

## OPPORTUNITY FUND ADMINISTRATIVE GUIDELINES



The Pierce County Flood Control District (District) has designated 10 percent of the Flood District's levy proceeds for an Opportunity Fund. This fund is made available to jurisdictions throughout the District on a proportional basis, based on assessed valuation. Eligible projects are described in Section III.

### INTERLOCAL AGREEMENT

RCW 39.34 permits a local government to enter into interlocal agreements (ILAs) with other public agencies in the interest of cooperatively sharing resources for their mutual benefit. For jurisdictions to receive their allocation of the Opportunity Fund, they must sign an ILA with the District before the District Board of Supervisors approves the first project. The ILA outlines the responsibilities of the jurisdiction and the District. These include how jurisdictions request, report, and use their Opportunity Fund and how the District will review and disperse a jurisdiction's allocation. The ILA describes that the District will grant funds for projects in consideration of each jurisdiction's agreement to construct the project and take over operation, ownership, and maintenance and repair obligations for the projects.

Once an ILA is established between a jurisdiction and the District, jurisdictions will annually submit a Notice of Intent to Request Funds that describes the project(s) they will fund with their Opportunity Fund allocation. Approval of the described project(s) will be considered an amendment to the ILA each jurisdiction has with the District.

### OPPORTUNITY FUND ALLOCATION

Annually, jurisdictions need to submit a Notice of Intent to Request Funds to indicate how they intend to use their Opportunity Fund allocation. Jurisdictions can choose to:

- Bank their allocation for use in future years. There are no time or amount limitations on banking imposed by the District on jurisdictions. However, the District holds the right to review this policy in the future and modify if necessary.
- Request reimbursement in the amount of up to its allocation, including any unused balance from prior years, for one or more projects.
- Request reimbursement of up to its allocation, including any unused balance from prior years, for multi-jurisdictional projects.

## PROJECT ELIGIBILITY

The Opportunity Fund can be used for the following purposes and uses:

- Flood control or storm water control improvements (whether extended, enlarged, acquired or constructed).
- Maintenance and operation of flood control and storm water control improvements that were constructed or acquired by the jurisdiction.
- Studies and plans for flood control or stormwater control improvements that will be constructed or acquired by the jurisdiction.
- Watershed management projects, studies, plans and activities that are for water supply, water quality and water resource and habitat protection and management.
- Major equipment used for stormwater control or water quality protection.

These purposes and uses are called “projects” in these Guidelines.

For improvements, the jurisdiction must prepare and submit to the District Administrator (also the Director of Pierce County Public Works Department) preliminary engineering studies and their State Environmental Policy Act determinations and plans. For any project, the jurisdiction must submit to the District Administrator cost estimates and underlying data and a description of the benefit to be provided by the project. Jurisdictions may pool their Opportunity Fund allocations for use on multi-jurisdictional projects.

Potential eligible projects might include:

- Developing green infrastructure such as rain gardens and stream flow controls
- Building compensatory storage for flood relief
- Maintenance and operations projects
- Acquisition of Vector equipment

## PROJECT NOTICE OF INTENT TO REQUEST FUNDS & SCHEDULE

The District will announce the availability of the Opportunity Fund each April for the subsequent fiscal year. Jurisdictions will submit a Notice of Intent to Request Funds that indicates if they will expend or bank their allocation. If a jurisdiction chooses to expend their allocation, they will submit details of the specific project(s) that will be funded by attaching Project Scope of Work form(s).

*NOTICE OF INTENT TO  
REQUEST FUNDS and  
PROJECT SCOPE OF WORK  
forms can be found at:  
[www.piercefloodcontrol.org/](http://www.piercefloodcontrol.org/)*

Upon timely submittal of a Notice of Intent to Request Funds, it will be reviewed for completeness and for meeting the eligibility criteria by the District Administrator. Eligible projects will be presented to the Board of Supervisors for approval at a public meeting.

#### Opportunity Fund Annual Schedule

**APRIL** The District provides notice to jurisdictions on their allocation and availability of the Opportunity Fund

**JULY** Jurisdictions submit a Notice of Intent to Request Funds form indicating how they plan to use their annual allocation

**OCTOBER** The District reviews Notice of Intent to Request Funds for completeness and compliance with project eligibility criteria

**NOVEMBER** Eligible projects are presented and adopted by the Board of Supervisors

#### **NOTICE OF INTENT PROCEDURES & INSTRUCTIONS**

Each applying jurisdiction must complete a Notice of Intent to Request Funds form and return it along with a fully executed Interlocal agreement (ILA).

Save the Notice of Intent to Request Funds form to your computer and fill out the form electronically, returning the electronic version of the completed application via e-mail to the address listed below. As text is entered into the response fields, the form will expand beyond one page, but the fields do contain word limits.

You are encouraged to contact the District to discuss project ideas prior to submitting your application. If you have interest in discussing possible projects or if you have other questions or concerns, please contact the District Administrator, at 253-798-2388 or email

[pcfcd@piercecounywa.gov](mailto:pcfcd@piercecounywa.gov)

#### **ADVANCED FUNDING REQUESTS**

The majority of a jurisdiction's Opportunity Fund allocation shall be issued on a reimbursement basis following a jurisdiction's submittal of an invoice. The District can grant funds as a percentage of the jurisdictions total current allocation in advance within pre-defined constraints set by the District Administrator (see table below). If a jurisdiction would like advanced funding, they are required to submit a Request for Advanced Funds form that explicitly states the amount of funds being requested.

*REQUEST FOR ADVANCED FUNDING forms can be found at:*  
[www.piercefloodcontrol.org/](http://www.piercefloodcontrol.org/)

Total Current Allocation	Maximum Amount of Advance
Under \$50,000	Up to 80%
Between \$50,000 and \$100,000	Up to 50%
Over \$100,000	Up to 30%

## REIMBURSEMENT & PROGRESS REPORTS

Jurisdictions are required to provide the District with regular progress reports updating the status of projects, as well as a final report, due within 90 days of project completion. Annual progress reports are due by December 31 each year.

*PROGRESS REPORT forms can be found at:*  
[www.piercefloodcontrol.org/](http://www.piercefloodcontrol.org/)

## LEVERAGING OPPORTUNITIES

A jurisdiction has the option to use their Opportunity Fund allocation as a match for either multi- jurisdictional projects or grant opportunities.

### *Multi-Jurisdictional Projects*

As many flooding and drainage problems cross jurisdictional boundaries, jurisdictions are encouraged to consider partnering with each other to address shared stormwater and drainage problems. Doing so offers the opportunity to accomplish a larger scale project than may be possible if operating independently.

### *Grant Matching Opportunities*

The Opportunity Fund can also serve as a match for other grants compatible with the criteria for eligible projects. Below are some statewide and local funding sources. Note that some programs may not be available in a given year. The links will access current information concerning these grant opportunities.

- The Estuary and Salmon Restoration Program  
<http://www.rco.wa.gov/grants/esrp.shtml>
- Salmon Recovery Funding Board  
<http://www.rco.wa.gov/grants/salmon.shtml>
- The Washington Wildlife and Recreation Program  
[www.rco.wa.gov/grants/wwrp.shtml](http://www.rco.wa.gov/grants/wwrp.shtml)
- Aquatic Lands Enhancement Account  
[www.rco.wa.gov/grants/alea.shtml](http://www.rco.wa.gov/grants/alea.shtml)
- Ecology Water Quality Grants  
[www.ecy.wa.gov/programs/wq/funding/funding.html](http://www.ecy.wa.gov/programs/wq/funding/funding.html)