks and steep slopes, reducing run-off and promoting infiltration of stormwater, and increasing canopy cover which will decrease water temperatures and increase dissolved oxygen levels. In addition, several times each summer Juanita Beach (which is located at the mouth of Juanita Creek) is closed to the public due to high levels of *E. coli* bacteria in Lake Washington attributed partly to animal fecal matter being washed downstream. Enhancing riparian corridors will help reduce *E. coli* bacteria levels downstream.

Windsor Vista is maintained by Kirkland's Parks Management division. It is also part of the Green Kirkland Partnership and is included in Kirkland's 20-Year Forest and Natural Areas Restoration Plan which directs the strategic enrollment of more than 500 acres of forest and natural areas into restoration and maintaining them in perpetuity. As of December 2021, more than 299 acres had been enrolled in restoration including a small portion of Windsor Vista. This project and the greater 20-Year Plan are a model for any city seeking to restore their urban forests and natural areas.

Project Activities and Measurable Results*

List specific project activities to be completed with KCD grant funds and the associated outcomes or measurable results, and timeline.

KCD funding will be used to restore native plant communities on 10,000 square feet of steep slope (>40% grade) adjacent to Juanita Creek in Windsor Vista Park.

Project tasks will include:

- Removal of invasive vegetation consisting predominantly of Himalayan blackberry (*Rubus armeniacus*) and common ivy (*Hedera* spp.) To limit soil disturbance, invasive removal methods will consist primarily of herbicide application. In the case of Himalayan blackberry, herbicide application will be preceded by brush cutting, followed by two rounds of herbicide application to regrowth. Manual methods of removal will be used where herbicide application may harm existing native vegetation. Manual removal and herbicide treatment will be completed in summer and fall 2022 and summer and fall of 2023.
- Application of engineered wood strand mulch to exposed soil in summer 2022 and summer 2023 following invasive vegetation removal.
- Installation of erosion control fabric in areas where there are signs of erosion in summer 2022 and summer 2023 following invasive vegetation removal.
- Installation of 2,725 native plants, predominantly shrubs, 2 feet on center, during winter 2022 and winter 2023.
- Installation of browse protection (blue tubes or similar) around 900 plants during winter 2022 and winter 2023.

Match funding from King County Waterworks and City of Kirkland will be used to restore additional, adjacent steep slope areas along Juanita Creek in Windsor Vista Park. The long-term goal for this site is to restore riparian conditions throughout the entire park which includes more than 1,800 linear feet of Juanita Creek. Ongoing monitoring and maintenance will be the responsibility of the Kirkland Parks Management division as part of their regular work.

Project Budget and Expenses*

Fill out and upload separate Application Budget Form also available on the KCD Member Jurisdiction Grant Program website. Budget must be detailed with footnotes, appropriate and reasonable, *meeting state auditor/GAAP guidelines*. Please do not use forms from previous applications. Please only upload the form linked above. Thank you!

KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form-Windsor Vista Park.xlsx

Member Jurisdiction Authorization Letter

If you are a nonprofit organization seeking Member Jurisdiction funding, you must upload written authorization from the Member Jurisdiction to apply for funding. This can be in the form of a letter or scanned copy of an email.

Additional Attachments

Upload any photos or maps of your project here. Only one file will be accepted. Please combine multiple files into one if possible.

Windsor Vista Park Riparian Restoration Project Maps.pdf

Natural Resource Improvement Actions- Criteria Checklist

You must select at least one natural resource improvement action, otherwise your application is not eligible. However, please only select "yes" below the action that your project **directly** addresses.

Direct Improvement of Natural Resource Conditions*

To improve landscape and natural resource conditions as a result of direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects (*examples include supporting private property owners with land stewardship, water quality, aquatic and wildlife habitat resources, removal of invasive weeds, stewardship on public land*)

Does your project directly address this issue?

Yes

Education and Outreach*

To raise awareness, deepen knowledge, and change behaviors of residents, landowners, and other land managers and organizations to practice exemplary stewardship of natural resources (*examples include education about stormwater management; the value of farmland, local farms and food systems, shorelines, salmon habitat, forests and other ecosystems*)

Does your project directly address this issue?

No

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 low impact development 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); technological innovation for natural resource conservation*)

Does your project directly address this issue?

No

Capacity Building*

To enhance the ability of organizations, agencies, residential landowners and other land owners and managers to have knowledge, skills, tools, support systems and technical resources to implement exemplary best management practices and deliver natural resource management actions on the ground (*examples include urban agriculture development, assistance to and inclusion of private property owners, preservation, restoration, and/or expansion of urban and/or rural agricultural lands, rural and urban forest lands, riparian restoration and stewardship on private and public lands*)

Does your project directly address this issue?

No

Project Type*

Forestry, Urban
Shorelines, Urban
Stormwater

KCD Acknowledgement and Signature

By signing below, the applicant agrees to acknowledge King Conservation District funding by placing the KCD-provided logo on signs, materials, and documents produced as part of the above proposal. In addition, the applicant will notify KCD of public events and activities funded by the KCD.

*

I have read the above paragraph about acknowledging KCD and I will use the provided logo.

Authorized Applicant Electronic Signature*

Please enter your full name to sign and agree to the above.

Jodie Galvan

Title

Parks Operations Supervisor

Date*

04/12/2022

File Attachment Summary

Applicant File Uploads

- KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form-Windsor Vista Park.xlsx
- Windsor Vista Park Riparian Restoration Project Maps.pdf



Member Jurisdiction Grant Program

Grant Application Project Budget Form

*Promoting sustainable uses of natural resources
through responsible stewardship*

Project Name	Windsor Vista Park Riparian Restoration		
Applicant	City of Kirkland		
Contact	Jodie Galvan		
Mailing Address	123 5th Ave Kirkland WA 98033		
E-mail	jgalvan@kirklandwa.gov	Project Start Date:	7/1/2022
Phone	425.587.3305	Project End Date:	12/31/2023

Please provide detailed budget information below. Itemize categories such as supplies, contracted services with footnotes and detailed descriptions below

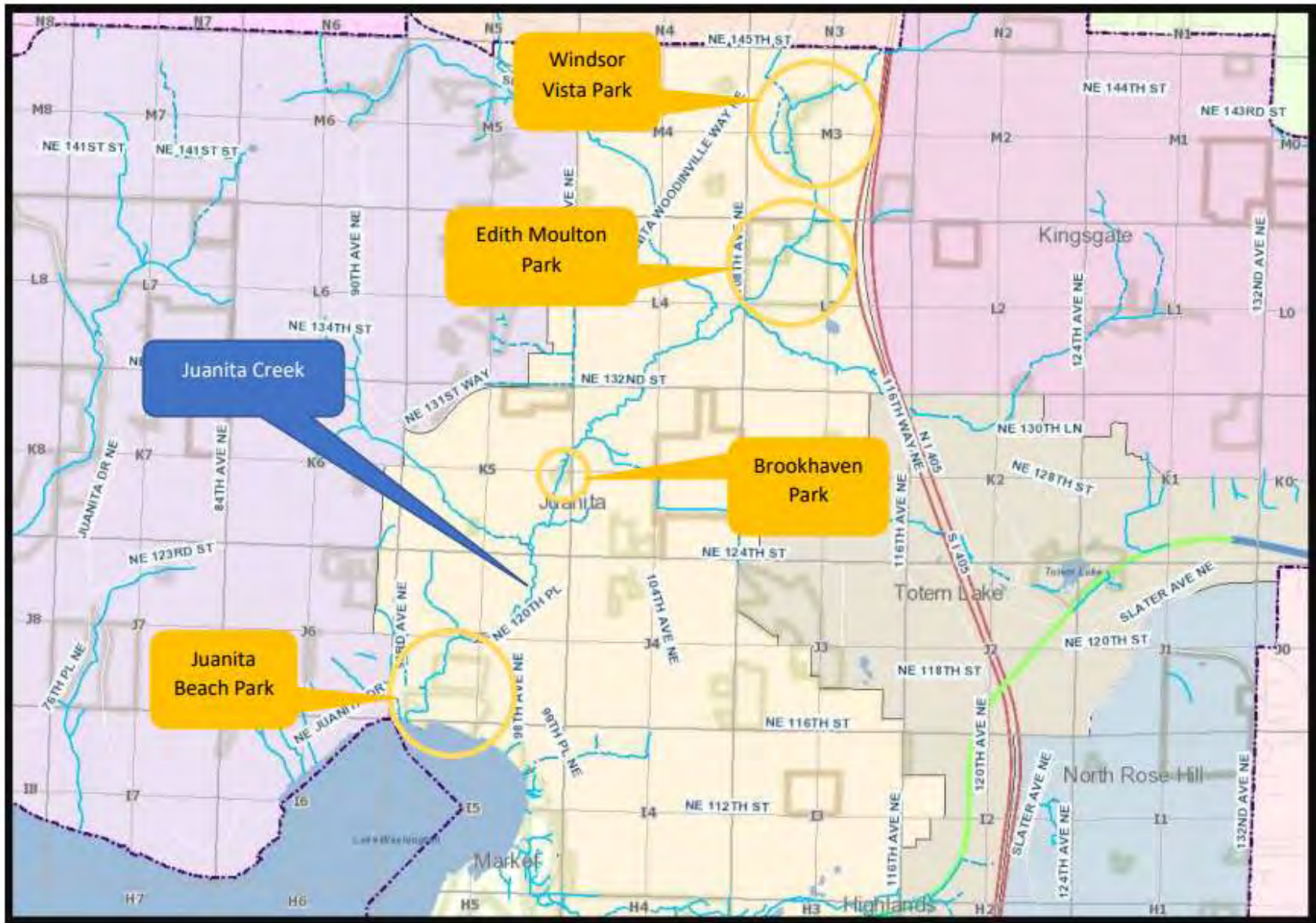
Budget Item	KCD Funds	Other Funds	Other Funds	Total
		\$37,500 secured from KC Waterworks	\$7,800 in project management from City of Kirkland and \$10,000 in supplies from City of Kirkland as match for KC Waterworks	
Salaries & Benefits			\$7,800	\$7,800
Travel/ Meals/ Mileage (for - volunteers, staff)				\$0
				\$0
				\$0
				\$0
Office Supplies				\$0
				\$0
				\$0
Field Supplies			\$10,000	\$10,000
Contracted/ Professional Services	\$18,750	\$37,500		\$56,250
Permits				\$0
Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0
TOTAL	\$18,750	\$37,500	\$17,800	\$74,050

Total Project Cost	\$74,050
Total Match	\$55,300
Amount of KCD Funding Requested	\$18,750

Match Percentage	75%
------------------	-----

Footnotes:

Windsor Vista Park Riparian Restoration Project Maps



5/24/2021

Information by Location | Washington Tracking Network (WTN)

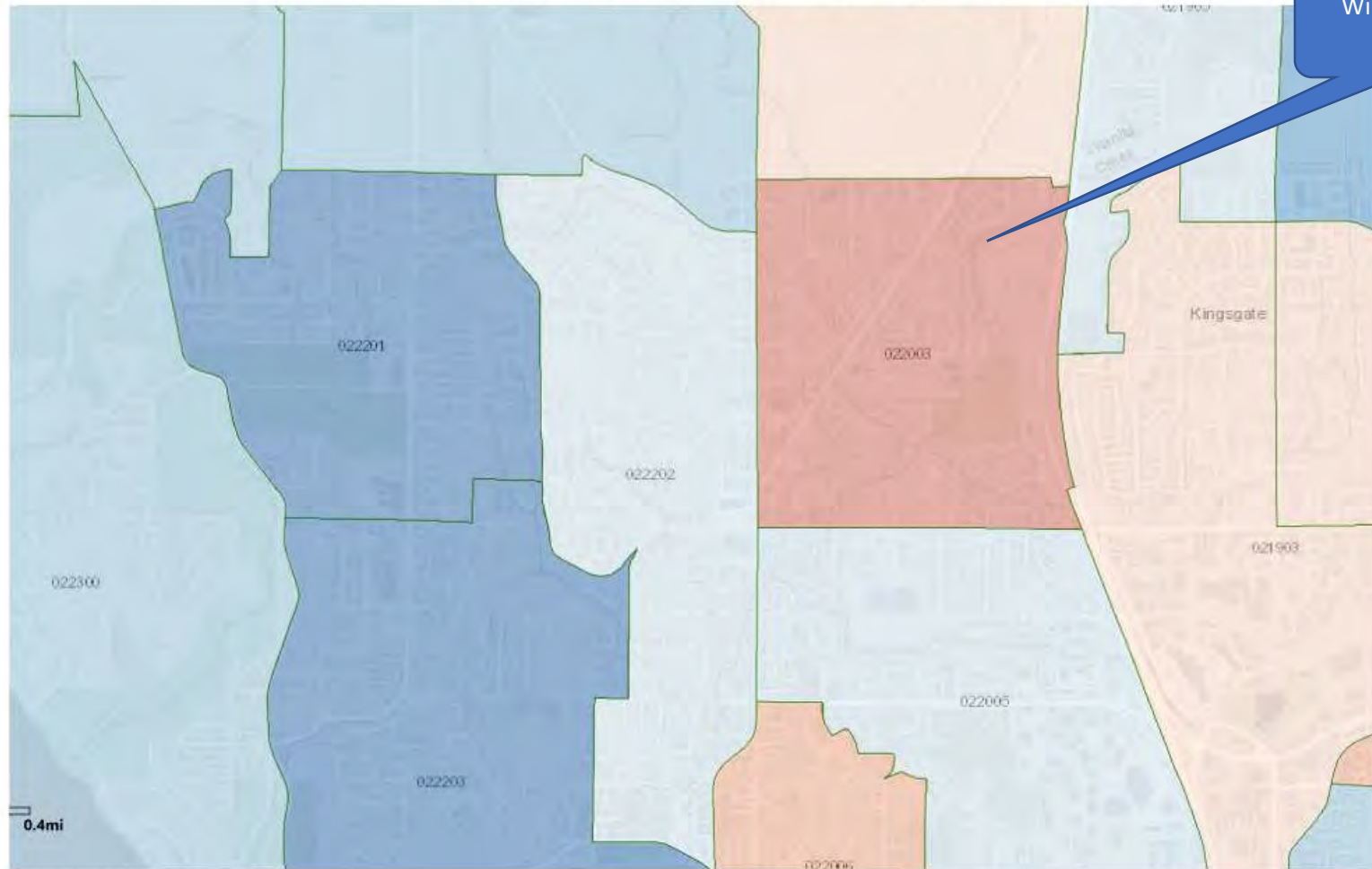


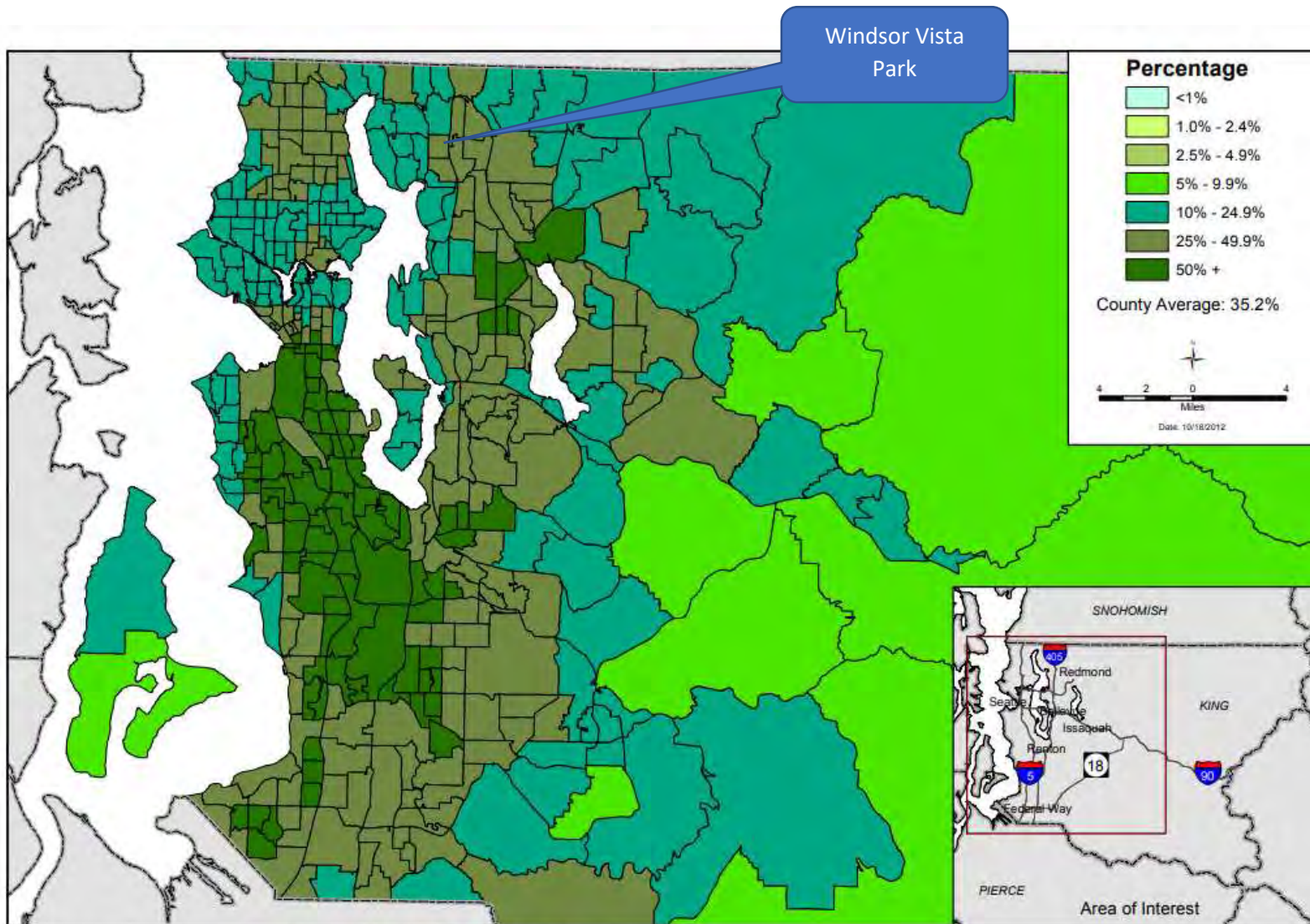
Selection: Environmental Health Disparities V 1.1

Date: 05/24/2021 at 12:19 PM

Environmental Exposures, Environmental Effects, Socioeconomic Factors, Sensitive Populations

Legend: (High) 10 9 8 7 6 5 4 3 2 1 **(Low)**





King County
GIS CENTER

The information included on this map has been compiled by King County staff from a variety of sources and is subject to change without notice. King County makes no representations or warranties, express or implied, as to accuracy, completeness, timeliness, or rights to the use of such information. This document is not intended for use as a survey product. King County shall not be liable for any general, special, indirect, incidental, or consequential damages including, but not limited to, lost revenues or lost profits resulting from the use or misuse of the information contained on this map. Any sale of this map or information on this map is prohibited except by written permission of King County.

File Name: \\gisnas1\projects\kcgis\client_services\Executive\KingStat_072012\projects\ES\Basemap.mxd
M. Ullrich
Data Source: 2010 Census

Percent People of Color

Census Tract, King County, 2010

Bellevue Botanical Garden - Waterwise Garden Enhancement Project

Member Jurisdiction Grant Program

Bellevue

Jammie Kingham
Attn: Service First
PO Box 90012
Bellevue, WA 98009-9012

O: 425-452-6800

Nancy Kartes

12001 Main Street
Bellevue, WA 98005

NKartes@bellevuewa.gov
O: 425-452-2749

Application Form

Summary Information

Project Title*

Bellevue Botanical Garden - Waterwise Garden Enhancement Project

Project Description - Short*

Provide a short, concise description of the project no more than two or three sentences.

This project is designed to make the ever- popular Waterwise Garden more resilient as it welcomes increasing numbers of visitors each year. It resolves challenges in visitor circulation and makes plant beds and bed markers less vulnerable to damage.

Principal Partners (if any)

[Unanswered]

Amount of KCD Funding Requested*

You will need to upload a detailed budget document before you submit your application. Please make sure the amount requested and total project cost amounts you list here match the amounts in the uploaded budget document.

\$25,000.00

Total Project Cost*

\$25,000.00

Total Matching Funds (optional)

Project Start Date*

06/01/2022

Project End Date*

10/31/2022

Close Date

Project Location*

Address, Parcel #, OR L&L Points, for site specific projects only.

If more than two locations, state "multiple" and explain.

Bellevue Botanical Garden
12001 Main St.
Bellevue, WA 98005

Jurisdiction

If the applicant is not a city or jurisdiction, please type in the city or jurisdiction this project is located in.

Bellevue

Is your project on public or private land?*

Public

State Legislative District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

41

King County District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

6

Narratives, Budget, & Attachments

Project Description - Detailed*

Provide a description of the project that summarizes what you will do, how you will do it, and why you will do it. Describe target audience, outcomes, objectives and general timelines.

The Waterwise Garden at Bellevue Botanical Garden (BBG) is a place for Bellevue Residents and surrounding communities to see natural gardening in practice and help them understand that gardening choices have an impact on things we care about, including the health of our families and pets, and the preservation of natural resources and wildlife. In 2014, we expanded the footprint of the Waterwise Garden and committed to its maintenance. Since then, it has become more heavily visited and we identified the need to redirect circulation in the interface between this new section and the older Woodland and Kitchen Garden

areas of the Waterwise Garden. To reduce foot traffic damage in these areas, we will create a new landscape design to reroute the paths and plant the resulting new plant beds with curated plant collections that support Waterwise concepts and align with the Bellevue Botanical Garden mission to display the best plants and gardening practices for healthy, beautiful Northwest Gardens. Please see attachments for Stenn Design's concept sketch

Concurrently, interactive bed markers throughout the Waterwise Garden are due for an upgrade to make them less vulnerable to vandalism. The new, sturdier markers were designed through our recent interpretive planning process to replace the more fragile Tap n' Scan bed markers. These tools allow visitors free access to information about our curated plant collections via QR codes that link to our online plant database for each bed in the garden. See attachment for a sample results page and image of the new bed marker design.

Project Activities and Measurable Results*

List specific project activities to be completed with KCD grant funds and the associated outcomes or measurable results, and timeline.

Resilient Landscape Outcome: This project will result in a garden that is less vulnerable to heavy foot traffic by rerouting pathways and creating new beds in a roughly 2,000 sq.ft. area of the garden.

To achieve this outcome, we will do the following activities listed in chronological order and noting who will do the work:

Late Spring - Stenn Design

~ Working from the attached concept plan, Stenn Design, the original designers of the Waterwise Garden and the 2014 expansion project, will create a full project design.

Summer - Landscape Contractors

~ Build roughly 50' of new path (4'wide)through. This will involve site work, soil prep, and relocation of some existing plants. Care will be taken to preserve the root systems of nearby mature trees.

~ Path relocation will result in new planting beds. Landscape contractors will install irrigation and drainage as appropriate to foster plant health.

Summer - Stenn Design and Garden Staff

~ Stenn Design will work with the BBG Curator to develop a planting plan in support of Right Plant, Right Place demonstration and in keeping with the Bellevue Botanical Garden collections policy.

~BBG staff will procure and care for plant material in advance of fall planting.

Fall - Stenn Design, Garden Staff and Waterwise Volunteer Corps

~ Jil Stenn and Garden staff will supervise Waterwise volunteer planting parties. These work parties are designed to reinforce proper planting technique that the volunteers have learned throughout the year.. Fall planting gets plants off to a great start as they benefit from autumn rains.

Resilient Interactive Bed Markers Outcome: This project will result in 22 interactive bed markers that are less vulnerable to vandalism and are in keeping with the new BBG interpretive plan.

Late Spring - Garden Staff

~ Order 22 new interactive bed markers

Summer - Landscape Contractors

~ Landscape contractors will install 22 new interactive bed markers in concrete footings.

Project Budget and Expenses*

Fill out and upload separate Application Budget Form also available on the KCD Member Jurisdiction Grant Program website. Budget must be detailed with footnotes, appropriate and reasonable, *meeting state auditor/GAAP guidelines*. Please do not use forms from previous applications. Please only upload the form linked above. Thank you!

2022 KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx

Member Jurisdiction Authorization Letter

If you are a nonprofit organization seeking Member Jurisdiction funding, you must upload written authorization from the Member Jurisdiction to apply for funding. This can be in the form of a letter or scanned copy of an email.

Additional Attachments

Upload any photos or maps of your project here. Only one file will be accepted. Please combine multiple files into one if possible.

2022 BBG KCD Waterwise Garden attachments.docx

Natural Resource Improvement Actions- Criteria Checklist

You must select at least one natural resource improvement action, otherwise your application is not eligible. However, please only select "yes" below the action that your project **directly** addresses.

Direct Improvement of Natural Resource Conditions*

To improve landscape and natural resource conditions as a result of direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects (*examples include supporting private property owners with land stewardship, water quality, aquatic and wildlife habitat resources, removal of invasive weeds, stewardship on public land*)

Does your project directly address this issue?

Yes

Education and Outreach*

To raise awareness, deepen knowledge, and change behaviors of residents, landowners, and other land managers and organizations to practice exemplary stewardship of natural resources (*examples include education about stormwater management; the value of farmland, local farms and food systems, shorelines, salmon habitat, forests and other ecosystems*)

Does your project directly address this issue?

Yes

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 low impact development 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); technological innovation for natural resource conservation)*

Does your project directly address this issue?

No

Capacity Building*

To enhance the ability of organizations, agencies, residential landowners and other land owners and managers to have knowledge, skills, tools, support systems and technical resources to implement exemplary best management practices and deliver natural resource management actions on the ground *(examples include urban agriculture development, assistance to and inclusion of private property owners, preservation, restoration, and/or expansion of urban and/or rural agricultural lands, rural and urban forest lands, riparian restoration and stewardship on private and public lands)*

Does your project directly address this issue?

No

Project Type*

Education

KCD Acknowledgement and Signature

By signing below, the applicant agrees to acknowledge King Conservation District funding by placing the KCD-provided logo on signs, materials, and documents produced as part of the above proposal. In addition, the applicant will notify KCD of public events and activities funded by the KCD.

*

I have read the above paragraph about acknowledging KCD and I will use the provided logo.

Authorized Applicant Electronic Signature*

Please enter your full name to sign and agree to the above.

Nancy Kartes

Title

Bellevue Botanical Garden Manager

Date*

04/06/2022

File Attachment Summary

Applicant File Uploads

- 2022 KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx
- 2022 BBG KCD Waterwise Garden attachments.docx



Member Jurisdiction Grant Program

Grant Application Project Budget Form

Promoting sustainable uses of natural resources through responsible stewardship

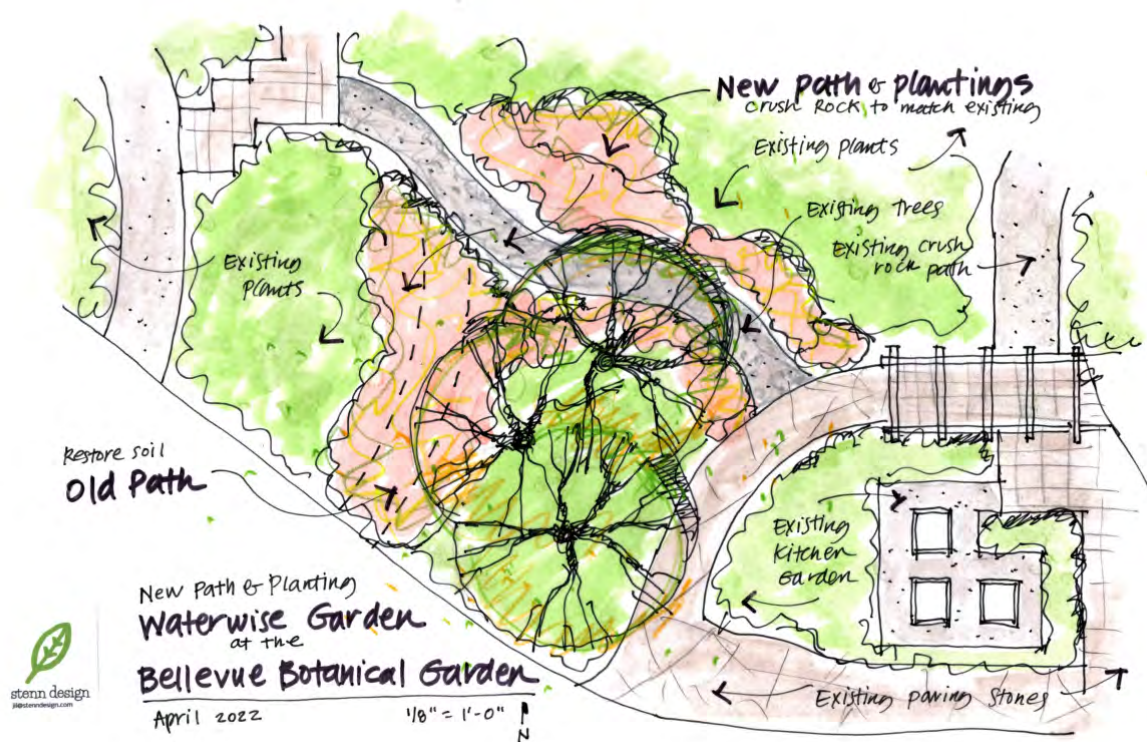
Project Name	Bellevue Botanical Garden Waterwise Garden Enhancement Project			
Applicant	Bellevue Botanical Garden - City of Bellevue			
Contact	Nancy Kartes, Garden Manager			
Mailing Address	12001 Main St. Bellevue, WA 98005			
E-mail	nkartes@bellevuewa.gov	Project Start Date:	1-Jun-22	
Phone	425-452-2749	Project End Date:	31-Oct-22	
Please provide detailed budget information below. Itemize categories such as supplies, contracted services with footnotes and detailed descriptions below				
Budget Item	KCD Funds	Other Funds	Other Funds	Total
		<i>(identify source and status of matching funds here ex. Rose Foundation - Pending)</i>	<i>(identify source and status of matching funds here ex. DON Small and Simple - Secured)</i>	
Salaries & Benefits				\$0
Travel/ Meals/ Mileage (for - volunteers, staff)				\$0
				\$0
				\$0
Interactive Bed Markers	\$9,000			\$9,000
Office Supplies				\$0
				\$0
				\$0
Field Supplies -plants	\$5,000			\$5,000
Contracted/ Professional Services-Design	\$4,000			\$4,000
Contracted/ Professional Services- Site Work	\$7,000			\$7,000
Permits				\$0
Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0

Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0
TOTAL	\$25,000	\$0	\$0	\$25,000

Total Project Cost	\$25,000
Total Match	\$0
Amount of KCD Funding Requested	\$25,000
Match Percentage	<i>0%</i>

Line 26 = installed cost of plants (mostly volunteer with some contracted labor)

Line 28 includes site work, soil prep, irrigation and drainage



Concept Sketch of new path and planting bed in the Waterwise Garden



WHAT'S THAT PLANT?

Bellevue Botanical Garden Bed Markers

*5" round 1/4" aluminum marker,
approx 20" high attached to
1/4" thick angled metal stanchion,
securely ground-embedded
in garden beds*








Side view



Front view

Bellevue Botanical Garden 2022 Member Jurisdiction
Grant Proposal

Sample schematic for interactive bed markers which provide portals to information about Bellevue Botanical Garden curated plant collections.

	<i>Helleborus x hybridus</i>	Hybrid Lenten Rose	Waterwise Garden, Beds W02, W04, W05, W06, W13
	<i>Helleborus x sternii</i>	Hellebore	Waterwise Garden, Beds W06, W19
	<i>Hypericum x inodorum 'Glacier'</i>	St. Johns Wort	Waterwise Garden, Bed W06
	<i>Lilium 'Golden Splendor'</i>	Lily	Waterwise Garden, Bed W06
	<i>Lonicera nitida 'Lemon Beauty'</i>	Boxleaf Honeysuckle	Waterwise Garden, Bed W06
	<i>Lonicera nitida 'Twiggy'</i>	Boxleaf Honeysuckle	Perennial Border, Beds PB10, PB11, PB12, PB14 Urban Meadow, Beds UM02, UM04, UM05, UM06, UM07 Waterwise Garden, Beds W03, W04, W05, W06, W16, W20 Woodland Garden, Bed WG01
	<i>Luzula sylvatica 'Aurea'</i>	Great Woodrush	Shorts Ground Cover Garden, Bed GC21 Waterwise Garden, Bed W06
	<i>Narcissus 'Geranium'</i>	Daffodil	Waterwise Garden, Beds W06, W13, W20, W21
	<i>Narcissus 'Salome'</i>	Daffodil	Perennial Border, Bed PB03 Waterwise Garden, Bed W06
	<i>Rhododendron 'Variegated Unique'</i>	Rhododendron	Rhododendron Glen, Beds RG04 Waterwise Garden, Beds W06, W21

Sample Interactive Bed Marker results page for the Waterwise Garden.

2022 Support for Farm and Museum Programs

Member Jurisdiction Grant Program

White River Valley Museum

Rachael McAlister
918 H Street SE
Auburn, WA 98002

O: 253-288-7437

Rachael McAlister

rmcalister@auburnwa.gov

Application Form

Summary Information

Project Title*

2022 Support for Farm and Museum Programs

Project Description - Short*

Provide a short, concise description of the project no more than two or three sentences.

The Farm seeks funding to continue improvements to its landscape and for summer open hours and fall fieldtrips. We are seeking support programs at our Museum location: a farming themed exhibit and a week of free environmental education programming,

Principal Partners (if any)

City of Auburn, Environmental Science Center, Muckleshoot Tribal School, Auburn School District

Amount of KCD Funding Requested*

You will need to upload a detailed budget document before you submit your application. Please make sure the amount requested and total project cost amounts you list here match the amounts in the uploaded budget document.

\$13,337.00

Total Project Cost*

\$43,056.00

Total Matching Funds (optional)

\$29,719.00

Project Start Date*

05/01/2022

Project End Date*

04/30/2023

Close Date

Project Location*

Address, Parcel #, OR L&L Points, for site specific projects only.
If more than two locations, state “multiple” and explain.

Mary Olson Farm
28728 Green River Road SE, Kent, WA 98030

White River Valley Museum
918 H St SE, Auburn, WA 98002

Jurisdiction

If the applicant is not a city or jurisdiction, please type in the city or jurisdiction this project is located in.

Auburn

Is your project on public or private land?*

Public

State Legislative District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

47

King County District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

7

Narratives, Budget, & Attachments

Project Description - Detailed*

Provide a description of the project that summarizes what you will do, how you will do it, and why you will do it. Describe target audience, outcomes, objectives and general timelines.

Landscape Work – The Farm is in a continual process of invasive removal around its stream and hillsides. With generous funding from the KCD and the help of habitat restoration specialists we have been able to make great progress over the last several years. We want to continue this work, seeking funding to monitor those areas that have been cleared and planted and to continue to tackle the issues of Italian Arum, English Holly and Himalayan Blackberry around the property In 2022.

Summer Open Hours – Each summer the Farm is open for free each weekend. Families, seniors and even couples on dates visit every Saturday and Sunday. During these summer open hours guests roam the site learning about history, farming, composting and more. They are able to bring a picnic and seek shade under one of the orchard's apple trees; finding respite from busy urban life in the Farm's natural beauty.

Our open weekends are made possible through KCD support of a paid summer host at the Farm and support of the Farm's social media promotions and marketing. The summer host is vital to allowing guests on the Farm. The host ensures that the property and the guests are safe and secure as well as providing guests up-close and personal encounters with the Farm's resident donkeys, chickens, and cow. The social media marketing is how we connect the property with new audiences. For the last several years we have use Facebook to promote the Farm to potential visitors. After a couple of year of evaluation we will shift that promotion to Google Search Ads to directly target people looking for parks and farms in the area.

Fall Field trips – Our favorite way to connect the Farm to the public is via our field trip program. For the last two years we have only been able to do virtual field trips, but with KCD support we were still able to serve over a thousand student per year. In 2022 we anticipate a full return back to our in-person field trip program where we will see over 2000 students on grade level appropriate field trips. First grade students will learn about farming, animals, and being good stewards, and our middle school students will participate in our Sea to Stream program focusing on salmon, watersheds, native plants and traditional indigenous wisdom.

Farm to Table Exhibit: This year we are requesting funds to support an exhibit that will open in February 2023. Tentatively being called "Farm to Table" this temporary exhibit will focus on the food growing and selling and is geared for kids ages 3-5. The exhibit will encourage play based learning for kids and families with stations that teach about growing and harvesting vegetables, transporting food, and selling vegetables and prepared food in a farmer's market.

Auburn Spring Break: in 2022 the Museum launches its first ever Earth Month themed spring break at the Museum. Coinciding with the Auburn School District's spring break the Museum offered five days of environmental themed activities, presenters, crafts and games. The event was offered free to the public and during the course of the week we had 385 happy guests participate. In 2023 we seek to host the week again with 2-3 presenters such as falconers, scientists, animal presentation, etc. depending upon availability.

Project Activities and Measurable Results*

List specific project activities to be completed with KCD grant funds and the associated outcomes or measurable results, and timeline.

Blackberry Knock-down, Invasive Monitoring, and Planting \$6567 –There will be continued cutting down of the larger stands of blackberry along the fence lines in the apple orchard as well as the south meadow. All canes will be cut-up on site and left to decompose. Roughly 6-8 weeks later the regrowth of cut stands will receive a second herbicide treatment. Cutting down of canes around the well-head as well as around the barn plantings will be included. There will be installation of 75 shrubs along the creek between the area of the historical smokehouse and the large maple to the south. Project will include the removal of current non-native plants within this area. This task will also include the installation of shrubs and conifer trees on the hillslope just upslope from the wellhead. This will entail installing 50 shrubs including but not limited to Oceanspray, Shore pine, Snowberry, and Peafruit roses.

Summer Open Hours and Marketing Support \$2250 – Funding from KCD will be used to support the hourly wages for the Farm's summer open hours host. Farm open hours are from 11am – 4pm every Saturday

and Sunday June 18 – August 15, 2022. To encourage visitorship and promote the property, Google Ads will be purchased beginning mid-June 2022.

Farm Fieldtrip Support \$2500 – Our Farm fieldtrip program begins in September and ends in December 2022. Support though KCD will be used to off-set the costs of running this program for over 2000 students, free of charge in 2022.

Farm totable Exhibit Support \$1000 – Creating the exhibit will require the purchase of many supplies. Including but no limited to: wood, felt, batting,, fake fruits and vegetables, toy tractors, play food trucks, fake flowers etc. We are requesting \$1000 towards the purchase of these exhibit fabrication items. These items will be selected and purchased in fall of 2022 and January of 2023. The exhibit will be open February - May 2023.

Spring Break at the Museum Support \$1000 – Support for this program will go directly to contract 2 – 3 quality environmental education presenters to present program during the week. The program will be during March or April 2023, dependent on the school schedule.

Project Budget and Expenses*

Fill out and upload separate Application Budget Form also available on the KCD Member Jurisdiction Grant Program website. Budget must be detailed with footnotes, appropriate and reasonable, *meeting state auditor/GAAP guidelines. Please do not use forms from previous applications. Please only upload the form linked above. Thank you!*

2022-KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx

Member Jurisdiction Authorization Letter

If you are a nonprofit organization seeking Member Jurisdiction funding, you must upload written authorization from the Member Jurisdiction to apply for funding. This can be in the form of a letter or scanned copy of an email.

2022 City letter of support.doc

Additional Attachments

Upload any photos or maps of your project here. Only one file will be accepted. Please combine multiple files into one if possible.

Application Pictures.docx

Natural Resource Improvement Actions- Criteria Checklist

You must select at least one natural resource improvement action, otherwise your application is not eligible. However, please only select "yes" below the action that your project **directly** addresses.

Direct Improvement of Natural Resource Conditions*

To improve landscape and natural resource conditions as a result of direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects (*examples include supporting private property owners with land stewardship, water quality, aquatic and wildlife habitat resources, removal of invasive weeds, stewardship on public land*)

Does your project directly address this issue?

Yes

Education and Outreach*

To raise awareness, deepen knowledge, and change behaviors of residents, landowners, and other land managers and organizations to practice exemplary stewardship of natural resources (*examples include education about stormwater management; the value of farmland, local farms and food systems, shorelines, salmon habitat, forests and other ecosystems*)

Does your project directly address this issue?

Yes

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 low impact development 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); technological innovation for natural resource conservation*)

Does your project directly address this issue?

No

Capacity Building*

To enhance the ability of organizations, agencies, residential landowners and other land owners and managers to have knowledge, skills, tools, support systems and technical resources to implement exemplary best management practices and deliver natural resource management actions on the ground (*examples include urban agriculture development, assistance to and inclusion of private property owners, preservation, restoration, and/or expansion of urban and/or rural agricultural lands, rural and urban forest lands, riparian restoration and stewardship on private and public lands*)

Does your project directly address this issue?

No

Project Type*

Education

Forestry, Urban
Shorelines, Urban

KCD Acknowledgement and Signature

By signing below, the applicant agrees to acknowledge King Conservation District funding by placing the KCD-provided logo on signs, materials, and documents produced as part of the above proposal. In addition, the applicant will notify KCD of public events and activities funded by the KCD.

*

I have read the above paragraph about acknowledging KCD and I will use the provided logo.

Authorized Applicant Electronic Signature*

Please enter your full name to sign and agree to the above.

Rachael McAlister

Title

Museum and Farm Director

Date*

04/22/2022

File Attachment Summary

Applicant File Uploads

- 2022-KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form.xlsx
- 2022 City letter of support.doc
- Application Pictures.docx



Member Jurisdiction Grant Program

Grant Application Project Budget Form

*Promoting sustainable uses of natural resources
through responsible stewardship*

Project Name	2022 Support for Farm and Museum Programs		
Applicant	White River Valley Museum and Mary Olson Farm		
Contact	Rachael McAlister		
Mailing Address	918 H Street SE, Auburn WA, 98002		
E-mail	rmcalister@auburwa.gov	Project Start Date:	May-22
Phone	253-288-7437	Project End Date:	Apr-23

Please provide detailed budget information below. Itemize categories such as supplies, contracted services with footnotes and detailed descriptions below

Budget Item	KCD Funds	Other Funds	Other Funds	Total
		<i>City of Auburn and WRVM- Confirmed</i>	<i>Enviromental Science Center In Kind - Confirmed</i>	
Salaries & Benefits	\$0	\$13,101	\$0	\$13,101
Travel/ Meals/ Mileage (for - volunteers, staff)	\$0	\$80	\$0	\$80
Exhibit Supplies	\$1,000	\$1,000	\$0	\$2,000
Field Supplies	\$0	\$0	\$0	\$0
Contracted/ Professional Services	\$9,337	\$4,538	\$10,500	\$24,375
Permits	\$0	\$0	\$0	\$0
Advertising	\$500	\$500	\$0	\$1,000
Farm Field Trip Sponsorship	\$2,500	\$0	\$0	\$2,500
Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0
TOTAL	\$13,337	\$19,219	\$10,500	\$43,056

Total Project Cost	\$43,056
Total Match	\$29,719
Amount of KCD Funding Requested	\$13,337
Match Percentage	69%

PROJECT	KCD Request	City	Volunteers	WRVM
Salaries				
Project manager, 2 weeks fte	\$	3,200		
Curator of Ed, 3 weeks fte	\$	3,600		

Ed Assistant, 3 weeks pte	\$		1,575				
Ed Intern, 2 weeks pte	\$		675				
Volunteer tour guides, 120 hours @ \$25.43				\$	3,051		
Sea to Stream Native Educators					\$		1,000
Contracted Services							
summer host/interpreter	\$	1,750	\$	1,750	\$	2,288	
Habitat Restoration	\$	6,567					
Sea to Stream Naturalists, 600 hours @ \$17.50							
Spring Break Presenters	\$	1,000				\$	500
Exhibit Supplies							
Farm to Table Estimate for sup	\$	1,000		\$	500	\$	500
Promotion/Travel							
promoted Facebook Posts	\$	500	\$	500			
mileage, 8 miles x 20 trips x \$.50			\$	80			
fieldtrip sponsor	\$	2,500					
TOTAL GRANT	\$	13,317	\$	11,380	\$	5,839	\$ 2,000

\$ 10,500

\$ 10,500

April 22, 2022

Jessica Saavedra
King Conservation District
1107 SW Grady Way, Suite 130
Renton, WA 98057

Dear Ms. Saavedra and Grant Panelists,

It is my pleasure to write this letter of support for a Jurisdictional Grant application put forth by the White River Valley Museum. The Museum, which is a non-profit corporation, manages the Mary Olson Farm, a park that provides a unique and beautiful space for environmental learning, history and recreation for students, residents, and tourists alike.

Over the last decade many wonderful projects at the Farm have been funded by KCD. Your support for the Farm's ongoing landscape rehabilitation helps us be great stewards of this beautiful property – ensuring it will be enjoyed by generations to come. KCD has also been instrumental in our amazing fieldtrip program and projects like compost bins and garden beds. These projects have a direct and lasting affect on the community and we could not have accomplished them without you.

KCD has been a strong and reliable partner of the City of Auburn and the Mary Olson Farm and we greatly appreciate your ongoing support as we continue to preserve, protect and educate.

Sincerely,



Daryl Faber
Director of Parks, Arts and Recreation
City of Auburn

Mary Olson Farm:



Open Hours:





Farm Field Trips:





Museum Spring Break 2022:







Possible Farm to Table Exhibit Supplies:

Wondervan Wooden Food Truck

https://www.kidkraft.com/us_en/wondervan.html?gclid=Cj0KCQIAPL2Q8hC8ARisAGMm-KEDuHzneT1aifdgqhzobuipQC2wXLOkys0qUKIDVQhdMsAhP3iz8gaAkDoEALw_wcB

Website Editing Home — White Riv... Employee Services Hootsuite - Login GovDelivery Admin... Home | Global Secu... Welcome to Access... Gusto Login | Xero Accou... https://www.eleoon... Hubdoc


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X



12 small thumbnail images showing different views and details of the Wondervan Wooden Food Truck, including the interior, exterior, and various accessories.

Type here to search

57°F Cloudy 2:23 PM 4/22/2022



Style:
Standard

Assembly options: [Get expert assembly Details](#)

Without expert assembly	Expert assembly +\$99.99 per unit
-------------------------	--------------------------------------

- What's included

Brand	Peg Perego
Material	Plastic
Size	Miniature
Item Weight	50 Pounds
Item Dimensions LxWxH	24.5 x 26.5 x 67.5 inches
Sub Brand	John Deere
Assembly Required	Yes

About this item

Add to Registry & Gifting

Have one to sell?
Sell on Amazon

PIE Youth Restoration Training Crew (YRTC)

Member Jurisdiction Grant Program

Partner in Employment

Mrs. Ngam Nguyen
21400 International Blvd. Suite 302
SeaTac, WA 98198

info@partnerinemployment.org
O: 206-429-3824
M: 206-429-3824

Madeline Cooper

21400 International Blvd. Suite 302
SeaTac, WA 98198

madeline@partnerinemployment.org
O: 206-422-8705
M: 206-422-8705

Application Form

Summary Information

Project Title*

PIE Youth Restoration Training Crew (YRTC)

Project Description - Short*

Provide a short, concise description of the project no more than two or three sentences.

The YRTC provides paid green jobs training to immigrant and refugee youth. While in the program youth complete restoration projects in city parks, do environmental education and learn about environmental careers by meeting with professionals.

Principal Partners (if any)

SeaTac Parks

Amount of KCD Funding Requested*

You will need to upload a detailed budget document before you submit your application. Please make sure the amount requested and total project cost amounts you list here match the amounts in the uploaded budget document.

\$8,322.00

Total Project Cost*

\$74,855.00

Total Matching Funds (optional)

\$66,533.00

Project Start Date*

06/27/2022

Project End Date*

09/02/2022

Close Date

Project Location*

Address, Parcel #, OR L&L Points, for site specific projects only.
If more than two locations, state “multiple” and explain.

North SeaTac Park (SeaTac)

Jurisdiction

If the applicant is not a city or jurisdiction, please type in the city or jurisdiction this project is located in.

SeaTac

Is your project on public or private land?*

Public

State Legislative District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

33

King County District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

5

Narratives, Budget, & Attachments

Project Description - Detailed*

Provide a description of the project that summarizes what you will do, how you will do it, and why you will do it. Describe target audience, outcomes, objectives and general timelines.

The YRTC completes needed restoration projects in South King County parks while simultaneously providing paid training to immigrant and refugee youth. Our goals are to improve environmental quality and help create job pathways for the immigrant and refugee populations that have historically been excluded

from environmental fields. Youth participants are trained in technical restoration skills through the completion of restoration projects. They also complete a variety of education activities so that they have a complete understanding of restoration, and can start to plan and make restoration decisions. Our curriculum also focuses on other types of environmental professions, and in addition to educational activities youth meet with a variety of environmental professionals to learn about possible career paths. Youth are recruited and supported by PIE's case managers who can speak to youth and their families in their first language and provide other supportive services as needed. Partner in Employment has been supporting immigrants and refugees since 2016 but has recently seen the need for more youth programming so that youth can learn new skills, earn a paycheck, and have access to new career pathways. This project is important to us because immigrants and refugees often live in areas with poor environmental quality, and have historically not been represented in environmental fields. We hope to affect change in both of those areas by providing youth with opportunities to learn, and grow their skills while also making improvements to parks and environmental quality where their communities live and work. We run four cohorts of youth per year. In each cohort youth spend 10 weeks learning and working in South King County Parks. This funding would be used to support work in the city of SeaTac for our Summer of 2022 cohort.

Project Activities and Measurable Results*

List specific project activities to be completed with KCD grant funds and the associated outcomes or measurable results, and timeline.

Blackberry maintenance removal in North SeaTac Park: The YRTC has been working in North SeaTac Park since we began the program in 2020. At this time we have completed initial removal and planting in 10,000 square foot work area but will need to continue to monitor and remove weeds as needed.

Blackberry initial removal in North SeaTac Park: We are now starting initial removal in a new work area of the park. This funding will help us continue that project and ready a new area for planting.

Youth education: Throughout this project youth will continue environmental education, learn about the park and practice plant identification.

Outcomes: North SeaTac Park is an urban forests located in the flight path of SeaTac Airport. This parks is a great resource for the surrounding community as a place to experience nature, as well as providing a defense from the air and noise pollution of the airport. By completing this project we hope to contribute to a healthier forest that will have a robust canopy for years to come. Working in North SeaTac Park Park also provides opportunities for our youth to learn about many plant species, environmental justice projects, and the many partners working to improve the park. Many of these partners will also volunteer their time as guest speakers for our youth. Measurable results include: square feet of blackberry as well as increased knowledge of youth participants.

We currently have funding that will allow the crew to work in North SeaTac Park in the Winter, Spring and hopefully Fall (pending). This funding will allow us to continue our removal work and the great educational opportunities in N. SeaTac Park this summer. In our summer cohort we will serve 12 youth.

Project Budget and Expenses*

Fill out and upload separate Application Budget Form also available on the KCD Member Jurisdiction Grant Program website. Budget must be detailed with footnotes, appropriate and reasonable, *meeting state auditor/GAAP guidelines*. Please do not use forms from previous applications. Please only upload the form linked above. Thank you!

KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form (1).xlsx

Member Jurisdiction Authorization Letter

If you are a nonprofit organization seeking Member Jurisdiction funding, you must upload written authorization from the Member Jurisdiction to apply for funding. This can be in the form of a letter or scanned copy of an email.

SupportLetter_PIE.pdf

Additional Attachments

Upload any photos or maps of your project here. Only one file will be accepted. Please combine multiple files into one if possible.

NSTP Work PIE.pdf

Natural Resource Improvement Actions- Criteria Checklist

You must select at least one natural resource improvement action, otherwise your application is not eligible. However, please only select "yes" below the action that your project **directly** addresses.

Direct Improvement of Natural Resource Conditions*

To improve landscape and natural resource conditions as a result of direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects (*examples include supporting private property owners with land stewardship, water quality, aquatic and wildlife habitat resources, removal of invasive weeds, stewardship on public land*)

Does your project directly address this issue?

Yes

Education and Outreach*

To raise awareness, deepen knowledge, and change behaviors of residents, landowners, and other land managers and organizations to practice exemplary stewardship of natural resources (*examples include education about stormwater management; the value of farmland, local farms and food systems, shorelines, salmon habitat, forests and other ecosystems*)

Does your project directly address this issue?

Yes

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 low impact development 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); technological innovation for natural resource conservation*)

Does your project directly address this issue?

No

Capacity Building*

To enhance the ability of organizations, agencies, residential landowners and other land owners and managers to have knowledge, skills, tools, support systems and technical resources to implement exemplary best management practices and deliver natural resource management actions on the ground (*examples include urban agriculture development, assistance to and inclusion of private property owners, preservation, restoration, and/or expansion of urban and/or rural agricultural lands, rural and urban forest lands, riparian restoration and stewardship on private and public lands*)

Does your project directly address this issue?

No

Project Type*

Education
Forestry, Urban

KCD Acknowledgement and Signature

By signing below, the applicant agrees to acknowledge King Conservation District funding by placing the KCD-provided logo on signs, materials, and documents produced as part of the above proposal. In addition, the applicant will notify KCD of public events and activities funded by the KCD.

*

I have read the above paragraph about acknowledging KCD and I will use the provided logo.

Authorized Applicant Electronic Signature*

Please enter your full name to sign and agree to the above.

Madeline Cooper

Title

Environmental Program Manager

Date*

03/30/2022

File Attachment Summary

Applicant File Uploads

- KCD-Member-Jurisdiction-Grant-Program-Application-Budget-Form (1).xlsx
- SupportLetter_PIE.pdf
- NSTP Work PIE.pdf



Member Jurisdiction Grant Program

Grant Application Project Budget Form

Promoting sustainable uses of natural resources through responsible stewardship

Project Name	Youth Restoration Training Crew		
Applicant	Partner in Employment		
Contact	Madeline Cooper		
Mailing Address	21400 International Blvd Ste 302, SeaTac, WA, 98198		
E-mail	madeline@partnerinemployment.org	Project Start Date:	1/1/2022
Phone		Project End Date:	12/31/2022

Please provide detailed budget information below. Itemize categories such as supplies, contracted services with footnotes and detailed descriptions below

Budget Item	KCD Funds	Other Funds	Other Funds	Total
		<i>Green Seattle Partnership (secured)</i>	<i>SEEK Grant w/City of Tukwila</i>	
Salaries & Benefits	\$ 2,202.00	\$7,239	\$8,619	\$18,060
Travel/ Meals/ Mileage (for - volunteers, staff)		\$2,240		\$2,240
				\$0
				\$0
				\$0
Office Supplies				\$0
				\$0
				\$0
Field Supplies		\$1,440	\$335	\$1,775
Contracted/ Professional Services				\$0
Permits				\$0
Youth Stipends	\$6,120	\$24,480	\$20,430	\$51,030
Transportaion support		\$600	\$650	\$1,250
Field trips/education			\$500	\$500
Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0
TOTAL	\$8,322	\$35,999	\$30,534	\$74,855

Total Project Cost	\$74,855
Total Match	\$66,533

Amount of KCD Funding Requested	\$8,322
Match Percentage	<i>89%</i>

Crew leader/Program Manager: 40 hours at \$34/hr - Assistant crew leader: 30 hours at \$27/hr - Operations Coordinator: 1 hour at \$32/hr - Youth stipends: 360 hours at \$17/hr



Michael Fitzpatrick
Parks Projects & Operations Manager
City of SeaTac Parks, Community Programs & Services Department
4800 S. 188th ST.
SeaTac, WA 98188

March 1, 2022

Dear King Conservation District Committee Members,

I am writing this letter to support Partner In Employment (PIE) in their request for SeaTac/King Conservation District Member Jurisdiction Grant Funding for 2022 in the amount of \$8,309. As outlined in their proposal, the Youth Restoration Training Crew (YRTC), has played a vital role assisting with restoring urban forest acreage within SeaTac Parks since 2020. We recognize the valuable skills obtained through the workforce training program and are proud to support SeaTac area youth in this endeavor.

Urban forest restoration efforts within SeaTac Parks have gained momentum with support from King Conservation District (KCD). Beginning in 2020, SeaTac was awarded an Urban Forest Health Management project which has allowed assessment/inventory of the forested acreage and contracted crew time with Washington Conservation Corps to treat and remove invasive plant material as necessary. KCD efforts along with Forterra and PIE have begun to transform the forested acreage in this area of the park. We have received many positive comments from frequent park users regarding the increased sense of safety they feel within the park with increased sightlines. Other residents have inquired about getting involved and received stewardship training and attend monthly work parties.

In closing, SeaTac staff are very proud of the on-going restoration efforts within the park and view the current partnerships between KCD, PIE, Forterra and volunteer forest stewards all critical in the further enhancement of the acreage.

Thank you for your consideration.

Michael Fitzpatrick
Parks Projects & Operations Manager

Cor: 009.22





















Scoping Animal Relief Areas for Bellevue

Member Jurisdiction Grant Program

Bellevue

Jammie Kingham
Attn: Service First
PO Box 90012
Bellevue, WA 98009-9012

O: 425-452-6800

Kat Phillips

450 110th Ave NE
Parks & Community Services
Bellevue, WA 98004

kphillips@bellevuewa.gov

O: 425-452-4866

M: 425-457-4966

FollowUp Form

Member Jurisdiction Grant Program - Completion Date Extension Request #2

The purpose of this form is to request an extension to the stated completion date on the application.

Multiple completion date extensions have been granted, but are discouraged. It's recommended that you extend your completion date to include 2-3 months more than you think you will need to complete the project and reporting requirements. Please select a new completion date that won't likely require another extension request.

Please contact Jessica Saavedra by phone (425) 282-1906 or email Jessica.Saavedra@kingcd.org with questions.

Project Title*

Scoping Animal Relief Areas for Bellevue

Decision Date

09/14/2020

Extend the Project Completion Date*

Select the length of time you wish to extend the completion date to.

Extend the completion date beyond 90 days but less than one year

Project End Date

This is the original completion date provided in the application.

12/31/2021

Extended Completion Date #1

This extended completion date from the first extension request.

06/30/2022

Extended Completion Date #2*

Please add the date you would like to extend to.

12/23/2022

Reason for Completion Date Extension Request*

Provide a brief explanation for your request to extend the completion date.

Over the winter of 2022, multiple members of the project team went on extended leave or retired from employment with City of Bellevue. This has slowed progress on the project, but we are still able to work on deliverables as described in the grant agreement. The budget is approximately 32% spent and the Consultant continues to make progress.

Here is a summary of deliverables work to date:

- + Memo on Existing Policy and Best Practices - draft is complete
- + Memo on Code Modification and Recommendations - incomplete
- + Technical Recommendations for Facilities Design - Consultant presented research to CoB staff. Land Use is considering guidelines for location, dimension, and materials palette for facilities in ROW. Consultant has proposed a set of exhibits, project staff to review and provide feedback.
- + Educational Materials & Environmental Graphics - Consultant has proposed updating an existing Parks sign in the design exhibits package. CoB Utilities proposes that this deliverable focus on messaging and outcomes for specific audiences; possibly identified as 1) Developers, Business, and Property Managers, 2) Public Users of animal relief areas, 3) Parks Staff and Rangers Communications to Public 4) Signage for animal relief areas. Refinement is ongoing.

APPROVAL SECTION TO BE COMPLETED BY KCD

Authorized Signature of Approval, King Conservation District

File Attachment Summary

Applicant File Uploads

No files were uploaded

REGIONAL FOOD SYSTEM GRANT PROGRAM ITEMS



Regional Food System Grant Program Agreement Amendment Request

Instructions: To request an amendment to your Grant Award, complete this form and submit it to the King Conservation District. You will receive a written response back from the District either approving or denying the request. Attach any supporting documents you think will aid the review of your request.

Grantee: **Seattle Economic Development Fund DBA Business Impact NW** _____
Project Title: **Farm Business Support Services** _____
Project Number: **FF00090** _____
Agreement Year: **2022-23** _____

Request to Amend Grant Award in the following manner (*check all applicable categories and provide details in space provided below or attachments where indicated*):

Change the Project Completion Date from _____ to _____.

- ☐ Extend project up to 90 days past original completion date
- ☐ Extend project in excess of 90 days past original completion date
- ☐ Extend project due to permit and/or construction delays
- ☐ Other (e.g., *matching funds delayed*)

Change the Project Scope of Work (*attach completed Scope of Work Revision Detail form*).

- ☐ Increase scope of work at same funding level
- ☐ Decrease scope of work at same funding level
- ☐ Other (*describe and provide explanation below*)

Change the Project Budget (*attach completed Budget Revision Detail Form*).

- ☒ Reallocate funds among awarded budget item(s) within 10% of total grant award
- ☒ Reallocate funds to new budget item(s) within 10% of total award
- ☐ Revise budget in excess of 10% of total grant award
- ☐ Other (*describe and provide explanation below*)

Other Category of Revision.


- ☐ Change applicant/principle partners without change in scope of work and funding level
- ☐ Other (*describe and provide explanation below*)

Request Annual Renewal of Strategic Initiative Grant from 4/1/22 to 3/31/23.

- ☒ Renew Strategic Initiative Grant for an additional year through 3/31/23
- ☒ Authorize additional grant funding for renewal period
- ☐ Other (*describe and provide explanation below*)

Describe the proposed amendment, identify how the new proposal differs from the awarded grant, and provide the reason/justification for the request (attach additional pages if more space is needed).

Proposed extension continues the farm business support services project started 4/1/21-3/31/22. The project was scoped as a multi-year project given the recognition that building out the support network of resources and partners for King County farmers is a long-term process being a new undertaking. The pandemic added some additional challenges while also opening up some opportunities so we are excited to continue driving the initiative and goals forward. We did request a carryover of some of the unspent funding from the previous year in contractual services. Some of the categories we budgeted (for example, professional services for farm businesses) could not be utilized fully in the remote operating environment we were in so we would like to carry over that excess to the new year. Of the contracted/professional services deficit of 8200, 7200 was added to contracted/professionals services in this new annual renewal and 1000 was added to Travel in anticipation of in-person outreach/training opportunities. Within the contractual services, we would also propose flexibility in the strategic partner contract agreements we had originally listed out. Given organizational changes and new opportunities for collaborations and partnerships, we would like to have flexibility in which organizations we pursue strategic partnerships with.

 Director, Food Business Resource Center (FBRC)
Authorized Signature, Grantee

4/25/22
Date

Secondary Authorized Signature (as needed)

Date

- ☐ Request approved
- ☐ Request denied (see *attached for explanation*)
- ☐ Additional information requested (see *attached for requested information*)

Authorized Signature, King Conservation District

Date



Regional Food System Grant Program
Budget Revision Detail Form

Revised Project Budget: Use the tables below to compare the awarded project budget to the proposed revised project budget.

Grantee:

Project Name: Farm Business Support Services

Awarded Project Budget (same as grant application budget)

Project Number: FF00090

Proposed Revised Budget (same as information in most recent Expense Report-YTD actual expenditures)

	KCD Funds	Other Funds (specify)	Other Funds (specify)	Total (by line item)
Salaries and Benefits	\$ 102,100.00			
Travel/Meals/Mileage				
Office/Field Supplies				
Contracted/Professional Services	\$ 29,522.00			
Permits				
Other (specify)	\$ 18,378.00			
Indirect Costs				
TOTAL (by source)	\$ 150,000.00	\$ -	\$ -	\$ -

	KCD Funds	Other Funds (specify)	Other Funds (specify)	Total (by line item)
Salaries and Benefits	\$ 102,100.00			
Travel/Meals/Mileage	\$ 1,000.00			
Office/Field Supplies				
Contracted/ Professional Services	\$ 36,764.00			
Permits				
Other (specify)	\$ 18,378.00			
Indirect Costs				
TOTAL (by source)	\$ 158,242.00	\$ -	\$ -	\$ -

CONSULTANT SERVICES CONTRACT

THIS AGREEMENT is between the KING CONSERVATION DISTRICT, a municipal corporation of the State of Washington (the "District"), and SEATTLE ECONOMIC DEVELOPMENT FUND DBA BUSINESS IMPACT NW (a Washington non-profit 501(c)(3) corporation), located at 1437 South Jackson Street, Seattle, WA 98144 (referred to herein as the "Consultant").

The parties agree as follows:

1. Term of Agreement. This Agreement shall be effective from and after March 31, 2022 through May 23, 2023, unless terminated earlier pursuant to the provisions of this Agreement. The contract period may be extended in increments of one (1) year for up to a total of three (3) additional years as determined to be in the District's best interest, and at the sole option of the District. The District shall provide Consultant with written notice of the District's desire to extend the Agreement at least 30 days prior to the expiration of the current term of the Agreement. The parties will enter into a written amendment of the Agreement to document the extended term.

2. Scope of Work to be Performed. The Consultant shall perform the work and services described in Exhibit A. If specified in Exhibit A, the work and services shall be performed pursuant to task orders issued by the District. In the event of a conflict between Exhibit A and this Agreement, the provisions of this Agreement shall prevail.

3. Compensation and Payment.

A. Compensation. The District shall pay the Consultant for all completed work and services as provided in Exhibit A. The total amount paid under this Agreement shall not exceed \$150,000 for the one-year contract. The District anticipates a similar yearly funding level in the future, budget permitting. Any additional funding provided beyond the initial term of this Agreement and any adjustments in applicable rates shall be set forth in a written amendment of the Agreement.

B. Mileage and Travel. The District shall not compensate for mileage and/or time spent in travel unless explicitly included in Exhibit A or otherwise approved by the District in writing in advance of such costs being incurred. If specified, or approved, the District shall compensate Consultant for hours associated with travel at a rate not to exceed 50% of the Consultants established hourly rate, unless work is performed during said travel.

Compensation rates for mileage, hotel and/or per diem shall not exceed rates established by the State of Washington and posted at:

www.ofm.wa.gov/sites/default/files/public/legacy/policy/10.90.pdf

C. Payment. The Consultant shall submit to the District at the end of each month an itemized billing statement that identifies in detail, to the reasonable satisfaction of the District, the salary and benefit cost per employee, contractor costs, and association overhead expenses with additional detail describing the work or services performed. The District will pay the Consultant

for work or services performed on or before the 15th day of the following month within 30 days after receipt of an itemized billing statement, in accordance with established practices. The Consultant will provide the District with a Taxpayer Identification Number before or along with the first billing statement submitted to the District.

4. Record Keeping and Reporting. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and work or services performed under this Agreement, and any other records or reports as may be deemed necessary by the District to ensure the performance of this Agreement. These records shall be maintained for a period of six (6) years after termination of this Agreement, unless permission to destroy such records is granted by the Office of Archivist in accordance with RCW 40.14.070 and the District.

5. Audit. The Consultant shall permit the District, from time to time as the District deems necessary (including after the expiration or termination of this Agreement), to inspect and audit at all reasonable times in King County, Washington, or at such other reasonable location as the District selects, all pertinent books and records of the Consultant to verify the accuracy of accounting records. The Consultant shall supply the District with, or shall permit the District to make, a copy of any books and records upon the District's request. The Consultant shall ensure that the inspection, audit and copying right of the District is a condition of any subcontract, agreement or other arrangement under which any other person or entity is permitted to perform work and services under this Agreement.

6. Compliance with Law.

A. General Requirement. The Consultant, at the Consultant's sole cost and expense, shall perform and comply with all applicable Federal, State, County, and City laws and ordinances.

B. Discrimination. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

C. Licenses and Similar Authorizations. The Consultant, at no expense to the District, shall secure and maintain in full force and effect during the term of this Agreement all required licenses, permits, and similar legal authorizations.

D. Taxes. The Consultant shall pay, before delinquency, all taxes, levies and assessments arising from the Consultant's activities and undertakings under this Agreement; taxes levied on the Consultant's property, equipment and improvements; and taxes on the Consultant's interest in this Agreement and any leasehold interest deemed to have been created by this Agreement under RCW Chapter 82.29A.

7. Contractual Relationship.

A. Independent Contractor. The Consultant and District agree that the Consultant is an independent contractor with respect to work or services provided under this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the Consultant and the District. It is understood and agreed that the Consultant or any employee of the Consultant will not be entitled to receive any other benefits accorded District employees. The District will not be responsible for withholding or otherwise deducting federal income tax, social security, or contributing to the State Industrial Insurance Program, or in any other way assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

B. Lack of Authority. This Agreement does not constitute the Consultant as the agent or legal representative of the District for any purpose. The Consultant is not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the District or to bind the District in any manner.

8. No Subcontracting or Assignment. The Consultant shall not subcontract or assign any portion of the work or services covered by this Agreement without the prior written approval of the District.

9. Indemnification.

A. By Consultant. The Consultant shall protect, defend, indemnify, and save harmless the District, its officers, employees, agents from any and all costs, claims, judgments or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of Consultant, its officers, employees and agents in performing this Agreement.

B. By District. The District shall protect, defend, indemnify, and save harmless Consultant, its officers, employees, and agents from any and all costs, claims, judgments or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of the District, its officers, employees or agents in performing this Agreement.

10. Insurance. The Consultant shall procure and maintain for the duration of this Agreement automobile and commercial general liability insurance in amounts which are acceptable to the District. Before commencing work and services under this Agreement, the Consultant shall provide to the person identified in Section 12 a Certificate of Insurance evidencing the insurance described above. The District reserves the right to request and receive a certified copy of all required insurance policies.

11. Ownership of Documents. Reports, studies, plans, drawings, maps, models, specification, computer files, videos, presentations, and other work products produced by the Consultant, except for working notes and internal documents, shall be the property of the District. The Consultant shall furnish these documents to the District upon request. The Consultant shall refer all third-party requests for inspection and copying of these documents to the District which shall determine whether the documents shall be made available for inspection. Modification or re-use of any of

these documents by the District for other than the intended purpose following completion of the work and services under this Agreement, without the written permission of the Consultant, shall be at the District's sole risk.

- A. Pursuant to performing the specified Services, Consultant will create certain instruments of service, which may take the form of printed, hard copy documents and electronic, computer-ready materials including but not limited to computer programs, software, videos, presentations, and data. These instruments may also take the form of methodology, processes, and logic.
- B. Materials, methodologies, processes, and logic will be delivered to District as part of the Specific Services rendered by Consultant, and District will acknowledge said materials as instruments of service. All instruments shall become the property of District upon completion of the respective Specific Service and payment in full of monies due Consultant for that service.
- C. Consultant makes no warranties, expressed or implied, of the merchantability or fitness of said instruments for any particular purpose other than the pertinent scope of the Specified Services.
- D. Consultant may retain reproducible copies of its instruments of service (aka "documents" per District). If Consultant uses its instruments of service with other clients, Consultant must credit District.

12. Addresses for Notices and Deliverable Materials. All notices and other material to be delivered under this Agreement shall be in writing and shall be delivered or e-mailed to the following addresses:

King Conservation District
800 SW 39th Street, Suite 150
Renton, WA 98057
mary.embleton@kingcd.org

Business Impact NW
1437 South Jackson Street
Seattle, WA 98144
Domonique Juleon
domoniquej@businessimpactnw.org

or such other addresses as either party may, from time to time, designate in writing.

13. Amendments. No modification or amendment of this Agreement shall be effective unless in writing and signed by authorized representatives of the parties. The parties expressly reserve the right to modify this Agreement, from time to time, by mutual agreement.

14. Binding Effect. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.

15. Applicable Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue of any action brought under this Agreement shall be in the Superior Court for King County.

16. Remedies Cumulative. Rights under this Agreement are cumulative, and the failure to exercise a right on any occasion shall not operate to forfeit the right on another occasion. The use of one remedy shall not exclude or waive the right to use another.

17. No Waiver. No waiver of full performance by either party shall be construed, or operate, as a waiver of any subsequent default or breach of any of the terms, covenants or conditions of this Agreement. The payment of compensation to the Consultant shall not be deemed a waiver of any right or the acceptance of defective performance.

18. Termination.

A. At Convenience of District. The District may terminate this Agreement at any time upon 10 days written notice to the Consultant.

B. For Cause. Either party may terminate this Agreement where the other party fails to perform its obligations and the failure has not been corrected in a timely manner after notice of breach.

C. For Reasons Beyond Control of Parties. Either party may terminate this Agreement without recourse by the other party where performance is rendered impossible or impracticable for reasons beyond the party's reasonable control such as, but not limited to, acts of nature; war or warlike operations; civil commotion; riot; labor disputes including strike, walkout, or lockout; sabotage; pandemic; or superior governmental regulation or control.

D. Notice. Notice of termination pursuant to Subsections B and C above shall be given by the party terminating this Agreement to the other not less than 30 days prior to the effective date of termination.

19. Entire Agreement. This Agreement is all of the covenants, promises, agreements and conditions, either oral or written, between the parties.

CONSULTANT:

KING CONSERVATION DISTRICT:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit A

I. Scope of Services to be provided by the Contractor

A. Project Background

KCD is a non-regulatory special purpose district that provides education, technical services, and financial assistance to landowners and homeowners in King County. Our mission is to promote the sustainable use of natural resources through responsible stewardship. Our purpose is to protect water quality, conserve soil, protect and enhance fish and wildlife habitat, and promote the retention and economic viability of working agricultural and forest lands.

In 2015, KCD established the Regional Food System Program based on the King County Local Food Initiative (LFI), and engagement with a wide range of local food system advisors/stakeholders. The program offers annual competitive grants, and longer term sustained strategic investments, to support the Executive's LFI.

Regional Food System Program Overview

Major gaps in our region's food system were identified by the King County Kitchen Cabinet in 2014 in their LFI. More support is needed in the production, distribution, processing, and storage of locally raised farm products. Significant barriers to land, capital, equipment, and markets prevent new farmers from starting farms and existing farmers from scaling up to a sustainable level.

KCD's Regional Food System program supports efforts across King County to develop a food system that is sustainable, resilient, and equitable. Through a combination of grants and strategic initiatives, KCD focuses on improving production, consumer demand, and equitable access to healthy, local food.

Looking Forward

Since 2015, KCD has funded successful start-up farm cooperatives, community-based site redevelopments, expanded organizational capacity, and other grass-roots tools for improving the regional food system. Through that process, KCD and its food system working group of external partners, have identified four primary areas for Strategic Initiative investments over the next 5 years:

- Working Farmland Access - connecting future farmers to land and current farmers to expanded land opportunities.
- Farm Business Support and Technical Assistance Coordination - such as agronomic, business planning, access to capital, marketing, conservation, education coordination, and food safety.
- Consumer Demand - such as institutional purchasing, direct market support, buy local campaign.
- Infrastructure Support - including shared processing, packing, storage, refrigeration, distribution, as well as access to loans for farm structures and equipment, and associated assessments for regional infrastructure needs.

B. Project Focus

This Scope of Services is focused on the Farm Business Support and Technical Assistance Strategic Initiative area.

Since 2015, KCD has been investing in coordinated efforts to help farmers address the economic success of their farm businesses. Work includes maintaining formal coordination between agencies and non-profits, helping landowners ready underutilized farmland for production, supporting new and beginning farmers in their unique journeys to establish/expand successful farm businesses, and facilitating lasting land matches. This work requires partners to work closely with participants to understand unique barriers to advancing goals of the LFI, and assembling project teams offering tailored technical assistance, training, and access to cost-sharing resources to support participants.

The ultimate goal of this work is to facilitate education and the diversity of technical assistance to farm businesses across King County and thereby bring more land into production, increase the number of farmers farming in King County, increase farm sales, and ultimately, increase the economic viability of the county's farm businesses and farming communities.

C. Scope of Services

A comprehensive farm business support and technical assistance program that fits the unique needs of King County would consist, at a minimum, of the following tasks:

Activity / Task	Description
Establish the network of partners	<ul style="list-style-type: none">*Identify and create a coordinated network of organizations providing business and capital access support services to the farm and food sector. The network represents the geographic, economic, and racial diversity of organizations and agencies providing farm business support services.*Organization and agencies within the network also reflect the racial, scale, economic, and geographic diversity of the farming community in King County.*Cultivate relationships and manage communications among internal and external network partners. Coordinate logistics for meetings, trainings, and events.
Develop relevant and useful farm business support and curricula/training series	<p>Work with the network of providers and community partners to develop a series of trainings/curricula that address barriers facing farm businesses. Topics could include, but are not limited to:</p> <ul style="list-style-type: none">*Business planning (e.g. business formation, setting strategies and goals, and managing production, personnel, legal, financial and marketing risks)*Access to capital (e.g. financial readiness, building credit, traditional farm financing opportunities, alternative farm financing opportunities, revolving loan funds, social investing, KIVA, etc.)

	<p>*Marketing (e.g. identifying market opportunities and market readiness, marketing budget, advertising, social media, e-commerce platforms, direct sales, etc.)</p> <p>Logistical (e.g. accounting, record keeping, insurance, exit strategy – farm transition planning)</p>
Provide individualized business support and resource navigation services	<p>*Provide one-on-one business development support (e.g. financial readiness and business coaching, technical assistance in marketing, advertising, social media, e-commerce, business planning, financial management, and others as needed.)</p> <p>*Work with network partners to help farm businesses identify resources available to them.</p> <p>*Provide navigation of laws, rules, and regulations.</p> <p>*Track progress and advocate for farm businesses navigating barriers to creating viable farming operations.</p>
Lead partnership planning efforts and conduct regular evaluation	<p>*Design and implement data collection methods.</p> <p>*Evaluate progress and impact at regular intervals.</p>

D. Budget

Rates apply to 2022. Rates for 2023 and beyond will be authorized in a written amendment of the Agreement.

GRANTEE	Business Impact NW		PROJECT TITLE	Farm Business Support Services	
BUDGET ITEM		COST BASIS		UNIT DESCRIPTION (Hours, etc.)	GRANT AMOUNT
Staffing					
ITEM	SALARY	BENEFITS	UNITS		
Dedicated King County Farm Business Support Specialist Salary and Fringe Benefits	\$51,000.00	\$ 11,200.00	1	100% Annual salary cost allocated to supporting KCD Program	\$ 62,200.00
Food and Farm Trainer and Business Coach -Neil	\$12,800.00	\$ 2,800.00	1	25% Annual salary cost allocated to supporting KCD Program	\$ 15,600.00
Food Business Resource Center Program Director - Henry Wong	\$ 9,000.00	\$ 2,000.00	1	15% Annual salary cost allocated to supporting KCD Program	\$ 11,000.00
Chief Program Officer - Domonique Juleon	\$ 3,800.00	\$ 800.00	1	5% Annual salary cost allocated to supporting KCD Program	\$ 4,600.00
Support/Administrative Staff - Shelby	\$ 7,100.00	\$ 1,600.00	1	15% Annual salary cost allocated to supporting KCD Program	\$ 8,700.00
Subtotal					\$ 102,100.00
Contracted Services					
Viva Farms - Strategic Partner		\$ 5,000.00	1	Deliver (1) joint trainings and refer current practicum students to FBRC Services. Help with strategic outreach of KCD Business Services program.	\$ 5,000.00
Tilth - Strategic Partner		\$ 5,000.00	1	Will deliver a podcast/Farm Walk with FBRC business service content and a King county farmer. Help with strategic outreach of KCD Business Services program.	\$ 5,000.00
Sno-Valley Tilth - Strategic Partner		\$ 5,000.00	1	Deliver a joint Training and Networking Event. Educate current farm access cohort about FBRC resources. Help with strategic outreach of KCD Business Services program.	\$ 5,000.00
Food Innovation Center - Strategic Partner		\$ 5,000.00	1	Work with their food access program and current land access program in South King County. Help with strategic outreach of KCD Business Services program.	\$ 5,000.00
Contracted Professional & Software Services - marketing, branding, graphics, photography, and web development,		\$ 80.00	45	Cost share of professional services and software as needed to farm businesses	\$ 3,600.00
Interpretation & Translation Costs		\$ 1,497.00	1	Up to this amount will be billed to this contract. If needed other funds will be raised or used to fund additional translation requests.	\$ 1,497.00
FFI University of Wisconsin Farm Focused Bookcamp - Virtual		\$ 200.00	4	Cost to subsidize 5 King County Farmers in the program	\$ 800.00
Bookkeeping and Accounting CPA - Contracted		\$ 125.00	29	Cost share of professional bookkeeping and accounting services as needed to farm business.	\$ 3,625.00
Subtotal					\$ 29,522.00
OFFICE EXPENSES (Broken down unless requesting a blanket overhead rate)					
OPTION A: Itemized					
ITEM	UNIT COST	UNITS			
option B is selected					\$ -
Subtotal					\$ -
OPTION B Overhead (alternative to itemized office expenses)					
Portion charged to the grant cannot exceed 25% of the total for salaries and benefit 18%					\$ 18,378.00
OTHER					
Subtotal					\$ -
PROJECT TOTAL					\$ 150,000.00

E. Other Consultant Responsibilities

1. Leading and managing a collaborative team with technical assistance providers from multiple partners (agencies, non-profits) focused on providing farm business support, farmer education, and technical assistance services.
2. Facilitating communication between farmers and farm service providers (with a wide variety of backgrounds and a range of interests, skills, and abilities) towards the goal of increasing the viability of new and existing farm businesses.
3. Farm business laws and legal instruments.
4. Integrating diversity, equity, and social justice goals in programming and goal setting.
5. Engaging with multilingual and multicultural farming communities.
6. Conducting outcomes-based program evaluation and adapt services to improve results. Feasible and practical evaluation methodology that matches audience type and program goals used to measure program results.

F. Billing/Reimbursement

The Consultant shall be reimbursed as follows:

1. The District shall compensate the Consultant for services performed and invoiced as detailed in the Consultant Services Contract.
2. The Consultant agrees to submit approved billing invoices not more frequently than monthly to the District, invoices shall be itemized tasks with subtotals, and shall be accompanied with progress reports identifying the nature of the services performed to date.

The consultant shall manage the contract so that all tasks are met, and contract terms and conditions are satisfied within the given budget and schedule. The consultant shall ensure that the KCD Program Manager is informed in a timely manner about the status of contract deliverables.

II. Scope of Services to be provided by the King Conservation District. The District shall furnish services and materials as follows:

- a. Access to staff and information as necessary.
- b. Participate in project Steering Committee and other advisory groups as appropriate.



Regional Food System Grant Program Agreement Amendment Request

Instructions: To request an amendment to your Grant Award, complete this form and submit it to the King Conservation District. You will receive a written response back from the District either approving or denying the request. Attach any supporting documents you think will aid the review of your request.

Grantee: Gathering Roots Wellness
Project Title: Greenhouse Infrastructure for BIPOC Farmers Co-op
Project Number: FF000100
Agreement Year: 2021-2022

Request to Amend Grant Award in the following manner (check all applicable categories and provide details in space provided below or attachments where indicated):

Change the Project Completion Date from November 9, 2021 to December 31, 2023.

- ☐ Extend project up to 90 days past original completion date
- ☒ Extend project in excess of 90 days past original completion date
- ☐ Extend project due to permit and/or construction delays
- ☒ Other (e.g., matching funds delayed)

Change the Project Scope of Work (attach completed Scope of Work Revision Detail form).

- ☐ Increase scope of work at same funding level
- ☐ Decrease scope of work at same funding level
- ☐ Other (describe and provide explanation below)

Change the Project Budget (attach completed Budget Revision Detail Form).

- ☐ Reallocate funds among awarded budget item(s) within 10% of total grant award
- ☐ Reallocate funds to new budget item(s) within 10% of total award
- ☐ Revise budget in excess of 10% of total grant award
- ☐ Other (describe and provide explanation below)

Other Category of Revision.

- ☐ Change applicant/principle partners without change in scope of work and funding level
- ☐ Other (describe and provide explanation below)

Request Annual Renewal of Strategic Initiative Grant from _____ to _____.

- ☐ Renew Strategic Initiative Grant for an additional year through _____
- ☐ Authorize additional grant funding for renewal period
- ☐ Other (describe and provide explanation below)

Describe the proposed amendment, identify how the new proposal differs from the awarded grant, and provide the reason/justification for the request (attach additional pages if more space is needed).

Gathering Roots Wellness is working on an accounting reconciliation. All work is on pause until this is completed. Since this directly impacts matching funds, we are asking for an extension on the greenhouse project. Since there isn't a known reconciliation completion date, we are unable to provide exact start or end dates. The season change may also be a factor in construction, which might create the need to postpone until the beginning of 2023. The proposal will stay the same other than the need for extension into 2023.

Authorized Signature, Grantee

Date

Secondary Authorized Signature (as needed)

Date

- ☐ Request approved
- ☐ Request denied (see attached for explanation)
- ☐ Additional information requested (see attached for requested information)

Authorized Signature, King Conservation District

Date



Regional Food System Grant Program Agreement Amendment Request

Instructions: To request an amendment to your Grant Award, complete this form and submit it to the King Conservation District. You will receive a written response back from the District either approving or denying the request. Attach any supporting documents you think will aid the review of your request.

Grantee: South King County Food Coalition

Project Title: Food Access and Aggregation Community Team Site Exploration

Project Number: FF00071

Agreement Year: 2020-2021

Request to Amend Grant Award in the following manner (*check all applicable categories and provide details in space provided below or attachments where indicated*):

Change the Project Completion Date from _____ to _____.

- ☐ Extend project up to 90 days past original completion date
- ☐ Extend project in excess of 90 days past original completion date
- ☐ Extend project due to permit and/or construction delays
- ☐ Other (e.g., *matching funds delayed*)

Change the Project Scope of Work (*attach completed Scope of Work Revision Detail form*).

- ☐ Increase scope of work at same funding level
- ☐ Decrease scope of work at same funding level
- ☒ Other (*describe and provide explanation below*)

Change the Project Budget (*attach completed Budget Revision Detail Form*).

- ☐ Reallocate funds among awarded budget item(s) within 10% of total grant award
- ☐ Reallocate funds to new budget item(s) within 10% of total award
- ☐ Revise budget in excess of 10% of total grant award
- ☒ Other (*describe and provide explanation below*)

Other Category of Revision.

- ☐ Change applicant/principle partners without change in scope of work and funding level
- ☐ Other (*describe and provide explanation below*)

Request Annual Renewal of Strategic Initiative Grant from _____ to _____.

- ☐ Renew Strategic Initiative Grant for an additional year through _____
- ☐ Authorize additional grant funding for renewal period
- ☐ Other (*describe and provide explanation below*)

Describe the proposed amendment, identify how the new proposal differs from the awarded grant, and provide the reason/justification for the request (attach additional pages if more space is needed).

We are proposing to reduce the Scope of Work for the project around specific tasks and reduce the corresponding budget items that supported those tasks. We will not be invoicing for the full amount budgeted for member stipends, due in part to shifts in partner availability partway through the year. Some partners, especially Shared Soil, were unable to participate at the level we budgeted for initially and therefore not all the stipends will be invoiced for.

In Task 1 (Community Engagement) We proposed to form a community advisory group (CAG) and plans were stalled initially due to the COVID-19 pandemic and have been permanently halted as we move out of managing land as a collective. We were planning to engage with our community members using a collaborative model but FAACT members instead decided to use a decentralized approach through the existing nonprofit structures. The funding specifically tied to that outcome (CAG community member stipends, interpretation, planning materials, and document translation) will not be spent.

Within Task 2 (Business Plan Development) we will be unable to complete two activities due to information and decisions that came during the life of the grant. We will not implement a formal business plan as FAACT will not be collectively managing land again in 2022 and will not need this guiding document. We will not have a formal business plan completed by the end of the grant period and instead propose to share transition plans with the new structure of management at Horseneck Farm.

With Task 4 (Develop use standards and practices) We will not draft contracts with onsite growers. This task was developed with shareable on-site infrastructure in mind that would facilitate connections with growers at sites other than Horseneck Farm. There are major technical constraints around this type of infrastructure that were not known at the time of writing this grant.

For the budget amendment, we are proposing to eliminate/not spend the budget items: Planning Materials, CAG Community Stipends, Interpreters, and Document Translation. We are also proposing to shift funds to increase the stipend amounts for SKCFC and IRC as well as the budgeted amount for Professional Consultant to compensate for the additional work those members and consultant have undertaken due to the lower than anticipated capacity of other FAACT members such as Shared Soil and Highline College.

Authorized Signature, Grantee

Date

Secondary Authorized Signature (as needed)

Date

- ☐ Request approved
- ☐ Request denied (*see attached for explanation*)
- ☐ Additional information requested (*see attached for requested information*)

Authorized Signature, King Conservation District

Date



Regional Food System Grant Program Scope of Work Revision Detail

Revised Project Description: If applicable, use the sections below to compare the approved project description to the revised project description.

Approved Project Description:

The Food Access and Aggregation Community Team will complete necessary preparations, build organizational capacity, and bring in new community stakeholders to be able to cooperatively manage a farm property in South King County that is currently being acquired by King County.

The South King County Food Access and Aggregation Community Team (FAACT) is developing a robust plan to manage a farm property in South King County in partnership with the King County Department of Natural Resources and Parks with the vision of coordinating the use of shared farm and food infrastructure among local partners. We propose to create more access to farmland for beginner, immigrant, refugee, and socially disadvantaged farmers as well as food access organizations by cooperatively managing a farm property that King County is in the process of purchasing in South King County. The shared site will also contain collectively managed infrastructure for use by on- and off-site growers and programs. This is a two-year project.

Revised Project Description:

The Food Access and Aggregation Community Team will complete necessary preparations, build organizational capacity, and bring in new community stakeholders to be able to cooperatively manage a farm property in South King County that is currently being acquired by King County.

The South King County Food Access and Aggregation Community Team (FAACT) is developing a robust plan to manage a farm property in South King County in partnership with the King County Department of Natural Resources and Parks with the vision of coordinating the use of shared farm and food infrastructure among local partners. We propose to create more access to farmland for beginner, immigrant, refugee, and socially disadvantaged farmers as well as food access organizations by cooperatively managing a farm property that King County is in the process of purchasing in South King County. This is a two-year project.

Revised Activities and Measurable Results: If applicable, use the table below to compare approved activities and measurable results to the revised and/or new activities and measurable results. Identify which (if any) of the approved activities are to be canceled, continued, or changed, and provide an explanation for the changes. Use the right column to list all new proposed activities.

Approved Activities and Measurable Results	Revised Activities and Measurable Results
Task 1.3 Community Engagement- Form community advisory group (CAG) (including potential growers and consumers)	Canceled- Plans to start CAG have been permanently halted by FAACT members as we move out of managing land as a collective
Task 1.4 Community Engagement- 2020 CAG continues to meet quarterly to advise and review the model and policy development	Canceled-CAG was not meeting in 2020 due to the COVID-19 pandemic
Task 1.5 Community Engagement- Adapt FAACT decision process to include community accountability and feedback	Canceled- CAG was not created due to the COVID-19 pandemic and is no longer an appropriate structure for community engagement
Task 1.7 Community Engagement- 2021 CAG continues to meet quarterly	Canceled- CAG was not created due to the COVID-19 pandemic and is no longer an appropriate structure for community engagement
Task 1.8 Community Engagement- 2021 Evaluate the current models and policies and modify as necessary	Canceled- CAG was not created due to the COVID-19 pandemic and is no longer an appropriate structure for community engagement
Task 2.5 Business Plan Development- 2021 Implement business plan	Canceled- Since FAACT will not be collectively managing land in 2022 we will not have a formal business plan to submit in the grant process and instead will hand over transition documents to the new Horseneck Farm management team
Task 4.6 Business Plan Development- Draft contracts with off-site growers	Canceled- This task was developed with shareable on-site infrastructure in mind. There are major constraints around this type of infrastructure that were not known at the time of writing this grant

Revised District Acknowledgement: If applicable, describe how KCD funding will be acknowledged in association with the proposed revised activities over the duration of the project:

KCD funding will be acknowledged in the final transition documents



Regional Food System Grant Program
Budget Revision Detail Form

Revised Project Budget: Use the tables below to compare the awarded project budget to the proposed revised project budget.

Grantee: South King County Food Coalition

Project Name: Food Access and Aggregation Community Team Site Exploration

Awarded Project Budget (same as grant application budget)

Project Number: FF00071

Proposed Revised Budget (same as information in most recent Expense Report-YTD actual expenditures)

	KCD Funds	Other Funds (specify)	Other Funds (specify)	Total (by line item)
Salaries and Benefits				
Travel/Meals/Mileage				
Office/Field Supplies	\$ 1,000.00			\$ 1,000.00
Contracted/Professional Services	\$ 97,000.00			\$ 97,000.00
Permits				
Other (specify)				
Indirect Costs	\$ 2,000.00			\$ 2,000.00
TOTAL (by source)	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00

	KCD Funds	Other Funds (specify)	Other Funds (specify)	Total (by line item)
Salaries and Benefits				
Travel/Meals/Mileage				
Office/Field Supplies	\$ -			
Contracted/ Professional Services	\$ 82,610.87			\$ 82,610.87
Permits				
Other (specify)				
Indirect Costs	\$ 2,000.00			\$ 2,000.00
TOTAL (by source)	\$ 84,610.87	\$ -	\$ -	\$ 84,610.87

SPECIAL BOARD MEETING ITEMS

- CREDIT CARD POLICY
- ANNUAL REPORT TO BE SENT
SEPARATELY

King Conservation District Board of Supervisors Meeting
Agenda Action Briefing/Report
Meeting Date: May 23, 2022

SUBJECT: 22- 028

- Credit Card Policy

FISCAL IMPACT

- This item has no direct fiscal impact

POLICY CONSIDERATION

- This item will amend and add to KCD Comprehensive Fiscal Policy document, strengthening policies around the issuance and use of KCD credit cards

STAKEHOLDER INTERESTS

- Stakeholders will receive more effective & efficient service from KCD staff, due to better fiscal controls and convenience for staff when working on projects and programs that improve natural resource conservation in the KCD service area.

BACKGROUND

- At present there is no board-approved policy for credit card issuance and use for KCD staff. This item will correct that deficiency.
 - Administrative staff have researched best practices and template credit card control policies and developed this draft.
 - The draft was shared with the internal Leadership Team
 - After any revisions and approval, this policy will be incorporated into the KCD Comprehensive Fiscal Policy document
 - Credit cards will be issued to most staff to assist them with their ongoing project & program work, and staff will be instructed as to the proper use of these credit cards. All staff receiving a KCD credit card will sign an acknowledgement of the rules and responsibilities that accompany holding a KCD credit card.

EFFECTIVE DATE:

- Upon approval by the Board of Supervisors

OPTIONS

- The Board of Supervisors has the option of approving the proposed policy or returning it to senior management for further work.

RECOMMENDATION

- We recommend that this draft policy be adopted by resolution and incorporated into the KCD Comprehensive Fiscal Policy Document

MOTION

- “I move that the recommended credit card policy be adopted and incorporated into the KCD Comprehensive Fiscal Policy.”

FIN-3: Credit Cards

Section 1. Credit Card Issuance

King Conservation District will issue company credit cards to employees who have a need to incur expenses related to District program or operations. The Executive Director will authorize users and set their credit limits.

Employees with company credit cards are expected to:

- Protect the card to the best of their ability. Don't leave it unattended or give it to unauthorized people.
- Report as soon as possible if a card is stolen or lost.
- Use it only for approved reasons. Follow the instructions in this policy and the employee card agreement, and don't use the card for personal or unauthorized expenses. Credit cards purchases must be related to current budget line items and limits.
- Document all expenses and send monthly credit card reports. Please keep receipts and submit documentation with the date and purpose of the expense. Employees are responsible for ensuring the accuracy and validity of transactions billed to their company credit card. Report suspected fraudulent transactions as soon as possible. The first recourse is for the employee to contact the vendor to try to resolve the error. Next step is to call the credit card company to dispute the charge.

Section 2. Proper Use of Credit Card

KCD cards cannot be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers. Cards may not be used for personal expenses. The employee named on the card is responsible for all charges on the card.

Misuses of the card will result in cancellation of the card, withdrawal of corporate credit card privileges, and potential disciplinary action. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder.

Cardholders will be required to sign a declaration authorizing the company to recover, from their salary, any amount incorrectly claimed.

Recurring charges may only be made to the District card reserved for that purpose. No recurring charges may be made by individual cardholders, except through the Finance Coordinator using the card reserved for recurring charges.

Corporate credit card expenditures must be reconciled and submitted with original receipts to the Accounting Department within 5 business days of the statement date. Cardholders who have not reconciled and submitted their monthly expenditure within this period will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate. If the card expenditures are not reconciled and submitted within a month of the statement date or a plausible explanation has not been received by Accounting/Finance Department, the employee's corporate credit card will be cancelled.

Sample Employee Acknowledgment

Acceptance of Corporate Credit Card

Employee Name: _____

Position: _____

I understand and agree that:

_____ I bear ultimate responsibility for the card.

_____ I will not use the corporate credit card to withdraw cash.

_____ I will not use the corporate credit card for personal expenses and will use it only for official business on behalf of the company.

_____ If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I authorize the company to recover the funds through payroll deductions for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.

_____ If the corporate credit card is lost or stolen, I will report it immediately to the Finance Department and the credit card company.

_____ If I resign from the company, I will return the card with a final reconciliation of all expenditures prior to departure.

Signature of cardholder

Date : _____