

Parks Capital and Open Space Grant Program

Implementation Guidelines for Project Criteria, Eligibility, Project Selection Process, and Administration of Grants

August 23, 2020

Background

In 2019, as part of the King County parks, recreation, trails and open space levy, voters approved up to \$25 million in Parks Levy proceeds to create the Parks Capital and Open Space Grant Program to provide moneys for a broad range of land protection and recreation, including park acquisition and development, habitat conservation, community gardens, and construction of passive and active recreation facilities. King County envisions this program to not only acquire those lands which may be lost to future development pressures, but also as a tool to construct new, and improve existing, recreation facilities to address the pressures of rapid growth in this region.

Eligibility Criteria

Eligible Project Types

Grant applications for this program shall be evaluated in four separate categories:

1. Open Space Acquisition
2. Active Recreation
3. Passive Recreation
4. Local Trails

All projects must allow public access and be geographically located within King County.

Eligible Entities

The following entities are eligible to be recipients of the Parks Capital and Open Space Grant moneys:

1. King County cities and towns
2. Metropolitan Park Districts geographically located in King County

Advisory Committee

Nomination Process

1. The King County Executive will seek input from King County Councilmembers on advisory committee recommendations and provide notification to the King County Council 30 days prior to appointment.
2. The King County Executive will appoint committee members who reflect the diverse needs and populations within King County.

37 3. The committee will make recommendations for both the Parks Capital and Open Space Grant
38 Program and the Aquatic Facilities Grant Program.
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40 Committee Makeup

41 The committee will be staffed by Parks and Recreation Division and composed of up to 17
42 people appointed by the King County Executive based on the composition below, and will make
43 recommendations for both the Parks Capital and Open Space grant program and the Aquatic
44 Facilities grant program.

45 The following composition shall make up the Aquatic Facilities Grant and Parks Capital and
46 Open Space Grant Advisory Committee:

- 47 1. City/park district representatives – up to nine members of the committee shall be elected or
48 employed officials of cities or park districts in King County. Cities or park districts in each
49 of the nine county council districts should be represented.
- 50 2. School districts – up to four members shall be elected or employed officials of school
51 districts actively engaged in aquatics recreation and/or implementation of the
52 recommendations in the State of Play Report.
- 53 3. Non-profit organizations – up to four members shall represent organizations with a strong
54 history of championing public access to recreation, to include active, passive, and aquatics
55 recreation in King County.

56 Upon formation, the Advisory Committee will work closely with Parks and Recreation Division
57 staff to further develop and refine the application, review, and recommendation process to ensure
58 a streamlined process is in place for ease of use by applicants, the Advisory Committee, and
59 program administrators.
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61 Project Selection and Reporting Process

- 62 1. King County Parks and Recreation Division staff will prepare and advertise a request for
63 proposals and receive applications on a biennial basis.
- 64 2. The Advisory Committee will review and rank proposals and will recommend projects and
65 grant amounts. Proposals will only be ranked against other proposals of the same project
66 type, as listed in the eligibility criteria. In accordance with Motion 15378, all awards in
67 unincorporated areas should be made in consultation with the Department of Local Services.
- 68 3. The Advisory Committee will recommend a project for a grant award to the Department of
69 Natural Resources and Parks only if the proposal meets the eligibility criteria listed above.
70 Additional criteria to weigh the relative strength of applications include:
 - 71 a. The project will further established Countywide priorities, such as equity and social
72 justice, the Strategic Climate Action Plan, improving water quality and increasing
73 habitat, for example through green stormwater infrastructure, the Land Conservation
74 Initiative, or implementation of the recommendations in the State of Play Report;
 - 75 b. The project is supported through partnership and will be measured by resulting
76 community benefits, as well as the strength and diversity of partnership;
 - 77 c. The project has been identified in an adopted plan;
 - 78 d. The project is located in an underserved area or provides recreational access or
79 benefit where none currently exists;

- 80 e. The project demonstrates certainty in success of delivery;
81 f. The project demonstrates how successful implementation will be measured over time;
82 g. The project identifies cost effectiveness and ability to leverage other funding or in-
83 kind donations.
- 84 4. The King County Executive will transmit to the King County Council a recommended list of
85 grant awardees, including a summary description of how each project meets the selection
86 criteria and the objectives of the Parks Capital and Open Space Grant program. The King
87 County Executive will also transmit an ordinance to approve grant allocations for each
88 project.
- 89 5. The King County Parks and Recreation Division will administer the contracts for approved
90 projects. Any town or city receiving a grant will be required to notify the King County
91 Council of any major milestones such as groundbreaking or ribbon cutting 30 days prior to
92 the event.
- 93 6. The King County Parks and Recreation Division will provide an annual report on the status
94 of the Parks Capital and Open Space Grant Program. Information on the number of proposals
95 received, projects awarded in that year, and a summary of completion of past projects shall
96 be included in the report.

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98 **Program Staffing**

99 The King County Parks and Recreation Division shall be responsible for administering and
100 staffing the program, utilizing a percentage of program moneys to pay for this administration.
101 The percentage of moneys for program administration shall be consistent with other grant
102 programs managed by County agencies.

103 Administration shall include development of the application materials and review process,
104 announcements, staffing the Advisory Committee, contract development and administration,
105 project tracking, financial accounting, project reporting, and audit function.

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