

**KING CONSERVATION DISTRICT**  
**GRANT SUBCOMMITTEE**  
**OF THE BOARD OF SUPERVISORS**  
Monday, July 25th, 2022  
5:00 PM - 6:00 PM  
Join Zoom Meeting  
<https://us06web.zoom.us/j/93675999679>

**Grant Subcommittee Meeting Agenda**

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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 – 5:30 pm**

**Guests Attending: None**

**Discussion:** Agricultural Equipment Policy for Member Jurisdiction Grants

**Applications:**

- 1. City of Renton – Cedar River Bank Stabilization

**Amendments: none**

**Close outs:**

- 1. City of Bellevue – Tree Giveaway

**Regional Food System Grant Program Items**

**5:30 pm – 6:00 pm**

**Guest Attending:** Talia London from The Common Acre to discuss amendment approved at the last meeting

**Discussion:** Neighborhood Farmers Markets (NFM) response to grant subcommittee's concerns about equity

**Amendments:**

- 1. Neighborhood Farmers Markets (NFM) – Streamlined Farmers Market Vendor Application and Management Systems (King County Pilot)

TYPES OF FARM/GARDEN EQUIPMENT FUNDED BY KCD GRANT PROGRAMS			
Class #	Category	Category Detail	Notes
class 1	Tractors	Tractor, 4 wheeler, wheels, pull trailer, motorized with 2-3 tires, golf carts (4-wheeler, 6 seaters) roto tillers	We've rejected requests to pay for golf cart MOF
class 2	Tractor Implements	Attached to tractor - rototiller, disc, trailer, forks, Mower, tiller, chipper, shredder	MJ grants haven't paid for this
class 3	Planting Equipment	Seeders, broadforks, tilther, planter and planting equipment, transplanter	MJ grants haven't paid for this
class 4	Hand Tools	Shovels, hoes, pruning tools, saws, axes, chain saws	MJ grants have paid for these items
class 5	Transportation	Distributing, hauling food/produce - truck, van (rental or buy), bicycle,	MJ grants have paid for vehicle rental but not purchase, RFSGP has paid for more of these large ticket items
class 6	Storage	Shed, shipping container	MJ grants have paid for these items
class 7	Greenhouse and Associated Equipment	Fans, levers, heaters, thermometers, propagation tables, solar, shelving, concrete slab etc.	MJ grants have paid for these items
class 8	Refrigeration	Display and other coolers, refrigerator, ice machine, refrigerated storage, walk-in freezer panels	was in MJ grant budget but didn't end up charging KCD grant
class 9	Irrigation	Irrigation and supplies: piping, couplers, solar, pumps, etc.	MJ grants have paid for lots of irrigation equipment and supplies
class 10	Hydroponics and Associated Equipment		current open grant, not sure how actual expenses will end up
class 11	Washing and Sanitation	Sanitation hand washing station, wash and pack sinks for produce, gravity-fed, harvest rainwater for hand washing, sink, porta-potties	MJ grants have paid for combo porta pottie hand washing station

# Cedar River Bank Stabilization Project

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## *Member Jurisdiction Grant Program*

### ***Renton***

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1055 South Grady Way  
City Hall - 6th Floor  
Renton, WA 98057

parksandrec@rentonwa.gov  
O: 425-430-6600

### ***Cailín Hunsaker***

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1055 South Grady Way  
City Hall - 6th Floor  
Renton, WA 98057

CHunsaker@Rentonwa.gov  
O: 425-430-6606  
M: 425-757-3007

# Application Form

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## *Summary Information*

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### **Project Title\***

Cedar River Bank Stabilization Project

### **Project Description - Short\***

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

Following riverbank erosion next to the Cedar River Trail in 2020, this project will temporarily reroute the Cedar River Trail and install materials to stabilize the river bank from future erosion events, and restore the trail to original alignment.

### **Principal Partners (if any)**

FEMA, US Army Corps of Engineers, WS Dept of Ecology, WS Dept of Fish and Wildlife, Muckleshoot Tribe, GeoEngineers, Inc.

### **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.

\$53,811.00

### **Total Project Cost\***

\$1,076,228.00

### **Total Matching Funds (optional)**

\$1,022,417.00

### **Project Start Date\***

07/15/2023

**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.

Parcel 1723059015; ¼ Section SE17, Section 17, Township 23, Range 05  
Cedar River Trail between Cedar River Dog Park and Riverview Park, south of and across the river from  
Riviera Apartments at 2201 Maple Valley Highway, Renton 98057

**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.

11

**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***

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**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 February 2020, a flood event occurred on the Cedar River that eroded a section of riverbank next to the well-traveled Cedar River Trail (CRT) in Renton. Between the Cedar River Dog Park and Riverview Park a

150-foot section of the left river bank eroded up to the edge of the trail and, for the safety of trail patrons, the trail has been narrowed to half its width with sections of chain-link fence.

The trail is located on the south side of the Cedar River in the Cedar River Natural Area, part of Renton Parks property. The trail is 12 feet wide, asphalt pavement surface with 2 feet wide gravel shoulders on each side. Riparian vegetation consists of a dense mix of mature deciduous and conifer trees, commonly big-leaf maple (*Acer macrophyllum*) and red alder (*Alnus rubra*) with an understory of sword fern (*Polystichum munitum*) and salmonberry (*Rubus spectabilis*), as well as some Himalayan blackberry (*Rubus armeniacus*). There is a strip of herbaceous species including grasses and horsetail that border the trail. The banks of the Cedar River upstream and downstream of the eroded area are steep with slopes between of 1H:1V to 1.5H:1V.

The Cedar River is designated as a Shoreline of the State (Type S) and is approximately 100 feet wide at this location. The river supports a number of fish species including Chinook (*Oncorhynchus tshawytscha*), Coho (*Oncorhynchus kisutch*), Chum (*Oncorhynchus keta*) and Sockeye Salmon (*Oncorhynchus nerka*), as well as Bull Trout (*Salvelinus confluentus*), Cutthroat (*Oncorhynchus clarki*) and Rainbow/Steelhead (*Oncorhynchus mykiss*) trout as well as other aquatic organisms native to Puget Sound streams. The riparian area and undeveloped portions of the park property provide important habitat for wildlife.

There are two main elements to the Cedar River Bank Stabilization project: Stabilizing the eroding bank and temporarily relocating and reconstructing the trail.

The first main project element is to permanently stabilize the eroding bank by constructing large woody material (LWM) habitat structures along the toe of the river bank. LWM structures will consist of three individual structures that extend slightly into the channel. The slope will be restored to approximately the original toe location and graded to approximately 2H:1V (horizontal:vertical), which is slightly flatter than the original bank. The bank will be stabilized with erosion control fabric and planted with native plants and grasses. The LWM will interact with all river flows to reduce erosive energy and also provide in-stream habitat for aquatic organisms including threatened and endangered species of Pacific salmon. The roots of native vegetation installed on the slope will help stabilize soils and the plants will support riparian habitat functions.

The second main element of work is to restore/reconstruct the Cedar River Trail. The project goal is to restore the trail as close to its original alignment as possible, which will depend on soil conditions encountered during construction, and matching bank contours upstream and downstream of the eroding area. The trail will be temporarily relocated approximately 14 feet west during construction to provide workspace while protecting trail users. Following construction, the trail will be reconstructed as close to the existing alignment as possible. The temporary trail is approximately 228 feet long, including alignment transitions sections to connect to the existing trail.

Construction work will be completed with traditional construction equipment including hauling material by dump trucks, grading using excavator or backhoe, heavy rollers for asphalt compaction, and hydroseeding by spray application or hand work, and installation of plants by hand labor.

#### Site Preparation and Trail Temporary Relocation:

It will be necessary to temporarily relocate the trail to the west in order to construct the project. Installing temporary erosion control Best Management Practices (BMPs) will be the first step to prepare the site for construction. The area for the temporary trail will be clear of topsoil and grass (no trees will be impacted), and then gravel will be placed to form the temporary trail.

#### Bank Stabilization:

Constructing the project will require temporarily isolating the work area along the toe of the eroding bank from the broader Cedar River by installing a gravity type cofferdam structure comprised of supersacks filled with gravel or similar approach. Existing LWM within the construction limits will be set aside for potential re-use or replacement on the project, depending on suitability. The area inside the isolation structure will be dewatered using pumps. Fish block nets and a cofferdam will be installed to isolate the area and fish will be captured and relocated, and then the area can be dewatered as needed.

To access the eroding bank for grading and installing LWM, it will be necessary to excavate down to create one or more work benches for equipment. The entire length of the eroding bank will be excavated down to approximately the Ordinary High Water (OHW) line to form a flat work area adjacent to the area where LWM structures will be installed. Each of the three LWM structures will be constructed by placing individual large wood pieces in a stepwise process to form a stable LWM structure.

The reconstructed bank will be graded at an approximately 2V: 1H slope and blend into the existing bank at the upstream and downstream ends. The slope may include horizontal soil reinforcement products and a wrapped face to provide structural stability. Imported sand and gravel structural fill material will be used to reconstruct the bank. The face of the bank above the water level will be covered with an erosion control fabric, hydroseeded with native herbaceous species and reestablished within native shrubs and live stakes.

#### Trail Reconstruction:

Following construction of the bank stabilization, the temporary trail will be removed. The disturbed area will be restored to its original topography and the area will be hydroseeded with native grasses. The preferred outcome is to restore the trail to its original width and alignment; however, depending on field conditions encountered during construction the restored trail may be shifted 5 to 10 feet landward from its original location. Minor adjustments to the trail may be made to accommodate trail design standards and provide safe distance between the bank and trail. The trail will be re-constructed with gravel and hot mix asphalt pavement.

**Material Re-use and Disposal:** Excavated materials that meet streambed or geotechnical specifications will be used where feasible rather than importing fill; however, the geotechnical boring indicates materials are likely to be too wet or fined-grained to meet specifications. Also, the site has limited space for stockpile of large quantities of soil for drying or later re-use. Fill material will consist of sandy soil, topsoil and streambed materials (sand, gravel, cobbles) obtained from commercial quarries, sand/gravel mines and/or materials suppliers. Material placed into the Cedar River will be completed within a work isolation structure (cofferdam formed of gravel filled supersacks, or similar).

The CRT is a 17-mile paved trail that follows the Cedar River from where it enters Lake Washington in Renton to the community of Landsburg at the boundary of the City of Seattle's Cedar River Watershed. The trail follows a historic railroad route along State Route 169 and, in Renton, its five-mile length is used by thousands of bicyclists and pedestrians every week for commuting and recreation. It is also a maintenance route for City of Renton Park and Trails Division staff to access different parks and perform trail work.

No trail alternatives are available in this location because of the topography between the Cedar River to the north and steep inclines to the south. Trail detours direct people to sidewalks next to Maple Valley Highway and detract from the safety and natural experience of a forested route.

The goal of the Cedar River Trail Bank Stabilization Project is to stabilize an area of erosion on the left bank of the Cedar River at approximately River Mile 2.5. The riverbank at this location is on the outside edge of a bend in the river channel that eroded over a length of approximately 150 feet during the February 8, 2020, storm event that was declared a Federal Disaster. Erosion from Cedar River floodwaters has damaged the integrity and function of the Cedar River Trail system by undermining the prism and weakening the trail structure. To address the threat to the existing trail and prevent further damage, bank stabilization is proposed at this location.

Bid solicitation is slated for January 2023 and project completion by EOY 2023. This grant request is 5% of the engineers' cost estimate for project construction, the rest to be reimbursed by the Federal Emergency Management Agency (FEMA) and Washington State Emergency Management Fund.

## 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 grant funds will help complete some portion of the mobilization and demobilization, earthworks, and habitat and landscape restoration as estimated with the current 30% design estimated construction cost.

The goal of the Cedar River Trail Bank Stabilization Project is to stabilize an area of erosion on the left bank of the Cedar River at approximately River Mile 2.5. The riverbank at this location is on the outside edge of a bend in the river channel that eroded over a length of approximately 150 feet during the February 8, 2020, storm event that was declared a Federal Disaster. Erosion from Cedar River floodwaters has damaged the integrity and function of the Cedar River Trail system by undermining the prism and weakening the trail structure. To address the threat to the existing trail and prevent further damage, bank stabilization is proposed at this location.

The preferred outcome is to restore the trail to its original width and alignment; however, depending on field conditions encountered during construction the restored trail may be shifted 5 to 10 feet landward from its original location. Minor adjustments to the trail may be made to accommodate trail design standards and provide safe distance between the bank and trail. The trail will be re-constructed with gravel and hot mix asphalt pavement to match existing conditions as closely as possible.

The project is expected to improve aquatic habitat for salmonids as compared to existing conditions. The project has been designed using LWM to increase roughness and decrease flow velocities along the project area bank. The use of multiple LWM structures will increase bank and bottom channel complexity and will create a range of velocities at each flow condition that benefit adult migration and juvenile refugia. The LWM structures will mimic natural trees falling in the river. The LWM will also be source of organic matter that provided habitat for insects, which in turn provide a source of food for fish.

Timeline: Bid solicitation January 2023 and project completion by EOY 2023.

## 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 MJ Grant App Budget CR Bank Stabilize 22.pdf

## 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.

CR Bank Stabztn Plan and 30% Cost Est 22.pdf



## ***Natural Resource Improvement Actions- Criteria Checklist***

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**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?

Yes

**Project Type\***

Stormwater

## ***KCD Acknowledgement and Signature***

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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.

Cailin Hunsaker

**Title**

Parks and Trails Director

**Date\***

07/12/2022

## File Attachment Summary

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### *Applicant File Uploads*

- KCD MJ Grant App Budget CR Bank Stabilize 22.pdf
- CR Bank Stabztn Plan and 30% Cost Est 22.pdf



## Member Jurisdiction Grant Program

### Grant Application Project Budget Form

*Promoting sustainable uses of natural resources  
through responsible stewardship*

<b>Project Name</b>	Cedar River Bank Stabilization Project		
<b>Applicant</b>	City of Renton		
<b>Contact</b>	Cailin Hunsaker, Parks and Trails Director		
<b>Mailing Address</b>	1055 South Grady Way, 6th Floor, Renton, WA 98057		
<b>E-mail</b>	<a href="mailto:chunsaker@rentonwa.gov">chunsaker@rentonwa.gov</a>	<b>Project Start Date:</b>	7/15/2023
<b>Phone</b>	(425) 430-6606	<b>Project End Date:</b>	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
		<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
				\$0
Office Supplies				\$0
				\$0
				\$0
Field Supplies				\$0
Contracted/ Professional Services	\$53,811	\$968,606	\$53,811	\$1,076,228
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
<b>TOTAL</b>	<b>\$53,811</b>	<b>\$968,606</b>	<b>\$53,811</b>	<b>\$1,076,228</b>

<b>Total Project Cost</b>	<b>\$1,076,228</b>
<b>Total Match</b>	<b>\$1,022,417</b>
<b>Amount of KCD Funding Requested</b>	<b>\$53,811</b>
<b>Match Percentage</b>	<b>95%</b>

#### Footnotes:

Other Funds = 90% FEMA reimbursement - Pending

5% State Emergency Management Fund reimbursement - Pending

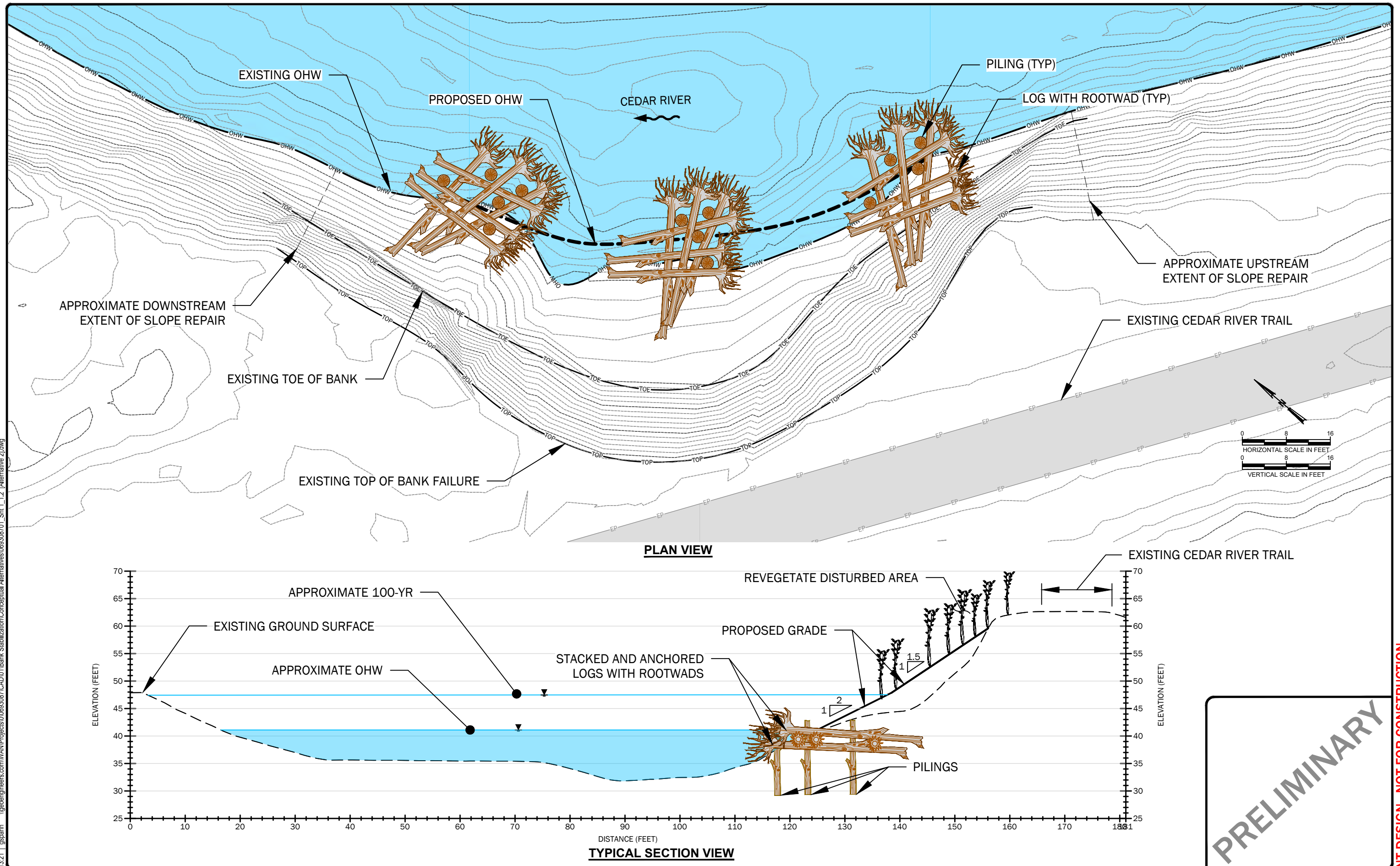
General Preparation - Mobilization and Demobilization = \$134,000

Earthwork = \$433,000

Habitat and Landscape = \$215,000

Contingency = 25%

Plotted: 04/05/2021, 13:21 | gspanm \\geoengineers.com\WANI\Projects\00893087\CADD\11\Bank Stabilization\Conceptual Alternatives\089308701\_Sht 1\_1.2 [Alternative 2].dwg



NO.	DATE	BY	ISSUE / DESCRIPTION

DESIGNED BY: TMM  
DRAWN BY: GLS  
APPROVED BY: JOC  
REVISION NO.:  
DATE: 02/19/21



PREPARED FOR:



CEDAR RIVER BANK STABILIZATION DESIGN  
RENTON, WASHINGTON  
CONCEPTUAL ALTERNATIVE 2 PLAN AND SECTION

DRAWING NUMBER:

1.2

SHEET: 2 OF 2

PRELIMINARY

30 PERCENT DESIGN - NOT FOR CONSTRUCTION

Cedar River Bank Stabilization and Trail Repair  
Renton, Washington  
30 Percent Design Estimated Construction Cost

Item#	Item Description	Est Qty	Unit	Unit Price	Cost	Comment
PREPARATION, GENERAL						
1	MOBILIZATION AND DEMOBILIZATION	1	LS	8%	\$0	Typical precentage for Public Works projects. % of Construction Cost
2	SURVEY	1	LS	\$ 10,000	\$10,000	GeoEngineers estimate
3	CLEARING & GRUBBING	0.28	Acre	\$ 20,000	\$6,000	Review of selected WSDOT Bid Tabs
4	DEMOLISH TRAIL PAVEMENT	100	SY	\$ 50	\$5,000	Review of selected WSDOT Bid Tabs
5	ACCESS CONTROL AND FENCING	1	LS	\$ 10,000	\$10,000	GeoEngineers estimate
6	TRAFFIC CONTROL (SIGNAGE)	1	LS	\$ 10,000	\$10,000	GeoEngineers estimate
7	FLAGGER	480	HR	\$ 70	\$34,000	WSDOT Bid Tab \$70/hr, assume 2 at 30 days each
8	TESC (INCLUDING STAGING AND STOCKPILE AREA)	1	LS	\$ 40,000	\$40,000	GeoEngineers estimate
9	WOOD CHIP MULCH FOR ACCESS	170	CY	\$ 50	\$9,000	GeoEngineers estimate
10	FISH EXCLUSION	1	LS	\$ 10,000	\$10,000	GeoEngineers estimate
SUB-TOTAL					\$134,000	
EARTHWORK						
11	EXCAVATION W/ON-SITE STOCKPILE, BACKFILL (TOPSOIL)	140	CY	\$ 40	\$6,000	Review of selected WSDOT Bid Tabs
12	EXCAVATION W/ON-SITE STOCKPILE, BACKFILL (GENERAL)	700	CY	\$ 30	\$21,000	Review of selected WSDOT Bid Tabs
13	EXCAVATION W/OFF-SITE DISPOSAL	3,100	CY	\$ 40	\$124,000	Review of selected WSDOT Bid Tabs
14	FOUNDATION BACKFILL (QUARRY SPALLS)	200	Ton	\$ 100	\$20,000	Review of selected WSDOT Bid Tabs
15	GRAVEL BORROW	3,200	Ton	\$ 35	\$112,000	Review of selected WSDOT Bid Tabs.
	COBBLES	300	Ton	\$ 100	\$30,000	Review of selected WSDOT Bid Tabs.
16	TOPSOIL	300	CY	\$ 50	\$15,000	Review of selected WSDOT Bid Tabs
17	CRUSHED SURFACING BASE COURSE	350	Ton	\$ 75	\$27,000	Review of selected WSDOT Bid Tabs
18	HOT MIX ASPHALT PAVEMENT	40	Ton	\$ 200	\$8,000	Review of selected WSDOT Bid Tabs
19	RIVER ISOLATION STRUCTURE	1	LS	\$ 30,000	\$30,000	GeoEngineers estimate
20	DEWATERING	1	LS	\$ 40,000	\$40,000	Assumes sumping, settling tank
SUB-TOTAL					\$433,000	
HABITAT AND LANDSCAPE						
21	EROSION CONTROL BLANKET	1,000	SY	\$ 10	\$10,000	Review of selected WSDOT Bid Tabs
22	WOODCHIP MULCH	100	CY	\$ 50	\$5,000	Review of selected WSDOT Bid Tabs
23	COMPOST SOCK	525	LF	\$ 20	\$11,000	Review of selected WSDOT Bid Tabs
24	LARGE WOOD (FROM ON-SITE REUSE)	5	EACH	\$ 1,000	\$5,000	GeoEngineers estimate
25	LARGE WOOD (NEW)	40	EACH	\$ 4,000	\$160,000	GeoEngineers estimate
26	SLASH	1	LS	\$ 10,000	\$10,000	GeoEngineers estimate
27	HYDROSEED	0.7	ACRE	\$ 5,000	\$4,000	Review of selected WSDOT Bid Tabs
28	PLANTINGS	1	LS	\$ 10,000	\$10,000	GeoEngineers estimate
SUB-TOTAL					\$215,000	
CONSTRUCTION COST SUBTOTAL					\$782,000	
CONTINGENCY 25%		25%			\$195,500	
ESTIMATED TOTAL CONSTRUCTION COST SUBTOTAL					\$977,500	
SALES TAX				10.1%	\$98,728	
ESTIMATED TOTAL CONSTRUCTION COST W/SALES TAX					\$1,076,228	



**King Conservation District  
Member Jurisdiction Grant Program  
Grant Agreement Close Out**

**Grant Summary Information**

**Recipient:** City of Bellevue

**Project Title:** Bellevue Tree Giveaway

**Project Description:** This grant will support a pilot tree giveaway program for Bellevue residents, to increase tree planting on private property. The program will help achieve the city's 40% tree canopy goal by 2050 by focusing on neighborhoods with lower tree canopy.

**Funding Source and Year:** KCD-Bellevue Member Jurisdiction 2020 Funds

**Start Date:** 01/04/2021

**End Date:** 12/10/2021

**Date Awarded:** 02/08/2021

**Grant Budget Summary**

**Returned Funds:**

**Payment Summary**

Award Amount: \$30,000.00

Amount Returned: \$N/A

Amount Paid to Date: \$-0-

Amount Spent: \$30,000.00

Date Returned: N/A

Final Payment: \$30,000.00  
Date: *After KCD signs this form*

**Amendment Request Summary:**

Yes N/A Notes:

Scope of Work Revision: ☐ ☒

Budget Revision: ☐ ☒

Completion Date Extension: ☒ ☐ Extended to 3/27/22

**Copies of Work Product (check box or describe below)**

☐ Designs/Plans

☐ Brochures/Publications

☐ Curricula

☒ Photos

☐ Video

☐ Sign Mock-Ups

Other:

**KCD Acknowledgement:** We acknowledged KCD as a source of funding through the visible appearance of the KCD logo in our outreach, application, communications, yard signs, and merchandise. When space was available, a written section accompanied the logo stating, "Project funded by the King Conservation District." We sent our emails through Mailchimp where all Tree Giveaway Program messaging had a header featuring the KCD logo.

Additional PDF document attached shows images of how acknowledgement of KCD funding was incorporated throughout our project in the Program materials section.



<b>Site Visit</b>	Date:	N/A: <input type="checkbox"/>
Description:		
<b>Planting Projects:</b>		
Maintenance/Monitoring	Needs to be tracked: <input type="checkbox"/>	Ongoing until: _____
Completed: <input type="checkbox"/> N/A: <input type="checkbox"/>		
<b>Reporting Summary:</b> Yes    No    Notes:		
Progress Reports:	<input checked="" type="checkbox"/> <input type="checkbox"/>	
Expense Reports:	<input checked="" type="checkbox"/> <input type="checkbox"/>	
Final Reports:	<input checked="" type="checkbox"/> <input type="checkbox"/>	
<p><b>Project Accomplishments and Successes</b></p> <p>For our Tree Giveaway Program, we partnered with ECOSS, a local environmental consulting service, to help us with messaging, multi-cultural outreach, social media engagement, and materials translation with which we reached underrepresented communities. ECOSS assisted us to identifying barriers to tree planting and preservation in Bellevue and adapted our program structure to address community needs. We additionally worked with a non-profit 300 Trees who assisted with outreach and volunteer support for our giveaway and planting events.</p> <p>Key metrics for the program include:</p> <ul style="list-style-type: none"> <li>-Distributed 711 trees.</li> <li>-Over 900 people applied for trees.</li> <li>-544 trees were distributed to residents, and 167 were distributed to community organizations.</li> <li>-Leveraged 200 volunteer hours.</li> </ul> <p>In August 2021, we continued our educational efforts by offering a webinar series. These webinars are part of our overall city outreach efforts and supported the Tree Giveaway Program. Approximately 50 people attended each webinar. Covered topics including: 1) ecosystem services and local initiatives in urban tree canopy and ecology 2) tree codes and regulations in Bellevue 3) right tree, right place 4) basic tree care and planting.</p> <p>We successfully ran a distanced Tree Giveaway Event at Bannerwood Park on October 9-10th to distribute trees to City of Bellevue residents to be planted on their private property. We provided 17 different species of trees including natives, future natives, and ornamentals to over 500 city residents. We targeted neighborhood areas with lower tree canopy cover using American Forest's Tree Equity Score and provided tree delivery to residents in need. For the event, we received over 900 applications gave away 711 trees, 544 to City of Bellevue residents and 167 to community organizations. Along with trees, we additionally provided 600 bags of mulch, 600 tree watering bags, and 300 "We Love Our Trees" yard signs. We additionally received 764 commitments to our pledge to care for and maintain the trees on their property.</p> <p>In terms of demographics for recipients for our giveaway, 52% self-identified as Asian, 31% as non-Hispanic white, 6% multiracial, and 4% Hispanic or Latinx. In regard to language spoken, 70% said that they speak English the most at home, 11% speak Mandarin, 6% other, 5% Cantonese, and ~1% Korean, Vietnamese, Spanish, other Chinese language, Japanese, Tagalog, and Telugu.</p> <p>We then held two planting events the following weekends where groups of staff and volunteers planted trees at the homes of recipients of our giveaway who were not able to plant the trees themselves. We delivered and planted trees for 95 residents in need.</p> <p>As a next phase of the tree giveaway, we have developed a Tree Health Check Program to be implemented this coming summer where a portion of recipients of our Tree Giveaway Event will receive a yearly assessment of their tree(s) health. This will allow for us to understand survivability of giveaway trees, have in-person reminders for caring for the tree(s), and to have the opportunity for residents to have their tree questions answered.</p>		



## **Regional Benefits**

Our program benefits the region in five distinct ways; environmentally, via public health, through the creation of community connections, increased equity, and through a greater awareness of the benefits of urban trees. The introduction of more trees into our community will have a myriad of environmental benefits that should only increase over time as trees grow. including decreased temperatures, reduced air pollution, energy consumption, flooding, erosion, stormwater pollution, increased carbon storage, biodiversity, and habitat connectivity. The planting of more trees will increase the resiliency of the region and mitigate impacts of predicted climatic changes.

Additionally, increases in canopy cover in urban environments has been linked to increased public health outcomes, including people spend more time outside, reduced stress levels, fewer car crashes, improved symptoms of certain health conditions, improved childhood development, less petty crime, and increased social cohesion.

This program provides significant opportunities for volunteers, residents, and community organizations to meet, interact, and form connections which extend beyond the scope of the program itself. We had volunteers from different groups and parts of the city who were brought together, as this program facilitated new connections between residents and city staff.

By using American Forest's Tree Equity Score to prioritize giving trees to residents who are nonwhite, speak a language other than English, and live in areas with lower tree canopy, income, employment rates, higher surface temperatures. By focusing our program through this tool, we are able to increase the some of the environmental equity between neighborhood areas in Bellevue. Additionally, by providing program and application materials in simplified Chinese and Spanish, we were able to engage groups within the city who would typically be unable to participate and be a part of the process. This program benefits future work in the region by being an example of city government being reliable, delivering on its promises, and caring to connect with all its residents.

Lastly, the increase in urban forest knowledge provided by the webinar series and tree program materials has allowed residents to understand the benefits of urban trees and tree care information. Education through our program and materials which are now readily available to residents have the potential to perpetuate productive attitudes and actions regarding urban trees.

## **Obstacles and Challenges**

With it being the first year of the program, there were many challenges associated with building the program from the ground up. First and foremost, Covid-19 has been the largest struggle which has been present throughout the creation and continuation of our Tree Giveaway Program. It has shaped our program design, outreach, and events. Specifically, cultural outreach was especially difficult with minimal to no in-person outreach. Certain community groups within the city we have found do not respond as well through online outreach. We used a consulting group ECOSS to help overcome some of the barriers with cultural outreach and materials translation. In the future when we can perform targeted in-person outreach, we expect to have increased diversity and equity with events.

Additionally, sourcing the trees we wanted for our giveaway event was obstructed due to Covid-19 which caused increased demand for trees with people stuck at home looking to do home improvement projects, as well as supply chain issues. This challenge was exacerbated by staffing within the city for this project.

As for the Tree Giveaway Event, the largest challenge we learned was putting ensuring we had solid systems in place for tracking all correspondence and managing inquiries from residents, which greatly exceeded our planned capacity. Despite attempts to maximize clarity, there were residents who misunderstood directions, and this caused slow-downs and clarifications. An example of this was the waitlist we had for those who were not selected for a tree but were first-in-line if recipients canceled or did not show up. Several people on the waitlist believed that they had been selected for a tree and showed up the event with that expectation. Just after the event there was a designated first come, first served for remaining trees. This caused a flow of traffic that was very difficult to manage, and some left the event instead of waiting in the line. We will improve the way in which we make sure all the trees get to residents

for this year's giveaway.

### Lessons Learned and Recommendations for Future Projects

Some of the recommendations for comparable projects and lessons we plan to incorporate into future work start with extensive research during the program building process. Extensive research into similar programs will provide the building blocks to have a successful project. Through this program we learned just how important outreach is for projects with heavy community involvement. Specifically, regarding trees, typically higher income white residents are more likely to show up to tree giveaway type events. To maximize equity, cultural outreach is key. While we had a relatively representative giveaway compared to our city's demographics, we see where more outreach is required for future events.

Another recommendation for tree specific projects is the importance of selecting and the correct species and trees. Extensive research was done to find trees which are native, future native, tolerant to disease, drought, temperature variations, and would fare well in predicted future changes in climate. However, as we found out programs are limited by available species and balancing features already mentioned with others such as correct sizing, potting type, shipping dates, pricing and quality made tree sourcing difficult. We would recommend sourcing trees 3-6 months before your event and fruit trees even earlier. For our planned '22 event, we started sourcing fruit trees one year and finally found a vender which met our needs 8 months before our planned event date.

The largest lesson we learned was about online correspondence with residents. You must go far above and beyond to ensure clarity and brevity with messaging. We found that people would hardly read past the first few lines and so instead of thorough instructions short succinct instruction will likely be more effective. We had multiple people so up to our event asking for their trees while holding up an email on their phones clearly stating that they were on the waitlist and not guaranteed trees. However, having an application where people selected preferred tree species likely perpetuated the assumption. We are going to be extremely vigilant of all messaging for our next giveaway event.

*I certify that the project has been completed, all expenditures have been paid, and the final report has been received by the District.*

\_\_\_\_\_,  
District Representative

Date: \_\_\_\_\_

*I certify that the project has been completed, all expenditures have been reported, and the final report has been completed and submitted to the District.*

\_\_\_\_\_, Grant

Recipient

Name: Jennifer Ewing

Title: Environmental Stewardship Program Manager

Date: 7/10/2022

## 2021 Trees for Bellevue Tree Giveaway Program Photos



08/26/2021 ECOSS Team tabling at Robinswood Park, to promote the tree giveaway





08/19/2021 ECOSS team tabling at H-Mart in Downtown Bellevue, to promote the tree giveaway



10/4/2021 Tree delivery unloading with assistance from the Seattle University Baseball Team





10/8/2021 Trees for the Tree Giveaway Event being organized in the lead up to the event.





10/9/2021 Tree Giveaway Event volunteer loading a Dogwood into a Bellevue resident's car.





10/10/2021 City of Bellevue residents watering their newly planted tree from our Giveaway Event.





10/10/2021 Newly planted Southern Magnolia tree in a recipients yard next to a “We Love Our Trees” yard sign.

## Program Materials

The poster features a light blue background with a large, detailed illustration of a pine branch with green needles and brown cones in the upper right. In the lower half, there is a stylized illustration of a man in a red shirt and blue pants kneeling to plant a sapling, while a woman in a blue jacket and yellow pants stands nearby holding a shovel. In the background, there are silhouettes of various trees and a house. The text is arranged in the upper left and center, with a QR code and logos at the bottom.

# Trees for Bellevue

## Tree Giveaway

Make a difference in your community and plant a tree!

Bellevue residents and community organizations can apply to receive free trees this fall.

Learn more and apply at:  
[www.bellevuewa.gov/trees](http://www.bellevuewa.gov/trees)

**Applications due Monday August 16th**



**300Trees**

**SUSTAINABLE BELLEVUE**

**K&D**  
King Conservation District

Project funded by the King Conservation District and City of Bellevue

 For alternate formats, interpreters, or reasonable accommodation requests please phone at least 48 hours in advance 425-452-7241 (voice) or email [rwells@bellevuewa.gov](mailto:rwells@bellevuewa.gov). For complaints regarding accommodations, contact City of Bellevue ADA/Title VI Administrator at 425-452-6168 (voice) or email [ADATitleVI@bellevuewa.gov](mailto:ADATitleVI@bellevuewa.gov). If you are deaf or hard of hearing dial 711. All meetings are wheelchair accessible.



# 贝尔维尤的树

## 赠树计划

为社区作贡献，一起来植树！

贝尔维尤的居民和社区组织在今年秋季  
可以申请免费领取树木。

了解更多信息并申请：  
[www.bellevuewa.gov/trees](http://www.bellevuewa.gov/trees)



申请截止日为 8 月 30 日星期一



若您需要活动采用其他形式，或者需要帮助排除其他妨碍您参与活动的障碍，请至少於  
48小时前致電425-452-7241或電郵 email: [rwells@bellevuewa.gov](mailto:rwells@bellevuewa.gov) 通知我們。投訴請撥  
425-452-6168 聯繫貝爾維尤市「美國身心障礙者法案/反歧視法」之管理員聯絡。聽障  
或重聽人士請撥711。所有會議皆有無障礙通道。



SUSTAINABLE  
BELLEVUE



受 King 保护区和贝尔  
维尤市 资助的项目

# Árboles en Bellevue

## Donación de árboles



¡Invierta en el futuro y plante un árbol!

Los residentes de Bellevue y las organizaciones comunitarias pueden solicitar árboles gratuitos este otoño.

Obtenga más información y presente su solicitud en:  
[www.bellevuewa.gov/trees](http://www.bellevuewa.gov/trees)

**Las solicitudes se deben enviar antes del lunes 30 de agosto.**



Para solicitar formatos alternativos, intérpretes o adaptaciones razonables, llame con al menos 48 horas de anticipación al 425-452-7241 (voz) o envíe un correo electrónico a [rwells@bellevuewa.gov](mailto:rwells@bellevuewa.gov). Por reclamos sobre adaptaciones, comuníquese con el administrador de ADA/Título VI de la ciudad de Bellevue al 425-452-6168 (voz). Si es sordo o tiene dificultades auditivas, marque 711. Se puede acceder a todas las reuniones en sillas de rueda.

 **SUSTAINABLE  
BELLEVUE**

 **300Trees**

 **K&D**  
King Conservation District



Proyecto financiado por el King Conservation District y la ciudad de Bellevue

To: Mary Embleton, KCD Senior Program Manager, Regional Food Systems  
From: Colleen Donovan, Farmers Market Integrity Project  
cc: Jennifer Antos, Neighborhood Farmers Markets  
Date: July 19, 2022  
Re: Response to Questions from the Grants Selection Committee

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Thank you so much for the questions from the KCD Grant Subcommittee. These are important questions and I understand the importance of taking time to have these conversations about our shared values and work.

- Were Diversity, Equity, and Inclusion principles considered in developing the Standard Vendor Application? If yes, was this done by and independent entity outside NFM?
- Was an Equity lens applied to the development of questions included in the Standard Vendor Application? If yes, how and by whom?
- Language barriers exist and can be an issue for successful implementation of questionnaires. How many languages will the Standard Vendor Application be available in? Who will do the translation? Will additional translation services be provided? If yes, by whom?

While the issues have come into renewed focus in recent years, the underlying drive to build a more just, fair food system has informed my work for nearly 30 years. I am from the heart of California's Central Valley which is home to the bounty and challenges of agriculture, and a very diverse community. My education is in cross-cultural and critical development studies (at Cal Poly SLO and UW) with a focus on Latin America, as well as working in the NGO sector internationally and here in the Pacific Northwest. As you recall, we met when I was a founding member of the first-ever National Immigrant Farming Initiative.

With regards to the Standard Vendor Application, let me back up to say that, as you know, this is a tool that has its origins in the Farmers Market Integrity Project that was launched in 2014. It was conceptualized in conversation with an Advisory Committee comprised of farmers market managers, WSU, WSDA, WSFMA, and a mix of farmers from King County. The KCD's Strategic Initiative to Support Farmers Market Capacity and the Regional Food System grant was a vital opportunity to further our work and further develop the Standard Vendor Application in King County. King County is home to around 30% of Washington's farmers markets and 45% of reported vendor sales (WSFMA, preliminary 2021 data). It is an important proving ground and what happens here influences the rest of the state.

At the time of our Regional Food System grant application, DEI principles and equity filters were not an explicit part of the application process, as you know. With regard to the question if Diversity, Equity and Inclusion principles were considered in developing the Standard Vendor Application, the answer is yes. We did not apply a formal lens or engage an independent entity,

nor did I request this from the Neighborhood Farmers Markets, per se. As you know, many of these organizational tools are in the process of being developed, adopted, and normed. I am curious and eager to learn, and believe that considering DEI principles will be critical for successful implementation if the Standard Vendor Application is to succeed.

Allow me, however, to paint a picture of our process and intentions with regards to the Standard Vendor Application and consideration of the barriers to success including language, education, culturally-specific farming practices, internet access, economic constraints and lived experience. The current reality is that there are 40 farmers markets in King County with 30 different vendor applications. Most require access to the Internet to access the application; some are even online applications, some downloadable. All of these applications are in English and, as important, require a certain fluency in terms and jargon specific to farmers markets, public health, food safety, permitting, and food access programs. And while you may consider this application to sell at a farmers market a simple administrative task, it is the key that unlocks access to starting a new business and growing it to the point of viability. So, yes, thinking about what the Standard Vendor Application means to a diverse community of vendors has always been top of mind. We know that if the Standard Vendor Application is not launched from day 1 as a trusted tool, it will struggle to be adopted. And we know very well that that trust is earned over time and in person.

The completeness of farmers market applications is inconsistent. A market manager reading this would laugh out loud, knowing this is code for “often incomplete” and requires a lot of work to follow up on. A farmer reading this may sheepishly shrug and bemoan the endless forms in their world. Adding to the fact that the applications are so varied, we are extremely aware and considerate of real barriers to creating an accessible vendor application, including:

- Incomplete or even inaccurate understandings of the regulatory environment that farmers markets are required to enforce;
- Variances of the above between counties and even cities that are genuinely confusing, frustrating, and expensive to comply with;
- Having learned “how farmers markets work” from on the job training that was incomplete, outdated, misinformed or misguided;
- Pages of policies and rules that require time to sort out and, most critically, a degree of literacy that cannot be assumed;
- Questions that make sense from a market perspective, but not necessarily from the farmer’s or that are not known at the time of application;
- Questions that assume a farm operation based on a simple and even stereotypical model that rarely exists, especially in expensive areas and if the farmer is young, new, undercapitalized, not a native English speaker, or recently arrived in Washington;
- Deadlines that span the calendar and require more planning to track and meet;
- And the list goes on.

Many of the farmers that are drawn to farmers markets value their informality, possible part-time nature (as many vendors hold on to full-time non-ag jobs), low start-up costs, and cash sales where they set the price. Farmers can get started even when they don’t have traditional

lines of operating capital or a formal education from WSU or other conventional ag institutions. In survey work I've done with WSU and WSFMA, there are often shared values around feeding their community, giving back, and pride in producing healthy, quality, local food. The farmers market community, who they see week after week, is where they learn the ropes, build relationships, and are the first to get information. In my work, I have also observed that many entrepreneurs seem to greatly value being their own boss. This can be especially empowering when other career paths are complicated by language, legal status, formal education, and a lack of mentors.

This is the context in which the Standard Vendor Application has emerged. From its conception, the Advisory Team made clear two key principles: one, was that fostering a culture of integrity was better than a culture of deterrence. In part, we will never have the capacity to enforce deterrence. And the pursuing a culture of integrity is a more positive, inclusive and appreciative approach.

The second principle is that the Standard Vendor Application is a tool to educate and help hundreds of farmers learn what was required to operate their business at farmers markets and to obtain the support and technical assistance needed to enter a direct-to-consumer marketplace and comply with all the necessary rules. The Standard Vendor Application at its core is an educational service. And with any educational service, we are very aware that we have to start where people are now. Some farmers market vendors have PhDs and others never completed elementary school. Some have been farming for generations, some have left other careers or countries to follow their dreams of growing food. Some start out with a land base, and others rent, lease, or borrow with uncertain land tenure. Some have the support and help of their entire family, some are building a business on their own or with creative collaborations. Some will never have adequate health insurance, retirement, or savings, yet choose to farm. Some face institutional racism that has prevented them from obtaining the same resources as others in more privileged positions. Diversity - in its many forms - is a defining feature of the farmers markets community and has been a key principle in developing the Standard Vendor Application.

Given its diversity, language barriers obviously exist. As I have tried to point out, some of the barriers boil down to types of technical language used. For this reason, the Standard Vendor Application was designed using the principles of plain language. Other language barriers include literacy in any language.

One of the first USDA Risk Management Agency projects I ever learned about (in 2003) was to translate farmers market applications for markets in Portland into Spanish and Hmong. I still have copies. But the project was a bust because the Spanish was too formal (Castilian instead of the more Mexican-influenced dialects) and few Hmong vendors read Hmong as it was a primarily oral language until relatively recently. Knowing this, we have always been careful not to assume that simple translation automatically achieves the qualitative type of inclusion or equity we are seeking.

Given the farm vendor community in King County, and how each community obtains information, our project planned for translation into Spanish. If future funding should be available we plan to produce technical assistance videos in Hmong. The Spanish translation would be done by Jorge Villasenor out of Selah who works with the WA Tree Fruit Association and comes highly recommended because he knows agriculture and the farming community. Whether or not additional translation services are available depends on funding.

I first became familiar with the Hmong community growing up in the Central Valley in CA. As such, I have worked closely with key leaders since I came to WA and especially when we were pursuing a National Immigrant Farming Initiative. Given what I have learned and going the experience back in Portland, we do not plan to translate the Standard Vendor Application into Hmong because Hmong leaders, such as Bee Cha, have advised me that this is not the most effective way to communicate with the elders. Instead, we have worked with Hmong farmers to identify key liaisons to help us explain the Standard Vendor Application. Should funding be available, we would follow the recommendation given to us to do short YouTube videos in Hmong. We also have worked to build relationships with the Hmong Association of Washington (which is forming a new farmer cooperative) and rely on them for insights and guidance.

Late Monday afternoon I was talking with a Latino farmer in his kitchen in Outlook, near Granger, in the lower Yakima Valley. I first met him in 2011 and at the time sold at maybe 10 or more farmers markets whereas this year he is selling at 3 (including two in King County). He is a success by many measures: land, a home, kids with educations, a community. And he is a farmer to his core, working in the orchards, building up his own operation, exuding pride in *his* cherries, asparagus, and donut peaches that customers love. His point of reference to farmers market, every time, was to people: the managers, other vendors, shoppers that had become friends. I was there to tell him about a new WSDA grant opportunity. He was eligible, but never would have found out about it, known how to apply, or considered himself as a possible recipient. This is the work we do. Meeting people who are vested in farming and, in our case, farmers markets, where they are.





## 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: Neighborhood Farmers Markets**

**Project Title: Streamlined Farmers Market Vendor Application and Management Systems (King County Pilot) (FF00049)**

**Agreement Year: 2017**

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 12/31/2021 to 12/31/2022**

- ☐ 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*)

**Other Category of Revision**

- ☐ Change applicant/principle partners without change in scope of work and funding level
- ☐ 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).

The proposed amendment is to extend the time to December 31, 2022 to complete the core objective of this project. The project has been unable to proceed as planned due to COVID-19 and the resulting emergence of more urgent demands and priorities for the Advisory Team and farmers markets. The consultant working with us in 2021 decided to dedicate her time to her farm and family in 2022, meaning core support was lost.

The proposed change of Scope is to focus on successfully completing the most important cornerstone of this project which is the Standard Vendor Application. Due to input and feedback from farmers markets managers, there are now two versions in development: one for Farmers, Processors, and Resellers; and one for Artisans/Crafters and Prepared Food Vendors. Our goal is to have this ready for farmers markets to pilot in 2023. The need for such a tool has never been stronger and the best window to share, promote, and train people on its usage is August to December. The scope maintains the legal review and translation into Spanish and up to two other languages, depending on the demand.

Based on lessons learned from experimenting with online platforms and increased awareness of policy needs to protect vendor data, we have opted to start with a standard fillable form created by a

professional form designer. This way the vendor will control who gets their information, and the will still be able to complete one application instead of many different applications.

The workplan has added travel to visit 5 farms in Central and Western WA and 5 farmers markets to meet with users, get feedback and field test application.

The online "Direct Application" table with King County Farmers Markets will be updated and upgraded so that markets' direct links are live instead of simply listed.

The revised Scope of Work proposes to eliminate the development of an information flow model and an outreach and marketing campaign. We have learned that this is beyond our current capacity and strongly prefer to focus on getting the Standard Application launched!

Jennifer Antos

6/23/2022

\_\_\_\_\_  
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 Budget Revision Detail Form

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

**Project Name:** Streamlined Farmers Market Vendor Application and Management Systems (King County Pilot)  
**Grantee:** Neighborhood Farmers Market Alliance  
**Awarded Project Budget (same as grant application budget)**

	KCD Funds	Other Funds (specify)	Other Funds (specify)	Total (by line item)
Salaries and Benefits				0.00
Travel/Meals/Mileage				0.00
Project Supplies	\$500.00			500.00
Contracted/Professional Services				
Colleen Donovan	\$35,500.00			35,500.00
Hmong Farmer Liaison	\$2,000.00			2,000.00
Legal Review	\$2,000.00			2,000.00
Other (Pilot Market Stipend)	\$7,500.00			\$7,500.00
Indirect Costs/Overhead	\$2,500.00			\$2,500.00
<b>TOTAL (by source)</b>	<b>\$50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>

### Revised Budget (December 2019)

	KCD Funds	Other Funds (specify)	Other Funds (specify)	Total (by line item)
Salaries and Benefits				0.00
Travel/Meals/Mileage				0.00
Project Supplies	\$500.00			500.00
Contracted/Professional Services				
Colleen Donovan	\$20,500.00			20,500.00
Hmong Farmer Liaison	\$2,000.00			2,000.00
Legal Review	\$2,000.00			2,000.00
Project Assistant	\$15,000.00			15,000.00
Other (Event rental)	\$7,500.00			\$7,500.00
Indirect Costs/Overhead	\$2,500.00			\$2,500.00
<b>TOTAL (by source)</b>	<b>\$50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>

### Proposed Revised Budget (November 2018)

	KCD Funds	Other Funds (specify)	Other Funds (specify)	Total (by line item)
Salaries and Benefits				0.00
Travel/Meals/Mileage				0.00
Project Supplies	\$500.00			500.00
Contracted/Professional Services				
Colleen Donovan	\$32,500.00			32,500.00
Hmong Farmer Liaison	\$2,000.00			2,000.00
Legal Review	\$2,000.00			2,000.00
Leigh Newman-Bell	\$2,000.00			2,000.00
Assistant (TBD)	\$1,000.00			1,000.00
Other (Event rental)	\$7,500.00			\$7,500.00
Indirect Costs/Overhead	\$2,500.00			\$2,500.00
<b>TOTAL (by source)</b>	<b>\$50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>

### Proposed Revised Budget (January 2021)

	KCD Funds	Other Funds (specify)	Other Funds (specify)	Total (by line item)
Salaries and Benefits	\$0.00			0.00
Travel/Meals/Mileage	\$0.00			0.00
Project Supplies	\$2,750.00			2,750.00
Contracted/Professional Services				
Colleen Donovan	\$8,000.00			8,000.00
Stacy DeKoekkoek	\$17,500.00			17,500.00
Hmong Farmer Liaison	\$1,000.00			1,000.00
Legal Review	\$1,000.00			1,000.00
Graphic Design	\$2,500.00			2,500.00
WSFMA	\$5,000.00			5,000.00
Other (Event rental)	\$5,250.00			\$5,250.00
Indirect Costs/Overhead	\$7,000.00			\$7,000.00
<b>TOTAL (by source)</b>	<b>\$50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>

### Proposed Revised Budget (June 2022)

	KCD Funds	Other Funds (specify)	Other Funds (specify)	Total (by line item)
Salaries and Benefits	\$ -			\$ -
Travel/Meals/Mileage	\$ 2,000			\$ 2,000
Project Supplies	\$ 250			\$ 250
Contracted/Professional Services	\$ 34,500			\$ 34,500
Other (Event rental)	\$ 6,250			\$ 6,250
Indirect Costs/Overhead	\$ 7,000			\$ 7,000
<b>TOTAL (by source)</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>