

# Partners in Water Program

## Grant Advertisement

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The King County Wastewater Treatment Division (WTD) is pleased to announce the opportunity to apply for a Partners in Water collaboration grant. A total of \$160,000 total is available for this effort. **Applications must be received by 11:59PM on September 30, 2024 to [partnersinwater@kingcounty.gov](mailto:partnersinwater@kingcounty.gov).**

Partners in Water (PiW) is a program that connects WTD work groups with community organizations to advance mutually beneficial goals related to WTD operations and services. WTD's Human Resources and Community Services teams are each offering an opportunity to collaborate with their teams and other awarded organizations to accomplish goals of interest for both community organizations and WTD. Interested parties are asked to complete and submit an application template comprising of a narrative section and a proposed budget. Alternative application formats, such as an interview, are available upon request.

## Who can apply

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Organizations/collectives or community groups applying must

- be located in and serve King County Wastewater Treatment Division services area. [Use this hyperlink to access an interactive service area map.](#)
- have 501(c)3 nonprofit status; a fiscal sponsor with 501(c)3 nonprofit status; or be willing and able to secure a fiscal sponsor with 501(c)3 nonprofit status by December 31, 2024 if awarded a grant; and
- serve communities that face historic and current inequities and have limited resources and/or capacity. This includes Black, Indigenous, and People of Color (BIPOC) communities, immigrants and refugees, people living with low incomes, women and gender non-conforming, LGBTQIA+ people, people who live and/or work outside, people with limited English skills, and people with disabilities.

## Pilot Project 1: Career Pathways Program

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Human Resources is seeking to collaborate with community organizations and/or nonprofits to co-create a career development program that builds better communication and education about available careers within our organization. Through this collaboration, we aim to reach a diverse pool of candidates to ensure that job opportunities and career resources are accessible to all members of the community. Human Resources is especially interested in partnering with organizations who have trusted relationships with historically and currently marginalized communities.

### *Details*

- Two \$25,000 grants will be allocated to 2 separate community organizations for this project (\$50,0000 total).
- Grants may be renewed for more than 1 year depending on successful outcomes predetermined by the partners.

## SCOPE OF WORK

Community organizations will work closely with the WTD Human Resources project team to develop and implement initiatives that promote job opportunities, support job seekers in applying for positions, and educate community members about our organization. The body of work includes partnering with WTD to gain a basic understanding of the organization and the recruitment process; identifying community career support needs and interest; implementation of identified tools and activities to increase awareness of WTD jobs; assisting communities with the application and selection process. Community organizations selected as grant recipients will work together as a team in collaboration with WTD staff. The scope of work for partnering community grantees may include, but is not limited to, the following four areas:

### **1. Job Fairs and Career Workshops:**

- a. Collaborate with WTD to organize job fairs.
- b. Facilitate career workshops on resume-building, interview skills, and other relevant topics.
- c. Provide logistical support, outreach, and promotion for these events.

**2. Community Outreach Events:**

- a. Assist in organizing outreach events at community festivals, cultural events, or local markets.
- b. Distribute informational materials and answer questions about available job positions and application processes.
- c. Provide logistical support, outreach, and promotion for these events.

**3. Job Shadowing and Education:**

- a. Work with WTD to develop job shadowing opportunities with WTD sections aligned with needs and career interests of specific communities.
- b. Recruit and engage community members to participate in shadowing events at WTD.
- c. Provide guidance, skill development, networking and other support opportunities for individuals seeking employment.

**4. Online Career Resource Center:**

- a. Collaborate with WTD to create online resource centers.
- b. Create platform to centralize information about future career events, workshops, application processes, tips, and tools and resources for job seekers.
- c. Partner community organization (grantee) will provide career online platform/site page for community members on their website.

Through the course of the partnership program, the WTD Human Resources project team will lead the collaboration with community organizations by coordinating orientation, informational sessions, and co-planning meetings with King County.

During the contract negotiation phase (November – December), selected organizations will work with King County WTD staff to finalize agreed upon scope, measures, and deliverables for the program.

**TENTATIVE PROJECT TIMELINE – YEAR 1**

Phase I	Phase II	Phase III
<b>Orientation to WTD</b> Team building Information sessions about King County, WTD, and Human Resources	<b>Co-Creation &amp; Execution</b> Program creation Tool creation Outreach Event logistical arrangements Event plan execution	<b>Closing</b> Project review Extension or expansion of partnership discussion Final program evaluation

## GRANTEE EXPECTATIONS

All applicants will have certain expectations built into their respective grant scopes, including:

1. Submission of quarterly reporting narratives and financial reporting as a part of installment disbursement.
2. Creating, planning, and managing career development programs.
3. Engaging and maintain relationships with a diverse group of individuals from communities in person, at public events, social media platforms and through digital marketing.
4. Knowledge of best practices and strategies to meet the needs of communities.
5. Supporting the pilot project by working adaptively.
6. Maintaining collaborative relationships.

## Pilot Project 2: Guidance Toolkit for Community Partnerships in Infrastructure Projects

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Community Services is seeking to collaborate with community organizations and/or nonprofits to develop comprehensive guidance for community partnerships engaged in wastewater infrastructure projects. The pilot portion of the project will last for one year, during which we will work together to define and refine a toolkit and develop a training to meet the interests of involved stakeholders. Community organizations selected as grant recipients will work together as a team in collaboration with WTD staff to create deliverables and success measures during the contract negotiation phase.

### *Details*

- Four grants of \$27,500 each will be distributed among 4 separate community organizations that serve different communities (\$110,000 total).
- Grants may be renewed for more than 1 year depending on successful outcomes predetermined by the partners.

## SCOPE OF WORK

Community organizations will work closely with the WTD Community Services project team to develop tools that guide WTD's efforts in including community in water infrastructure projects. The body of work includes partnering with WTD to gain a basic understanding of the organization and the capital project process; identifying areas of improvement in processes; creating a toolkit to be used by WTD staff and consultants; co-create a training on best practices in community engagement and other opportunities as determined by community. The scope of work for partnering community grantees may include, but is not limited to, the following areas:

### 1) **Water Infrastructure Community Partnerships Toolkit**

- a. Co-create a toolkit to guide community engagement and involvement in wastewater infrastructure projects. The toolkit developed will improve an established community engagement process. It should reduce barriers to community participation and enhance collaboration between King County WTD and local communities, leading to more successful community-supported projects.
  - i. Community organizations will learn about the WTD Capital Project process and advise WTD on how to incorporate community input more effectively.
  - ii. The toolkit will provide WTD capital project staff with direction to build knowledge about community engagement best practices.

### 2) **Community Engagement Training**

Co-create a training module on community engagement principles and the developed Water Infrastructure Community Partnerships Toolkit. Training module will be used to train WTD employees, consultants, and contractors.

During the contract negotiation phase (November – December), selected organizations will work with King County WTD staff to finalize agreed upon scope, measures, and deliverables for the program.

## TENTATIVE PROJECT TIMELINE – YEAR 1

Phase I	Phase II	Phase III
<p><b>Orientation to WTD</b>            Team building            Information sessions about King County, WTD, and Capital Projects</p>	<p><b>Co-Creation &amp; Toolkit Creation</b>            Program creation            Timeline building            Handbook            Training            WTD capacity building training            Toolkit completion</p>	<p><b>Closing</b>            Review projects and discuss lessons learned            Decisions on extension or expansion of partnership work            Final evaluation of Partners in Water Program</p>

## GRANTEE EXPECTATIONS

1. Submission of quarterly reporting narratives and financial reporting as a part of installment disbursement.
2. Full program participation.
3. An advanced understanding of best practices around equitable and inclusive community engagement.
4. Support the pilot project by working adaptively.
5. Maintain collaborative relationships.

## Application Process

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Interested parties are asked to complete and submit an application template comprising of a narrative section and a proposed budget. **Applications must be received by 11:59PM on September 30, 2024.** They will be scored and reviewed by a selection committee comprised of a team of King County staff who will be directly involved in the project. Applicants may be asked for additional information and/or an interview before finalists are chosen.

## TIMELINE

Application timeline	
Phase	Date
Grant Application Schedule	Advertisement posted on September 3
Informational Online Webinar 1	September 9, 9:30AM – 11:00AM
Informational Online Webinar 2	September 12, 2:30PM – 4:00PM
Grant Application Period	Due 11:59PM September 30
Notification of Awardees	October 25
Contract Negotiation	November 1 – December 31
Project Begins	Estimated January 2, 2025

## Q & A Info Sessions

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### Q&A WEBINARS

Join an information session to learn more about the PiW Grant Program, qualities of a strong proposal, and to ask questions. Registration to the event is required. The sessions will be recorded and posted on the PiW webpage.

Informational Webinar #1:

- Date: Sept 9
- Time: 9:30AM – 11:00AM
- [REGISTER HERE!](#)

Informational Webinar #2:

- Date: Sept 12
- Time: 2:30PM – 4:00PM
- [REGISTER HERE!](#)

For any additional questions, please contact Claudia Pineda Reyes, the Partners in Water Program Manager at [clpinedareyes@kingcounty.gov](mailto:clpinedareyes@kingcounty.gov). Visit the [Partners in Water web page](#).

## APPLICATIONS

Human Resources Pilot Project: [Career Pathways Program](#)

Community Services Pilot Project: [Community Partnerships in Infrastructure Projects](#)