

THE KING COUNTY FLOOD CONTROL DISTRICT FLOOD REDUCTION FUND 2017 APPLICATION AID

This application aid answers common questions and clarifies terms used in the introduction as well as in the application. For further assistance please contact Kim Harper (Kim.harper@kingcounty.gov, 206-477-6079).

Prior/current King County and/or Flood Control District funding *PAGE 3*

Some projects may have already received funds from King County or the King County Flood Control District. Identifying and quantifying these funds will help assess the full cost and contributions in support of the candidate project.

Private land *PAGE 3*

Projects may be located on private land provided that the benefit underwritten by a grant award serves more than the interest of the landowners (including a homeowners association). For instance, if the project results in flood reduction or stormwater benefits downstream from the property, this would be considered a public benefit. The benefit cannot be speculative and should be described in a way that demonstrates its actual impact.

Compliance action *PAGE 3*

Generally projects that satisfy a compliance action are not eligible because they either fulfill a judgment against a violation or are a condition of a permit. However, any activity above and beyond what the judgment or permit requires could be funded if otherwise eligible for this grant. If this applies to your project, consult with Kim Harper to verify eligibility at 206-477-6079 or Kim.harper@kingcounty.gov.

Who are eligible applicants? *PAGE 3*

Homeowner associations: Must be eligible to fill out IRS Form 1120-H (U.S. Income Tax Return for Homeowners Associations) and must be organized for tax purposes under IRC 501(c)(4), IRC 528 or IRC 501(c)(7).

Private non-profit organizations or associations: Need not be currently registered under IRC 501 (c) 3 but must be registered with the Washington Department of State as a non-profit organization as provided under state law Chapter 24.03 RCW.

Schools: Public or private schools (including religiously affiliated schools) that are not operating for profit.

Special purpose districts: Limited purpose districts separate from a town, city or county government such as a park district, conservation district, water district, etc.

Tribes: Both federally recognized and unrecognized tribes are eligible if they are registered as non-profit corporations.

King County cities or towns: Cities and towns partially or wholly located in King County.

King County agencies: sub-divisions of King County government such as King County Parks Division.

Not formally organized group *PAGE 3*

If you have no formal recognition, select a non-profit corporation or a government entity that will be responsible for signing an agreement, securing the grant funds and be fiscally accountable for all project-related expenses as well as ensuring the completion of the project according to the terms and conditions of an agreement.

Some eligible projects defined (for full list of eligible project types go to PAGE 1)

Near-shore flooding and Lake flooding due to outflow blockage: When lake waters rise due to rain events and are not caused by an intentional or accidental blockage or flow diversion due to recent construction activities, etc.

Clearance of clogged agricultural drainage systems: Must comply with King County Code.

Assessment of existing conditions as part of the creation of a lake management district: Includes any research and analysis to document the petition to form a lake management district as provided under RCW 36.61.030.

Broad economic benefits: For example, to protect access to a facility that provided services and goods to the community or work that reduces flooding risk to industries and businesses.

Some ineligible projects explained (for a full list of ineligible project types go to PAGES 1 & 2)

Projects that do not compensate for the loss of restored or undisturbed natural habitat or may adversely impact habitat or water quality: If a project is not conditioned by permit to take appropriate mitigation measures, the applicant will need to provide proof that the project has been evaluated for such factors as increased downstream flows and their potential impacts, hydrological impacts on wetlands at or near the project site such as excessive fluctuation in water levels.

What is considered a medium or small local flood reduction project?

Typically these would mean problems associated with local urban creeks, small lakes with outflow problems resulting in flooding, overflow from inadequate surface water systems that may cause minor flooding, slope erosion problems in neighborhoods, etc. They are projects that are not currently on, and are unlikely to be placed on the King County Flood Control District's Capital Improvement Plan list.

Would Best Management Practices (BMP's) such as rain gardens be eligible?

Yes, if they will demonstrably contribute to reducing an identified flooding problem.

What about erosion problems?

If the erosion is caused by stormwater and the project is designed to reduce its impact, e.g., by slowing down and/or distributing or re-routing stormwater flows, such a project would be eligible. This would also include slope stabilization measures.

What is considered the starting date of a project? PAGE 4 (Scope of Work)

The starting date of a project can be as soon as the King County Flood Control District approves a project for funding. Projects cannot be billed to King County until a grant agreement has been signed, but work may be conducted starting the day the FCD approves the list of grant projects as long as that work is consistent with the project scope of work. Work must be completed no later than 36 months after the grant agreement is signed.

Some guidance on answering selected questions PAGES 4-6:

Question #1 – Defining goals, objectives, outputs and outcomes

- Goals: The overall achievement
- Objectives: The key purposes or the means that articulate the goal(s) of the projects often expressed in sentences starting with "To" or "By"

- **Outputs:** Tangible project results often expressed in numbers such as “five workshops” or “600 plants” or “increased outflow by 5 cfs”
- **Outcomes:** The achievement of the project in reducing flooding, etc., oftentimes expressed in near-term outcomes (measurable progress toward the goal or goals) and mid as well as long-term outcomes (achieves stated goal or goals and are typically more difficult to measure)

A schematic way to visualize a project design from its objectives to its outcome is to develop a logic model:

INPUTS	ACTIVITIES	OUTPUTS	SHORT-TERM OUTCOMES	MID-TERM AND LONG-TERM OUTCOMES
What resources will be used to carry out the project? (E.g., funding, staffing needs)	What are the main elements that will carry out project? (E.g., develop an engineering design)	How many and what sort of tangible results will be achieved? (E.g., five hundred plants installed to serve as an erosion barrier, erosion rills filled and blocked from stream)	What measurable or observable results that indicate an objective is being met? (E.g., observable decrease in sediments transported across planting strip)	What results should follow from the initial (short-term) outcomes? (E.g., planting strip has resulted in eliminating stream downcutting due to excessive stormwater pulses from adjacent land)

Question #2 – Implementation

All projects must include Task 1 Project Administration. Applicants can add to the activity description for Task 1 but must include at least the text that is already provided for that task. Task descriptions should be concise but complete – remember to clearly define the deliverables as part of the task descriptions. The numbers for the third column should be the percent of the requested grant award amount, not the entire project cost.

Question #4 – Stakeholders and collaboration

Note that members of your organization or department as well as paid labor, consultants, and contractors are not considered stakeholders. Stakeholders include any party that significantly contributes to the design or execution of the project.

A financial donor or a store donating materials is a donor and not a partner. Donor contribution should be detailed in the parts of the budget designed for this purpose. Entities who will be paid partners on the project team should be included under Question #3.

Question #6A – Budget

Some definitions:

Project supplies: This should include all materials that are used for the project such as plants, topsoil, erosion control materials, pipes, etc.

Commercial services and crew time: This category includes the cost of contractors, equipment operators, consultants, field crews and others that are hired by the grant recipient to perform tasks for the project. This would include staffing costs for partner entities.

Transportation – This includes rental of vehicles for the purpose of transportation (rental of equipment not used for transportation can be included in the “Other” category), mileage charges, etc.

Office expenses/overhead: Standard overhead rate can be applied if accompanied by a document that states the policy for establishing such an overhead. If the overhead rate is calculated in a way that includes fundraising costs as well as the cost of lobbying or influencing elected officials, the recipient will be required to provide an affidavit that recalculates the overhead rate excluding such costs.

Real estate-related costs: Those costs associated with purchasing, leasing or obtaining an easement on real property including the cost of the real estate purchase or easement. Do not include office or facilities rental in this line item.

Question #6B – Explaining how the budget was calculated

Justify all costs in two ways: 1) How the cost was calculated (e.g., five days of labor by a crew charging \$1,000 per day) and 2) why it is reasonable: E.g., crew leader estimated it would take five crew days to remove 500 linear feet of streamside blackberries.

Explain any leveraging in this section as well: e.g., the five crew days will coincide with two volunteer events where an expected 100 volunteers will remove weeds. Note that an application will be awarded points during the scoring process for leveraging added value such as other grants, cash, volunteer stewardship programs or partners’ in-kind contributions. Include an Excel spreadsheet as an attachment if you believe it provides greater details on cost justifications.