

Stillaguamish River Clean Water District

Discretionary Fund Application Guidelines

July 21, 2011

BACKGROUND

A stated objective of the Stillaguamish River Clean Water District (CWD) is to "...restore water quality in saltwater tidelands to allow the upgrading of conditionally approved, restricted, and prohibited shellfish beds." To that end, Section 25A.20.030(3)(c) of the Snohomish County Code establishes a Discretionary Fund, managed by the Surface Water Management Division of the Snohomish County Department of Public Works (SWM), and intended to assist private landowners, local agencies, and community groups in undertaking small-scale, on-the-ground projects to improve water quality on private or public property within the CWD. The Discretionary Fund process is designed to enable prompt funding of small, delimited projects that can be completed quickly. Therefore, activities such as project planning, coordination, design, or mitigation for capital projects are not eligible costs.

ELIGIBLE PROJECTS

Projects receiving monies from the Discretionary Fund must be designed to directly benefit the quality of surface water, groundwater, or tidewater within the CWD, and must relate to one or more of the following categories:

- Reducing fecal coliform bacteria contamination caused by failing septic systems, manure, or pet waste;
- Reducing chemical or organic contamination by stormwater runoff;
- Reducing groundwater contamination;
- Protecting water bodies from livestock by fencing, dry crossings, or watering equipment;
- Installing natural buffers, native plantings, or bioswales that protect water quality and;
- Conducting water quality education and outreach.

Some preference will be given to projects likely to be completed within the current budget year, or that offer a higher percentage match than the 25% minimum.

ELIGIBLE COSTS

Applicants may request funding up to 75% of total, eligible costs, to a maximum Discretionary Fund contribution of \$20,000 per project, through 2012, unless an exception is allowed by the Clean Water District Advisory Board (the Board) in advance of application. Eligible costs are as follows:

- Construction costs (labor, materials, and equipment use)
- The costs of educational materials and their presentation to the public
- Permit fees

Eligible project costs in the form of in-kind may be used for match, but reimbursements are restricted to out-of-pocket expenses only.

FUNDS AVAILABLE

The Discretionary Fund is financed from the shellfish protection fee (RCW 90.72) assessed on real property in the CWD. Its annual allocation currently comes to roughly \$58,000, but the fund balance

may allow more to be budgeted for a given year, all of which is available for disbursement towards projects approved on a first-come, first-served basis. Discretionary Fund monies are available for education and outreach projects, provided that the total funding of all such projects taken together does not exceed 25% of the Discretionary Fund budget, and that funding for the proposed project cannot be arranged through SCD or from other SWM project funds.

SUBMISSION OF APPLICATIONS FOR PROJECT FUNDING

To request project funding from the Discretionary Fund, a project proponent must submit a completed Discretionary Fund Project Application to SWM. The Application Form is attached to these guidelines. Applications may be submitted any time of the year. SWM personnel will review each application for completeness and forward completed applications to the CWD Board for consideration.

RECOMMENDATION OF THE CWD ADVISORY BOARD

The Board will evaluate the completed applications, using the CWD Discretionary Fund Rating Matrix (attached) as a tool. They may request additional information from applicants, who will also have an opportunity to address the Board in support of their proposed projects. The Board will then make a recommendation to SWM as to whether or not an application should be approved for funding from the Discretionary Fund.

DECISION BY SWM

After receiving from the Board its recommendation and comment, SWM will consider and evaluate the proposed project. The Director of SWM or the Director's designee shall make the final determination, either approving or rejecting the application.

PROJECT MANAGEMENT

SWM personnel shall coordinate with the applicant in managing implementation of the project. SWM personnel shall track the status of all in-progress projects and report to the Board regarding same. No project shall be deemed complete until it has been inspected and approved by SWM personnel.

PROJECT REIMBURSEMENTS

Depending on the scope, type and duration of an approved project, the applicant may be reimbursed from the Discretionary Fund for project costs as they are incurred, or may be reimbursed in total upon completion of the project. In either case, project costs must be adequately documented in order to receive reimbursement. Notwithstanding SWM's approval of an application, reimbursement for project costs shall be contingent in all cases on the availability of monies in the Discretionary Fund.