

## Habitat and Recreation Lands Coordinating Group

### Action Plan

#### December, 2009 Update

**Action Plan Purpose:** organize the tasks to be accomplished by the Habitat and Recreation Lands Coordinating Group (lands group), as required by Substitute Senate Bill 5236 (SSB 5236).

#### Action Items

1. Review agency land acquisition and disposal plans and policies to help ensure statewide coordination of habitat and recreation land acquisitions and disposals.
2. Produce an interagency, statewide biennial forecast of habitat and recreation land acquisitions and disposal plans.
3. Establish procedures for publishing the biennial forecast on websites or other centralized, easily accessible formats.
4. Develop and convene an annual forum for agencies to coordinate their near-term acquisition and disposal plans.
5. Develop a recommended method for interagency GIS-based documentation of habitat and recreation lands in cooperation with other state agency GIS.
6. Develop recommendations for standardization of acquisition and disposal recordkeeping, including identifying a preferred process for centralizing acquisition data.
7. Develop an approach for monitoring the success of acquisitions.
8. Identify and commence a dialogue with key state and federal partners to develop an inventory of potential public lands for transfer into habitat and recreation land management status.
9. Review existing and proposed habitat conservation plans on a regular basis to foster statewide coordination and save costs.
10. Revisit the board<sup>1</sup>'s and WWRP's planning requirements to determine whether coordination of state agency habitat and recreation land acquisition and disposal could be improved by modifying those requirements.
11. Develop options for centralizing coordination of habitat and recreation land acquisition made with funds from federal grants. Develop, at a minimum, the advantages and disadvantages of

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<sup>1</sup> Recreation and Conservation Funding Board

the following options:

- Requiring that agencies provide early communication on the status of federal grant applications made to the board, the Office of Financial Management, or directly to the legislature.
- Establishing a centralized pass-through agency for federal funds, where individual agencies would be the primary applicants.

12. Submit yearly progress report to Office of Financial management.

13. Make formal recommendation to the Legislature as to whether the existence of the Habitat and Recreation Lands Coordination Group should be continued beyond July 31, 2012, and if so, whether any modifications to its enabling statute should be pursued.

Work groups were established by the lands group on July 16, 2008 to tackle one or more of the 13 action items. The work groups are charged with self organizing (a lead was determined for each group); fleshing out a work plan complete with goals (outcomes), tasks, deliverables (outputs), and deadlines; and reporting progress quarterly to lands group.

Work Group		Action Items	Membership	
1	Acquisition Coordination	1, 2, 3, 4, 8	Lead: Pene Speaks Leslie Betlach Steve Hahn Lynn Helbrecht Elizabeth Rodrick	Ken Risenhoover Bill Robinson Dominga Soliz Clay Sprague
2	Records and Documentation	5, 6	Leads: Steve Hahn and Shelly Snyder Scott Chapman Joe LaTourette	Marc McCalmon Dominga Soliz
3	Evaluation	7, 9	Lead: Bill Robinson Leslie Betlach Scott Chapman Rebecca Connolly	Elizabeth Rodrick Dominga Soliz Pene Speaks
4	Washington Wildlife and Recreation Program Policy Review	10	Lead: Dominga Soliz Kammie Bunes John Gamon Darrell Jennings Bill Koss	Senator Parlette Bill Robinson Elizabeth Rodrick Ron Shultz
5	Federal Funding	11	Lead: Joe LaTourrette Lisa Bellefond David Bortz Jeanne Koenings	Elizabeth Rodrick Ron Shultz Dominga Soliz
6	Reporting	12, 13	Lead: Dominga Soliz Steve Hahn Steve McLellan	Elizabeth Rodrick Pene Speaks

Work Plan for  
Acquisition Coordination Work Group 1

<b>Action Item 1</b>	Review agency land acquisition and disposal plans and policies to help ensure statewide coordination of habitat and recreation land acquisitions and disposals.		
<b>Outcome</b>	Increased statewide coordination of habitat and recreation land acquisitions and disposals.		
<b>Outputs</b>	<p>3-5 page report that identifies opportunities for agencies to coordinate land acquisition and disposal. Report includes:</p> <ul style="list-style-type: none"> <li>• Summary of agencies' land acquisition and disposal plans and policies.</li> <li>• Identification of opportunities for coordination.</li> <li>• Agency commitments to next steps to implement opportunities with current resources.</li> <li>• Justification for additional resources needed to implement remaining opportunities.</li> <li>• Opportunities for coordinating acquisitions and disposals between state and local governments.</li> </ul>		
<b>Task</b>	<b>Who</b>	<b>Deadline</b>	<b>Status</b>
Presentation by State Parks and Recreation Commission	Shannon Stevens	Apr. 2008	Done
Presentation by Department of Natural Resources	Clay Sprague Pene Speaks	Apr. 2008	Done
Presentation by Department of Fish and Wildlife	Elizabeth Rodrick	Apr. 2008	Done
Submit draft work plan to Recreation and Conservation Office for circulation to lands group.	Pene Speaks	Oct. 2008	Done
Present work plan and progress report to lands group.	Pene Speaks	Oct. 2008	Done
Add recreation elements to Department of Fish and Wildlife table and summary table.	Elizabeth Rodrick	Oct. 2008	Done
Analyze matrix of agency plans and policies <ul style="list-style-type: none"> <li>• What information is missing, what</li> </ul>	State Parks and Recreation Commission	Oct. 2008	Done

<p>needs to be clarified?</p> <ul style="list-style-type: none"> <li>• What are agency priorities?</li> <li>• Where do objectives overlap?</li> <li>• How should agencies share information about priority setting</li> </ul>	<p>Department of Natural Resources  Department of Fish and Wildlife  Work Group 1</p>		
<p>Develop proposal for work session to:</p> <ul style="list-style-type: none"> <li>• learn and share agency acquisition/disposal plans and policies</li> <li>• learn fed, local, and private acquisition planning strategies</li> <li>• gather recommendations for coordinating</li> </ul>	<p>Work Group 1</p>	<p>Dec. 2008</p>	<p>Done</p>
<p>Propose work session to lands group.</p>	<p>Work Group 1</p>	<p>Jan. 2009</p>	<p>Done</p>
<p>Organize work session.</p>	<p>Work Group 1  Dominga Soliz</p>	<p>Feb.-Mar. 2009</p>	<p>Done</p>
<p>Draft and send survey to work session participants to 1) learn about their organizations acquisition planning processes and 2) gather recommendations for improving acquisition coordination.</p>	<p>Work Group 1  Dominga Soliz</p>	<p>Mar. 2009</p>	<p>Done</p>
<p>Host work session.</p>	<p>Lands group</p>	<p>Apr. 2009</p>	<p>Done</p>
<p>Prepare synthesis of work session recommendations.</p>	<p>Dominga Soliz</p>	<p>May 2009</p>	<p>Done</p>
<p>Prepare work session summary and distribute to lands group.</p>	<p>Dominga Soliz</p>	<p>May 2009</p>	<p>Done</p>
<p>Draft recommendations to lands group for review.</p>	<p>Pene Speaks  Dominga Soliz</p>	<p>Jun. 2010</p>	
<p>Present recommendations to lands group for review.</p>	<p>Pene Speaks</p>	<p>Jul. 2010</p>	
<p>Draft recommendations for Legislature.</p>	<p>Work Group 6</p>	<p>Jan. 2011</p>	

<b>Action Item 2</b>	Produce an interagency, statewide biennial forecast of habitat and recreation land acquisitions and disposal plans.		
<b>Outcome</b>	Increased planning and transparency of projected acquisitions and disposals to inform and aid budgeting and planning processes		
<b>Outputs</b>	<ul style="list-style-type: none"> <li>• Report of potential acquisitions and disposals for Department of Natural Resources, Department of Fish and Wildlife, and State Parks and Recreation Commission for each upcoming biennium, produced in June of even years.</li> <li>• Statewide biennial forecast map of potential acquisitions for Department of Natural Resources, Department of Fish and Wildlife, and State Parks and Recreation Commission, produced in June of even years.</li> </ul>		
<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
Submit draft work plan to Recreation and Conservation Office for circulation to lands group.	Pene Speaks	Oct. 2008	Done
Present work plan and progress report to lands group.	Pene Speaks	Oct. 2008	Done
Identify the appropriate information to be included in a forecast.	Work Group 1	Oct. 2009	Done
Determine method for collecting information.	Work Group 1	Oct. 2009	Done
Determine forecast timelines, and when to collect and publish forecast.	Work Group 1	Oct. 2009	Done
Draft proposal for biennial forecast.	Lead Dominga Soliz	Oct. 2009	Done
Present proposal to lands group for review.	Lead	Oct. 2009	Done
Identify agency staff to collect information from.	Pene Speaks Steve Hahn Elizabeth Rodrick	Dec. 2009	

Coordinate with Work Group 2 to help inform the development of the forecast map.	Work Group 1 Work Group 2	Ongoing through Jun. 2010	Ongoing through Jun. 2010
Create template format for report in .pdf.	Dominga Soliz Work Group 1	Feb. 2010	
Present format for report to lands group for review.	Pene Speaks	Mar. 2010	
Develop spreadsheet to collect information	Dominga Soliz	Apr. 2010	
Collect info from agency staff	Dominga Soliz	May 2010	
Draft first forecast report	Pene Speaks Dominga Soliz	Jun. 2010	
Present first forecast to lands group	Pene Speaks	Jul. 2010	
Draft recommendations for legislature	Work Group 6	Dec. 2010	
<b>Action Item 3</b>	Establish procedures for publishing the biennial forecast on websites or other centralized, easily accessible formats.		
<b>Outcomes</b>	Accessible biennial forecast		
<b>Outputs</b>	<ul style="list-style-type: none"> <li>• Recommendations for publishing agency acquisition and disposal plans, being mindful of confidentiality issues.</li> <li>• Published first forecast.</li> </ul>		
<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
Submit draft work plan to Recreation and Conservation Office for circulation to lands group	Pene Speaks	Oct. 2008	Done
Present work plan and progress report to lands group.	Pene Speaks	Oct. 2008	Done
Coordinate with Work Group 2 to develop first biennial forecast map.	Steve Hahn Dominga Soliz	Ongoing through Jun. 2010	Ongoing through Jun. 2010
Present format as a proposal to the lands	Lead	Mar. 2010	

group for review.			
Collect data from agencies.	Dominga Soliz	May 2010	
Provide Work Group 2 with data for map building.	Dominga Soliz	May 2010	
Insert data into selected working format to build map.	Work Group 2	Jun. 2010	
Upload map onto lands group Web site.	Recreation and Conservation Office	Jun. 2010	
Present first forecast report and map to lands group.	Pene Speaks	Jul. 2010	
Develop any alternative options for publishing format based on varying resources.	Work Group 1	Sept. 2010	
Draft recommendations for publishing forecast as sets of options to the Legislature.	Work Group 6	Dec. 2010	
<b>Action Item 4</b>	Develop and convene an annual forum for agencies to coordinate their near-term acquisition and disposal plans.		
<b>Outcome</b>	Strategic and coordinated approach to state lands acquisition that involves federal agencies, local agencies or others who may play a key role.		
<b>Outputs</b>	Annual forums to coordinate acquisition and disposal plans.		
<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
Submit draft work plan to RCO for circulation to lands group.	Pene Speaks	Oct. 2008	Done
Present work plan and progress report to lands group.	Pene Speaks	Oct. 2008	Done
Select date for first annual forum in 2009.	Work Group 1	Oct. 2008	Done
Initiate 2009 planning forum	Work Group 1	Oct. 2008	Done
Develop strategy for forum. Consider:	Work Group 1	Dec. 2008	Done



<ul style="list-style-type: none"> <li>• Two formats, alternating years</li> <li>• Timing in odd/even years</li> <li>• Who should attend</li> <li>• Output goals of each forum.</li> </ul>			
Draft proposal.	Work Group 1	Dec. 2008	Done
Present proposal for lands group review.	Lead	Jan. 2009	Done
Identify information agencies could share at the forum.	Work Group 1	Apr. 2009	Done
Determine process and format for collecting information from agencies.	Work Group 1	Apr. 2009	Done
Organize forum (draft agenda, post meeting information, send invitations).	Dominga Soliz	Jun. 2009	Done
Determine how to follow up on the success of forum: how was coordination achieved?	Work Group 1	Jun. 2009	Done
Collect information from agencies.	Dominga Soliz	Jun.-Jul. 2009	Done
Host first forum.	Work Group 1	Jul. 2009	Done
Report on first forum to lands group.	Lead Dominga Soliz	Jul. 2009	Done
Prepare and distribute forum summary.	Dominga Soliz	Aug. 2009	Done
Circulate identified coordination opportunity information to agency contacts.	Dominga Soliz	Aug. 2009	Done
Plan second annual forum.	Work Group 1	Oct. 2009	Done
Develop template for presentations.	Dominga Soliz Work Group 1	Nov. 2009	In Progress
Provide the Recreation and Conservation Office with contact info for invitees and forum participants.	Pene, Elizabeth, Steve	Nov. 2009	In Progress
Organize administration of the forum (code reviser, room reservation, comment forms, agenda, etc.)	Dominga Soliz	Dec. 2009	In Progress
Draft and send invitation letters	Dominga Soliz	Dec. 2009	

	Work Group 1		
Circulate template and collect necessary information from agency participants	Dominga Soliz	Dec. 2009	
Follow up with agencies on the success of the first forum	Dominga Soliz Work Group 1	Jan. 2010	
Host second annual forum	Work Group 1	Jan. 2010	
Report to lands group on second forum	Lead	Mar. 2010	
Follow up on success of second forum	Work Group 1	Jun. 2010	
Refine strategies above, repeat for 2011	Work Group 1	Jul. 2011	
Draft recommendations for lands group	Work Group 6	Sep.2010	
<b>Action Item 8</b>	Identify and commence a dialogue with key state and federal partners to develop an inventory of potential public lands for transfer into habitat and recreation land management status.		
<b>Outcome</b>	Increased likelihood of strategic priority land transfers between state and federal agencies		
<b>Outputs</b>	<ul style="list-style-type: none"> <li>• Inventory of potential public land transfers to habitat or recreation land management status</li> <li>• Included in biennial land acquisition/disposal forecast</li> </ul>		
<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
Submit draft work plan to RCO for circulation to lands group	Pene Speaks	Oct. 2008	Done
Present work plan and progress report to lands group.	Pene Speaks	Oct. 2008	Done
Identify scope of task: what do we want to include in inventory?	Work Group 1	Dec. 2009	
Assess what information is already available and how to access it. (Coordinate with Work Group 2).	Work Group 1	Mar. 2010	
Identify key state and federal partners for	Work Group 1	Mar. 2010	

dialogue.			
Work with Department of Natural Resources land managers to identify parcels for potential transfers in the Trust Land Transfer program.	Pene Speaks	Mar. 2010	
Develop proposal to present to Department of Natural Resources	Work Group 1	Mar. 2010	
Present proposal to lands group.	Pene Speaks Dominga Soliz	Mar. 2010	
Present proposal to Department of Natural Resources.	Pene Speaks Dominga Soliz	Jun. 2010	
Re-draft proposal as needed.	Pene Speaks	Jul. 2010	
Present draft recommendations to lands group.	Lead	Jul. 2010	
Draft recommendations to Legislature.	Work Group 6	Sep. 2010	

**Work Plan for  
Records and Documentation Work Group 2**

<b>Action Item 5</b>	Develop a recommended method for interagency Geographic Information System (GIS)-based documentation of habitat and recreation lands in cooperation with other state agencies using GIS.		
<b>Outcome</b>	Opportunities to use GIS technology to better coordinate, track, analyze, and monitor state lands acquisitions and disposals.		
<b>Outputs</b>	Technical recommendations for GIS-based documentation of state lands in cooperation with other state agencies. Recommendations for agencies, Office of Financial Management, and Legislature to fund implementation of technical recommendations.		
<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
Submit draft work plan to Recreation and Conservation Office for circulation to lands group.	Steve Hahn	Oct. 10, 2008	Done
Present work plan and progress report to lands group.	Steve Hahn	Oct. 2008	Done
Use biennial forecast data to develop “quick and dirty” prototype of biennial forecast map.	Shelly Snyder Marc McCalmon	Jul. 2009	Done
Host meeting with State Parks and Recreation Commission, Department of Natural Resources, Department of Fish and Wildlife to develop functional definitions of land.	Steve Hahn Dominga Soliz	Oct. 2009	Done
Identify project scope: Problem, need statement, intended audiences, accessibility, steps to completion.	Work Group 2	Nov. 2009	Done
Coordinate with Work Group 1 to identify GIS needs for annual forum and biennial forecast.	Work Groups 1 and 2	Nov. 2009	Done

Develop standard GIS format for agencies to use for forum and forecast.	Work Group 2	Dec. 2009	In progress
Collect GIS data for forum and forecast.	Work Groups 1 and 2	May 2010	
Build and publish biennial forecast map, vicinity maps for forecast.		Jun. 2010	
Identify agency documentation needs (data layers) and recommendations for GIS standards.	Work Group 2 Steve Hahn Elizabeth Rodrick Pene Speaks	Sep. 2010	
Identify and review existing GIS-based tools (for example, Conservation Registry and other tools used for state, local, private use).	Work Group 2	Sep. 2010	
Organize workshop (see Action Item 5) to develop recommendations for a centralized system that coordinates GIS-based documentation.	Work Group 2	Nov. 2010	
Coordinate with Work Groups 1, 3, and to collect data layers and ensure their needs are captured in data system.	Leads	Nov. 2010	
Host technical workshop.	Work Group 2 technical team	Jan. 2011	
Develop database design options based on workshop outcomes. Consider: performance measures, resources to build and maintain, who will manage, and process for collecting data from agencies.	Work Group 2 technical team	Apr. 2011	
Draft recommendations for data system options.	Steve Hahn Dominga Soliz	Aug. 2011	
Submit proposal to the lands group for review.	Steve Hahn	Oct. 2011	
Draft recommendations for Legislature.	Work Group 16	Dec. 2011	
Implement options that can be achieved within existing resources.	Work Group 2	Dec. 2011	

<b>Action Item 6</b>	Develop recommendations for standardization of acquisition and disposal record keeping, including identifying a preferred process for centralizing acquisition data.		
<b>Outcome</b>	Identified opportunities to coordinate acquisitions and disposals by using a common set of data-management protocols.		
<b>Outputs</b>	Recommended standards for keeping records of land acquisitions and disposals. The recommendations must be agreeable and achievable by all three primary agencies (State Parks and Recreation Commission, Department of Natural Resources, and Department of Fish and Wildlife) to increase likelihood of follow through and should be consistent with other state agency standards to the degree possible.		
<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
Submit draft work plan to the Recreation and Conservation Office for circulation to lands group.	Steve Hahn	Jan. 2009	Done
Present work plan and progress report to lands group.	Steve Hahn	Jan. 2009	Done
Develop scope: use forum and forecast to identify standardized data needs and as a process for centralizing data. Then develop options for a centralized data system.	Work Group 2	Nov. 2009	Done
Identify agency and stakeholder forecast needs – what data do they want to see about acquisitions and disposals in biennial forecast?	Work Groups 1 and 2	Nov. 2009	Done
Develop standard format for data.	Work Groups 1 and 2	Dec. 2009	In progress
Coordinate with Work Group 1 to collect data from agencies for forecast.	Work Groups 1 and 2	May 2010	
Produce standardized biennial forecast.	Work Groups 1 and 2	Jun. 2010	

Review existing agency standards and processes. Look for and document similarities, best practices, etc.	Steve Hahn, Shelly Snyder, Dominga Soliz	Sep. 2010	
Organize workshop to develop options for a centralized system that standardizes and coordinates acquisition and disposal data. Include: level of detail, accuracy, accessibility, collection, storage, reporting processes, security, backward compatibility, long-term implications, resources, and maintenance.	Work Group 2	Nov. 2010	
Coordinate with Work Groups 1, 3, and 5 to collect data layers and ensure their needs are captured in data system.	Leads	Nov. 2010	
Host technical workshop.	Work Group 2 technical team	Jan. 2011	
Develop detailed database design plan options based on workshop outcomes.	Work Group 2 technical team	Apr. 2011	
Draft proposal of options.	Steve Hahn Dominga Soliz	Aug. 2010	
Submit proposal to lands group for review.	Steve Hahn Dominga Soliz	Oct. 2010	
Draft recommendations to Legislature.	Work Group 6	Dec. 2011	
Begin pilot project for centralized data system, focusing on one or two areas in state.	Work Group 2	Jan. 2012	

**Work Plan for  
Evaluation Work Group 3**

<b>Action Item 7</b>	Develop an approach for monitoring the success of acquisitions.		
<b>Outcome</b>	Coordinated evaluation tool to determine efficacy of state lands acquisition strategies, plans, and approaches.		
<b>Outputs</b>	Detailed monitoring plan submitted to Legislature.		
<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
Submit draft work plan to the Recreation and Conservation Office for circulation to lands group.	Bill Robinson	Oct. 2008	Done
Present work plan and progress report to lands group.	Bill Robinson	Oct. 2008	Done
Determine scope of task: this task aims to address these questions <ul style="list-style-type: none"> <li>• What was the original purpose of the acquisition?</li> <li>• Was the purpose achieved?</li> <li>• What efforts has the agency made to coordinate the acquisition and disposal with others?</li> </ul>	Work Group 3	Apr. 2009	Done
Identify information that needs to be collected from agencies to answer the questions.	Work Group 3	Apr.-Jun. 2009	Done
Coordinate with Work Group 2 to ensure the data is included in the acquisition data system.	Lead	Ongoing	Ongoing
Determine timelines and process for collecting information from agencies.	Work Group 3	Apr. 2009	Done
Distribute spreadsheet to agency real estate planners to provide information about the purpose of each potential acquisition.	Dominga Soliz	Jul. 2009	Done



Based on feedback from agencies, refine method for collecting information. Develop more specific questions.	Work Group 3	Dec. 2009	
Examine existing tools that collect the needed information (i.e.: PRISM).	Work Group 3	Feb. 2010	In progress
Coordinate with PRISM manager, Recreation and Conservation Office's performance manager, and other agency performance managers to identify ways to integrate acquisition monitoring information into new PRISM developments and performance measures.	Work Group 3 Dominga Soliz	Ongoing in 2010	Ongoing in 2010
Determine how to make monitoring approach consistent with other strategies and monitoring approaches (e.g. biodiversity council, invasive species council, monitoring forum, Puget sound action agenda, climate action plan, etc.)	Work Group 3	Mar. 2010	
Determine whether to incorporate existing user surveys (e.g. for local parks, Recreation and Conservation Office's recreation plan, wildlife area plans for advisory committees, Department of Fish and Wildlife and Department of Natural Resources access site surveys and reports to federal granting agencies) to give a quality dimension to the survey.	Work Group 3	Jun. 2010	
Develop alternative approaches based on varying levels of resources.	Work Group 3	Oct. 2010	
Draft proposal and submit to the lands group for review.	Work Group 3 Lead	Oct. 2010	
Submit approved proposal to Work Group 6 to include in recommendations to Legislature.	Dominga Soliz	Dec. 2010	
Implement as much of monitoring protocol as current resources permits (apply retroactively to 2007-09 biennium transactions).	Work Group 3	Jan. 2011	
Develop "Acquisition Success Monitoring"	Work Group 6	Jan. 2011	

report for Legislature with monitoring report for 2007-2009 and 2009-2011 biennia.			
<b>Action Item 9</b>	Review existing and proposed habitat conservation plans on a regular basis to foster statewide coordination and save costs.		
<b>Outcome</b>	Statewide coordination and cost efficiencies.		
<b>Outputs</b>	Report on existing and proposed Endangered Species Act Habitat Conservation Plans (HCPs), including an evaluation of how HCPs affect and influence land acquisitions.		
<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
Submit draft work plan to the Recreation and Conservation Office for circulation to lands group.	Lead	Oct. 2008	Done
Present work plan and progress report to lands group.	Lead	Oct. 2008	Done
Identify scope of task: <ul style="list-style-type: none"> <li>• Prioritize Endangered Species Act HCPs: How can Endangered Species Act HCPs be used as a planning tool for conservation land acquisition or management?</li> <li>• Recommend other work group s consider how generic HCPs are included in acquisition planning.</li> </ul>	Work Group 3	Sep. 2008	Done
Recommend to other workgroups integrate generic (non- Endangered Species Act) HCPs into their tasks.	Lead	Oct. 2008	Prepared
Compile state agency briefings: how are Department of Natural Resources and Department of Fish and Wildlife using HCPs as part of conservation strategies? How do acquisition programs fit into state coordinated acquisition plan?	Dominga Soliz	March 2010	
Collect U.S. Fish and Wildlife Service HCP briefing – identify contact person, invite to	Pene Speaks Elizabeth Rodrick	Jun. 2010	

meeting.			
Evaluate how the agencies are using HCPs for Endangered Species Act and whether there is a coordinated approach for the HCPs to complement each other. Determine if this coordination could lend itself to cost efficiencies.	Work Group 3	Sep. 2010	
Develop draft recommendations for lands group review.	Lead	Jan. 2011	
Draft recommendations to Legislature.	Work Group 6	Jun. 2011	

**Work Plan for  
WWRP Policy Review Workgroup 4**

<b>Action Item 10</b>	Revisit the Recreation and Conservation Funding Board's and the Washington Wildlife and Recreation Program's planning requirements to determine whether coordination of state agency habitat and recreation land acquisition and disposal could be improved by modifying those requirements.		
<b>Outcome</b>	Improved coordination of acquisitions and disposals.		
<b>Outputs</b>	<ul style="list-style-type: none"> <li>• Recommendations to Recreation and Conservation Funding Board for modifying or retaining existing policies related to planning requirements to facilitate coordination of acquisition and disposals.</li> <li>• Recommendations to Legislature for modifying or retaining existing statutes and Washington Administrative Codes related to planning requirements.</li> <li>• Recommendations to Legislature for using planning requirements and planning processes to coordinate agency acquisitions and disposals.</li> </ul>		
<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
Submit draft work plan to the Recreation and Conservation Office for circulation to lands group.	Heath Packard	Oct. 2008	Done
Present work plan and progress report to lands group.	Heath Packard	Oct. 2008	Done
Identify State Parks and Recreation Commission representative to join work group.	Heath Packard	Oct. 2008	Done
Identify scope of the task: <ul style="list-style-type: none"> <li>• Identify the purpose of the legislative mandate: How does task relate to lands group goals?</li> <li>• Identify the role of the lands group in relation to other agencies.</li> </ul>	Work Group 4	May 2009	Done

Evaluate existing Recreation and Conservation Funding Board and Washington Wildlife and Recreation Program planning requirements: <ul style="list-style-type: none"> <li>• Identify existing requirements and determine how they facilitate communication and transparency.</li> <li>• Identify opportunities and gaps in existing requirements.</li> </ul>	Work Group 4	Dec. 2009	
Consider how each agency approaches planning requirements: <ul style="list-style-type: none"> <li>• Survey agencies for planning approaches (or “planning requirements and policies” workshop for agencies)</li> <li>• Compile hypothetical examples or case studies of when coordination was or was not achieved. How do the lessons from the examples relate to planning requirements?</li> </ul>	Work Group 4	Feb. 2010	
Determine how communication and transparency could be improved by modifying policies and statutes. Develop pros and cons of each recommendation.	Work Group 4	Mar. 2010	
Besides modifying policies and statutes, determine other ways that planning requirements could be used to facilitate coordination of land acquisitions and disposals. Develop pros and cons of each alternative.	Work Group 4	Mar. 2010	
Develop straw dog recommendations for review by lands group. Attach case study and hypothetical examples to recommendations.	Work Group 4	May 2010	
Brief lands group on recommendations, solicit comment from lands group members.	Lead	Jul. 2010	
Revise recommendations based on lands group feedback.	Work Group 4	Aug. 2010	
Share analysis and lands group advice with	Recreation and	Sep. 2010	

Recreation and Conservation Funding Board. Seek direction from the board on development of recommended changes.	Conservation Office staff		
Submit final recommendations to lands group for review.	Lead	Oct. 2010	
Incorporate recommendations into annual reports and final report to the Legislature.	Work Group 6	Dec. 2010, 2011; Jul. 2012	

**Work Plan for  
Federal Funding Work Group 5**

<b>Action Item 11</b>	<p>Develop options for centralizing coordination of habitat and recreation land acquisitions made with federal grants. Develop, at a minimum, the advantages and disadvantages of the following options:</p> <ul style="list-style-type: none"> <li>• Requiring that agencies provide early communication on the status of federal grant applications to the Recreation and Conservation Funding Board, the Office of Financial Management, or directly to the legislature.</li> <li>• Establishing a centralized pass-through agency for federal funds, where individual agencies would be the primary applicants.</li> </ul>		
<b>Outcome</b>	Increased coordination of federally funded transactions.		
<b>Outputs</b>	<ul style="list-style-type: none"> <li>• Options with pros and cons for centralizing federal funding for habitat and recreation transactions</li> <li>• Recommendation for coordinating federally funded acquisitions</li> </ul>		
<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
Submit draft work plan to the Recreation and Conservation Office for circulation to lands group.	Joe LaTourette Heath Packard	Oct. 2008	Done
Present work plan and progress report to lands group.	Joe LaTourette Heath Packard	Oct. 2008	Done
Develop problem or need statement for action item.	Work Group 5	Mar. 2009	Done
<p>Evaluate initial pros and cons of:</p> <ul style="list-style-type: none"> <li>• Providing early communication of federal grant application status to the board, Office of Financial Management, or the legislature.</li> <li>• Establishing a centralized pass-through agency.</li> </ul>	Work Group 5	Mar. 2009	Done

Using pro and con tables, determine practical methods of coordinating federal grants to meet lands group transparency goals: tracking system.	Work Group 5	Mar. 2009	Done
Develop pros and cons of tracking system.	Work Group 5	Mar. 2009	Done
Identify information needed to be included in tracking system to meet intent of legislation.	Work Group 5	Jun. 2009	Done
Determine how tracking system data can be gathered.	Work Group 5	Jun. 2009	Done
Coordinate with Work Group 2 to include tracking system data in the acquisition data system options.	Work Group 5 Lead	Dec. 2009	Ongoing
<p>Collect the following information from Department of Natural Resources, Department of Fish and Wildlife, and State Parks and Recreation Commission:</p> <ul style="list-style-type: none"> <li>• Which federal grant is being used to acquire project land?</li> <li>• How much federal money?</li> <li>• How is the federal money being used? How many federal grants from each agency per year? Where is the acquired land?</li> <li>• What's the funding timeline? Is there a map? If so, where can it be found?</li> <li>• Describe grant process: what information does the agency need to provide to the funder?</li> <li>• Grant contact info.</li> </ul>	Dominga Soliz	Jan. –Mar. 2010	
Compare federal programs with state funding programs: how do timelines and processes vary?	Jeanne Koenings Dominga Soliz	Mar. – Apr. 2010	
Determine method for integrating federal grant information with agency acquisition coordination processes: annual forum? Biennial forecast?	Work Group 5	Sep. 2010	
Draft recommendation for coordinating federally funded acquisitions for lands	Dominga Soliz	Sep. 2010	



group consideration, including problem statement and pro and con tables of centralizing coordination and providing early communication on federal grant status.			
Lands group approves or modifies recommendation.	Lands group	Oct. 2010	
Work group drafts final recommendations for legislative report.	Work Group 6	Jan. 2011	

**Work Plan for  
Reporting Work Group 6**

<b>Action Item 12</b>	Submit yearly progress reports to Office of Financial Management.		
<b>Outcome</b>	Accountability of lands group to ensure timely completion of the duties assigned by the Legislature.		
<b>Outputs</b>	Annual progress reports.		
<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
First draft	Recreation and Conservation Office staff	Oct. 2008	Done
Edited by Work Group 6	Work Group 6	Oct. 2008	Done
Reviewed by lands group members – suggestions regarding content (no word editing)	Lands group	Oct. 2008	Done
Approved by the Recreation and Conservation Office director	Recreation and Conservation Office director	Nov. 2008	Done
Submitted to the Office of Financial Management.	Recreation and Conservation Office staff	Dec. 2008	Done
Repeat for 2009			
First draft	Recreation and Conservation Office staff	Oct. 2009	Done
Edited by Work Group 6	Work Group 6	Oct. 2009	Done
Reviewed by lands group members – suggestions regarding content (no word editing)	Lands group	Oct. 2009	Done
Approved by the Recreation and Conservation Office director	Recreation and Conservation Office director	Nov. 2009	
Submitted to the Office of Financial Management.	Recreation and Conservation Office staff	Dec. 2009	

**Work Plan for  
Reporting Workgroup 6**

<b>Action Item 13</b>	Make formal recommendation to the Legislature as to whether the existence of the Habitat and Recreation Lands Coordination Group should be continued beyond July 31, 2012, and if so, whether any modifications to its enabling statute should be pursued.		
<b>Outcome</b>	Opportunities for agencies, Office of Financial Management, and Legislature to consider what happens if the lands group ceases to exist and to take appropriate actions to consider reauthorizing group.		
<b>Outputs</b>	Formal report and recommendations to the Legislature.		
<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
Develop framework for the report: what elements should be included?	Work Group 6	Mar. 2010	
Present framework to lands group for comment.	Lead	Spring 2010	
Draft sections regarding completed tasks.	Work Group 6	Ongoing	
Present draft sections to lands group.	Work Group 6	Ongoing	
Final draft presented to lands group for comment.	Lead	Apr. 2012	
Final draft submitted to the Recreation and Conservation Office director.	Recreation and Conservation Office staff	Jun. 2012	
Final draft submitted to Legislature.	Recreation and Conservation Office staff	Jul. 2012	

**Habitat and Recreation Lands Coordinating Group  
2010 Calendar**

<b>Year</b>	<b>Month</b>	<b>Day</b>	<b>Event</b>	<b>Notes</b>
<b>2010</b>	January	20	Quarterly Meeting	
	February	3, 4	2nd Annual Forum	
	April	28	Quarterly Meeting	
	June	30	Biennial Forecast	
	July	28	Quarterly Meeting	
	October	13	Quarterly Meeting	
	December	31	Report to Office of Financial Management	
<b>2011</b>	January		Quarterly Meeting	
	April		Quarterly Meeting	
	July		Quarterly Meeting	
	July		Annual Forum	
	October		Quarterly Meeting	
	December		Report to Office of Financial Management	

