

Manual 10b

Washington Wildlife and Recreation Program

Habitat Conservation and
Riparian Protection Accounts

March 2016

Table of Contents

At a Glance	3
Section 1: Introduction.....	5
About the Washington Wildlife and Recreation Program	5
About the Recreation and Conservation Funding Board	6
Where to Get Information.....	8
Grant Process and Timeline.....	9
Section 2: Policies.....	14
Categories and Grants Offered.....	14
Eligible Applicants	17
Eligible Project Types	20
Eligible Project Activities.....	23
Requirements and Other Things to Know.....	27
Project Area Stewardship and Ongoing Obligations.....	31
Section 3: Money Matters.....	33
Matching Resources	33
Match Requirements.....	34
Types of Match.....	36
Grant Limits.....	38
Records.....	39
Section 4: Project Evaluation.....	40
How Project Evaluation Works	40
Advisory Committees.....	42
Evaluation Criteria	44
Appendix A: Species and Communities with Special Status.....	81
Appendix B: Allocation of WWRP Funds.....	84

At a Glance

Washington Wildlife and Recreation Program's Habitat Conservation and Riparian Protection Accounts					
	Critical Habitat	Natural Areas	Riparian Protection	State Lands Restoration and Enhancement	Urban Wildlife Habitat
Purpose	Grants to conserve areas important for the protection, management, or public enjoyment of wildlife	Grants to conserve areas that have retained their natural character and are important in preserving rare or vanishing wildlife, geological, natural, historical, or similar features of scientific or educational value	Grants to conserve land along the water, as well as submerged land such as streambeds, which can provide functional habitat for salmon and other wildlife	Grants to restore or enhance land owned by the State of Washington or held in trust by the State	Grants to conserve areas near cities important for the protection or public enjoyment of wildlife
Who may apply?	<ul style="list-style-type: none"> Local agencies Native American tribes State agencies 	<ul style="list-style-type: none"> State agencies 	<ul style="list-style-type: none"> Local agencies Native American tribes Nonprofit nature conservancy organizations Salmon recovery lead entities State agencies 	<ul style="list-style-type: none"> State Department of Fish and Wildlife State Department of Natural Resources 	<ul style="list-style-type: none"> Local agencies Native American tribes State agencies
When are applications due?	May 2, 2016	May 2, 2016	May 2, 2016	May 2, 2016	May 2, 2016
When are grants awarded?	June 2017	June 2017	June 2017	June 2017	June 2017

Washington Wildlife and Recreation Program's Habitat Conservation and Riparian Protection Accounts					
	Critical Habitat	Natural Areas	Riparian Protection	State Lands Restoration and Enhancement	Urban Wildlife Habitat
What types of projects are eligible?	<ul style="list-style-type: none"> Acquisition Development 	<ul style="list-style-type: none"> Acquisition Development 	<ul style="list-style-type: none"> Acquisition Development Restoration 	<ul style="list-style-type: none"> Restoration Enhancement 	<ul style="list-style-type: none"> Acquisition Development Restoration
What are the grant limits?	None	None	None	<ul style="list-style-type: none"> Single site project: \$25,000-\$1 million Multi-site project: \$25,000-\$500,000 	None
What must i contribute?	<ul style="list-style-type: none"> Local agencies: 50 percent State agencies: None 	None	<ul style="list-style-type: none"> Local agencies: 50 percent State agencies: None 	None	<ul style="list-style-type: none"> Local agencies: 50 percent State agencies: None
Is a plan required?	You need a habitat conservation comprehensive plan to apply	You need a habitat conservation comprehensive plan to apply	You need a habitat conservation comprehensive plan to apply	You need a habitat conservation comprehensive plan to apply	You need a habitat conservation comprehensive plan to apply
How is my project evaluated?	An advisory committee hears your in-person presentation and scores your project.	An advisory committee conducts evaluates your written application and scores your project.	An advisory committee hears your in-person presentation and scores your project.	An advisory committee conducts evaluates your written application and scores your project.	An advisory committee hears your in-person presentation and scores your project.
What's new this year?	Added local prioritization efforts to Evaluation Criterion 1 and modified Evaluation Criterion 3 to address grazing as an allowable use.				

Section 1: Introduction

In this section, you will learn about:

- ✓ About the Washington Wildlife and Recreation Program
- ✓ About the Recreation and Conservation Funding Board
- ✓ Grant process and timeline

About the Washington Wildlife and Recreation Program

The Washington State Legislature created the Washington Wildlife and Recreation Program (WWRP)¹ in 1990 to accomplish two goals: Acquire valuable recreation and habitat lands before they were developed and develop recreation areas for a growing population.

Today, WWRP provides funding for a broad range of projects that conserve wildlife habitat and farmland, buy lands for parks and trails, and develop outdoor recreational facilities. This landmark legislation and subsequent funding have come about through the support of the Governor, Legislature, and groups such as the many organizations comprising the Washington Wildlife and Recreation Coalition.

Accounts and Categories

By law, WWRP funding is divided into four accounts. The Habitat Conservation Account and the Outdoor Recreation Account are further divided into categories.

1. Habitat Conservation Account
 - Critical Habitat Category
 - Natural Areas Category
 - State Lands Restoration and Enhancement Category
 - Urban Wildlife Habitat Category

¹Enabling legislation is in Revised Code of Washington 79A.15

2. Outdoor Recreation Account
 - Local Parks Category
 - State Lands Development and Renovation Category
 - State Parks Category
 - Trails Category
 - Water Access Category
3. Farmlands Preservation Account
4. Riparian Protection Account

Each WWRP account and category receives a specified percentage of the money appropriated by the Legislature. While state law requires that these minimum percentages be met over the life of the program, it is the Recreation and Conservation Funding Board's intent generally to meet them, by category, each biennium. The board may forego the statutory minimums in any one biennium, should circumstances warrant. The board's intent is to award grants to projects meeting the greatest need and with the potential to achieve the greatest benefit.

See Section 2 for more details about each category.

About the Recreation and Conservation Funding Board

WWRP is administered by the Recreation and Conservation Funding Board, which is a governor-appointed board composed of five citizens and the directors (or designees) of three state agencies – Department of Fish and Wildlife, Department of Natural Resources, and Washington State Parks and Recreation Commission.

The Recreation and Conservation Office (RCO) supports the board. RCO is a small state agency that manages multiple grant programs to create outdoor recreation opportunities, protect the best of the state's wildlife habitat and farmland, and help return salmon from near extinction.

Manual Authority

This manual is created under the authority granted to the Recreation and Conservation Funding Board in WWRP's enabling legislation and Revised Codes of Washington 79A.15.060(1) and 79A15.120(4). It reflects the specific statutory requirements of Revised Code of Washington 79A.15, Washington Administrative Code chapter 286, and the Recreation and Conservation Funding Board's policies.

Who Makes Decisions

The Recreation and Conservation Funding Board makes the final decisions although some decisions it has delegated to the agency director.

Board Decisions

The following list summarizes many project decisions that are made by the Recreation and Conservation Funding Board in a public meeting or by a subcommittee of the board. Each is in accord with statutes, rules, and board policies.

- Initial grant approval.
- A project cost increase of more than 10 percent of the project total in the project agreement for board-funded projects. Cost increases are allowed only in certain grant programs. Review the cost increase information in this manual for more details.
- A "conversion" that changes the project site or how the site is used from that described in the project agreement and Deed of Right or Assignment of Rights. See *RCO's Manual 7, Long-Term Obligations*.
- A significant reduction in the project's scope after receiving a grant. Typically, the board will make decisions about scope reductions if the RCO director thinks the project's evaluation score would have been different with the reduced scope. Not included are changes that do not modify significantly the way the public uses a facility, the intended opportunity, or restoration objective funded.
- Changes in policy; for example, establishing new grant limits or eligible expenditures.
- Time extensions beyond 4 years of the initial grant award.

Director Decisions

The RCO director, or designee, makes many project decisions based on rules and board policies. The range of decisions includes authorizing payments to approving cost increases to terminating projects.

A project sponsor may request that the Recreation and Conservation Funding Board reconsider a decision made by the director. To request reconsideration, the project sponsor must send a letter to the board chair at least 60 calendar days before a board meeting. The request is added to the board's meeting agenda and the project sponsor then may address the board at the meeting. The board's decision is final.

Where to Get Information

Recreation and Conservation Office
Natural Resources Building
1111 Washington Street
Olympia, WA 98501
E-mail: info@rco.wa.gov

Telephone: (360) 902-3000
FAX: (360) 902-3026
TTD: (360) 902-1996
Web site: www.rco.wa.gov

Mailing Address

PO Box 40917
Olympia, WA 98504-0917

RCO grant managers are available to answer questions about this manual and grant programs. Please feel free to call.

Other Related Grant Manuals You May Need

The manuals below provide additional information for grants and are available on the RCO Web site. Each can be made available in an alternative format.

- *Manual 2, Planning Policies and Guidelines* at www.rco.wa.gov/documents/manuals&forms/Manual_2.pdf
- *Manual 3, Acquisition Projects* at www.rco.wa.gov/documents/manuals&forms/Manual_3_acq.pdf
- *Manual 4, Development Projects* at www.rco.wa.gov/documents/manuals&forms/Manual_4.pdf
- *Manual 5, Restoration Projects* at www.rco.wa.gov/documents/manuals&forms/Manual_5.pdf
- *Manual 7, Long-term Obligations* at www.rco.wa.gov/documents/manuals&forms/Manual_7.pdf
- *Manual 8, Reimbursements* at www.rco.wa.gov/documents/manuals&forms/Manual_8-reimbursement.pdf
- *Manual 10a, Washington Wildlife and Recreation Program Outdoor Recreation Account* at www.rco.wa.gov/documents/manuals&forms/Manual_10a.pdf
- *Manual 10f, Washington Wildlife and Recreation Program Farmland Preservation Program* at www.rco.wa.gov/documents/manuals&forms/Manual_10f.pdf

Grant Process and Timeline

RCO offers grants in even years, in conjunction with the state budget. The grant process, from application to grant award, spans 18 months, and is outlined below. While the order of the steps in this process remains consistent, for precise dates, visit the RCO Web site.

Even-numbered Years

Webinars. RCO conducts Webinars (an online meeting) in the winter or early spring to provide information about the grant programs offered that year.

Entering Applications. RCO strongly encourages applicants to start the online application early. PRISM Online (www.rco.wa.gov/prism_app/about_prism.shtml) usually opens by March 1. Applicants log into PRISM Online and select the "Get Started/Start a New Application" button to enter grant application information. RCO uses this information to assign an outdoor grants manager. This manager guides applicants through the process, reviews application materials, helps determine whether proposals are eligible, and may visit the project sites to discuss site-specific details.

Planning Deadline. March 1 is the planning deadline for all programs. This ensures applicants complete the planning process before applying for grants. Agencies that apply for grants in the same year that their planning eligibility expires must ensure that their planning eligibility extends through the board meeting in which the projects first are considered.

Eligible applicants are listed on RCO's Web site. To verify or establish eligibility for a specific grant program, contact RCO's planning specialist.

Applications Due. Applications are due in early May of even-numbered years. The application includes the data entered into PRISM and all required attachments. Applicants should "submit" the application before the deadline. The "Check Application for Errors" button on the "Submit Application" screen will indicate which pages are incomplete. Incomplete applications and applications received after the deadline will be returned unless RCO's director has approved a late submission in advance.

Technical Reviews. Applicants may attend a technical review meeting, where they present their projects to WWRP advisory committees and RCO staff, who review projects to ensure they are eligible, identify any issues of concern, and provide feedback on the strengths and weaknesses of each proposal. Applicants make oral presentations, illustrated with maps, graphics, and photographs using PowerPoint.® Grants managers will review the applications also and send comments to applicants. Applicants then can make changes to improve the projects, if needed. Applicants must complete all changes and resubmit their applications by the technical completion deadline.

Note: RCO uses a written review process for the Natural Areas and State Lands Restoration and Enhancement Categories.

Technical Completion Deadline. RCO will establish a technical completion deadline by which applicants must make all changes to their applications. After this date, applicants will not be able to make any further changes. RCO will score applicable evaluation criteria as of this date.

Board Submits Biennial Budget Request. The Recreation and Conservation Funding Board submits to the Governor a recommended funding amount for the next biennium for the WWRP.

Project Evaluation. Applicants make oral presentations, illustrated with maps, graphics, and photographs in PowerPoint® to advisory committees, which score each proposal against a set of criteria approved by the Recreation and Conservation Funding Board. In the Natural Areas and the State Lands Restoration and Enhancement Categories, the same information is presented in writing only.

Post-Evaluation Conference. After project evaluations, RCO staff tabulate the scores and share the results with each advisory committee. The committees discuss the preliminary ranked lists and the application and evaluation processes. The public may join these advisory committee conference calls; however, to ensure a fair and equitable process; guests may not testify. Shortly after the conference call, staff post the preliminary ranked lists on RCO's Web site. The resulting ranked list of projects is the basis for the funding recommendation to the board.

Board Approves Project List. In an open public meeting, the Recreation and Conservation Funding Board considers the recommendations of the advisory committees, written public comments submitted before the meeting, and public testimony at the meeting. The board then approves the list of projects for submittal to the Governor by November 1.

When considering a list of projects for submittal, the board will use both anticipated available funding and project evaluation results to determine the length of the list. This list normally will exceed anticipated funding and will include alternate projects. Applicants are cautioned that the board's recommendation of project lists to the Governor is not the same as funding approval.

More projects are recommended than requested funding so that alternate projects can be ready if projects higher on the list fail or use less money than requested.

Projects that, because of their relative ranking, are beyond available funding levels are known as "alternate projects." Alternate projects are submitted in an amount equal to 50 percent of the dollar amount requested for each category. When possible, no fewer than six alternate projects are submitted.

Governor Approves Projects. Typically, the Governor's capital budget request to the Legislature includes funding for WWRP. The Governor may remove projects from the list recommended by the board, but may not re-rank or add projects to the list.

Odd-numbered Years

Legislature Approves Projects. When it develops the state capital budget, the Legislature considers the project list submitted by the Governor. The Legislature may remove projects from the list submitted by the Governor, but may not re-rank or add projects to the list.

Project lists approved by the Legislature in any one biennium are to be completed, to the fullest extent possible within that biennium. Biennial project lists are active until all the funding is used or no feasible projects remain. If a biennial list is completed and money remains, it may be awarded to projects in future years.

Proof of Matching Funds. Local agencies, nonprofit organizations, and Native American tribes must provide proof of the availability of matching funds by the match certification deadline, which is at least 1 calendar month before board approval of funding.² If a state agency has shown a match of some kind in its application, it must provide proof of the availability of matching funds by the certification deadline.

Board Approves Funding. After the Legislature and Governor approve the capital budget, the board approves the final grant awards, again in a public meeting. Applicants are encouraged, but not required, to attend.

Pre-agreement Materials. After grant awards, applicants have 2 calendar months³ to submit pre-agreement documents (checklist provided by grants managers.) RCO staff then prepares and issues the grant contracts, called project agreements. Applicants must return the signed agreements within 60 days from the date RCO sends the agreements to applicants for signature.⁴ Once the agreements are signed, the applicants, now referred to as project sponsors, may begin their projects, per the terms of the project agreements. Each agreement will be written and monitored for compliance by RCO staff. See *Manual 7, Long-term Obligations* for more information.

Successful Applicants' Workshop. After the board approves funding, RCO hosts a workshop for successful grant applicants. This workshop covers the following topics:

- Project sponsor responsibility for compliance with the terms of the project agreement.

²Washington Administrative Code 286-13-0401(c)

³Washington Administrative Code 286-13-040(1)(d)

⁴Washington Administrative Code 286-13-0401(e) reads 3 calendar months, but the Recreation and Conservation Funding Board adopted a 60-day period by policy.

- Amending the project agreement to address project changes, time extensions, scope modifications, special conditions, and cost increases.
- Land acquisition, including tools developed to assist applicants through the acquisition procedures for state and federal grants.
- Development and restoration, including construction plans and specifications, barrier-free design requirements, cultural resources, and bid procedures.
- Planning, including deliverables and reporting requirements.
- Project implementation, including meeting milestones, permitting, submitting progress reports, inspections, valuing donations, using RCO's online resources for understanding billing procedures, project close-out, and long-term compliance.

Ongoing

Project Implementation. Grant recipients must complete projects promptly. To help ensure reasonable and timely project completion, accountability, and the proper use of funds, applicants will do the following:

- Submit only projects that will be completed within 4 years of the grant award.
- Provide assurances that the project can be completed within a reasonable time frame, which does not exceed the implementation period approved by the Recreation and Conservation Funding Board.
- Develop milestones for project implementation that does not exceed 4 years.
- Begin project implementation quickly and aggressively to show measurable progress towards meeting project milestones.
- Submit progress reports at intervals as designated by the RCO project agreement.

RCO may terminate projects that do not meet critical milestones established in the project agreement.

By June 1 of each year, RCO will review the status of projects that are incomplete 3 or more years from the date of funding approval. RCO will ask sponsors to provide assurances that their projects will be completed on time, such as the following:

- Executed purchase and sale agreements.
- Proof of permitting approvals.

- Awarded construction contracts.
- Progress on other significant milestones listed in the grant agreement.

If satisfactory assurances are not provided, the director may terminate the project.

Project Completion. When a project is completed, sponsors have 90 days to submit the final bill, final report, and supporting documents needed to close the project. If the bill and documentation are not submitted within 6 months of the end date within the agreement, the Recreation and Conservation Funding Board may terminate the project without payment.

Section 2: Policies

In this section, you'll learn about:

- ✓ Categories and grants offered
- ✓ Eligible applicants
- ✓ Eligible project types
- ✓ Eligible project activities
- ✓ Requirements and other things to know

Categories and Grants Offered

Habitat Conservation and Riparian Protection Grants

This manual contains guidelines for grant programs in the Habitat Conservation Account and the Riparian Protection Account.

See RCO *Manual 10a, Washington Wildlife and Recreation Program Outdoor Recreation Account* (www.rco.wa.gov/documents/manuals&forms/Manual_10a.pdf) and *Manual 10f, Washington Wildlife and Recreation Program Farmland Preservation Program* (www.rco.wa.gov/documents/manuals&forms/Manual_10f.pdf) for descriptions of the other WWRP grant categories and accounts.

Critical Habitat Category

This category provides grants to acquire, create, enhance, or restore habitat for wildlife including game and non-game species; food fish; shellfish; and freshwater, anadromous, and other fish including habitat for endangered, threatened, or sensitive species.

- Includes habitats such as wetlands, forests, shrub-steppe, deer and elk winter range, and riparian zones, and habitats for saltwater or freshwater fish and shellfish.
- May include public use for both consumptive and non-consumptive activities.

- May include acquisition for species protection or enhancement.
- May include habitat enhancement, restoration, or creation.
- May include limited development of public facilities such as roads, trails, parking, restrooms, signs, and fences to allow public use and enjoyment.
- May exclude public use, if needed to protect habitat and species.
- Does not allow renovation of facilities.

Natural Areas Category

These grants provide funding to acquire areas set aside to protect high quality, representative, native ecosystems; unique plant or animal communities; habitat for endangered, threatened, or sensitive species; rare geological features; or features of significant scientific or educational value.

- Must have retained most of their natural character.
- Must be managed primarily for resource preservation, protection, and study. May provide limited or no public use.
- May include limited development of public facilities, such as trails, roads associated with trail heads, parking, restrooms, signs, and fences.
- Does not allow for habitat enhancement or restoration
- Does not allow renovation of facilities.

Riparian Protection Account

This account provides grants to acquire riparian habitat adjacent to any water body or its submerged lands. Riparian habitat may include shorelines, nearshore marine habitat, estuaries, lakes, wetlands, streams, or rivers. Grants also may include restoration or development components.

- **Must** include acquisition of real property (fee title, easement, or lease).
- May include functional habitat for salmon and other wildlife species.
- May include restoration or enhancement of the property to be acquired.
- May include limited development for low impact, public access. Development may include trails, roads to trail heads, parking, restrooms, signs, and fences.
- May include costs for developing stewardship plans.

- May include conservation easements or leases for land enrolled in the Conservation Enhancement Reserve Program (CREP). Leases must be for at least 25 years.
- May exclude public use, if needed to protect habitat and species.

State Lands Restoration and Enhancement Category

These grants provide funding to restore or enhance existing habitat and natural area lands owned⁵ by the Department of Fish and Wildlife or the Department of Natural Resources.

Restoration means a project that brings a site back to its historic function as part of a natural ecosystem or improving the ecological functionality of a site.

Enhancement means to improve the ecological functionality of a site.

- May include habitat enhancement or creation.
- May include reintroduction of native vegetation.
- May include altering or removing structures.
- May include wetlands, forests, shrub-steppe, riparian zones, saltwater or freshwater habitats, or other ecosystems or habitats native to Washington State.
- May exclude public use, if needed to protect habitat and species.
- Should be managed primarily for resource preservation and protection.

Urban Wildlife Habitat Category

These grants are for the acquisition, development, or restoration of urban wildlife habitat. To be eligible in this category, the land **must lie**:

- Within the corporate limits of a city or town with a population of at least 5,000 or within 5 miles of such a city or town (or its adopted Urban Growth Area boundary)
- Or
- Within 5 miles of an adopted Urban Growth Area in a county that has a population density of at least 250 people per square mile.

⁵May include leased lands or easements that meet the Recreation and Conservation Office's control and tenure requirements. See *Manual 4, Development Projects*.

Projects:

- Provide habitat for wildlife, food fish, shellfish, or freshwater or marine fish.
- May serve as a corridor for wildlife movement in existing populated areas.
- May include and encourage public use for wildlife interpretation and observation.
- May include development of limited facilities, such as fences, interpretive or observation trails, interpretive signs or kiosks, restrooms, and parking.
- May include creation or enhancement of habitat.
- May exclude public use, if needed to protect habitat and species.
- Does not allow renovation of existing facilities.

Choosing a Grant Program

A grant applicant submits a proposal to a specific WWRP account or category. An applicant should attempt to find a grant category that best fits the project, considering the goals and evaluation criteria. RCO staff reviews the applicant's choice and recommends any changes. An applicant may appeal staff's decision to change categories to RCO's director and, if necessary, the Recreation and Conservation Funding Board.

A WWRP project will be evaluated only in one category. At the applicant's discretion, a project appropriate to more than one category may be divided into stand-alone projects and submitted separately. An applicant must determine the best category for the project by the technical completion deadline, unless otherwise authorized by the director.

Eligible Applicants

Eligible Applicants

Eligible applicants⁶ for each category are shown below.

Critical Habitat and Urban Wildlife Habitat Categories

- Cities, counties, towns
- Federally recognized Native American tribes

⁶Revised Code of Washington 79A.15.010.

- Special purpose districts, port districts, or other political subdivisions of the state that provide services to less than the entire state
- State agencies (Washington State Parks and Recreation Commission and Washington Departments of Enterprise Services, Fish and Wildlife, and Natural Resources)

Natural Areas Category

- State agencies (Washington State Parks and Recreation Commission and Washington Departments of Enterprise Services, Fish and Wildlife, and Natural Resources)

Riparian Protection Account

- Cities, counties, towns
- Federally recognized Native American tribes
- Lead entities⁷
- Nonprofit nature conservancy organizations⁸
- Special purpose districts, port districts, or other political subdivisions of the state that provide services to less than the entire state
- State agencies (Washington State Parks and Recreation Commission, State Conservation Commission, and Washington Departments of Enterprise Services, Fish and Wildlife, and Natural Resources)

State Lands Restoration and Enhancement Category

- State agencies (Washington State Departments of Fish and Wildlife and Natural Resources)

Applicant Requirements

Qualified Nonprofits⁹

Nonprofit nature conservancy corporations or associations must meet the following eligibility requirements:

⁷Lead entities as defined by Revised Code of Washington 77.85.050.

⁸Nonprofit nature conservancy corporations or associations as defined by Revised Code of Washington 84.34.250

⁹Recreation and Conservation Funding Board Resolution 2010-08

1. Be registered in the State of Washington as a nonprofit as defined by Revised Code of Washington 84.34.250
2. Consistent with Revised Codes of Washington 24.03.220, 24.03.225, and 24.03.230, identify a successor organization fully qualified to ensure management continuity of any WWRP grants received by the corporation or association.
3. Demonstrate at least 3 years of actively managing projects relevant to the types of projects eligible for funding in the applicable WWRP category. "Actively managing projects" means performing the tasks necessary to manage an on-the-ground riparian project, such as negotiating for acquisition of property rights, closing on an acquisition, developing and implementing management plans, designing and implementing projects, securing and managing the necessary funds regardless of fund source, and other tasks.

Legal Opinion for First Time Applicants

The Recreation and Conservation Funding Board requires all organizations wishing to apply for a grant for the first time to submit a legal opinion that the applicant is eligible to do the activities below. The legal opinion is required only once to establish eligibility.

- Receive and expend public funds including funds from the Recreation and Conservation Funding Board.
- Contract with the State of Washington and/or the United States of America.
- Meet any statutory definitions required for Recreation and Conservation Funding Board grant programs.
- Acquire and manage interests in real property for public conservation or outdoor recreation purposes.
- Develop and/or provide stewardship for structures or facilities eligible under board rules or policies.
- Undertake planning activities incidental thereto.
- Commit the applicant to statements made in any grant proposal.

Planning Requirement

To be eligible for a grant, the applicant must submit a comprehensive habitat conservation plan that has been adopted by the applying organization's governing body. Plans must be accepted by RCO by March 1 in even-numbered years. Once RCO accepts the plan, the applicant is eligible to apply for grants for up to 6 years from the date the applicant's organization adopted the plan. It is the applicant's responsibility to ensure that plans and

documents are current. For further information, consult *Manual 2, Planning Policies and Guidelines* at www.rco.wa.gov/documents/manuals&forms/Manual_2.pdf.

Nonprofits

Nonprofit nature conservancy corporations or associations must meet the planning requirements of Washington Administrative Code 286-27-040 for the riparian category. To meet the planning requirement, corporations or associations must do **one** of the following:

1. Submit one of the following types of plan that meet Washington Administrative Code 286-27-040 – a corporate or association developed plan, a shared jurisdiction plan, or a cooperative plan

OR

2. Certify that the corporation or association has published a plan or document that has been accepted or incorporated into a plan or program managed by a public agency for public purposes.

Eligible Project Types

Combination Projects

Combination projects involve two or more of the following project types: acquisition development, or restoration. To help ensure that combination projects that have an acquisition component are finished on time, at least 1 month before the Recreation and Conservation Funding Board considers approval of funding, applicants must secure the properties by one of the following methods:

- Acquisition under the “Waiver of Retroactivity” policies and procedures (*Manual 3, Acquisition Projects*).
- Have property in escrow pending grant approval. Closing must occur within 90 days after the funding meeting.
- Obtain an option on the property that extends past the Recreation and Conservation Funding Board funding meeting. Execution of the option must occur within 90 days after this meeting.

If the acquisition is for a less than fee interest, and if not already acquired via a “Waiver of Retroactivity,” applicants also must provide draft copies of all leases or easements to RCO for review. Execution of the leases or easements must occur within 90 days after the funding meeting.

For the acquisitions to remain eligible, sponsors must follow all of the requirements and procedures outlined in *Manual 3, Acquisition Projects*.

Multi-Site Acquisition Projects

Applicants submitting acquisition projects must identify the specific parcels of land they wish to purchase. Occasionally, applicants will target areas with a large number of parcels, intending to acquire only some of them. The multi-site acquisition strategy is designed to give clarity to elected officials, the public, WWRP advisory committees, and the Recreation and Conservation Funding Board about which properties will be acquired, while giving agencies flexibility to acquire the highest priority lands.

Applicants should identify all parcels¹⁰ being considered for acquisition. If this would create a hardship for targeted landowners or would jeopardize acquisitions, applicants instead may identify geographic envelopes containing all parcels under consideration and provide written descriptions of how the parcels will be prioritized for acquisition within those envelopes.

Proposed parcels should be contiguous with one another or contiguous with property currently protected through public or nonprofit ownership. Parcels may be non-contiguous if applicants can demonstrate that acquiring land anywhere within the geographic envelopes will achieve the goals of the projects.

RCO staff may request that applicants targeting acquisitions in more than one geographic envelope or containing non-contiguous parcels submit separate grant applications. In making the determination, staff shall consider the distance between geographic envelopes or non-contiguous parcels, political jurisdictions involved, similarity of ecological features, and difficulty in evaluation.

Applicants must provide written acquisition strategies in their applications as well as maps of the envelopes. The strategies should show how the applicants will approach selecting parcels to pursue and what will be done if negotiations are not successful. The acquisition strategies should be based on factors such as ecological significance, threat, access, land management issues, real estate issues, degree of completion of the sites, location of parcels previously acquired, and landowners.

During the evaluations of grant proposals, evaluators may recommend that conditions be placed on projects to ensure there are not a significant scope changes resulting from applicants acquiring parcels with lower conservation values than those presented at project evaluation.

If applicants anticipate that projects may have opposition from communities or local elected officials, they should work to resolve concerns as soon as possible.

¹⁰Applicants must comply with the landowner acknowledgement policy. See *Manual 3, Acquisition*.

Multi-Site Restoration or Enhancement Projects

State Lands Restoration and Enhancement Category Only

To be considered a multi-site project that includes more than a single location, the project must meet the following criteria:

- All elements must be for similar habitat improvements (for example, wetland restoration, shrub steppe enhancement, etc.); no combinations of significantly different habitats.
- All elements must be in no more than two adjacent counties and/or within the same natural area or wildlife area.
- Funding for each site may total no more than \$250,000.
- No more than five sites may be included in a single project.

Phased Projects

The Recreation and Conservation Funding Board recommends that applicants discuss phasing very expensive and large scale projects with RCO staff. Phased projects are subject to the following parameters:

- Approval of any single phase is limited to that phase. No approval or endorsement is given or implied toward future phases.
- Each phase must stand on its merits as a viable or complete habitat site and is not dependent on the completion of future phases or work.
- Each phase must be submitted as a separate application.

Progress and sponsor performance on previously funded project phases may be considered by the Recreation and Conservation Funding Board when making decisions on current project proposals.

If two or more projects are ranked equally through the evaluation process, the Recreation and Conservation Funding Board will give preference to a project that has had a previous phase funded by the board.

Puget Sound Projects

Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, and Urban Wildlife Habitat Categories

The law¹¹ prevents the Recreation and Conservation Funding Board from funding any project in the Habitat Conservation Account that is in conflict with the Puget Sound Partnership's *Action Agenda*. A project may be in conflict with the *Action Agenda* if it results in water quality degradation in Puget Sound or the loss of ecosystem processes, structure, or functions, and the impacts are not mitigated fully using state-approved protocols.

An applicant for a project in the Puget Sound area, which is defined as the geographic areas within Water Resource Inventory Areas 1 through 19, inclusive, must include in the adopted resolution or application authorization (state agency applicants) a statement certifying that the project is not in conflict with the *Action Agenda*.

The law¹² requires the Recreation and Conservation Funding Board to give funding consideration to projects in this program that are referenced in the *Action Agenda*. Applicants for projects in the Puget Sound area may address a question in the evaluation criteria¹³ that considers whether the project is referenced in the *Action Agenda* or is a priority in other comprehensive plans or strategies. There are no additional points for this question, but the evaluator has the ability within the current scoring system to give points based on the answer to this question. The *Action Agenda* can be found online at www.psp.wa.gov.

Eligible Project Activities

Acquisition

Acquisition includes buying real property rights such as land, easements, or leases. Acquisition of less than fee interests must be for at least 50 years and may not be revocable at will. Proposed public access facilities must be developed within 5 years from the date the property was acquired. See *Manual 3, Acquisition Projects*.

Management of riparian habitat along rivers, streams, and other flowing waters should comply with recommendations established in *Management Recommendations for Washington's Priority Habitats: Riparian* produced by the Washington Department of Fish and Wildlife. The document is online at www.wdfw.wa.gov/publications/00029/wdfw00029.pdf.

¹¹Revised Code of Washington 79A.15.040

¹²Revised Code of Washington 79A.15.040

¹³"Ecological and Biological Characteristics," see the detailed scoring criteria for Critical Habitat, Natural Areas, and Urban Wildlife Habitat.

Any lands that have been acquired with WWRP grants by the Department of Fish and Wildlife¹⁴ or the Department of Natural Resources¹⁵ are subject to a payment in lieu of real property taxes and an additional amount for control of noxious weeds.¹⁶

Incidental costs related to acquisition are eligible. Additional rules for land acquisition are in *Manual 3, Acquisition Projects*.

Conservation Reserve Enhancement Program Leases

The Riparian Protection Account provides grants for acquisition of conservation easements and leases under the Conservation Reserve Enhancement Program (CREP). Leases must be for a minimum of 25 years. The Washington State Conservation Commission may submit one application for more than one CREP project and receive a master contract with RCO. Local conservation districts partner with Conservation Commission to receive funding for CREP projects. The title holder or lease holder under a CREP agreement must meet the relevant program eligibility requirements.

Development

The Habitat Conservation Account and the Riparian Protection Account allow for limited development. Complete guidelines for development projects are in *Manual 4, Development Projects*. Eligible project elements include:

- Park furniture, such as benches and tables
- Paths
- Restrooms
- Interpretive kiosks and signs
- Roads
- Parking
- Viewing shelters

¹⁴Revised Code of Washington 77.12.203

¹⁵Revised Code of Washington 79.70.130 and 79.71.130

¹⁶Revised Code of Washington 79A.15.120 (8) and 79A.15.040 (5)

Restoration and Enhancement

Guidelines for restoration and enhancement projects are in *Manual 5, Restoration Projects*. Eligible project elements include:

- Ecological restoration
- Equipment and boot decontamination facilities
- Estuary and shoreline restoration
- Fencing, gates, and signs
- In-stream habitat such as bank stabilization, channel reconfiguration, and woody materials placement
- In-stream passage improvements
- Habitat enhancement such as native plantings and invasive plant removal
- Removal of structures like bulkheads, dikes, levees, tide gates, and piling
- Site augmentation to establish restoration elements
- Transplanting and re-vegetation
- Upland erosion control

Aquatic restoration projects should follow the Washington State Aquatic Habitat Guidelines Program for road culverts, stream restoration, and stream bank protection. The guidelines can be found online at <http://wdfw.wa.gov/hab/ahg/>.

Site Stewardship Plan

Riparian Protection Account Only

Development of a site stewardship plan is an eligible cost activity up to 1 percent of the total project cost or \$10,000, whichever is less. An outline for the stewardship plan must be submitted with the grant application and, at a minimum, it must contain the following elements:

- Long-term stewardship goals and objectives
- Monitoring goals and objectives
- Restoration goals and objectives (if applicable)

- Short-term land management goals and objectives
- Description of the project area, including the following:
 - U.S. Geological Survey quadrant map and county assessor's parcel map
 - Map¹⁷ showing all human-made and natural features
 - Narrative description of the property
 - Photographs taken at permanent photograph points
- A detailed stewardship plan implementation budget that also identifies the source of funding.

Pre-agreement Costs¹⁸

RCO may reimburse sponsors for certain allowable expenses incurred before the start date of a project agreement. However, any costs associated with the preparation or presentation of the grant application are ineligible.

For acquisition projects, most incidental costs incurred before an RCO project agreement are allowable for reimbursement. Land costs are not allowable as a pre-agreement cost unless a "Waiver of Retroactivity" has been approved. See *Manual 3, Acquisition Projects*.

For restoration and development projects, preliminary costs necessary to get a project ready for the construction phase (i.e. architecture and engineering, permits) are allowable for reimbursement. No construction costs may be incurred before the period of performance in the agreement, unless approval has been given by the Recreation and Conservation Funding Board. See *Manual 5, Restoration Projects*, and *Manual 4, Development Projects* for further information.

Ineligible Project Activities

Several sources are used to determine project eligibility; including Revised Code of Washington 79A.15. The following project elements are ineligible for funding consideration:

- Animal species introduction or propagation, other than biological controls for invasive species, etc.
- Concessionaire buildings or concessionaire space in existing or proposed structures.

¹⁷Further guidance provided in Appendix F of *Manual 3, Acquisition Projects*.

¹⁸Washington Administrative Code 286-13-085

- Cost not directly related to implementing the project such as indirect and overhead charges, and unrelated mitigation.
- Crop plantings.
- Environmental cleanup of illegal activities (i.e., removal of contaminated materials or derelict vessels, trash pickup, methamphetamine labs, etc.).
- Fish or wildlife production facilities such as fish hatcheries for the production of sport fish populations.
- Indoor facilities such as community centers and environmental education or learning centers.
- Offices, shops, residences, meeting and storage rooms.
- Operation and maintenance costs.
- Properties acquired via a condemnation action of any kind. On multi-parcel acquisitions, sponsors may acquire those parcels that cannot be purchased from a willing seller via condemnation using only non-WWRP funds. Complete documentation of parcels acquired by WWRP funding versus those acquired entirely by sponsor funds under condemnation must be maintained and available. The value of parcels acquired via condemnation may not be used as part of the matching share. Note that development or restoration projects on property previously acquired via condemnation are eligible.
- Specific projects identified as mitigation as part of a habitat conservation plan approved by the federal government for incidental take of endangered or threatened species, or other projects identified for habitat mitigation purposes. Also see RCO *Manual 3, Acquisition Projects, Manual 4, Development Projects, and Manual 5, Restoration Projects* for exceptions.

Requirements and Other Things to Know

Not a Public Hearings Board

The Recreation and Conservation Funding Board is not a public hearings board and does not decide land use issues. To the extent possible, all project proposals should demonstrate adequate public notification and review and have the support of the public body applying for the grant.

Accessibility

Facilities or elements¹⁹ constructed with RCO grants and sponsor match are required by law to be accessible regardless of whether there are specific standards adopted in the State Building Code, Americans with Disabilities Act, or Architectural Barriers Act, as amended. Other federal laws, guidelines, and best practices also may apply to achieve accessibility.

RCO encourages sponsors to exceed the minimum accessibility standards and use a design principle that maximizes universal accessibility for all. See *Manual 4, Development Projects* and the RCO Web site for detailed information about how to make your athletic facility meet accessibility requirements. Plans, project applications, cost estimates, and construction drawings must reflect compliance with facility access and signing requirements.

Sustainability

The Recreation and Conservation Funding Board encourages greater use of sustainable design, practices, and elements in grant-funded projects. To the board, “sustainability” means to help fund a recreation or conservation project that minimizes impact to the natural environment while maximizing the project’s service life.

Sponsors are encouraged to incorporate sustainable design, practices, and elements into the scopes of projects. Examples may include use of recycled materials; native plants in landscaping; pervious surfacing material for pathways, trails, and parking areas; energy efficient fixtures; onsite recycling stations; and composting.

Invasive Species

People doing good things, like development or restoration work, can unknowingly spread invasive species. These activities can potentially spread non-native noxious weeds, pathogens, and exotic flora and fauna among water bodies and watersheds. Here is how it could happen:

- Driving a car or truck to a field site and moving soil embedded with seeds or fragments of invasive plants in the vehicle’s tires to another site. New infestations can begin miles away as the seeds and fragments drop off the tires and the undercarriage of the vehicle.
- Working in streams and moving water or sediment infested with invasive plants, animals, or pathogens via your boots, nets, sampling equipment, or boats from one stream to another.

¹⁹A facility is all or any portion of buildings, structures, site improvements, elements, and pedestrian routes or vehicular ways located on site. An element is an architectural or mechanical component of a building, facility, space, or site (2010 ADA Standards for Accessible Design, Department of Justice, September 15, 2010).

- Moving weed-infested hay, gravel or dirt to a new site, carrying the weed seeds along with it, during restoration and construction activities. Before long, the seeds germinate, and infest the new site.

The key to minimizing the spread of new invasive species is twofold: Use materials that are known to be uninfested with invasive plants or animals in the project and ensure equipment is cleaned both before and after construction and restoration. The Washington Invasive Species Council has developed prevention protocols (www.invasivespecies.wa.gov/documents/invasive%20species%20prevention%20protocol.pdf) for this purpose. Equipment to clean should include, but not be limited to, footwear, gloves, angling equipment, sampling equipment, boats and their trailers, and vehicles and tires.

Local Review of Acquisition Projects

Any organization applying for a grant to buy land shall review the project application with the counties or cities with jurisdiction over the project area. Applicants must provide written documentation to RCO that the reviews have occurred by the application deadline. Counties or cities may submit letters to the Recreation and Conservation Funding Board identifying their support or disapproval of the acquisition. The board shall make the letters available to the Governor and the Legislature when submitting the WWRP project list.²⁰ Applicants must complete this local review for each new application, even if they are re-submitting the same project from a previous grant cycle.

To meet this requirement, the applicant must provide each member of the county commission or city council, as appropriate, the following information before the technical completion deadline:

1. A cover letter referencing Revised Code of Washington 79A.15.110 and the option for the county commission or city council to send a letter to the Recreation and Conservation Funding Board stating its position on the project.
2. The project description as submitted with the grant application.
3. A location map and parcel map of the proposed acquisition.
4. The geographic envelope of the proposed project, if the project sponsor is pursuing a multi-site acquisition strategy.

The applicant must provide RCO with a copy of the packet, as well.

A local government acquiring property within its own political boundaries meets this requirement by submitting the adopted resolution that is required with the RCO grant application. A local government proposing to purchase property outside its jurisdiction

²⁰Revised Code of Washington 79A.15.110

(e.g., a city acquiring property outside its city limits or a county acquiring property within a city's limits) must comply with the local jurisdiction review requirement.

Landowner Acknowledgement for Acquisition Projects

As part of any grant application for acquisition of real property, the project applicant must demonstrate that the landowner is aware of the applicant's interest in buying property rights. Applicants may meet this requirement by completing one of four options as detailed in *RCO Manual 3, Acquisition Projects*.

Control of the Land (Development or Restoration Projects)

To protect investments made by the Recreation and Conservation Funding Board and to assure public access to those investments, sponsors must have adequate control of project sites to construct, operate, and maintain the areas for the term required by the grant program and project agreement. This "control and tenure" may be through land ownership, a lease, use agreement, or easement. See *Manual 4, Development Projects* or *Manual 5, Restoration Projects* for more information.

Environmental Benefits

Applicants for Habitat Conservation Account projects must provide a written statement of the environmental benefits²¹ of the proposed project. This statement will be provided to evaluators for consideration during their review of project applications.

Cultural Resources Review

Governor's Executive Order 05-05, Archaeological and Cultural Resources (www.governor.wa.gov/sites/default/files/exe_order/eo_05-05.pdf), directs state agencies to review all capital construction projects and land acquisition projects carried out for the purpose of capital construction. Such projects must be reviewed for potential impacts to cultural resources²² to ensure that reasonable action is taken to avoid, minimize, or mitigate impacts to these resources.

Review Process

- RCO initiates the review process. Using materials submitted as part of the application, including the cultural resource reporting forms, RCO consults with the Department of Archaeology and Historic Preservation and affected Native American tribes for a determination of possible impacts to archaeological and cultural resources.

²¹Revised Code of Washington 79A.15.065

²²Cultural resources means archeological and historical sites and artifacts, and traditional areas or items of religious, ceremonial, and social uses to affected tribes.

- The outcome of the consultation may require an applicant to complete a cultural resources survey and/or continuation of the consultation process to determine next steps. The consultation must be completed, and a notice to proceed issued, before any ground disturbing activities may occur. Construction started without a notice to proceed will be considered a breach of contract.

See RCO Manuals 3, 4, or 5 for additional details.

You Have to Pay First

RCO pays grants through reimbursement. You may request reimbursement only after you have paid your employees and vendors. RCO does not provide money before vendors are paid.

Public Disclosure Rules

RCO records and files are public records that are subject to the Public Records Act.²³ More information about the RCO's disclosure practices is available on the Web site at www.rco.wa.gov/about/public_records.shtml.

Project Area Stewardship and Ongoing Obligations²⁴

An RCO grant comes with long-term obligations to maintain and protect the project area²⁵ after a project is complete. The long-term obligations are in RCO's project agreement standard terms and conditions, the project agreement, and *Manual 7, Long-Term Obligations*. A template of the project agreement can be found on RCO's Web site at www.rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf.

RCO recognizes that changes occur over time and that some facilities may become obsolete or the land needed for something else. The law discourages casual discards of land and facilities by ensuring that grant recipients replace the lost value when changes or conversions of use take place.

In general, the project area funded with an RCO grant must remain dedicated to the use as originally funded, such as outdoor recreation, habitat protection, farmland preservation, or salmon recovery purposes, for as long as defined in the project agreement. For development and restoration projects, the period is determined by the type of control and tenure provided for the project.

²³Revised Code of Washington 42.56

²⁴Revised Code of Washington 79A.25, Washington Administrative Code 286, RCO's project agreement standard terms and conditions, and Manual 7, Funded Projects.

²⁵Project area is the defined geographic area where the project occurs and is described in the project's boundary map.

A conversion occurs when the project area acquired, developed, or restored with RCO grant funding is used for purposes other than what it was funded for originally. See *RCO Manual 7, Long-Term Obligations* for a discussion of conversions and the process required for replacement of the public investment. Non-compliance with the long-term obligations for an RCO grant may jeopardize an organization's ability to obtain future RCO grants.

After a project is complete (that is, after RCO's final reimbursement and acceptance of the project), RCO documents that were signed by the sponsor continue to govern the project area described in the boundary map for which funds have been granted.

Changes may be made only with the prior approval of the board. If a compliance issue arises, RCO staff works with sponsors to resolve the issue. Unresolved, identified issues could result in restrictions on applying for or receiving future grants.

Livestock Grazing

In the Critical Habitat Category, livestock grazing is allowed on funded project sites provided that the grazing does not diminish the essential purposes of the grant and:

- Grazing is included in the project agreement and project evaluation materials, or
- Grazing is a continuing use of the project area.

Livestock grazing must be managed in accordance with a site-specific management plan that incorporates current laws, rules, and guidelines to protect or enhance the health of species targeted by the grant. Grazing management plans must include a duration and periodic renewal schedule.

Leases or permits issued by the grant recipient for livestock grazing are allowed in this grant category. Leases must be equivalent to market rate and managed in accordance with RCO policies on "Concessions and Leases" in RCO manuals.²⁶

Income generated on the project site must be managed in accordance with RCO policies on "Income and Income Use" in RCO manuals.²⁷

Requests for livestock grazing that do not meet the criteria in this policy or are on board-funded project sites in other grant categories or programs must be reviewed under the "Allowable Uses Framework" in RCO manuals.²⁸

²⁶The information is in Manuals 3 or 4. Choose the manual for your project type.

²⁷The information is in Manuals 3, 4, or 5. Choose the manual for your project type.

²⁸The information is in Manuals 3, 4, or 5. Choose the manual for your project type.

Section 3: Money Matters

In this section, you'll learn about:

- ✓ Matching resources
- ✓ Match requirements
- ✓ Types of match
- ✓ Grant limits
- ✓ Records

Matching Resources

Match is the project sponsor's contribution to a project. Most Recreation and Conservation Funding Board programs require sponsors to match grants to meet statutory requirements, demonstrate a local commitment to the project, and to make funds available to a greater number of projects. In some grant programs, state agency sponsored projects are eligible for full funding.

Eligible Match

A sponsor's matching share may include one or a combination of the following:

- Appropriations and cash
- Bonds – council or voter
- Conservation futures
- Corrections labor
- Donations – the value of using cash, equipment, labor, land, materials, property rights, or services (see note below)
- Force account – the value of using sponsor's equipment, labor, or materials (see note below)
- Grants – federal, state, local, and private (see notes below)

- Local impact and mitigation fees (see note below)
- Proceeds of a letter of credit or binding loan commitment
- Other Recreation and Conservation Funding Board grants that meet the requirements outlined below.

Not Allowed as Match

- Existing sponsor assets such as real property or developments.
- Costs that are double counted. (A cost incurred by a sponsor in a project that already has been reimbursed or used as match in another RCO project shall not be used as a match on another RCO project.)
- Cost that are not eligible for grant assistance.
- Cost that are not necessary or an integral part of the project scope.
- Cost associated with meeting a mitigation requirement unrelated to the funded project. See *Mitigation Funds as Match* below.

Match Requirements

Local Agencies, Native American Tribes, Nonprofits, and Lead Entities

By statute, local agencies, Native American tribes, eligible nonprofit organizations, and lead entities must provide a minimum match of 50 percent for each WWRP project.²⁹

Except for Native American tribes, at least 10 percent of the total project cost must be provided in the form of a non-state, non-federal contribution.³⁰

State Agencies

State agencies, including the State Conservation Commission, do not need to provide a match. However, all applicants are encouraged to contribute matching shares and reduce government cost.

²⁹Revised Code of Washington 79A.15.060 (4), 79A.15.120(7)

³⁰Recreation and Conservation Funding Board Resolution 2005-24

Big Matches Earn Evaluation Preference³¹

At the first meeting when projects are considered, the Recreation and Conservation Funding Board may give a Habitat Conservation Account project preference for funding, if between the time the project is evaluated and the first meeting when the project is considered, the applicant secures and certifies a matching share of \$2 million or more in non-state funds and the matching share would be lost if the project did not receive the WWRP grant.

Recreation and Conservation Funding Board Match Requirements

Recreation and Conservation Funding Board grants are intended to be the last source of funding for a project. In other words, before the board awards the grant, the required match must be secured so the project can move forward. Board grants also are intended to supplement the existing capacity of a sponsor, not to replace existing funding that would have been used for a project without grant funding.

All matching resources must be:

- An integral and necessary part of the approved project.
- Part of the work identified in the application and project agreement.
- For eligible work types or elements.
- Committed to the project.

RCO rules governing projects apply to the grant applicant's match. For example, if a grant applicant uses donated land as a match, RCO rules requiring the land to remain in conservation use forever apply to the donated land as well.

In many grant programs, particularly those where match is not required, the Recreation and Conservation Funding board adopted evaluation criteria to encourage applicants to contribute matching shares. This typically is reflected in the criteria when points are given for non-governmental contributions or for exceeding the minimum match requirements. Applicants should carefully review the evaluation instrument to determine if this applies to your project.

Except for grant applications submitted within the same biennium, matching resources or board grants committed in one board-funded project must not be used as match in another board-funded project.

³¹Recreation and Conservation Funding Board Resolution 2008-08

Match Availability and Certification

To help ensure Recreation and Conservation Funding Board projects are ready for implementation upon approval, applicants must have matching funds available for expenditure before the Recreation and Conservation Funding Board approves funding. All applicants are required to sign and submit certification of match forms to ensure their projects are included in the funding recommendation. Applicants are advised to plan ahead for projects whose match depends on citizen votes or passage of ballot measure. This certification is due at least 1 calendar month before Recreation and Conservation Funding Board action.³² The forms and deadlines for certifying match are on the RCO Web site.

RCO may declare projects ineligible if there is no guarantee that matching funds are available and those projects may be passed over in favor of projects with the match in place. Such decisions are based on the Recreation and Conservation Funding Board's confidence in the applicant's ability to have the match in place when required.

When another Recreation and Conservation Funding Board grant is used as match, the "certification of match" will be tentative, conditioned on receipt of the other grant or on the sponsor providing the match from other resources. The applicant will have 6 months from the time of the first grant award to certify the match requirements of that grant. To prevent a backlog of unspent grants, the sponsor must finish the project by the earliest completion date of the two grants.

Types of Match

Donations and Force Account

Donations are eligible only as matching funds and are not reimbursable. This means RCO will not pay more than the sponsor's out-of-pocket expenses. Valuing donations of equipment, labor (including inmate, community service labor, and volunteers), and material is discussed in *Manual 8, Reimbursements*. RCO strongly encourages applicants to secure written confirmation of all donations planned as match and to attach the donation letters to your PRISM Online application.

Donated land must expand existing habitat lands or stand on its own as a viable conservation area. Review *Manual 3, Acquisition Projects* before taking title to property that will be donated and used as match. Manual 3 outlines the requirements for valuing the property and for securing a donation statement from the seller.

Force account refers to use of a sponsor's staff (labor), equipment, or materials. These contributions are treated as expenditures for billing purposes.

³²Washington Administrative Code 286-13-040 (1)(c)

Federal, State, Local, or Private Grants

In some cases, a sponsor may use funds awarded from another grant program as its match. For example, Section 6 funds administered by the U.S. Fish and Wildlife Service might be used to match the Recreation and Conservation Funding Board's WWRP's habitat category grants. Other grants are eligible as long as the purposes are similar and grant sources do not restrict or diminish the use, availability, or value of the project area. These grants are eligible only as matching funds and are not reimbursable.

The eligibility of federal funds to be used as a match may be governed by federal requirements and thus will vary with individual program policies.

Applicants must clearly identify in the grant application all grants to be used as match. RCO will help determine if the source is compatible with Recreation and Conservation Funding Board grants.

Recreation and Conservation Office Grants as Match

Another Recreation and Conservation Funding Board grant or Salmon Recovery Funding Board grant may be used to help meet the match requirements if:

- The grants are not from the same Recreation and Conservation Funding Board grant program.
- Only elements eligible in both grant programs are counted as the match.
- Each grant is evaluated independently and on its own merits, as if the match were coming from elsewhere.
- Except for *federal agencies, state agencies, and Native American tribes*, at least 10 percent of the total project cost of the eligible elements being matched is provided in the form of a non-state, non-federal contribution.

For evaluation scoring purpose, an RCO grant used as match will not count toward the award of matching share points.

Mitigation Funds as Match

The Recreation and Conservation Funding Board allows use of impact fees and mitigation cash payments, such as money from a fund established as a mitigation requirement, as match if the money has been passed from the mitigating entity to an eligible applicant, and the board's grant does not replace mitigation money, repay the mitigation fund, or in any way supplant the obligation of the mitigating entity.

Grant Limits

The grant limits for each category are shown in this table. WWRP funds may not exceed 50 percent of a project’s total cost, except for state agency projects.

Category	Minimum Grant for Each Project	Maximum Grant for Each Project
Critical Habitat	None	None
Natural Areas	None	None
Riparian Protection	\$25,000	None
State Lands Restoration and Enhancement Category	\$25,000	\$1 million for a single site project. \$500,000 for a multi-site project.
Urban Wildlife Habitat	None	None

Cost increases are not allowed. This means the requested grant amount may not be increased once the project has been evaluated. Project cost overruns become the responsibility of the sponsor. Also, the Recreation and Conservation Funding Board will not reimburse more than the sponsor’s actual out-of-pocket expenditures.

Riparian Protection Account Only

A site stewardship plan is an eligible cost activity as part of an acquisition or combination project’s administrative or architecture and engineering costs. The maximum allowable cost for development of the site stewardship plan is 1 percent of the total project cost or \$10,000, whichever is less.

Urban Wildlife Habitat Category Only

To increase the number of awards to local agencies for urban wildlife habitat, grants will be awarded as follows:

- 40 percent to local agency projects
- 40 percent to state agency projects
- 20 percent distributed as follows:
 - Fully fund partially funded local agency projects
 - Fully fund partially funded state agency projects, and then
 - Fund the next highest ranked projects, regardless of sponsor.

All Projects: Administration, Architecture, Engineering

Direct administrative costs for acquisition of real property are limited to no more than 5 percent of the total acquisition cost.

Administrative (including architecture and engineering) costs for development, renovation, and restoration projects are limited to 20 percent of the total development, renovation, and restoration project cost.

Additional information about eligibility and reimbursement maximums for these elements is contained in the administrative costs sections of *Manual 3, Acquisition Projects*, *Manual 4, Development Projects*, and *Manual 5, Restoration Projects*.

Records

Applicants must keep detailed records of all funded project costs including force account values and donated contributions. Refer to *Manual 8, Reimbursements* for details and instructions regarding audits, record retention, and documents required for reimbursement.

Section 4: Project Evaluation

In this section, you'll learn about:

- ✓ How project evaluation works
- ✓ Advisory committees
- ✓ Evaluation criteria

How Project Evaluation Works

Project evaluation³³ is based on a set of questions adopted by the Recreation and Conservation Funding Board. The questions are created from statutory and other criteria developed through a public process. The evaluation questions for each category may be found in the following pages.

There are two sections to the evaluation criteria: Advisory committee-scored questions and RCO staff-scored questions. In the first section, advisory committees (see below) use subjective criteria to score each project. Scores are based on each applicant's response to evaluation questions, graphics presented during the evaluation meeting or included in the application, and summary application material made available in advance of the project's evaluation.

In the second section, RCO staff scores the projects using objective measures, such as matching share, population, and conformance to growth management planning. Scores are based on material submitted by applicants and information obtained from the state Office of Financial Management and the Department of Commerce.

Scores from sections one and two are combined for a project's total evaluation score. The resulting ranked lists are the basis for funding recommendations to the Recreation and Conservation Funding Board, which makes the final funding decisions in an open public meeting.

³³Washington Administrative Code 286-04-065

Supplemental Materials

In identified categories, applicants complete and submit the “Species or Communities with Special Status” table, an expanded project description, and an environmental benefits statement³⁴ for each grant application. The environmental benefits statement is required for all categories in the habitat conservation account. See the [Applicant’s To-Do List](#) for details. These items will be shared with the advisory committee.

Evaluating Natural Areas and State Lands Restoration and Enhancement Projects

In these categories, applicants **submit written responses** to evaluation criteria, which are used to develop ranked project lists. Applicants prepare the following materials and attach to PRISM:

- A maximum of four, single-sided pages for evaluation criteria responses using 8.5” x 11” paper with 1” margins and a 12-point font.
- A maximum of two, single-sided pages for graphics (photographs, graphs, etc.)
- A maximum of two, single-sided pages for maps (regional and site location).
- One, single-sided page for a site restoration plan.
- A complete “Species or Communities with Special Status” table.
- A maximum of one, single-sided page for the environmental benefits statement, using 8.5” x 11” paper with 1” margins and a 12-point font.

These materials, along with a project summary, application metrics, and cost estimates, comprise the documents that are viewed electronically by the advisory committees.

Scoring is by secret ballot. Scoring instructions are contained in the individual evaluation instruments. All scores are sent to RCO where they are tabulated and compiled to establish ranked lists of projects. The ranked lists are the basis for funding recommendations to the Recreation and Conservation Funding Board.

³⁴Revised Code of Washington 79A.15.065

Evaluation of Critical Habitat, Urban Wildlife Habitat, and Riparian Protection Projects

Evaluations of critical habitat, urban wildlife, and riparian protection projects involve an applicant's **in-person oral and graphic presentation** to an advisory committee. RCO provides the committees with summary application materials.

Applicants in the Critical Habitat and Urban Wildlife Habitat Categories only, are asked to provide additional information, including the following:

- A complete "Species or Communities with Special Status" table.
- A maximum of one, single-sided page for the environmental benefits statement, using 8.5" x 11" paper with 1" margins and a 12-point font.
- An expanded project description. See the [Applicant's To-Do List](#) for details.

While the evaluation meetings are open to anyone, they are not public hearings. As such, only spokespeople designated by applicants may address the advisory committees. At these meetings, RCO staff members serve as nonvoting moderators. Scoring is by secret ballot. Scoring instructions are contained in the individual evaluation instruments. Following the meetings, all scores are tabulated and compiled to establish ranked lists of projects. The ranked lists are the basis for funding recommendations to the Recreation and Conservation Funding Board.

Advisory Committees

RCO manages the WWRP habitat accounts with the assistance of standing advisory committees. The advisory committees' roles are to recommend policies and procedures to RCO for administering grant funds and to review, evaluate, and score grant applications.

In recruiting members for the Habitat Acquisition and Habitat Restoration Advisory Committees, RCO seeks to appoint people who possess a statewide perspective and are recognized for their experience, expertise, and knowledge of habitat acquisition, conservation, restoration, stewardship, and fish and wildlife management in Washington. Representatives from the Washington Departments of Natural Resources and of Fish and Wildlife also serve on these committees.

RCO's director may appoint *ex officio* members to the advisory committees to provide additional representation and expertise.

The Habitat Acquisition Advisory Committee reviews and evaluates all projects in the Critical Habitat, Natural Areas, and Urban Wildlife Habitat Categories.

The Habitat Restoration Advisory Committee reviews and evaluates all projects in Riparian Protection Account and State Lands Restoration and Enhancement Category.

Check RCO's Web site for membership and other details at www.rco.wa.gov/grants/advisory_cmte.shtml.

Evaluation Criteria

Critical Habitat Category

State and Local Agencies

“Critical habitat means lands important for the protection, management, or public enjoyment of certain wildlife species or groups of species, including, but not limited to, wintering range for deer, elk, and other species; waterfowl and upland bird habitat; fish habitat; and habitat for endangered, threatened, or sensitive species.”³⁵

WWRP Critical Habitat Evaluation Summary			
Criteria	Evaluation Elements	Possible Points	Weight
Project Introduction	Locate the project on statewide, vicinity, and site maps. Brief summary of the project (goals and objectives statement)	Not scored	0%
1. Ecological and Biological Characteristics	<ul style="list-style-type: none"> • The bigger picture • Uniqueness and significance of the site • Fish and wildlife species or communities • Quality of habitat 	20	40%
2. Species and Communities with Special Status	<ul style="list-style-type: none"> • Threat to species or communities • Importance of acquisitions • Ecological roles • Taxonomic distinctness • Rarity 	10	20%
3. Manageability and Viability	<ul style="list-style-type: none"> • Immediacy of threat to the site • Long-term viability • Enhancement of existing protected land • Ongoing stewardship • Livestock grazing uses 	15	30%
4. Public Benefit and Support	<ul style="list-style-type: none"> • Project support • Educational and/or scientific value 	5	10%
Total Points Possible		50	

³⁵Revised Code of Washington 79A.15.010(3)

Critical Habitat Category Detailed Scoring Criteria

Project Introduction

This is an opportunity to set the stage for the project. Provide maps showing the location of your project on the landscape and briefly provide a broad overview of the site and the project's goals and objectives.

Project Goals and Objectives

Briefly introduce the site and the project's goals and objectives. The following criteria will provide an opportunity to describe the project in more detail; however the intent here primarily is to help orient the evaluators to the project.

Statewide, Vicinity, and Site Maps

Locate the project on statewide, vicinity, and site maps to help orient the evaluators to the project site.

To demonstrate how the project supports connectivity to other important landscapes, please include on a map other sites in the area with similar habitat components.

Project introduction is not scored.

1. Ecological and Biological Characteristics

Why is the site worthy of long-term conservation?³⁶

"Paint a picture" of your project for the evaluators – the what, where, and why. This is the "heart" of your presentation and evaluators will draw conclusions based on the information presented about the quality and function of the habitat and the demonstrated need to protect it for fish and wildlife.

The Bigger Picture

How is this project supported by a current plan (i.e., species management population plan, habitat conservation, local, conservation futures, watershed, statewide, agency, or conservation), or a coordinated region-wide prioritization effort? What is the status of the plan? Does this project assist in implementation of a local shoreline master program, updated according to Revised Code of Washington 90.58.080 or local comprehensive plans updated according to Revised Code of Washington 36.70A.130? What process was used to identify this project as a priority? What specific role does this project play in a broader watershed or landscape picture? Is it part of a phased project? Is it a stand-alone site or habitat? For Water Resource Inventory Areas 1-19, how is the project referenced

³⁶Revised Code of Washington 79A.15.060 (6)(a)(iii, v - vii, xi, xiv); (6)(b)(ii)

in the *Action Agenda* developed by the Puget Sound Partnership? The Action Agenda can be found online at www.psp.wa.gov. Evaluators should ignore this question for projects outside Water Resource Inventory Areas 1-19.

Local agencies only: What is the statewide significance of the project site? Does it meet priorities identified in a state plan? What elevates this site to a state significance level in addition to needs identified for the local community?

Uniqueness and Significance

Explain how the site is unique or significant on a global, regional, state, ecosystem, and/or watershed level. How unique is the site in relation to habitat quality, connectivity, diversity, and rarity? How is the site important in providing critical habitat or biological function for wildlife species or communities? How does this site compare to others of the same type?

Fish and Wildlife Species or Communities

Which, if any, are the target species or communities?³⁷ (Target species may or may not be special status species.) Are the target species or communities geographically isolated to this particular site? Explain the condition of the population of target species. Which species have the potential and likelihood to use the site in the future and will reintroduction occur naturally or otherwise?

Quality of Habitat

Describe the ecological and biological quality of the habitat. What specific role does the habitat play in supporting the species or communities using the site? How is this habitat important in providing food, water, cover, connectivity, and resting areas? Are the size, quality, and other characteristics of the habitat adequate to support the target species or communities within the context of the project areas? Has the habitat or characteristics of the site been identified as limiting factors or critical pathways to the target species and communities?

▲ Maximum Points=20

Revised February 2016

³⁷A target species or community is the project's primary objective for protection and stands to gain the greatest benefit from the acquisition. For example, a project's primary objective may be to acquire and protect high quality shrub-steppe. This is the "target community" but that community also provides important habitat for shrub-steppe-dependent species.

2. Species or Communities with Special Status

What is the significance of each species or community listed on your “Species and Communities Status” table (see Appendix A)?³⁸

This question’s intent is to determine the significance of the species or communities with special status and how they may benefit from your project. Some special status species or communities may benefit on a more passive basis, while others may benefit directly. In the interest of time, you may want to address only the species or communities that benefit the most from this project.

Applicants must complete and submit the “Species or Communities with Special Status” table in Appendix A. This is a required part of the application. Staff may verify the information and evaluators will be given a copy of the table along with the other project materials. As part of the presentation, applicants must describe the significance of the information to evaluators for scoring.

Immediacy of Threat to the Species or Communities

Describe the immediacy of threat to the species or communities (e.g., imminent danger of extinction or extirpation; threatened within the foreseeable future, or concern because of current trends; population stable, but catastrophic event could threaten; no foreseeable threat).

Importance of Habitat Acquisition to Species or Community Protection or Recovery

Describe the relative importance of habitat acquisition when compared to other protection or recovery tasks such as habitat restoration, captive breeding, translocation, regulatory protection, etc. Describe the distribution or range and, if known, the abundance of the species or communities. Identify any recovery plans, conservation strategies, or similar plans that include reference to this site. How does this project assist with recovery efforts for endangered, threatened, or sensitive species?

Ecological Roles

Does the species play an especially important role in the ecosystem in which it lives? Do other species depend on it for their survival? Will its loss substantially alter the functioning of the ecosystem?

Taxonomic Distinctness

How evolutionarily distinct is the species in question? That is, is it recognized as the only species in its genus or is it one of ten species in the genus? Is it only recognized as a subspecies? Example: Some scientists think that more evolutionarily distinct organisms

³⁸Revised Code of Washington 79A.15.060 (6)(a)(iv, ix, xiii)

should have a higher priority for protection. Based on this assumption, if all else is equal, saving the sole surviving member of a genus may have a higher priority than saving an imperiled species within a large genus that contains many other species. Similarly, protecting a full species normally would be given a higher priority than protecting a subspecies and population. Example: The Olympic mudminnow (*Novumbrahubbsi*) is the sole surviving member of its genus *Novumbra*, whereas, the peregrine falcon (*Falco peregrinus*) is a member of a large genus containing 37 species.

Rarity

Describe the distribution or range and, if known, the abundance of a species or community. Examples: The Olympic mudminnow occurs in western Washington and nowhere else in the world. The number of populations are fewer than in the past, but 14 of 16 populations monitored from 1993-1998 appear stable and in no immediate danger of extinction. The peregrine falcon is cosmopolitan, occurring on every continent. The two Washington subspecies were endangered; they increased from a low of 1 known breeding pair in 1978 to 56 breeding pair in 1999. The federal government considers this species recovered in the United States; it was removed from the federal endangered species list in 1999, but will be monitored for another decade.

▲ Maximum Points=10

Revised April 2006

3. Manageability and Viability

What is the likelihood of the site remaining viable over the long term and why is it important to secure it now?³⁹ This question's intent is to determine whether the site can be managed, and how it will be managed, to protect the target species or communities.

Immediacy of Threat of the Habitat

What, and how immediate or imminent, are the threats to the habitat at the site (i.e. inherent, ecological, human, conversion, abatable or non-abatable threats)? Are these new threats or ongoing threats? How do or will these threats affect the function of the habitat? How will protection of the site affect these threats? What steps already have been taken to secure the land or reduce the threats?

Long-Term Viability

What regulatory protections currently are afforded the site (i.e., county comprehensive plan, critical areas ordinances, zoning, development regulation, shoreline management rules, forest practice rules including landowner landscape plans, habitat conservation plans, etc.)? Demonstrate how the site will be managed over time to maintain the desired

³⁹Revised Code of Washington 79A.15.060 (6)(a)(ii, iv, viii, x)

characteristics. Who will maintain it and what human and financial resources are available to do it? What management needs are there? Is the habitat recoverable? What restorative efforts, if any, are needed and planned? What is happening across the landscape or watershed that may affect the viability of the site? Describe any long-term site monitoring plans and identify who will implement monitoring?

Enhancement of Existing Protected Land

Are there other protected lands (public and private) near or adjoining this site that have complementary or compatible land uses for the target species (consider wide-ranging or migratory species)? Are they managed in a manner consistent with the needs of the target species or communities? Is this site part of a larger ownership? If so, describe the connectivity and management of the other land.

Ongoing Stewardship

Describe the ongoing stewardship program for the site that includes control of noxious weeds and detrimental invasive species, and that identifies the source of funds from which the program will be funded.

Livestock Grazing Uses

Livestock grazing may not diminish the essential purposes of the proposed project. Describe livestock grazing uses of the property that would occur if the property is acquired. Describe the site-specific management plan for livestock grazing that protects or enhances the health of the species targeted in the grant proposal. The site-specific management plan must incorporate current laws, rules, and guidelines for wildlife species protection and include a duration and periodic renewal schedule.

▲ Maximum Points=15

Revised February 2016

4. Public Benefit and Support

To what degree do communities, governments, landowners, constituent groups, or academia benefit from or support the project?⁴⁰

This question's intent is to find out what the unique public benefits are of your project. Public benefit should not be equated with "public access." The question is not meant to discount projects for *not* having overwhelming support or educational opportunities. It may be that your project has one or the other qualities and not both. Your answer will be scored on those unique qualities and how they are appropriate for, or of benefit to, your project.

⁴⁰Revised Code of Washington 79A.15.060 (6)(a)(i, xii)

Project Support

Describe the support or partnerships from the community, interest groups, volunteers, public agencies, etc. How have these groups been involved in project development? Explain any known opposition to the project.

Describe and document other monetary means that have been secured to help cover the costs for the project, i.e., grants, donations, in-kind contributions, etc.

Educational or Scientific Value

Describe the scientific and educational values of the site. Is there an identified research or educational need documented in a management plan, thesis, or scientific journal related to the habitat, species, or communities at the site? How likely is it that these opportunities will come to fruition? How accessible is the site for these activities?

▲ Maximum Point=5

Revised May 2003

Natural Areas Category

State Agencies

"Natural Areas means areas that have, to a significant degree, retained their natural character and are important in preserving rare or vanishing flora, fauna, geological, natural, historical, or similar features of scientific or educational value."⁴¹

Natural Areas Evaluation Summary		
Criteria	Evaluation Elements	Possible Points
Project Introduction	<ul style="list-style-type: none"> Brief summary of the project goals and objectives Locate the project on statewide, vicinity, and site maps. 	Not scored
1. Ecological and Biological Characteristics	<ul style="list-style-type: none"> The bigger picture Uniqueness or significance of the site Species or communities Quality of habitat and natural features 	20
2. Species and Communities with Special Status	<ul style="list-style-type: none"> Threat to species or communities Importance of acquisition(s) Ecological roles Taxonomic distinctness 	10
3. Manageability and Viability	<ul style="list-style-type: none"> Immediacy of threat to the site Long-term viability Enhancement of existing protected land Ongoing stewardship 	15
4. Public Benefit and Support	<ul style="list-style-type: none"> Project support Educational and/or scientific value 	5
Total Points Possible		50

⁴¹Revised Code of Washington 79A.15.010(6)

Natural Areas Detailed Scoring Criteria

Project Introduction

This is an opportunity to set the stage for the project. Provide a broad overview of the site and the project's goals and objectives.

Project Goals and Objectives

Briefly introduce the site and the project's goals and objectives. The following criteria will provide an opportunity to describe the project in more detail; however the intent here primarily is to help orient the evaluators to the project.

Statewide, Vicinity, and Site Maps

Locate the project on statewide, vicinity, and site maps to help orient the evaluators to the project site.

In order to demonstrate how the project supports connectivity to other important landscapes please include on a map other sites in the area with similar habitat components.

Project introduction is not scored.

1. Ecological and Biological Characteristics

Why is the site worthy of long-term conservation?⁴²

"Paint a picture" of your project for the evaluators – the what, where, and why. This is the "heart" of your presentation and evaluators will draw conclusions based on the information presented about the *quality and function of the plant community, habitat, or other unique geological or natural historical features, and the demonstrated need to protect it.*

The Bigger Picture

How is this project supported by a current plan (i.e., Natural Heritage Plan, habitat conservation, local, watershed, statewide, or species/community management or recovery plans), or a coordinated region-wide prioritization effort? What is the status of the plan?

Does this project assist in implementation of a local shoreline master program, updated according to Revised Code of Washington 90.58.080 or local comprehensive plans updated according to Revised Code of Washington 36.70A.130? What process was used to identify this project as a priority? What specific role does this project play in a broader

⁴²Revised Code of Washington 79A.15.060 (6)(a)(iii, v - vii, xi); (6)(b)(ii)

watershed or landscape picture? Is it part of a phased project? Is it a stand-alone site or habitat?

For Water Resource Inventory Areas 1-19, how is the project referenced in the *Action Agenda* developed by the Puget Sound Partnership? The *Action Agenda* can be found online at www.psp.wa.gov. Evaluators should ignore this question for projects outside Water Resource Inventory Areas 1-19.

Uniqueness and Significance

Explain how the site is unique or significant on a global, regional, state, ecosystem, and/or watershed level.

- How unique is the site in relation to habitat quality, connectivity, diversity, and rarity?
- How is the site important to the target species and/or communities? Are the target species and/or communities geographically isolated to this particular site?
- How does this site compare to others of the same type?

Species or Communities

What significant species and/or communities currently exist on, or use the site? Which, if any, are the target species and/or communities? (*"Target species or communities" may or may not be special status species.*)

- Describe the community type(s) and explain the relative condition of the population of target species and/or communities.
- Which species and/or communities have the potential and likelihood to use the site in the future and will reintroduction occur naturally or otherwise?

Quality of Habitat or Natural Features

Describe the ecological and biological quality of the site and how it supports the species or communities present.

- Describe how this site represents a native ecosystem, or, its rarity in relation to other types. Describe how this site retained, to a significant degree, its natural character.
- Are the size, quality, and other site characteristics adequate to support the target species or communities within the context of the project area?
- Has the habitat or characteristics of the site been identified as limiting factors or critical pathways to the target species/communities?

▲ Maximum Points=20

Revised April 2006

2. Species or Communities with Special Status

What is the significance of each species or community listed on your species and communities status table (see Appendix A)?⁴³

This question's intent is to determine the significance of the species or communities with special status and how they may benefit from your project. Some special status species or communities may benefit on a more passive basis, while others may benefit directly. *In the interest of space, you may want to address only the species or communities that benefit the most from this project.*

Applicants must complete and submit the "Species or Communities with Special Status" table in Appendix A. This is a required part of the application. Staff may verify the information and evaluators will be given a copy of the table along with the other project materials.

Threat to the Species/Communities

Describe the immediacy of threat to the species or community (e.g., imminent danger of extinction or extirpation; threatened in the foreseeable future, or concern because of current trends; population stable, but catastrophic event could threaten; no foreseeable threat).

Importance of Acquisition(s)

Describe how this acquisition contributes to the conservation of these species or communities with special status.

- Describe the distribution or range and, if known, the abundance of the species or community.
- Identify any recovery plans, conservation strategies, or similar plans that include reference to this site.
- How does this project assist with recovery efforts for endangered, threatened, or sensitive species?

Ecological Roles

How will these communities or species benefit from this project?

⁴³Revised Code of Washington 79A.15.060 (6)(a)(iv, ix, xiii)

- Describe how this project will provide ecological support for the communities or species with special status.

Taxonomic Distinctiveness

How evolutionarily distinct is the species in question (is it recognized as the only species in its genus, is it one of ten species in the genus, is it only recognized at the subspecies level, i.e., as a variety or subspecies)?

Example: Water howellia (*Howellia aquatilis*) is the only recognized species in the genus Howellia, whereas Buxbaum's sedge (*Carex buxbaumii*) is a member of a very large genus, consisting of more than 1,000 recognized species. Presumably, the genetic material of water howellia is more distinctive from all other living species than is Buxbaum's sedge. Some scientists believe that more evolutionarily distinct organisms should have a higher priority for protection. Based on this assumption, if all else is equal, it would be more important to conserve water howellia than Buxbaum's sedge.

▲ Maximum Points=10

Revised April 2006

3. Manageability and Viability

What is the likelihood of the site being viable (functioning) over the long term and why is it important to secure it now?⁴⁴

This question's intent is to determine whether the site can be managed, and how it will be managed, to protect the target species, communities, or natural features.

Immediacy of Threat to the Site

What, and how imminent, are the threats to the site (i.e., inherent, ecological, human, conversion, abatable or non-abatable threats)?

- Are these new threats or ongoing? How do or will these threats affect the function of the site?
- How will protection of the site affect these threats? What steps already have been taken to secure the land or reduce the threats?

Long-Term Viability

What regulatory protections already are afforded the site (i.e., county comprehensive plan, critical areas ordinances, zoning, development regulations, shoreline management

⁴⁴Revised Code of Washington 79A.15.060 (6)(a)(ii, iv, viii, x)

rules, forest practice rules including landowner landscape plans, habitat conservation plans, etc.)?

Demonstrate how the site will be managed over time to maintain the desired characteristics.

- Who will maintain it and what human and financial resources are available to do it? What management needs are there? What restorative efforts, if any, are needed or planned?
- What is happening across the landscape or watershed that may affect the viability of the site?
- Describe any long-term site monitoring plans and identify who will implement monitoring.

Enhancement of Existing Protected Land

Are there other lands (public and private) near this site that have complimentary or compatible land uses for the target species or communities?

- Are they managed in a manner consistent with the needs of the target species or communities?
- Is this site part of a larger ownership? If so, describe the connectivity and management of the other land.

Ongoing Stewardship

Describe the ongoing stewardship program for the site that includes control of noxious weeds and detrimental invasive species, and that identifies the source of funds from which the program will be funded.

▲ Maximum Points=15

Revised April 2006

4. Public Benefit and Support

To what degree do communities, governments, landowners, constituent groups, or academia benefit from or support the project?⁴⁵

This question's intent is to find out what the *unique* public benefits are of your project. Public benefit should not be equated with "public access." The question is not meant to discount projects for *not* having overwhelming support or educational opportunities. It

⁴⁵Revised Code of Washington 79A.15.060 (6)(a)(i, xii)

may be that your project has one or the other qualities and not both. Your answer will be scored on those unique qualities and how they are appropriate for, or of benefit to, your project.

Project Support

- Describe the support or partnerships you have from the community, interest groups, volunteers, public agencies, etc. How have you involved these groups in project development? Explain any known opposition to the project.
- Describe and document other monetary means that have been secured to help cover the costs for the project, i.e., grants, donations, in-kind contributions, etc.

Educational and Scientific Values

Describe the scientific and educational values of the site.

- Is there an identified research or educational need documented in a management plan, thesis, or scientific journal related to the habitat, species, or communities at the site? How likely is it that these opportunities will come to fruition? How accessible is the site for these activities?

▲ Maximum Points=5

Revised May 2003

Riparian Protection Account

State and Local Agencies, Tribes, Nonprofits, and Lead Entities

"Riparian habitat" means land adjacent to water bodies, as well as submerged land such as streambeds, which can provide functional habitat for salmonids and other fish and wildlife species. Riparian habitat includes, but is not limited to, shorelines and near-shore marine habitat, estuaries, lakes, wetlands, streams, and rivers.⁴⁶

Riparian Protection Account Evaluation Criteria			
Number	Scored By	Topic	Maximum Score
1	Advisory Committee	Riparian habitat benefits	20
2	Advisory Committee	Planning priority	20
3	Advisory Committee	Site suitability and project design	20
4	Advisory Committee	Threats to the habitat	15
5	Advisory Committee	Project support	15
6	Advisory Committee	Public access opportunities	15
7	Advisory Committee	Ongoing stewardship and management	10
8	RCO Staff	Matching share	4
9	RCO Staff	Growth Management Act preference	0
Maximum Possible Score			119

⁴⁶Revised Code of Washington 79A.15.010(8)

Riparian Protection Account Detailed Scoring Criteria

Scored by Advisory Committee

1. Riparian Habitat Benefits

Describe the specific riparian habitat benefits for this project.

- What riparian habitat types exist on site (e.g. wetland, stream, estuary, etc.)? What is the quality of the existing riparian habitat?
- How much of the proposed acquisition is classified as riparian habitat? Address the number of acres that are riparian and what percent of the total acquisition is classified as riparian.
- How was the riparian area defined? What standard was used to define the riparian area (e.g. flood migration zone, tree height, local regulations, etc.)?
- If acquisition of non-riparian property is included, address the need to acquire this type of land (e.g. extra buffer, landowner requires, etc.).
- What are the ecological and biological characteristics of the proposed acquisition? What level of species diversity exists? Are there sensitive species on site?

▲ Maximum Points=20

2. Planning Priority

- Is this project identified or recommended in a watershed planning process under Revised Code of Washington 90.82; salmon recovery planning under Revised Code of Washington 77.85; or other local plan, such as a habitat conservation plan?⁴⁷
 - Projects identified in watershed plans developed under Revised Code of Washington 90.82 or salmon recovery plans developed under Revised Code of Washington 77.85 should receive a higher score.
- Is this project supported by any local land use plan, regional recreation, or resource plan? Does the project help implement a local comprehensive plan or shoreline master plan?⁴⁸
 - Projects supported by a local plan should receive a higher score.

⁴⁷Revised Code of Washington 79A.15.120(9)(b)

⁴⁸ Revised Code of Washington 79A.15.120(9)(g)

- Describe the plans and identify how they address acquisition of riparian habitat. Have the plans been adopted by a governing body? How does this proposal help meet the goals or strategies of the plans? How important is this project in comparison to other potential projects?
 - Projects identified as part of a plan that specifically addressed the acquisition of riparian habitat should receive a higher score.

▲ Maximum Points=20

3. Site Suitability and Project Design

- Is this site linked to other quality habitats?⁴⁹
- Is this site linked to other protected habitats?
- What are the surrounding land uses including up, down, and across the stream or shoreline?
- What are the future potential additions to the public land base in the area? Is this site an “anchor site” for future opportunities?
- How is this project supported or not supported by local critical areas ordinances?
- What level of protection will be placed on the property? Will the site be protected in perpetuity?
- For projects involving restoration or enhancement, what is the potential for restoring quality habitat at the site?⁵⁰
- What is the restoration plan? When will it be implemented?
 - If restoration is not included in this proposal, but needed, what is the plan for conducting restoration? Is funding secure to implement future restoration activities?
 - If restoration is part of this proposal, describe the restoration goals and project design.

▲ Maximum Points=20

⁴⁹Revised Code of Washington 79A.15.120(9)(f)

⁵⁰Revised Code of Washington 79A.15.120(9)(f)

4. Threats to the Habitat⁵¹

- What are the potential threats to the loss of riparian habitat at this property? Threats may be ecological, biological, or human caused.
- Are the potential threats new or ongoing? Are the threats abatable?
- How do these threats affect the function of the riparian habitat?
- How will this project address these threats?
- What other alternatives exist to address these threats?

▲ Maximum Points=15

5. Project Support

- Community Support⁵²
 - Describe the community support for the plans that identify this project as a priority.
 - Describe the community support for this proposal specifically.
- What partners are involved? Partners have demonstrated a commitment to assist with project implementation or long-term management of the site.

▲ Maximum Points=15

6. Public Access Opportunities

- Does this project include any passive recreation opportunities for walking, wildlife viewing, and observation?⁵³
- Does this site have any educational or scientific value?⁵⁴
 - Is there an identified research or educational need documented in a management plan, thesis, or scientific journal related to the habitat, species, or communities at the site?
 - How likely is it that these opportunities will come to fruition?

⁵¹Revised Code of Washington 79A.15.120(9)(e)

⁵²Revised Code of Washington 79A.15.120(9)(c)

⁵³Revised Code of Washington 79A.15.120(9)(i)

⁵⁴Revised Code of Washington 79A.15.120(9)(h)

- How accessible is the site for these activities?
- If public access is excluded, describe the circumstances such as habitat characteristics or private landowner desires that support restricting public access? How will access be monitored to protect the site?

▲ Maximum Points=15

7. Ongoing Stewardship and Management

- What is the ongoing stewardship and management plan for the site?
- What level of stewardship is required for this proposal? Is there a stewardship plan already prepared?
- What is the plan for inspection and enforcement of any easement acquired?
- How will noxious weeds and invasive species be controlled?⁵⁵
- What is the source of funds for stewardship and management of the site?⁵⁶
- How does the mission and authority of the applicant demonstrate the organization's capacity to manage the site?
- What is the probability of success for this project? What is the project sponsor's experience with riparian habitat land management?

▲ Maximum Points=10

Scored by RCO Staff

8. Matching Share

To what extent will the applicant match any Recreation and Conservation Funding Board grant funds with other contributions?

This question is scored by RCO staff based on information submitted as part of the application. Native American tribes, local agencies, nonprofits, and lead entities are required to provide a 50 percent match.⁵⁷ Of the 50 percent match, 10 percent must be from non-federal and non-state sources. State agency applicants are not required to provide a matching share.

⁵⁵Revised Code of Washington 79A.15.120(9)(d)

⁵⁶Revised Code of Washington 79A.15.120(9)(d)

⁵⁷Revised Code of Washington 79A.15.120(7)

All applications are scored whether a match is required or not.

To qualify, matching resources must be eligible for Riparian Protection Account funding. An RCO grant used as match will not count toward the award of matching share points.⁵⁸

▲ Maximum Points=4 points

0 points	50 percent of project's value will be contributed from other resources
1 point	50.01-60 percent of project's value will be contributed from other resources
2 points	60.01-70 percent of project's value will be contributed from other resources
3 points	70.01 percent or more of project's value will be contributed from other resources

Add 1 point to the score assigned above if the matching share includes non-federal or non-state contributions equivalent to more than 10 percent of the total project cost.

Revised January 2014

9. Growth Management Act Preference

Has the applicant made progress toward meeting the requirements of the Growth Management Act (GMA)?⁵⁹

State law requires that:

- A. Whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant⁶⁰ has adopted a comprehensive plan and development regulations as required by Revised Code of Washington 36.70A.040.
- B. When reviewing such requests, the state agency shall accord additional preference to applicants that have adopted the comprehensive plan and development regulations. An applicant is deemed to have satisfied the requirements for adopting a comprehensive plan and development regulations if it:

⁵⁸Recreation and Conservation Funding Board Resolution 2014-06

⁵⁹Revised Code of Washington 43.17.250 (Growth Management Act-preference required)

⁶⁰County, city, or town applicants only. This segment of the question does not apply to state agency, tribal government, nonprofits, or lead entity applicants.

- Adopts or has adopted within the time periods specified in state law;
 - Adopts or has adopted by the time it requests a grant or loan; or
 - Demonstrates substantial progress toward adopting within the time periods specified in state law. An agency that is more than 6 months out of compliance with the time periods has not demonstrated substantial progress.
- C. A request from an applicant planning under state law shall be accorded no additional preference based on subsection (B) over a request from an applicant not planning under this state law.

RCO staff score this question using information from the state Department of Commerce, Growth Management Division. Scoring occurs after RCO's technical completion deadline. If an agency's comprehensive plan, development regulation, or amendment has been appealed to the Growth Management Hearings Board, the agency cannot be penalized during the period of appeal.

▲ Maximum Points=0

- 1 point The applicant does *not* meet the requirements of Revised Code of Washington 43.17.250
- 0 points The applicant *meets* the requirements of Revised Code of Washington 43.17.250
- 0 points The applicant is a nonprofit, state agency, or tribal government

Revised January 2014

State Lands Restoration and Enhancement Category

Washington Department of Fish and Wildlife and
Washington Department of Natural Resources

Restoration means a project that brings a site back to its historic function as part of a natural ecosystem or improving the ecological functionality of a site.

Enhancement improves the ecological function of a site.

State Lands Restoration and Enhancement Evaluation Criteria		
Criteria	Evaluation Elements	Possible Points
Project Introduction	<ul style="list-style-type: none"> Project goals and objectives Statewide, vicinity, and site maps 	Not scored
1. Ecological and Biological Characteristics	<ul style="list-style-type: none"> Bigger picture Uniqueness or significance Target species and communities 	15
2. Need for Restoration or Enhancement	<ul style="list-style-type: none"> The problem to be addressed Threat 	15
3. Project Design	<ul style="list-style-type: none"> Details of project design Best management practices 	15
4. Planning	<ul style="list-style-type: none"> Consistency with existing plans Puget Sound Partnership guidelines 	5
5. Public Benefit and Support	<ul style="list-style-type: none"> Public educational or scientific value 	5
Maximum Possible Score		55

State Lands Restoration and Enhancement Detailed Scoring Criteria

Project Introduction

This is an opportunity to set the stage for the project. Provide maps showing the location of your project on the landscape and briefly provide a broad overview of the site and the project's goals and objectives.

Project Goals and Objectives

Briefly introduce the site and the project's goals and objectives. The following criteria will provide an opportunity to describe the project in more detail; however the intent here primarily is to help orient the evaluators to the project.

Statewide, Vicinity, and Site Maps

Locate the project on statewide, vicinity, and site maps to help orient the evaluators to the project site.

To demonstrate how the project supports connectivity to other important landscapes, please include on a map other sites in the area with similar habitat components.

Project introduction is not scored.

1. Ecological and Biological Characteristics

Describe why the site is worthy of long-term conservation. "Paint a picture" of the project site for the evaluators—the what, where, and why.

The Bigger Picture

- Demonstrate what specific role this project plays in a broader watershed or landscape picture. Describe if the project has functional connectivity with existing habitats.
- State if the site is part of a larger ownership or a collaborative effort to support wildlife, plants, or communities. Describe the ecological and biological quality or potential quality of the habitat.

Uniqueness or Significance

- Explain how the site is unique or significant on a regional, ecosystem, watershed, or urban growth area level.
- State if the site is significant in terms of habitat quality, connectivity, diversity, rarity, etc.

Target Species and Communities

- List the target species and communities with special status that occur on the site. This is not intended to be a comprehensive list of all species in the area. Instead try to narrow the description to those species or communities that would be the primary focus of your restoration efforts.
- Demonstrate how the project benefits the species or communities that are being targeted. Include other relevant facts, such as statistics associated with a decline of the target species using the site due to degradation, or how the site supports a larger population than what typically occurs within the rest of the species range, etc.
- Describe the primary habitat functions. State if the habitat or characteristics of the site have been identified as limiting factors or critical pathways to the target species or communities.
- Complete and submit the "Species with Special Status" table in Appendix A. This is a required part of the application. Staff may verify the information and evaluators will be given a copy of the table along with the other project materials. The table relates directly to evaluation criteria section titled "Target Species and Communities," with emphasis on the significance of the species.

▲ Maximum Points=15

Revised November 2011

2. Need for Restoration or Enhancement

Describe why this restoration or enhancement project needs to be completed.

The problem to be addressed

- Describe why this restoration or enhancement project is important. Explain what currently keeps the habitat from being fully functioning.
- Establish need by identifying similar habitats in the area and compare your project site to those in terms of quality and quantity.

Threat

- Describe the current condition of the site and why it is important to restore or enhance the site at this particular time. Discuss what will be lost if deterioration is allowed to continue.

- State if the site is located in an ecologically critical area. Discuss if the habitat is recoverable and what factors have contributed to cause the site to be in need of restoration or enhancement.

▲ Maximum Points=15

Revised November 2011

3. Project Design

Describe how the proposed project will address the problem(s) identified earlier.

Details of Project Design

- Describe your restoration or enhancement plans for the area. Specifically demonstrate how the project design addresses the need described in Question 2 above.
- In your description include the work that has gone into the project to date, including any planning or permitting work that has been completed. Describe any public outreach that has gone into early design work.
- Describe how the project design will improve the ecological function of the site and result in a site that is self-sustaining and will not require continual intervention to function as a natural ecosystem.
- If applicable, describe how the project would help to better manage public use to reduce impacts to targeted species or habitats.

Best Management Practices

- State if the project design is consistent with the Washington State Aquatic Habitat Guidelines Program online at <http://wdfw.wa.gov/hab/ahg/>.or industry approved best management practices.
- If you are using a new or innovative process, describe why you believe the design will be successful. For example, state if the design is consistent with other project sites or if there is new research that supports your efforts.

▲ Maximum Points=15

Revised November 2011

4. Planning

Specifically describe how the project is consistent with planning efforts occurring in the area.

Consistency with Existing Plans

How does this project help meet the goals of existing planning efforts. Avoid simply listing other plans that the project may be consistent with. Instead, demonstrate how the project furthers specific elements within those planning efforts.

Puget Sound Partnership Guidelines

For Water Resource Inventory Areas 1-19, state how the project is referenced in the *Action Agenda* developed by the Puget Sound Partnership. The *Action Agenda* can be found online at www.psp.wa.gov. This question does not need to be answered for projects outside Water Resource Inventory Areas 1-19.

▲ Maximum Points=5

Revised November 2011

5. Public Benefit and Support

Describe the degree to which communities, governments, landowners, constituent groups, or academia benefit from or support the project.

Public Educational or Scientific Value

- Describe efforts that have been made to involve these groups in the project development.
- Explain any known opposition to the project.
- Describe the support or partnerships you have from the community, interest groups, volunteers, public agencies, etc.
- Discuss how the project enhances other opportunities available to the public. If public access is not allowed on the site, describe why not. Note: Not all sites need to be available for public access in order to be of public benefit.

▲ Maximum Points=5

Revised November 2011

Urban Wildlife Habitat Category

State and Local Agencies

Urban Wildlife Habitat means lands that provide habitat important to fish and wildlife in proximity to a metropolitan area.⁶¹

Urban Wildlife Habitat Evaluation Summary			
Criteria	Score By	Evaluation Elements	Possible Points
Project Introduction	Not Scored	<ul style="list-style-type: none"> Brief summary of the project goals and objectives Create statewide, vicinity, and site maps 	Not scored
1. Ecological and Biological Characteristics	Advisory Committee	<ul style="list-style-type: none"> The bigger picture Uniqueness or significance of the site Fish and wildlife species and or communities Quality of habitat 	20
2. Species and Communities with Special Status	Advisory Committee	<ul style="list-style-type: none"> Threat to species or communities Importance of acquisition to protection and recovery Ecological roles Taxonomic distinctness Rarity 	10
3. Manageability and Viability	Advisory Committee	<ul style="list-style-type: none"> Immediacy of threat to the site Long-term viability Enhancement of existing protected land Ongoing stewardship 	15
4. Public Benefit and Support	Advisory Committee	<ul style="list-style-type: none"> Project support 	10
5. Educational Opportunities	Advisory Committee	<ul style="list-style-type: none"> Educational and scientific value 	5
6. Public Use	Advisory Committee	<ul style="list-style-type: none"> The public's use of the site 	10
7. Growth Management Act	RCO Staff	<ul style="list-style-type: none"> Growth Management Act preference 	0
8. Population	RCO Staff	<ul style="list-style-type: none"> Population of, and proximity to, the nearest urban area 	10
Total Points Possible			80

⁶¹Revised Code of Washington 79A.15.010 (12)

Urban Wildlife Habitat Detailed Scoring Criteria

Project Introduction

This is an opportunity to set the stage for the project. Provide maps showing the location of your project on the landscape and briefly provide a broad overview of the site and the project's goals and objectives.

Project Goals and Objectives

Briefly introduce the site and the project's goals and objectives. The following criteria will provide an opportunity to describe the project in more detail; however the intent here primarily is to help orient the evaluators to the project.

Statewide, Vicinity, and Site Maps

Locate the project on statewide, vicinity, and site maps to help orient the evaluators to the project site.

To demonstrate how the project supports connectivity to other important landscapes, please include on a map other sites in the area with similar habitat components.

Project introduction is not scored.

1. Ecological and Biological Characteristics

Why is the site worthy of long-term conservation?

"Paint a picture" of the project site for the evaluators – the what, where, and why. This is the heart of your presentation and evaluators will draw conclusions based on the information presented about the quality and function of the habitat and the demonstrated need to protect it for fish and wildlife.

The Bigger Picture

How is this project supported by a current plan (i.e., local, watershed, statewide, agency, habitat conservation, open space, or species management plans), or a coordinated region-wide prioritization effort? What is the status of the plan?

- Does this project assist in implementation of a local shoreline master program, updated according to Revised Code of Washington 90.58.080 or local comprehensive plans updated according to Revised Code of Washington 36.70A.130?
- What process was used to identify this project as a priority?

- What specific role does this project play in a broader watershed or landscape picture? Is it part of a phased project? Is it a stand-alone site or habitat?
- For Water Resource Inventory Areas 1-19, how is the project referenced in the *Action Agenda* developed by the Puget Sound Partnership? The *Action Agenda* can be found online at www.psp.wa.gov. Evaluators should ignore this question for projects outside Water Resource Inventory Areas 1-19.

Uniqueness or Significance of the Site

Explain how the site is unique or significant in the regional, ecosystem, watershed, or urban growth area.

- How unique is the site in relation to habitat quality, connectivity, diversity, and rarity?
- How is the site important in providing critical habitat or biological function for wildlife species or communities?
- How does this site compare to others of the same type?

Fish and Wildlife Species and or Communities

What significant species or communities use the site?

- Which, if any, are the target species or communities?⁶² Target species may or may not be special status species.
- Are the target species or communities geographically isolated to this particular site? Explain the condition of the population of target species.
- Which species have the potential and likelihood to use the site in the future and will reintroduction occur naturally or otherwise?

Quality of Habitat

Describe the ecological and biological quality of the habitat.

- What specific role does the habitat play in supporting the species or communities using the site?

⁶²A target species or community is the project's primary objective for protection and stands to gain the greatest benefit from the acquisition. For example, a project's primary objective may be to acquire and protect high quality shrub-steppe. This is the "target community," but that community also provides important habitat for shrub-steppe-dependent species.

- How is this habitat important in providing food, water, cover, connectivity, and resting areas?
- Are the size, quality, and other characteristics of the habitat adequate to support the target species or communities within the context of the project area?
- Has the habitat or characteristics of the site been identified as limiting factors or critical pathways to the target species/communities?

▲ Maximum Points=20

Revised April 2006

2. Species or Communities with Special Status

What is the significance of each species or community listed on your "Species and Communities Status" table (see Appendix A)?

This question's intent is to determine the significance of the species or communities with special status and how they may benefit from your project. Some special status species or communities may benefit on a more passive basis, while others may benefit directly. In the interest of time, you may want to address only the species or communities that benefit the most from this project.

Applicants must complete and submit the "Species or Communities with Special Status" table in Appendix A. This is a required part of the application. Staff may verify the information and evaluators will be given a copy of the table along with the other project materials. As part of the presentation, applicants must describe the significance of the information to evaluators for scoring.

Immediacy of Threat to the Species or Communities

Describe the immediacy of threat to the species or community (e.g., imminent danger of extinction [range-wide]; in imminent danger of extirpation [population]; threatened within the foreseeable future, or concern because of current trends; population stable, but catastrophic event could threaten; no foreseeable threat).

Importance of Acquisition to Protection or Recovery

Describe the relative importance of this acquisition, if applicable, when compared to other protection or recovery tasks such as habitat restoration, captive breeding, translocation, regulatory protection, etc.

- Describe the distribution or range and, if known, the abundance of the species or community.

- Identify any recovery plans, conservation strategies, or similar plans that include reference to this site.
- How does this project assist with recovery efforts for endangered, threatened, or sensitive species?

Ecological Roles

Does the species play an especially important role in the ecosystem in which it lives?

- Do other species depend on it for their survival?
- Will its loss substantially alter the functioning of the ecosystem?

Taxonomic Distinctness

How evolutionarily distinct is the species or community in question? That is, is it recognized as the only species in its genus or is it one of ten species in the genus? Is it only recognized as a subspecies? Some scientists think that more evolutionarily distinct organisms should have a higher priority for protection. Based on this assumption, if all else is equal, saving the sole surviving member of a genus may have a higher priority than saving an imperiled species within a large genus that contains many other species. Similarly, protecting a full species normally would be given a higher priority than protecting a subspecies and population. Example: The Olympic mudminnow (*Novumbra hubbsi*) is the sole surviving member of its genus *Novumbra*, whereas, the peregrine falcon (*Falco peregrinus*) is a member of a large genus containing 37 species.

Rarity

Describe the distribution or range and, if known, the abundance of the species or community.

Examples:

- The Olympic mudminnow occurs in western Washington and nowhere else in the world. The number of populations are fewer than in the past, but 14 of 16 populations monitored from 1993-1998 appear stable and in no immediate danger of extinction.
- The peregrine falcon is cosmopolitan, occurring on every continent. The two Washington subspecies were endangered; they increased from a low of 1 known breeding pair in 1978 to 56 breeding pair in 1999. The federal government considers this species recovered in the United States. It was removed from the federal endangered species list in 1999, but will be monitored for another decade.

▲ Maximum Points=10

Revised April 2006

3. Manageability and Viability

What is the likelihood of the site remaining viable over the long term and why is it important to secure it now?

This question's intent is to determine whether the site can be managed, and how it will be managed, to protect the target species or communities.

Immediacy of Threat to the Habitat

What, and how imminent, are the threats to the habitat at the site (i.e., inherent, ecological, human, conversion, abatable or non-abatable threats)?

- Are these new threats or ongoing?
- How do or will these threats affect the function of the habitat?
- How will protection of the site affect these threats?
- What steps already have been taken to secure the land or reduce the threats?

Long-Term Viability

- What regulatory protections currently are afforded to the site (i.e., county comprehensive plan, critical areas ordinances, zoning, development regulation, shoreline management rules, forest practice rules, etc.)?
- Demonstrate how the site will be managed over time to maintain the desired characteristics.
- Who will maintain it and what human and financial resources are available to do it? What management needs are there?
- Is the habitat recoverable? What restorative efforts, if any, are needed or planned?
- What is happening across the landscape or watershed that may affect the viability of the site?
- Describe any long-term site monitoring plans and identify who will implement monitoring?

Enhancement of Existing Protected Land

Are there other protected lands (public and private) near this site that have complementary or compatible land uses for the target species (consider wide-ranging or migratory species)?

- Are they managed in a manner consistent with the needs of the target species or communities?
- Is this site part of a larger ownership? If so, describe the connectivity and management of the other land.

Ongoing Stewardship

Describe the ongoing stewardship program for the site that includes control of noxious weeds and detrimental invasive species, and that identifies the source of funds from which the program will be funded.

▲ Maximum Points=15

Revised April 2006

4. Public Benefit and Support

To what degree do communities, governments, landowners, constituent groups, or academia benefit from or support the project?

This question's intent is to find out what unique benefits or support your project provides to organizations or communities. This question should not be equated with "public access" and is not meant to discount projects for not having overwhelming support. Your answer will be scored on those unique qualities and how they are appropriate for, or of benefit to, your project.

Project Support

- Describe the support or partnerships you have from the community, interest groups, volunteers, public agencies, etc.
- How have you involved these groups in project development?
- Explain any known opposition to the project.
- Describe and document other money that has been secured to help cover the costs for the project, (i.e., grants, donations, in-kind contributions, etc.)

▲ Maximum Points=10

Revised January 2008

5. Educational Opportunities

To what degree does this project provide potential opportunities for educational and scientific value?

Educational and Scientific Value

Describe the scientific and educational values of the site.

- Is there an identified research or educational need documented in a management plan, thesis, or scientific journal related to the habitat, species, or communities at the site? How likely is it that these opportunities will come to fruition? How accessible is the site for these activities?

▲ Maximum Points=5

Revised January 2008

6. Public Use

Does this project provide potential opportunities for public access, education, or enjoyment?

Public use or access is only encouraged when and where it is appropriate. The intent of the question is to determine what level of public access is provided that will ensure resource values are sustained. The answer will be scored on how the opportunities provided are appropriate for, or of benefit to, the project.

The Publics Use of the Site

- Describe public use that is or will be provided and why it is appropriate.
- How will public use be managed to sustain resource values? Include important or unique details about construction techniques, placement of structures, timing of activities and access, onsite stewards, guided tours, etc. How likely is it that the public will use the site? How accessible is the site (in terms of remoteness, driving directions, and distance from populated areas).
- Does the site provide opportunity for one or more special needs group? Will the site provide barrier-free access to persons challenged by sensory, mobility, and or mental abilities? If so, briefly describe the facilities and how they meet accessibility requirements and guidelines.
- Describe why public use is not appropriate for this site.

- How will the site be managed to limit or restrict public use. Describe what it is about the site, habitat, or the species using the site that makes it sensitive to public use.
- What other opportunities exist nearby for recreational or educational experiences by the public?

▲ Maximum Points=10

Appropriate level of public use when:

0-10 points Access is provided

0-5 points Access is not provided

Revised January 2008

7. Growth Management Act Preference

Has the applicant made progress toward meeting the requirements of the Growth Management Act (GMA)?⁶³

State law requires that:

- A. Whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant⁶⁴ has adopted a comprehensive plan and development regulations as required by Revised Code of Washington 36.70A.040.
- B. When reviewing such requests, the state agency shall accord additional preference to applicants that have adopted the comprehensive plan and development regulations. An applicant is deemed to have satisfied the requirements for adopting a comprehensive plan and development regulations if it:
 - Adopts or has adopted within the time periods specified in state law;
 - Adopts or has adopted by the time it requests a grant or loan; or
 - Demonstrates substantial progress toward adopting within the time periods specified in state law. An agency that is more than 6 months out

⁶³Revised Code of Washington 43.17.250

⁶⁴County, city, or town applicants only. This segment of the question does not apply to state agency, tribal government, nonprofits, or lead entity applicants.

of compliance with the time periods has not demonstrated substantial progress.

- C. A request from an applicant planning under state law shall be accorded no additional preference over a request from an applicant not planning under this state law.

Growth Management Act Preference

This question is scored by RCO staff based on information from the state Department of Commerce, Growth Management Division. Scoring occurs after RCO's technical completion deadline. If an agency's comprehensive plan, development regulation, or amendment has been appealed to the Growth Management Hearings Board, the agency cannot be penalized during the period of appeal.

▲ Maximum Points=0

-1 point The applicant does *not* meet the requirements of Revised Code of Washington 43.17.250.

0 points The applicant *meets* the requirements of Revised Code of Washington 43.17.250.

0 points The applicant is a nonprofit organization, state or federal agency.

RCO staff subtracts a maximum of 1 point.

Revised January 2014

8. Population

Where is this project located with respect to urban growth areas, cities/towns, and county density?⁶⁵

This question is scored by RCO staff based on a map provided by the applicant. To receive credit, depict on a map 1) your project boundary or your geographic envelop and 2) the nearest city or towns urban growth area boundary. Next, draw a straight line, measure and record on the map the shortest distance in miles "as the crow flies" between 1 and 2 above. Include a scale and legend on the map for reference.

Population of, and Proximity to, the Nearest Urban Area

Projects located near cities over 5,000 population *and* within high density counties receive points from both "a" and "b."

⁶⁵Revised Code of Washington 79A.25.250, Revised Code of Washington 79A.15.060 (5)(b)

- A. Within 5 miles of an urban growth area boundary, or the boundary of an incorporated city or town. In either case, the score is based on the city or town population (Washington State Office of Financial Management):

0-4,999	0 points
5,000-9,999	1 point
10,000-29,999	2 points
30,000-149,999	3 points
150,000-299,999	4 points
300,000-and above	5 points

- B. In a county with a population density of:

0-249	0 points
250-324	1 point
325-399	2 points
400-474	3 points
475-549	4 points
550-and above	5 points

▲ Maximum Points=10

Revised January 2008

Appendix A: Species and Communities with Special Status

Species, Community, or Habitat Type

List each species, community, or habitat type with special status that can be found **on the property or in the work site**.

Occurrence

For special status animal species, indicate whether the occurrence of the species on the property or in the work site is “breeding, feeding, migration, resting, perching, roosting, wintering, rearing, spawning, year-round resident, individual occurrence, future recovery area, or unknown.”

For special status plant species, communities, or habitat types, indicate whether the species, communities, or habitat types are present, part of a future recovery area, or unknown in the occurrence column.

Status and Source

Indicate the status of the species and the source from which you obtained the information. A source must be included for each species listed. The following may provide federal and state status and source information:

Federally Listed Species

- Resident fish and wildlife—Endangered Species Office, U.S. Fish and Wildlife Service, Lacey, (360) 753-9440
www.fws.gov/pacific/ecoservices/endangered/recovery/R1SpeciesInfoLinks.htm
- Pacific salmon species—National Marine Fisheries Service,
www.westcoast.fisheries.noaa.gov/protected_species/species_list/species_lists.html

State Listed Species and Candidate Species

- Species of Concern Section, Washington Department of Fish and Wildlife, (360) 902-2515, <http://wdfw.wa.gov/conservation/endangered/>

Priority Habitats and Species

- Priority Habitat and Species Program, Washington Department of Fish and Wildlife, (360) 902-2543, <http://wdfw.wa.gov/conservation/phs/>

State Listed Plant Species and Communities

- Natural Heritage Program, Washington Department of Natural Resources, (360) 902-1667, www.dnr.wa.gov/ResearchScience/Topics/NaturalHeritage/Pages/amp_nh.aspx

If species information came from a source other than the sources above (such as a consultant or local biologist), please include reference information on the form.

Federal Status		State Status	
FE	Endangered	SE	State endangered
FT	Threatened	ST	State threatened
FP	Proposed for threatened or endangered	SS	State sensitive
FC	Candidate for listing status review	SC	Candidate for listing status review
FSC	Species of concern	PS	Priority species, non-listed but vulnerable
		PH	Priority habitat
		P1, P2, P3	Priority 1, Priority 2, and Priority 3 (plants)

Property or Work Site

For each species listed, indicate the property or work sites where each species occurs. Work sites may be identified by either a geographic boundary or by an ecologic function, such as habitat type or topography (e.g. riparian area, hillside, etc.). For landscape level projects, indicate which species occur within each of the identified work sites.

Example Table-Species and Communities with Special Status

Species, Community or Habitat Type	Occurrence	Status	Source	Property or Work Site: Indicate All That Apply
Douglas Fir/Western Hemlock/Swordfern Community	Present	P 2	Washington Natural Heritage Program	Property A and B, work site 1
Brown Pelican	Foraging, resting	FE, SE	Priority Habitat and Species Program	Property A and C, work site 1
Thompson's Clover	Unknown	P 2	Washington Natural Heritage Program	Property A, B, and C, work site 1
Chinook Salmon	Rearing	FE	National Marine Fisheries Service; SSHIAP*	Property A, C, and E, work site 1
Western Pond Turtle	Year-round resident	FSC, SE	U.S. Fish and Wildlife Service; John Smith field survey April 2010	Property D and E, work site 2
Riparian Area	Present	PH	Priority Habitat and Species Program	All properties, all work sites

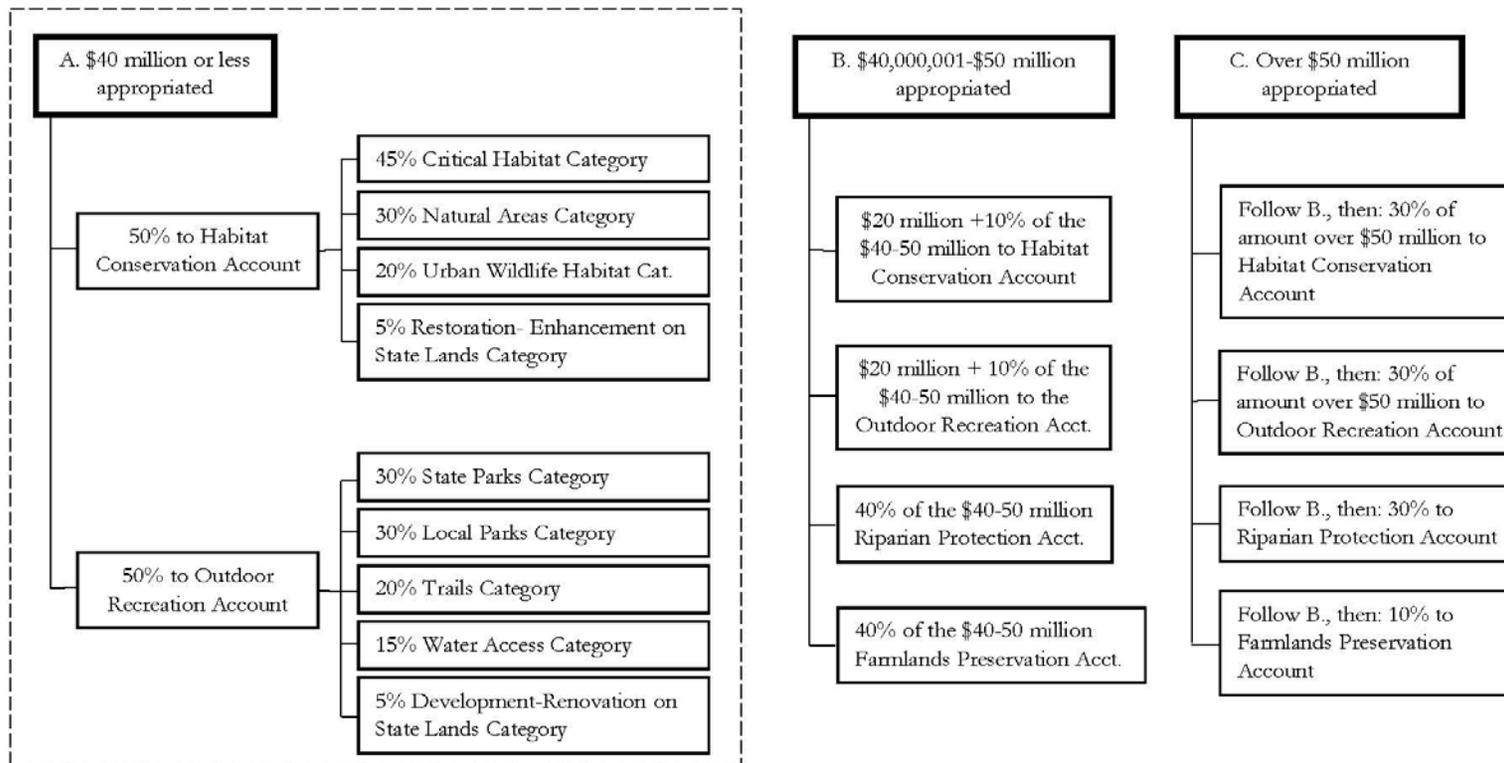
* SSHIAP = Salmon and Steelhead Habitat Inventory and Assessment Program (Northwest Indian Fisheries Commission and Washington Department of Fish and Wildlife)

Species and Communities with Special Status Table				
Project Name:				
Applicant Name:				
Date:				
Check the appropriate grant category: <input type="checkbox"/> Critical Habitat <input type="checkbox"/> Natural Areas <input type="checkbox"/> Urban Wildlife Habitat				
Species, Community or Habitat Type	Occurrence	Status	Source	Property or Work Site Indicate All That Apply

This table is available on the RCO Web site at:
www.rco.wa.gov/doc_pages/app_materials.shtml#wwrp

Appendix B: Allocation of WWRP Funds

Figure 1. Allocation of WWRP Funds by Account



R.C.W. 79A.15.030:

- (1)(a) Appropriations for a biennium of *\$40 million or less* must be allocated equally between HCA and ORA.
- (b) If appropriations for a biennium total *more than \$40 million*, the money must be allocated as follows:
 - (i) \$20 million to HCA and \$20 million to ORA;
 - (ii) Any amount over *\$40 million up to \$50 million* shall be allocated as follows:
 - (A) 10% to HCA; (B) 10% to ORA; (C) 40% to RPA; (D) 40% to FPA;
 - (iii) Any amounts *over \$50 million* must be allocated as follows:
 - (A) 30% to HCA; (B) 30% to ORA; (C) 30% to RPA; and (D) 10% to FPA.
- (7) The board may retain a portion of the funds appropriated for this chapter for its office for the administration of the programs and purposes specified in this chapter.

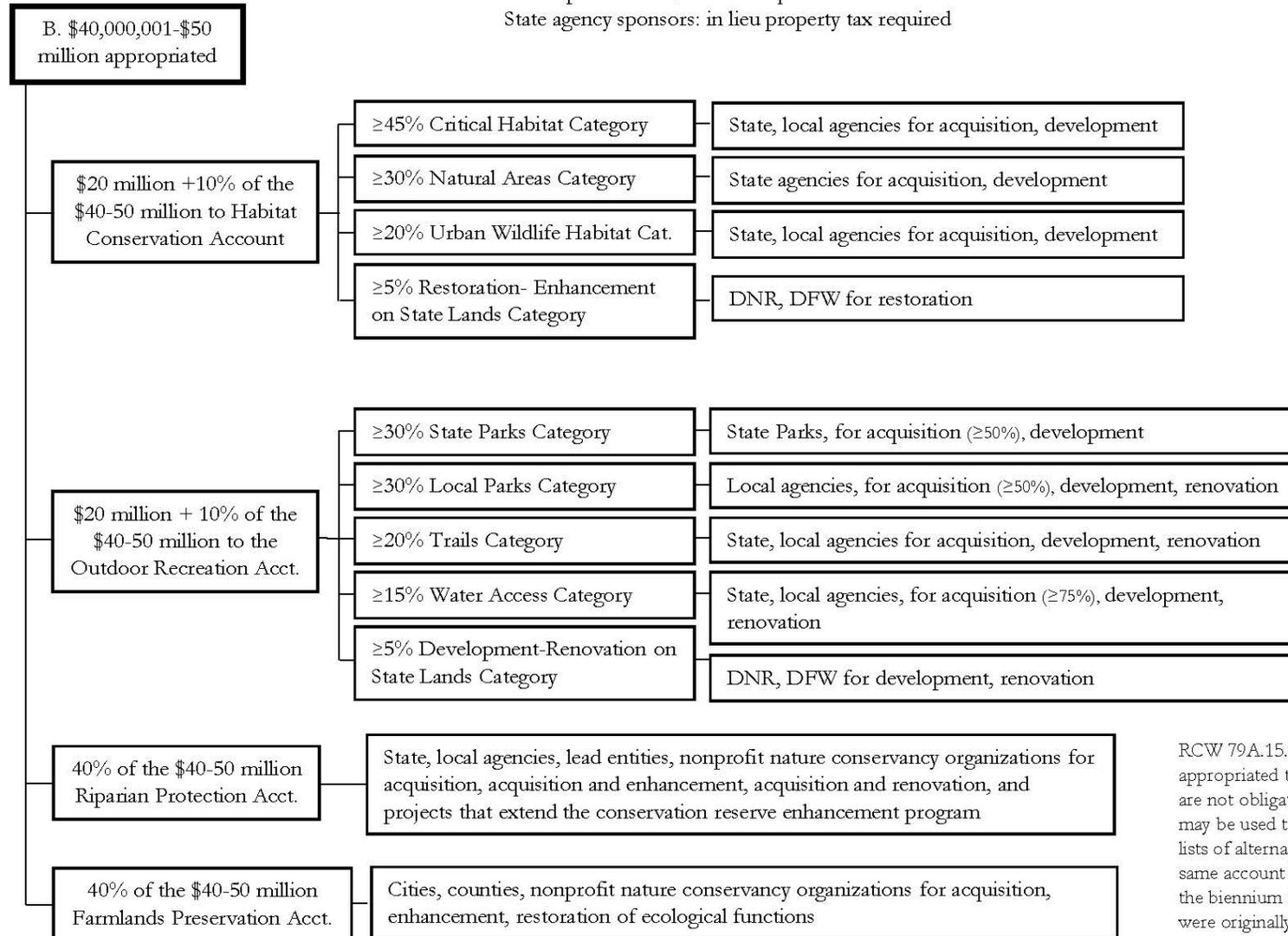
Under distribution scenarios B and C, Habitat Conservation Account and Outdoor Recreation Account funds are distributed as shown in the nine categories under scenario A.

Figure 2. Allocation of WWRP Funds by Category

See RCW 79A.15.040 and 79A.15.050

Local sponsors: 50% match required

State agency sponsors: in lieu property tax required



RCW 79A.15.030: Monies appropriated to these accounts that are not obligated to a specific project may be used to fund projects from lists of alternate projects from the same account in biennia succeeding the biennium in which the monies were originally appropriated.