



STATE OF WASHINGTON

OFFICE OF THE INTERAGENCY COMMITTEE

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May 23, 2007

TO: IAC Members and Designees
FROM: Laura Johnson, Director *Laura*
SUBJECT: Director and Agency Report, June 2007

Highlights and issues since the February 2007 meeting include:

Policy Issues

Changing our Name

Welcome to the last meeting of the IAC!

After forty years, the Committee and the agency will have new names. Governor Gregoire signed the legislation on April 30, effective July 1. Susan Zemek is implementing the change plan. A new logo is underway, and we're gearing up for other changes such as Web site and Internet address changes. Not all changes will be in place by July 1, but official items, such as contracts, will be under the new name. So – our next communication to you will be in the new name formats: the Recreation and Conservation Funding Board (RCFB), and its agency, the Recreation and Conservation Office (RCO).

What won't change? Telephone numbers and office location remain the same. No substantive law changes were made. You and all clients should expect the same great programs, the same great staff – just a new name.

Reappropriation Study Underway.

Concerned with reappropriations, the office is looking to better understand the reasons for and possible solutions to grantees' occasional un-timeliness in completing grant projects as scheduled. A consultant has been hired. For details, see the Attachment 1.

Strategic Plan Update

The IAC strategic plan, which was adopted in July 2005 and expires in 2007, needs to be updated. In February, the Board reviewed the plan and reaffirmed the three goals and their objectives and strategies, thereby keeping the overall structure and direction



set in 2005. During their review, Board members and staff suggested changes to the activities to reflect new work assigned by the Legislature, Board members' priorities, and minor editing. Attachment 2 reflects the Board's requests and work to date. This plan will be used by staff as a working document until further action occurs.

2007 Grants - Preparation

Workshops

In March, IAC staff conducted a series of grant workshops across the state to inform potential applicants about the grant programs offered this year, which include:

- Local Boating Facilities
- "BIG" (federal boating facilities)
- Firearms & Archery Range (FARR)
- perhaps, Land & Water Conservation Fund
- NonHighway & Off-Road Vehicle Activities (NOVA)
- National Recreational Trails Program
- WWRP's Farmlands Preservation category

More than 260 people attended the three workshops held in Moses Lake, Seattle, and Longview. Staff held a separate workshop in April for the farmland preservation in North Bend for 25 interested people.

See Attachment 3 for a list of the number of applications in each grant category. IAC's funding decisions on these requests will be in September and November.

Communications

Big Checks

Our communications staff worked with Val Ogden for a Big Check presentation in March to the City of Castle Rock for its Boating Facilities Program grant. Many thanks to Val for making the trek on a very stormy night. The local newspaper attended the event, so watch news clips for the resulting article and photograph.

Public Outreach

The communications staff worked with grant staff to recruit applicants for the Firearm and Archery Range Recreation grants, which will have a significantly larger pot of money to award this year. Through a series of postcards, fliers, and other information pieces, the agency was able to more than double the number of applicants.

In addition, the communications staff also helped grant staff with public outreach efforts by developing communication plans and publications around two key topics – PRISM upgrades and grant workshops.

IAC staff attended the 2007 Public Ports Association conference in Spokane as a member of a panel presentation on funding options for recreation and conservation, infrastructure development, and transportation.

Publications

The communications staff completed new fact sheets for all grant programs (copies are in your binder) and produced the Aquatic Lands Enhancement Account report, which is a complete listing of all the applications for that program.

Budget (Current Biennium)

Revenues are matching projections, and grant expenditures are about normal. See Attachment 4. We expect to end the biennium on June 30 well within budget.

The State Auditor has completed the regular fiscal audit, and we're awaiting release of the report. No findings are anticipated for IAC.

People

Grant manager Marc Duboiski has returned to the Salmon Recovery Funding Board as a grant manager. Rachael Langen is working with recreation staff to hire a replacement next month. Rachael and staff also are looking to add additional grant managers to handle the increased workload from the \$100 million in funding for Washington Wildlife and Recreation Program and to help address compliance issues.

Partnerships and Other Boards

Salmon Recovery Funding Board (SRFB): In January, March, and May meetings, the SRFB set its guidelines for the next grant cycle. Awards will be made in December 2007. SRFB also received Puget Sound funds.

Invasive Species Council: The Council held its second meeting January 29. Additional meetings in March and May have focused on establishing working groups and identifying strategic issues.

Biodiversity Council: The Council held its meeting in April and it is making good progress towards preparation of its required report to the Legislature.

Washington Wildlife and Recreation Coalition: The Coalition will start a "visioning" process this summer.

I look forward to seeing IAC members in June. If you have questions, please contact me at (360) 902-3003.

Analysis and Assessment of Post-Award Grant Program Business Practices With Recommendations for Improved Efficiency

Purpose

The Office of the Interagency Committee (soon to be known as the Recreation and Conservation Office) wants to better understand the reasons for and possible solutions to grantees' occasional un-timeliness in completing grant projects as scheduled. When deadlines are missed, planned pay-outs do not occur and the agency must request the Legislature to re-appropriate the funds.

Our approach

We see the need to understand two perspectives: our own internal policies and process, as well as our grantees' processes. For an objective view and expert opinion, the agency decided it was best served by retaining outside consultation in completing this review. As a result of a competitive process, a consultant has been chosen to complete the analysis and propose solutions. Its study will focus on three areas:

- IAC's effectiveness in screening out projects that are not ready to move forward
- Ability of project sponsors to complete their projects on time
- IAC's project management and tracking approaches

The product

The consultant, (Berk and Associates is the apparently successful bidder at the time of this memo) will review IAC's grant application and management process and collect information from a representative sample of grantees. The consultant will review data from the agency's PRISM system that will help identify trends by funding source, type of project sponsor, and project type. A written report detailing issues, best practices from other agencies and grant-making institutions, and recommendations for minimizing the amount of funds re-appropriated is expected by late October 2007.

Goal 1 – Habitat and Recreation – continued

Policy Development Strategies continued

Activities	Tasks & Person Responsible	Deadlines	Measurements
<p>1. Consider <u>Investigate</u> ways to use SCORP and other trend information when making investment decisions.</p>	<ul style="list-style-type: none"> ▪ Planning staff to develop methods for incorporating SCORP and other trend information (polls, participation measures, visitor counts, satisfaction surveys) into Board decisions. ▪ Deputy director to prepare options for Board. ▪ Board to decide if other information (polls, participation measures, visitor counts, satisfaction surveys) needs to be collected. ▪ Deputy director to incorporate trend information into Board's review of policies and grant programs. 	<ul style="list-style-type: none"> ▪ November 2008 ▪ July 2008 ▪ July 2008 ▪ August 2008 	<p>Trend information is presented to Board and considered for incorporation in grant program evaluation criteria.</p>
<p>Strategy 1.A.3. – Develop a statewide strategy for coordination of habitat and recreation acquisitions (Chapter 263, Laws of 2004 [SSB 6242]).</p>			
<p>4. Inventory recent habitat and recreation land acquisitions. 4. <u>Work with the interagency coordinating council to increase coordination of habitat and recreation land acquisitions.</u></p>	<ul style="list-style-type: none"> ▪ Gary to develop inventory. ▪ <u>Council develops process.</u> 	<ul style="list-style-type: none"> ▪ Inventory due June 30, 2005 ▪ <u>June 2008</u> 	<p>Inventory completed. <u>Process developed and implemented.</u></p>
<p>5. 5. Recommend a statewide strategy to the Board.</p>	<ul style="list-style-type: none"> ▪ Gary to present statewide strategy to Board. 	<ul style="list-style-type: none"> ▪ June 30, 2005 	<p>Board adopts report to the Legislature.</p>
<p>Strategy 1.A.4. – Coordinate recreation resources information and priorities.</p>			
<p>5. Consider <u>Host</u> an activity such as a recreation summit to develop goals for coming decade.</p>	<ul style="list-style-type: none"> ▪ Director to outline scope of activity, participants, goals, and budget, and present to the Board. ▪ Board to consider proposal, and if adopted, form a subcommittee to participate in planning. ▪ Activity to be held. 	<ul style="list-style-type: none"> ▪ September 2007 ▪ November 2007 ▪ Spring 2009 	<p>Proposal considered. Activity held.</p>
<p>6. Consider <u>Develop</u> an online recreation portal to provide the public with one-stop-shopping for recreation information.</p>	<ul style="list-style-type: none"> ▪ IT to scope and report on feasibility of a recreation portal to include information about how this relates to services provided by private sector. ▪ Board to consider recommendations. ▪ If recommendation approved, seek budget authority, launch portal. 	<ul style="list-style-type: none"> ▪ February 2009 ▪ March 2009 ▪ Portal to be online September 2010 	<p>Portal proposal considered. Portal developed and launched.</p>

Advocacy Strategies			
Strategy 1.A.5. – Advocate for the protection of habitat and recreation through the media.			
8. Submit guest editorials on key agency issues. Sample topics include: SCORP, value of outdoor recreation for combating unhealthy lifestyles, changes in types of recreation (increase in skate parks, decrease in tennis courts).	<ul style="list-style-type: none"> Communications manager to draft editorials. Board chair to write or sign editorials. 	<ul style="list-style-type: none"> As topics arise 	Two articles completed a year.
Goal 1 – Habitat and Recreation – continued			
Advocacy Strategies continued			
Activities	Tasks & Person Responsible	Deadlines	Measurements
9. Conduct editorial board visits to explain key agency issues. 7. Engage media on key agency issues.	<ul style="list-style-type: none"> Communications manager to arrange editorial board visits and prepare materials. Each board member would participate in one media outreach. 	<ul style="list-style-type: none"> As topic arise As scheduled 	<p>Board members attend one editorial board meeting.</p> <p>Guest editorials and editorial board visits would be made, as appropriate, with the goal of being published every year.</p>
Strategy 1.A.6. – Advocate for the protection of habitat and recreation by recognizing those who assist in meeting IAC's goals.			
8. Implement recognition program that brings agency representatives to local communities, honors sponsors, generates media coverage. (For example, a certificate presented to the highest ranked projects across all programs each year.)	<ul style="list-style-type: none"> Recreation Program manager and Communications manager develop recognition program. Each board member to present recognition awards. 	<ul style="list-style-type: none"> December 2005 Ongoing 	Five events attended a year.
Strategy 1.A.7. – Advocate for the protection of habitat and recreation through public appearances.			
9. Have a presence at gatherings of large stakeholder groups, such as at the annual meeting of city and county officials, backcountry horsemen of Washington, etc.	<ul style="list-style-type: none"> Communications manager to arrange visits and prepare materials. 1-3 Board members to speak at gatherings. 	<ul style="list-style-type: none"> January As scheduled 	Attendance at three events a year.
Objective 1.B. – Funding. Provide funding to help clients protect, restore, and develop habitat and recreation facilities and lands.			
Habitat Strategy			
Strategy 1.B.8. – Provide clients with funding to protect, preserve, restore, and enhance habitats that:			
<ul style="list-style-type: none"> Help sustain Washington's biodiversity Protect "listed" species Maintain fully functioning ecosystems Protect unique urban wildlife habitats Protect game and non-game wildlife 			
10. Fund the best projects as determined by the evaluation process	<ul style="list-style-type: none"> Board to review evaluation committee results and make funding decisions. 	<ul style="list-style-type: none"> Ongoing 	Projects funded.

Recreation Strategy			
Strategy 1.B.9. – Provide funding to protect, preserve, restore, and enhance recreation opportunities statewide, especially including: <ul style="list-style-type: none"> • Bicycling and walking facilities “close to home” • Programs that assist with facility operation and maintenance • Facilities most conducive to improved health • Outdoor sports facilities, both team and individual • Programs that provide improved recreation data • Nature and natural settings (includes fish and hunt) 			
Activities	Tasks & Person Responsible	Deadlines	Measurements
11. Fund the best projects as determined by the evaluation process.	<ul style="list-style-type: none"> ▪ Board to review evaluation committee results and make funding decisions. 	<ul style="list-style-type: none"> ▪ Ongoing 	Projects funded.
12. <u>Update the state trails plan.</u>	<ul style="list-style-type: none"> ▪ <u>Planning staff to develop scope of work and submit to Board for approval.</u> 	<ul style="list-style-type: none"> ▪ <u>January 2008</u> 	<u>State Trails Plan updated</u>
Goal 1 – Habitat and Recreation – continued			
Objective 1.B. continued – Funding. Provide funding to help clients protect, restore, and develop habitat and recreation facilities and lands.			
Recreation Strategy continued			
13. <u>Proactively assess how IAC programs promote health and develop messages and statistics.</u>	<ul style="list-style-type: none"> ▪ <u>Planning staff to develop a process for tracking health impacts and statistics.</u> ▪ <u>Communications manager develop key messages</u> 	<ul style="list-style-type: none"> ▪ <u>Spring 2008</u> ▪ <u>Winter 2008</u> 	<u>Method developed for measuring impact of grants on health of Washington residents.</u> Messages developed.
Facility Life Strategy			
Strategy 1.B.10. – Help land management agencies maximize the useful life of IAC-funded projects.			
14. Consider <u>Evaluate</u> development and implementation of programs that provide maintenance and operations support and that encourage stewardship.	<ul style="list-style-type: none"> ▪ Deputy director to develop proposal. ▪ Board considers proposal; adopts changes. 	<ul style="list-style-type: none"> ▪ June 2010 ▪ September 2010 	Proposal considered.

Goal 2 – We achieve a high level of accountability in managing the resources and responsibilities entrusted to us. We do this through integrity, efficiency, fairness, and open programs.			
Objective 2.A. – Ensure funded projects and programs are managed efficiently.			
<i>On-time Projects and Monitoring Progress Strategies</i>			
Strategy 2.A.11. – Sustain efforts to reduce the number of projects not starting or finishing on time.			
Activities	Tasks & Person Responsible	Deadlines	Measurements
15. Assist project sponsors in meeting project milestones. Track and report on success rate.	<ul style="list-style-type: none"> ▪ Deputy director to draft benchmarks and track progress. ▪ Board to set benchmarks. ▪ Deputy director to report to Board annually. 	<ul style="list-style-type: none"> ▪ December 2007 ▪ January 2008 ▪ February 	Projects meet standard benchmarks 75 percent of the time.
16. Continue to stress the importance of individual project deadlines and milestones.	<ul style="list-style-type: none"> ▪ Deputy director to develop incentives for project sponsors to meet deadlines and milestones. ▪ Board to approve. 	<ul style="list-style-type: none"> ▪ May 2008 ▪ June 2008 	▪ Incentives developed.
Strategy 2.A.12. – Regularly monitor progress in meeting objectives and adapt management to meet changing needs.			
16. Conduct regular program performance reviews based on legislative and agency policies. Report results to Board and the public.	<ul style="list-style-type: none"> ▪ Deputy director to develop tracking system and make reports to the Board. ▪ Board to decide on measures. ▪ Communications manager to publicize accomplishments. 	<ul style="list-style-type: none"> ▪ January 2008 ▪ March 2008 ▪ Ongoing 	Annual reports made to the board. Annual a Accomplishments report presented to public via agency Web site and mailings to key stakeholders.
Objective 2.B. – Ensure funded projects and programs are managed with integrity, in a fair and open manner, and in conformance with existing authorities.			
<i>Fair and Open Strategy</i>			
Strategy 2.B.13. – Ensure the work of the Board and staff is conducted with integrity and in a fair and open manner.			
17. Regularly seek and use constituent feedback in policy and funding decisions.	<ul style="list-style-type: none"> ▪ Planning staff to continue surveying people who participate in IAC functions such as Board meetings, workshops, etc. Planning staff will work with staff and the Board to implement improvements where feasible. ▪ Progress reports presented to Board. 	<ul style="list-style-type: none"> ▪ Ongoing ▪ Ongoing 	Reports presented to Board several time each year, including follow-up actions.

Goal 2 – Accountability continued			
Objective 2.C. – Support activities that promote continuous quality improvement.			
<i>Policies and Feedback Strategies</i>			
Strategy 2.C.14. – Ensure the IAC Board has time on its agenda for discussing high-level policy issues.			
Activities	Tasks & Person Responsible	Deadlines	Measurements
18. Create time on three agendas a year (see activity #1).	<ul style="list-style-type: none"> ▪ Deputy director to develop list of issues to bring before the Board. ▪ Board to review staff recommendations and take action. 	<ul style="list-style-type: none"> ▪ September ▪ Meetings to be determined 	Topics introduced at 3 meetings a year.
18. Regularly introduce topics on which Board action will lead to progress on goals and objectives. Regularly report on progress toward meeting strategic plan goals.	<ul style="list-style-type: none"> ▪ Communications manager to implement system for reporting on strategic plan progress at least annually. ▪ Board to review plan biennially. 	<ul style="list-style-type: none"> ▪ November 2005 ▪ TBD January 	Plan reviewed biennially.
19. Delegate more routine authority to the director.	<ul style="list-style-type: none"> ▪ Director to develop proposal for delegation. ▪ Board to consider 	<ul style="list-style-type: none"> ▪ October annually ▪ November annually 	Director is delegated three new duties.
Strategy 2.C.15. – Implement an IAC Board member and staff feedback process.			
20. Assess board and staff members' feedback on meetings and IAC operations.	<ul style="list-style-type: none"> ▪ Director to conduct a biennial board member meeting assessment. ▪ Planning staff to conduct an agency self-assessment. ▪ Board to participate in survey, review staff recommendations, and set priorities for change. 	<ul style="list-style-type: none"> ▪ May biannually ▪ October biannually ▪ Fall 	Board and staff assessments completed.

Goal 3 – We deliver successful projects by using broad public participation and feedback, monitoring, assessment, and adaptive management.			
Objective 3.A – Broaden public support for the state’s outdoor investment programs.			
Public Support and Awareness Strategies			
Strategy 3.A.16. – Expand IAC’s support by developing key partnerships.			
Activities	Tasks & Person Responsible	Deadlines	Measurements
21. Seek partnerships with other agencies and communities, such as those involved in health, economic development, and local and federal governments.	<ul style="list-style-type: none"> ▪ Planning staff to develop proposal for new partnerships. ▪ Board to consider recommendations; visit other interests, such as health, tourism, state parks, etc.; and approve partnerships. 	<ul style="list-style-type: none"> ▪ January 2008 ▪ March 2008 	Two new partnerships created or Board to decide on fewer.
Strategy 3.A.17. – Increase the public’s understanding of project benefits.			
22. Implement the agency’s communications plan.	<ul style="list-style-type: none"> ▪ Communications manager to manage program. ▪ Board members would speak at community events and with the media. 	<ul style="list-style-type: none"> ▪ Ongoing ▪ Ongoing 	Plan is implemented. Plan includes timelines and measures of success.
23. Develop monitoring systems and feedback loops to communicate accomplishments with the public.	<ul style="list-style-type: none"> ▪ Deputy director to make proposal for what is monitored and how it will be reported to the public. ▪ Board to review and adopt proposal. 	<ul style="list-style-type: none"> ▪ January 2008 ▪ March 2008 	Monitoring and feedback systems are developed.
Strategy 3.A.18. – Perform regular assessments to determine the public’s priorities for outdoor recreation and habitat protection funding.			
24. Survey and integrate public opinion into IAC policies.	<ul style="list-style-type: none"> ▪ Planning staff to develop proposal for SCORP ▪ Board to review staff recommendations and set perimeters. ▪ Staff to conduct assessments. 	<ul style="list-style-type: none"> ▪ May 2007 ▪ Winter 2007 ▪ Spring 2007 	Continue SCORP assessment of recreation participation.

IAC GRANT REQUESTS - MAY 2007

CATEGORY	ESTIMATED FUNDS AVAILABLE	PROJECTS	FUNDS REQUESTED	SPONSOR MATCH	TOTAL
Boating Facilities Program-Local					
	\$2,005,250	15	\$3,705,924	\$1,379,035	\$5,084,959
Boating Infrastructure Grant Program - Tier 1					
	\$95,000	1	\$123,291	\$122,009	\$245,300
Firearms and Archery Range Recreation Program					
	\$600,000	23	\$1,200,807	\$1,199,504	\$2,400,311
National Recreational Trails Program					
General	\$2,800,000	105	\$5,213,009	\$6,849,182	\$12,062,191
Education	\$160,000 ¹	27	\$248,028	\$322,150	\$570,178
Subtotal	\$2,960,000	132	\$5,461,037	\$7,171,332	\$12,632,369
Nonhighway and Off-Road Vehicle Activities Program					
Education & Enforcement	\$1,750,800	29	\$3,722,102	\$2,373,924	\$6,096,026
Nonhighway Road	\$612,780	19	\$1,648,233	\$1,438,214	\$3,086,447
Nonmotorized	\$612,780	17	\$1,203,460	\$1,369,960	\$2,573,420
Off-Road Vehicle	\$2,212,780	21	\$2,627,260	\$501,815	\$3,129,075
Competitive	\$204,250	These funds may be distributed to the NHR, NM, or ORV categories.			
Subtotal	\$5,393,390 ²	86	\$9,201,055	\$5,683,913	\$14,884,968
Grant Total	\$11,053,640	258	\$19,692,114	\$15,555,793	\$35,247,907

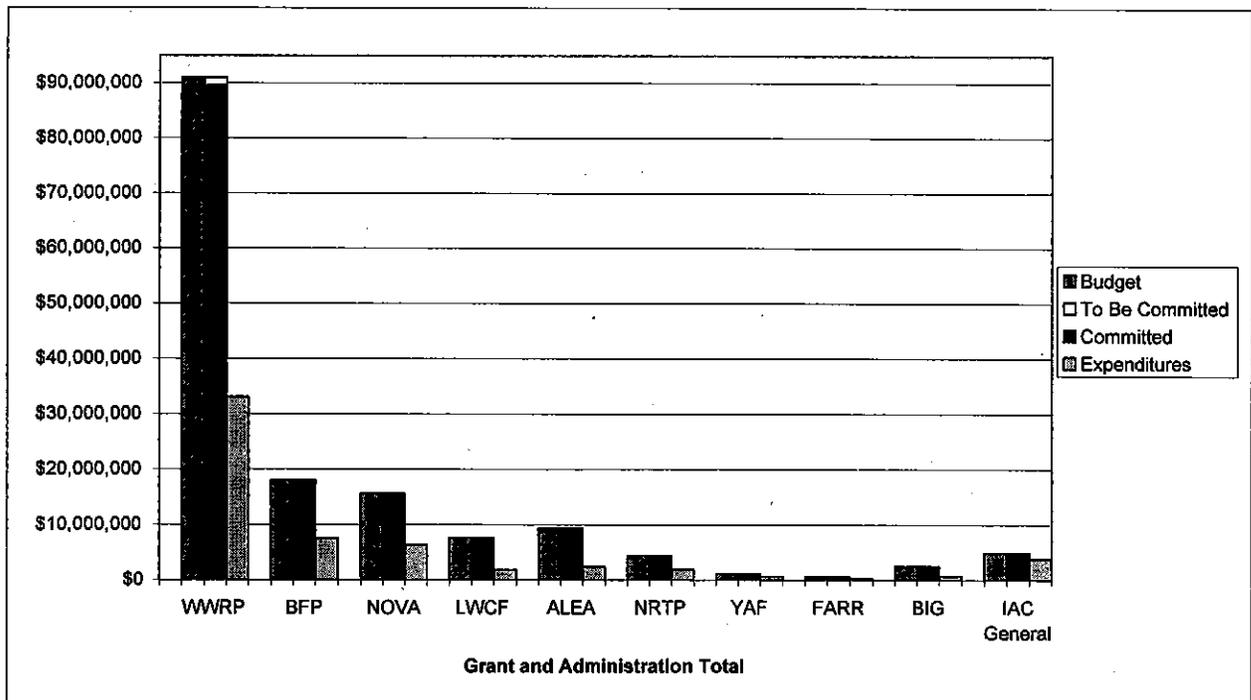
¹ Up to 5 percent of National Recreational Trails Program funds may be used for education projects.

² \$450,000 will be deducted to assist with grants for noise enforcement.

Interagency Committee for Outdoor Recreation
 For the Period of July 1, 2005 - June 30, 2007, actuals through 04/30/2007 (fm22)
 Percentage of biennium reported: 92%

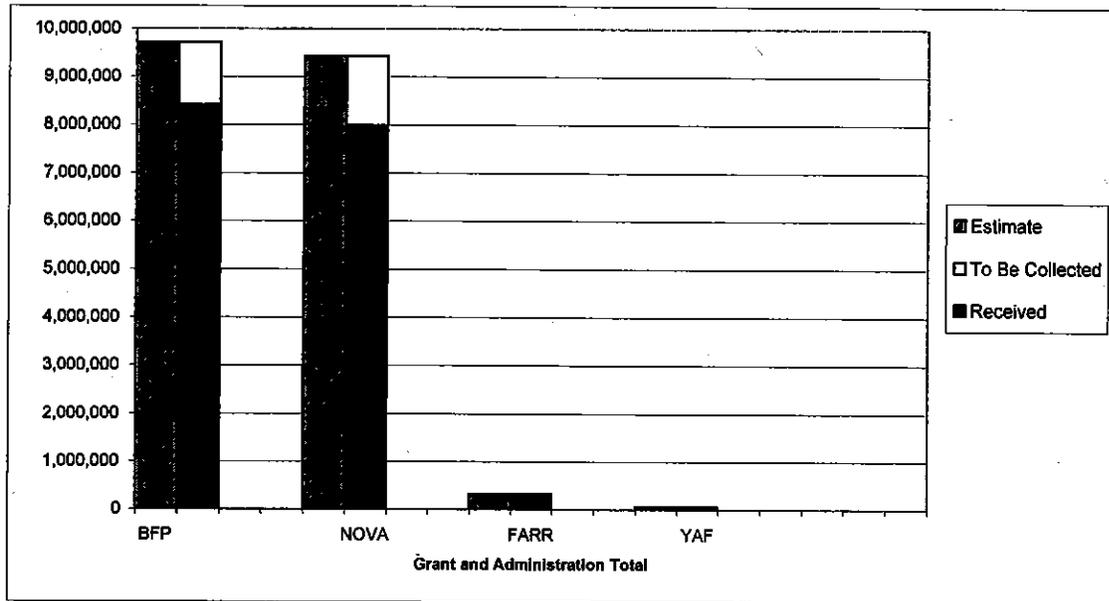
	BUDGET	COMMITTED		TO BE COMMITTED		EXPENDITURES	
	118% and reapp. 2006-2007	Dollars	% of Budget	Dollars	% of Budget	Dollars	% Expended of committed
Grant Programs							
WA Wildlife & Rec. Program (WWRP)	\$90,958,038	\$89,454,547	98%	\$1,503,491	1.7%	\$33,058,022	37%
Boating Facilities Program (BFP)	18,073,817	17,694,870	98%	378,946	2.1%	7,555,867	43%
Nonhighway & Off-Road Vehicle (NOVA)	15,600,873	15,229,620	98%	371,253	2.4%	6,378,112	42%
Land & Water Conserv. Fund (LWCF)	7,592,354	7,592,353	100%	0	0.0%	1,856,454	24%
Aquatic Lands Enhan. Account (ALEA)	9,392,123	9,069,779	97%	322,344	3.4%	2,417,005	27%
National Recreational Trails (NRTP)	4,377,323	4,262,245	97%	115,078	2.6%	1,914,236	45%
Youth Athletic Facilities (YAF)	1,122,756	815,301	73%	307,455	27.4%	640,363	79%
Firearms & Archery Range Rec (FARR)	557,403	370,895	67%	186,508	33.5%	220,094	59%
Boating Infrastructure Grants (BIG)	2,517,212	2,517,212	100%	0	0.0%	702,077	28%
Sub Total Grant Programs	150,191,898	147,006,823	98%	3,185,075	2%	54,742,231	37%
Administration							
General Operating Funds	4,863,950	4,863,950	100%	0	0%	3,847,265	79%
Grant and Administration Total	\$155,055,848	\$151,870,773	98%	\$3,185,075	2%	\$58,589,496	39%

Note: The budget column shows the state appropriations and any received federal awards.



Interagency Committee for Outdoor Recreation
2005-07 Budget Status Report - Revenues
For the Period of July 1, 2005 - June 30, 2007, actuals through 04/30/2007 (fm22)
Percentage of biennium reported: 92%

	FORECAST	COLLECTIONS	
	Estimate	Actual	% of Estimate
Revenue			
Boating Facilities Program (BFP)	\$9,713,624	\$8,407,281	87%
Nonhighway, Off-Road Vehicle Program (NOVA)	9,431,457	7,981,401	85%
Firearms and Archery Range Rec Program (FARR)	325,000	292,380	90%
Youth Athletic Facilities (YAF)	65,000	59,037	91%
Total	19,535,081	16,740,099	86%



Revenue Notes:

Boating Facilities Program (BFP) revenue is derived from the unrefunded marine gasoline taxes.

Nonhighway, Off-Road Vehicle Program (NOVA) revenue is derived from the motor vehicle gasoline tax paid by users of ORVs and nonhighway roads and from the amount paid for by ORV use permits.

Firearms and Archery Range Rec Program (FARR) revenue is derived from \$3 each concealed pistol license fee.

Youth Athletic Facilities (YAF) revenue is derived from an initial \$10 million contribution by the Seattle Seahawks "team affiliate" in 1998. The new revenue is from the interest on the unexpended amount of the fund.

The numbers reflect activity through March '07 - 88%.