

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Environmental Mini-Grant Program
DEPARTMENT: PW/SWES
PRESENTED BY: JS/RC

PROBLEM/ISSUE STATEMENT:

In December 2006, Council allocated funds to establish an Environmental Mini-Grant Program that would assist in the implementation of Council Goal #6 to create an environmentally sustainable community. The intent of Council Goal #6 is to provide management and stewardship of natural resources and environmental assets, in order to preserve, restore and enhance their value for the present and future generations. To equitably distribute funds for projects that provide a measurable benefit to the Shoreline community, an application process, timeline and information packet were developed.

FINANCIAL IMPACT:

A total of \$35,000 is available in 2007 for the Environmental Mini-Grant Program. The City's Surface Water Management fund is contributing \$20,000; Community & Intergovernmental Relations transferred \$10,000; and Environmental Services is contributing \$5,000. These fund changes were approved by Council as part of the 2006 budget process.

RECOMMENDATION

No action is required. Staff is seeking Council concurrence and support for the Environmental Mini-Grant Program.

Approved By: City Manager  City Attorney _____

INTRODUCTION

In December 2006, the Shoreline City Council allocated funds to implement an Environmental Mini-Grant program to help meet Council Goal #6 to create an environmentally sustainable community. The intent of Council Goal #6 is to provide management and stewardship of natural resources and environmental assets to preserve, restore, and enhance their value for the present and future generations.

DISCUSSION

The Environmental Mini-Grant Program's goals are the following:

- Increase personal awareness and individual responsibility for the stewardship of natural resources and the environment
- Create partnerships among community groups, businesses and the City that promote a sustainable community environment in Shoreline
- Implement local projects that contribute to regional initiatives that enhance and protect the environment

Grants up to \$5,000 per application will be awarded to individuals, community groups, and business owners on a first-come, first-served basis for projects on private or public property which provide a public benefit to the community.

Projects on private property must demonstrate a measurable and mutual benefit to the environment and the community.

Matching funds or volunteer hours are required for 20% of eligible project expenses.

Four projects which address surface water quality & quantity issues, and three projects, including education, which improve general environmental quality of life in the community will be awarded annually.

Individual and group applicants are eligible for only one award per year.

It is envisioned that proposals will be reviewed and approved by the Operations Evaluation Team established by the Public Works Director.

Projects are to be completed during the calendar year that funds are awarded.

See Attachments A, B and C for additional details.

RECOMMENDATION

No action is required. Staff is seeking Council concurrence and support for the Environmental Mini-Grant Program.

ATTACHMENTS

- A: Environmental Mini-Grant Program
- B: Environmental Mini-Grant Idea Proposal
- C: Environmental Mini-Grant Application



Environmental Mini-Grant Program

Program Overview

In December 2006, the Shoreline City Council allocated funds to implement an Environmental Mini-Grant program to help meet Council Goal #6 to create an environmentally sustainable community. The intent of Council Goal #6 is to provide management and stewardship of natural resources and environmental assets to preserve, restore, and enhance their value for the present and future generations.

Grants up to \$5,000 per application will be awarded to individuals, community groups, and business owners on a first-come, first-served basis for projects on private or public property which provide a public benefit to the community. Projects on private property must demonstrate a measurable and mutual benefit to the environment and the community. Matching funds or volunteer hours are required for 20% of eligible project expenses. Four projects which address surface water quality & quantity issues, and three projects, including education, which improve general environmental quality of life in the community will be awarded annually. Individual and group applicants are eligible for only one award per year. Projects are to be completed during the calendar year that funds are awarded.

Program Goals

- Increase personal awareness and individual responsibility for the stewardship of natural resources and the environment
- Create partnerships among community groups, businesses and the City that promote a sustainable community environment in Shoreline
- Implement local projects that contribute to regional initiatives that enhance and protect the environment

Proposal Criteria

Proposals will be evaluated primarily on the following criteria:

- **Criteria 1. Create an environmentally sustainable community.**
To meet this criteria, proposals should address management and stewardship of natural resources and environmental assets to preserve, restore, and enhance their value for the present and future generations. Examples include:
 - a. Improve energy efficiency
 - b. Reduce solid waste
 - c. Maximize recycling and reuse of resources

- d. Educate the public, professional associations, schools, business and/or industry about best management practices and personal stewardship of Shoreline's natural resources.
- **Criteria 2. Climate protection agreement/Kyoto protocol**
To meet this criteria, proposals must address methods of addressing climate change, global warming or the Kyoto protocol. Examples include:
- a. Reduce dependence on fossil fuels
 - b. Accelerate development of clean, economical energy resources and fuel efficient technologies such as waste to energy, wind and solar energy, and conservation programs
 - c. Plant trees to increase shading and absorb CO₂
 - d. Educate the public, schools, professional associations, business and/or industry about reducing global warming pollution and simple, cost-effective changes that can be implemented
- **Criteria 3. Surface water quality**
To meet this criteria, proposals must provide a water quality benefit, such as the following:
- a. Provide flood protection from stormwater impacts
 - b. Protect water quality
 - c. Preserve stream habitat for aquatic species
 - d. Educate and develop a stewardship ethic in the public, businesses and/or schools
- **Criteria 4: Land use policy**
To meet this criteria, proposals shall address environmentally-related elements of the City's Comprehensive Plan or other land use policies of the City. Examples include:
- a. Restore habitat
 - b. Provide protection for local streams, wetlands, steep slopes, and fish and wildlife habitat areas
 - c. Educate the public, businesses and schools

Grant Process

1. Complete an Idea Proposal form and submit it to the Environmental Programs Coordinator. Within two weeks of receipt of the Proposal, you will be notified if your project is feasible.
2. If the project is feasible, complete the Environmental Mini-Grant Application, if your Proposal is feasible. Start tracking volunteer hours committed to the project, including time spent to complete the application.
3. Return the completed Application to the Shoreline City Hall in person, or mail it to the address below, no later than June 30, of the current year.

Environmental Programs Coordinator
City of Shoreline
17544 Midvale Ave. N.
Shoreline, WA 98133

The Application must contain a complete explanation of the project, including scope of work, timeline for completion, match source(s), and any necessary permits or authorizations required to complete the project.

4. During the month after the application is received, the Public Works Department's Evaluation Team will review the proposal, collect any additional information needed, and evaluate the project.
5. The City will notify the applicant in writing whether or not an award has been made.
6. After approval of a Mini-Grant project by the City, the Environmental Programs Coordinator will provide the Mini-Grant Project Coordinator more detailed information regarding the payment of providers and vendors.
7. Applicants proposing Mini-Grant projects that present risk to the applicant or the City will be required to obtain liability insurance. The City Attorney will review Mini-Grant proposals to determine whether liability insurance will be required.

If you have any questions, please contact Rika Cecil at (206) 546-0460 or rcecil@ci.shoreline.wa.us.



Environmental Mini-Grant
Idea Proposal

Date: _____

To: Environmental Programs Coordinator
City of Shoreline
17544 Midvale Ave. N.
Shoreline, WA 98133

From: (organization) _____
(contact name) _____
(address) _____
(telephone) _____ (email) _____

Summary of Idea: *Describe the project, location, & if it's on public or private property.*

Timeline: *Approximately when do you plan on starting and completing this project?*

Budget: *Using general, approximate amounts, how much do you anticipate this project will cost? How much do you anticipate requesting in mini-grant funds?*

Maintenance: *Will the project require on-going maintenance? How will it be accomplished?*



Environmental Mini-Grant Application

For Office Use Only

Date Received by City: _____

1. Name of person / organization / business: _____

Project Coordinator's Name: _____

Address: _____

Telephone: _____ email: _____

2. What is the environmental need identified and the goal of the project:

3. Briefly describe your project:

4. Where will the project be done: public property _____

private property _____

If the project is on private property, what is the project's measurable benefit to the public?

5. What is the project start date: _____ Completion date: _____

6. Project work plan *(briefly describe each project activity and when it will occur)*

<u>Activity</u>	<u>Projected date of completion</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7. Are any permits or letters of permission required for this project. If so, please list & attach.

8. Anticipated items and budget required for project: *(attach any quotes for items or services)*

<u>Item</u>	<u>Source/vendor</u>	<u>Estimated cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Project match *(indicate how you will arrive at your 20% match for this project, e.g. services, labor, materials or money. The value of one general volunteer hour is \$10; one volunteer hour of technical/professional services is \$20)*

<u>Match item</u>	<u>Estimated value</u>
<i>example: Volunteer labor 60 hours X \$10/hr</i>	<i>\$600</i>
_____	_____
_____	_____
_____	_____

Estimated Total Value of Match: _____

10. If you will be using volunteers for non-technical services, please describe how you will secure their participation in the project.

11. Will your project require on-going maintenance or repair? If so, how will it be provided?

Note: If the Mini-Grant project has been installed on private property, or on property owned by another public entity, such as the School District, King County, or Seattle City Light, the applicant will work with the property owner to develop and implement a maintenance plan.

Submitted by: _____
Print Name

Signature of Applicant

For Office Use Only

Date Approved: _____ Amount Approved: \$ _____

Comments: _____
