

Stillaguamish Discretionary Fund Rebate Program

Application Guidelines

Overview: The Stillaguamish Discretionary Fund rebate program aims to improve and protect water quality and local shellfish beds by offering financial incentives to landowners. The voluntary, non-regulatory program is administered by Snohomish County Surface Water Management (SWM) and offers funding for small projects on private or public property that will provide shellfish protection benefits in Port Susan or South Skagit Bay. Private landowners, community groups, and non-profit organizations are encouraged to apply.

Please note that funding for rebates is limited and available on a first-come, first-served basis until program funds are exhausted.

Eligible Projects

To be eligible for a Discretionary Fund rebate, your proposed project must be designed to improve the quality of surface water or groundwater within the former Stillaguamish Clean Water District. Example projects are listed below.

1. Best Management Practices (BMPs)

- Maximum reimbursement per property: \$25,000
- Multiple BMPs can be funded simultaneously

Example BMPs Eligible for Discretionary Fund Rebates	
Riparian buffer planting ¹	Heavy use area
Livestock exclusion fencing	Manure storage / composting system
Roof runoff structure	Manure removal ²
Off-channel watering system	Underground outlet
Stream crossing	Cross fencing
<p>¹ <i>At the discretion of SWM and the Snohomish Conservation District, you may be required to install a livestock exclusion fence on your property if you receive funding for a riparian buffer project.</i></p> <p>² <i>Any manure removal project must include the development of a manure management plan.</i></p>	

2. Education and Outreach Projects

Maximum reimbursement per applicant: \$15,000

Education and outreach projects will be considered for funding if they are designed to foster the implementation of small projects that directly reduce contamination from surface water and groundwater.

If you have questions about how to develop an eligible Discretionary Fund project or need technical assistance with your application, please contact the Snohomish Conservation District at 425-335-5634.

Basic Eligibility Requirements

If you are seeking funding for a BMP, please answer the following questions before you apply for a Discretionary Fund rebate:

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed project site is located in the former Stillaguamish Clean Water District. (See the online interactive map if you're not sure.) |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed project site is on land that I own. |
| <input type="checkbox"/> | <input type="checkbox"/> | I am current on all Snohomish County taxes and SWM utility charges. |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed project site is free of required mitigation and/or penalty payments due to code enforcement action. |
| <input type="checkbox"/> | <input type="checkbox"/> | I will commit to maintaining the project for 10 years after completion. |

Your project is not eligible for funding if:

- You answered “no” to any of the questions above, or
- You are employed by Snohomish County Surface Water Management.

If you have questions about these eligibility requirements, please contact SWM at 425-388-3464.

Eligible Project Costs

The following project costs are eligible for reimbursement through the Discretionary Fund rebate program:

- Labor
- Materials and supplies
- Rental equipment hours
- Permit fees

All applications must include a budget that is itemized and specific. For labor costs, indicate the number of hours anticipated for specific tasks, and the hourly rate being charged for each task. Project planning is not a reimbursable cost. For information on resources available for project planning, please contact the Snohomish Conservation District or SWM.

Costs incurred prior to the date of your application are not eligible, will not be reimbursed, and should not be included in the proposed project budget.

Application Review Process

1. Applications will be accepted by SWM on an ongoing basis. SWM staff will review each application to make sure that the proposed project meets eligibility requirements and that the applicant has provided all necessary information and materials.
2. Complete applications for eligible projects will be forwarded to the SWM Director.
3. The SWM Director (or the Director's designee) will evaluate each application and either approve, conditionally approve, or reject the proposed project for funding.
4. SWM staff will inform applicants of project funding decisions within 30 days of receiving their complete applications.

Discretionary Fund rebates will be awarded on first-come, first-served basis until program funds are exhausted.

Project Management

If your application for a Discretionary Fund rebate is approved, you will need to sign a written contract called a "Project Implementation Agreement" with Snohomish County that outlines your responsibilities. Once you begin installing your project, SWM staff will coordinate with you and track your progress. Your project will be deemed complete once it receives final inspection and approval from SWM.

Project Reimbursements

The following guidelines apply to project reimbursements:

- You will be reimbursed only for the deliverables listed in the Project Implementation Agreement, up to the maximum amount allowed.
- Project expenses must be documented in order for them to be reimbursed or accepted as part of your required cost share.
- Depending on the scope, type, and duration of your project, you may be reimbursed for project expenses as they are incurred or reimbursed in total upon completion of the project.
- If any eligible project costs are covered by donations of labor, equipment, or supplies, you may seek reimbursement equal to the reasonable cash value of those goods or services. See the Budget Tracking Form for guidance on how to calculate the reasonable cash value of in-kind contributions.
- Only out-of-pocket expenses can be reimbursed.

Please be aware that Discretionary Fund rebates in amounts over \$600 are considered reportable income by the Internal Revenue Service.