



## PROJECT PROPOSAL FUNDING PROCESS

In order to provide a reasonable amount of time for project development and planning, for our partners, or prospective partners with new projects, the Kitsap PFD is proposing a three-phase process. To conceive, research, plan and propose projects for funding by the PFD, a process which could take up to three years, depending on project status and timing.

**KPFD Project Planning Process:** (Expected to be up to a three-year process)

### First Phase: Project Concept to Project Feasibility

- A. Concept Review - The Facility Partner (FP) brings a potential project for possible PFD funding to the Executive Director for initial review. He may involve the Board Chair and the Construction Consultant in this initial review.
- B. Feasibility Review – The Facility Partner (FP) and the ED will both perform due diligence to arrive at first estimates of the cost of the project and the possible funding available from the Partners.
  - a. This would also include physical analysis of the site/facility and limitations to determine if the project goal is attainable.
  - b. Outside funding from other organizations may also be considered.
- C. Financial Review – The FP and PFD will determine the maximum extent to which they can provide funding to complete the project as proposed. The PFD requires matching funds and expects that FP would always have some financial participation in the project - to have an investment in the completed project to make it a financial as well as a community service success.
  - a. Completely new projects (other than the three facilities previously invested in by the KPFD) must be \$10 million or larger in scope to qualify.
- D. This analysis and study is expected to be performed by the staff of the respective partners, however, should some expense be necessary for analysis by an outside company or consultant, some funding may be applied for from the PFD.
- E. Timing – depending on the scope of the project, this process may take a few weeks to several months.
  - a. If the project is more “shovel ready” it could move into Phase Two in a few weeks.
  - b. If it is a concept or idea that needs to be “fleshed out”, or a large project, requiring concept drawings and construction estimates, it could take up to a year.



## **Second Phase: Project Development and Preliminary Plan**

- A. Facility Partner submits fully fleshed out preliminary project plan, or one developed from Phase 1, to the PFD Board for approval to proceed with more formal project planning.
- B. Partner should engage a landscape architect for a field project or a building architect for any structure construction to make preliminary plans and calculate a more accurate estimate of the project cost.
- C. A portion of the cost of these consultants or architects may be provided by the PFD, if requested from the PFD Board.
- D. Discussion and planning sessions with these consultants/architects should also include the PFD ED and the Construction Consultant, as required.
- E. When an acceptable project plan is completed, it can be proposed, along with the funding plan, to the PFD Board for consideration of a funding commitment.
- F. With funding approval from the PFD Board, this would reserve PFD resources for that project, pending final submission of the completely funded project plan.
- G. Preparation of a draft Funding ILA for the project will be prepared by the PFD attorney or in conjunction with the FP attorney.
- H. Timing – depending on the size and scope of the project, this process may take several weeks to several months.
  - a. If the project is more “shovel ready” it could move within weeks into Phase Three.
  - b. If it is a large project, requiring architectural or landscape drawings and construction estimates, it could take several months.



**Third Phase: Final Project Plan, Funding ILA and Contractor Selection**

- A. FP will continue in the process of finalizing the Project Plan, up to and including preparing bid documents for the project.
- B. FP begins submission of all the permits to enable construction to proceed.
- C. When the project contractor has been selected and the final cost is determined, the final presentation to the PFD Board will occur. This is to finalize the funding available to the project from the PFD and any other parties to the project.
- D. The Funding ILA will then be finalized and presented to the PFD Board and Partner(s) for approval by their Boards and signatures.
- E. The PFD will transfer the project funding amount to the appropriate Facility Project Fund – 96966 for KFEC, 96967 for NKREC and 96976 for KCC (or other new funds for new projects) – for the project.
- F. The typical funding process is for reimbursement of invoices for work completed during the duration of the project. (It would be an exception to provide all of the funding before the project has begun.)