



King County

DEPARTMENT OF NATURAL RESOURCES AND PARKS
WATER AND LAND RESOURCES DIVISION

SMALL CHANGE FOR A BIG DIFFERENCE AWARD

LETTER OF CONDITIONS

RECIPIENT: CITY OF ISSAQUAH

PROJECT TITLE: PARK HILL OPEN SPACE INVASIVE REMOVAL AND NATIVE
PLANT REVEGETATION

CONTACT: MATT MECHLER

PHONE/FAX: 425 837 3362/837 3369

E-MAIL: mattm@ci.issaquah.wa.us

ADDRESS: City of Issaquah Parks and Recreation Department
PO Box 1307 Issaquah, WA 98027

START DATE: 1/1/2009

END DATE: 12/31/2009

FUNDING SOURCE: WILD PLACES IN CITY SPACES

RECIPIENT EIN: 91-6001446

PROPOSED PROJECT:

Park Hill Open Space is a thirteen acre parcel that is currently overgrown with Holly, ivy, blackberry and other noxious species. In partnership with the Mountain to Sound Greenway Trust, and community volunteers, weeds will be removed on a 1/2 acre portion of the site and it will be revegetated with native forest species. Then site will be monitored and maintained.

PURPOSE OF AWARD: To cover the costs of 2 supervised crew days and native plants

AWARD: \$2,499 (SEE ATTACHED REQUEST FOR PAYMENT)

CONDITIONS:

None

FINANCIAL RELATIONS

- a) You can begin charging expenses to be paid by this AWARD as of 1/1/2009 for expenses incurred as of that date.
- b) The County will reimburse your group for actual allowable project expenses up to the amounts in BUDGET column in the attached REQUEST FOR PAYMENT. The expiration date on this grant is 12/31/2009. All request for payments and final reporting must be submitted by that date in order to be considered for reimbursement.
- c) Not funded items include: Food and drinks as well as mementos and travel. These are some, but not all, of the costs that are not reimbursed by this award. The COUNTY is the sole arbiter in defining "allowable expenses". If in doubt, please contact Ken Pritchard.
- d) No payments will be made in advance of your payments to vendors. In instances where you want vendors to invoice King County directly, please contact Ken Pritchard to make special arrangements.
- e) Please submit Request for Payment forms with corresponding vendor invoices/receipts to:

Ken Pritchard
King County Water and Land Grant Exchange
King County DNRP
201 South Jackson Street, Suite 600
Seattle, WA 98104
(206) 296 8265

2) CREDIT

Please acknowledge support from the King County Department of Natural Resources and Parks as applicable during activities and in subsequent promotional materials and news articles. Refer to Exhibit B for Logo information.

3) FINAL REPORT

To gauge the effectiveness of your project please keep a record of participation in your project. The following documentation is part of the final report:

- Short one-page report
- Receipts
- Photo(s) (if relevant)

If you have any of the following, please consider including:

- Promotional materials
- News articles
- Brochures
- Any other materials created as part of this project

NOTE: Photos may appear in Department of Natural Resources and Parks publications and other County publications and/or web pages.

4) LEGAL AND ADMINISTRATIVE RELATIONS

- a) DEFINITIONS: The COUNTY means King County; the RECIPIENT means the organization or party receiving the award. Award means financial assistance to carry out the project described under proposal above.
- b) The COUNTY's financial assistance to the RECIPIENT shall be construed by the parties as a special disbursement to the RECIPIENT to fund activities, as described herein that generally benefit the COUNTY's efforts to protect water quality. It shall not be construed as a contract for services between the RECIPIENT and the COUNTY.
- c) The RECIPIENT shall be solely responsible for the recruiting, training and supervision of its employees and volunteers. Individuals hired and paid by the RECIPIENT shall not, in any event, be construed to be employees of, or contractors to, the COUNTY and the RECIPIENT shall indemnify and hold harmless the COUNTY from any and all claims arising from any contention that said individuals are employees of, or contractors to, the COUNTY.
- d) The RECIPIENT agrees to indemnify, defend and hold harmless the COUNTY, its agents, officers, officials and employees from all claims, alleged liability, damages, suits, losses, costs to or death of person or damage to property allegedly resulting from the operation of the RECIPIENT or any of its employees as a result of activities paid in part or in whole by this award as described in these conditions.
- e) The COUNTY shall be under no obligation to honor this award should the RECIPIENT fail to carry out the project described in the proposal, whether or not failure to perform is within the RECIPIENT's control.

I have read the Conditions of the Award and agree to abide by the terms herein.

City of Issaquah by: Ava Frisinger DATE: 3-3-09

Printed Name: Ava Frisinger

KING COUNTY by: Joanna Richey DATE: 1/15/09

Joanna Richey
Assistant Division Director
Water and Land Resources Division



King County

DEPARTMENT OF NATURAL RESOURCES AND PARKS
WATER AND LAND RESOURCES DIVISION

EXHIBIT A

INVOICE: _____

SMALL CHANGE FOR A BIG DIFFERENCE GRANT REQUEST FOR PAYMENT

Remit to: CITY OF ISSAQUAH

End date for this Grant is: 12/31/2009

Project name: PARK HILL OPEN SPACE INVASIVE REMOVAL AND NATIVE PLANT REVEGETATION

ITEM	BUDGET	PRIOR REQUESTS	REQUEST REIMBURSEMENT	BALANCE OF AWARD	ITEM DESCRIPTION
TOTAL	\$2,499				

As an authorized representative of the above named recipient, and to the best of my knowledge, I represent that this request for payment is true and accurate and reflects costs incurred by the recipient in carrying out the project named above for those completed activities described in the proposal.

Signature of preparer _____ Dated _____

When completed mail to:

Ken Pritchard King County Water and Land Resources Division
King Street Center, 201 S. Jackson St. Suite 600
Seattle, WA 98104

DO NOT WRITE BELOW THIS LINE

EXHIBIT B: CREDIT AND DISCLAIMERS FOR THE SMALL CHANGE FUNDED PROJECTS

PLEASE REQUEST APPROPRIATE LOGO CORRESPONDING TO FUNDING SOURCE FOR THIS AWARD

Location and Dimensions for official logos: contact your grant coordinator. The above logo must be included on all documents, brochures, flyers, newsletters, newspaper advertising and etc.

For all Printed Materials: including on the inside title cover of all bound documents or at the back of a brochure, at the end of a document or bottom right of an interpretive panel, a poster or a flyer the following credit:

The funding for this project was made possible in part through a (Include only the checkmarked language)

WaterWorks grant

Wild Places in City Spaces grant

Conservation Partnership grant

awarded by the King County Department of Natural Resources & Parks

in partnership with the King Conservation District.

For press releases, mention the source of funding using the following wording:

This project is funded in part by a King County Department of Natural Resources and Parks grant

in partnership with the King Conservation District (Only include the latter if checkmarked)

For items where opinions or advice or a list of organizations or businesses are included in the introduction or in the body of the document (e.g., an interpretive panel, a guidebook, and a directory) add the disclaimer sentence:

Funding for this project does not constitute an endorsement of its content by King County government, its funding partners, employees and elected officials.

Grant Exchange Web Page: <http://dnr.metrokc.gov/wlr/pi/grants.htm>

Permanent and temporary signage and announcements: must have the King County Department of Natural Resources and Parks and Grant Funding source logos. Please contact Grant Exchange for the jpg, gif and/or word logo files.

EXHIBIT C: GRANT TERMS LIST

This list explains some of the more routine *legalspeak* items of your agreement and includes pointers and reminders that (hopefully) will make things run smoothly.

Read it and keep it handy when you prepare your billing, publicize the project and close your books. It is not a substitute for reading the agreement that contains the conditions of your award and your relationship to King County. Should you have any questions about the agreement itself, call Ken Pritchard at 206 296 8265.

START DATE: Post expenses as of the starting date of your agreement but not sooner.

END DATE: This is the final date for this grant. All request for payments, back up receipts and/or billings, final report summary, before and after photos, and materials used in this project, such as: newsletters, brochures, and etc. need to have been submitted.

AMOUNT OF AWARD: You can only charge expenses in the categories listed in the budget page of your grant agreement and only up to the indicated amount.

FINAL REPORT: The report documents the successful completion of your project. Look at section 3 of this letter for examples of items you can include.

BALANCE OF AWARD: Any amount of your award not spent must be returned to King County. Please call to find out how to do this.

FINANCIAL RECORDS: Maintain a record of your expenditures to conform to generally accepted accounting principal. Retain records for at least three years after the end date of your agreement. If you keep track of your expenses manually, you will need to make copies of your receipts or other "manual" documents. This way, you will be able to document your expenses (back-up information).

ACKNOWLEDGMENT: Please acknowledge King County in all publications and signage as well as in press releases, public service announcements, on posters, flyers and in electronic postings such as "home pages". See format in Letter of Conditions.