

Manual 9

Boating Facilities Program

November 2016



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At a Glance

Boating Facilities Program

Purpose	This program provides money to acquire, develop, and renovate facilities for motorized boats and other watercraft, including launching ramps, guest moorage, and support facilities.
Who may Apply?	<ul style="list-style-type: none">• Cities and towns• Counties• Native American tribes• Special purpose districts• State agencies
Is a Plan Required?	Yes, an outdoor recreation comprehensive plan is needed to apply.
What Types of Projects are Eligible?	<ul style="list-style-type: none">• Development or renovation• Land acquisition• Planning
What are the Grant Limits?	<ul style="list-style-type: none">• Acquisition: \$1 million• Development or renovation: \$1 million• Combination of acquisition and development or renovation or acquisition and planning: \$1 million• Planning: 20 percent of estimated construction costs or \$200,000 maximum, whichever is less.
What Must I Contribute?	25 percent for local agency projects, nothing for state agency projects
Where Must my Project be Located?	On freshwater or saltwater
How is my Project Evaluated?	An advisory committee hears your in-person presentation and scores your project.
When are Applications Due	November 1, 2016
When are Grants Awarded?	July 2017
What's new this year?	<ul style="list-style-type: none">• Allowed some invasive species costs.• Added evaluation questions on sustainability and environmental stewardship, meeting Statewide Comprehensive Outdoor Recreation Plan priorities, and a preference for boats on trailers.• Removed redundant guidance in the evaluation question on design.• Allowed indirect costs in compliance with the federal Omni-Circular.

Section 1: Introduction

In this section, you'll learn about:

- ✓ Program background
- ✓ The Recreation and Conservation Funding Board
- ✓ Where to get information
- ✓ Grant process and timeline

Background

The Boating Facilities Program and its managing agency, the Recreation and Conservation Funding Board, were created in 1964 when the state's citizens voted to approve Initiative 215. Voters agreed to tax themselves to provide money to enhance the state's marine recreation lands.

Today, money continues to be collected from marine fuel taxes.¹ The program pays for land and facilities that support motorized watercraft recreation. Typical projects include land acquisition and development of boat launches and guest moorage facilities. These funds are awarded by the Recreation and Conservation Funding Board through an open and competitive process. This manual describes that process, program policies, and project review and evaluation criteria.

The Recreation and Conservation Funding Board

In Washington, the Recreation and Conservation Funding Board administers Boating Facilities Program grants. The board 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 state agency that manages multiple grant programs to create outdoor recreation opportunities,

¹Revised Code of Washington 79A.25.040

protect the best of the state's wildlife habitat and farmland, and help return salmon from near extinction.

Who Makes Decisions

The Recreation and Conservation Funding Board makes the final funding and policy 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.

Not a Hearings Board

The Recreation and Conservation Funding Board's role is to assist in selecting and funding grant proposals and not to act as a hearings board before which land use issues are argued. The board's intent is that all proposals, to the extent possible, have the support of the local community and be ready for implementation to ensure that maximum benefit is gained from scarce Boating Facilities Program funds.

Where to Get Information

Contact RCO

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 program. Please feel free to call.

Manual Authority

This manual provides basic information on procedures and guidelines used in the Boating Facilities Program. Authority for the administrative policies and guidance for the evaluation questions are established in the following statutes, rules, and plans:

- Revised Code of Washington 43.17.250 "Growth Management Act" and 79A.25 "Marine Recreation Land"
- Washington Administrative Code 286-04, 286-06, 286-13, 286-35
- Recreation and Conservation Funding Board's *Boating Grant Programs Plan* (2015) at www.rco.wa.gov/documents/rcfb/boating/BoatingGrantProgramsPlan.pdf

- Outdoor Recreation and Washington, The 2013 *State Comprehensive Outdoor Recreation Plan* at www.rco.wa.gov/documents/rec_trends/2013-2018SCORP-FullRpt.pdf

Other Grant Manuals You Will 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 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

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 9 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

Workshops. RCO conducts workshops (usually as online meetings) in the winter or early spring to provide information about the grant programs offered that year.

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.

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 Boating Facilities Program.

Entering Applications. RCO strongly encourages applicants to start the online application early. 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 site to discuss site-specific details.

Applications Due. Applications are due in early November 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 will be invited to a technical review meeting, where they present their projects to the Boating Programs Advisory Committee and RCO staff, who review projects to ensure they are eligible, achieve boating program priorities, identify any issues of concern, and provide feedback on the strengths and weaknesses of each proposal. Applicants make an oral presentation, 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 by the technical completion deadline.

Odd-numbered Years

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.

Project Evaluation. Applicants make an oral presentation, illustrated with maps, graphics, and photographs in PowerPoint® to the advisory committee, which scores each proposal against a set of criteria approved by the Recreation and Conservation Funding Board.

Post-Evaluation Conference. After project evaluations, RCO staff tabulate the scores and share the results with the advisory committee. The committee discusses the preliminary ranked lists and the application and evaluation processes. The public may join this advisory committee conference call; 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 lists of projects are the basis for the funding recommendation to the board.

Legislature Approves Funding. When it develops the state capital budget, the Legislature approves funding for the Boating Facilities Program.

Proof of Matching Funds. Local agencies 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 lists of projects and the final grant awards, in an open public meeting, after considering the recommendations of the advisory committee, written public comments submitted before the meeting, and public testimony at the meeting. Applicants are encouraged, but not required, to attend.

Pre-agreement Materials. After grant awards, applicants have 2 calendar months to submit pre-agreement documents (checklist provided by grants managers).³ RCO staff then prepares and issues the grant contracts, called project agreements. Applicant must return the signed agreements within 3 calendar months.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:

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

²Washington Administrative Code 286-13-040(3)

³Washington Administrative Code 286-13-040(4)

⁴Washington Administrative Code 286-13-040(5).

- 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:

- 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.

Project Completion. When a project is completed or when the project agreement expires, 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 will learn about:

- ✓ Program priorities
- ✓ Eligible applicants
- ✓ Eligible projects types
- ✓ Ineligible projects
- ✓ Environmental requirements
- ✓ Control of the land
- ✓ Requirements and other things to know
- ✓ Project area stewardship and ongoing obligations
- ✓ Restrictions
- ✓ Definitions

Program Priorities

Policies and priorities are established in the *Boating Grant Programs Plan*.⁵ Highlights are summarized below.

- Prioritize projects that address boater needs and boating participation rates.
- Encourage projects that best meet the needs of the motor boating public.
- Encourage projects that maximize the efficient use of existing sites and facilities.
- Encourage projects that use design standards and construction techniques intended to maximize service life and minimize routine maintenance.
- Prioritize projects that satisfy user needs in an environmentally responsible manner.

⁵The plan is online at www.rco.wa.gov/documents/rcfb/boating/BoatingGrantProgramsPlan.pdf.

Intent of Grant Program

RCO's boating grants are intended to facilitate physical access to and from water. Because funding for this program comes from gas taxes, grants are for sites and facilities supporting recreational motorboating.

RCO boating grants shall support facilities provided for guest, public, recreational boating uses. "Guest" facilities include launches, docks, and moorage of all kinds as well as associated upland support facilities. "Guest" use is short-term, for example moorage up to a maximum of 14 consecutive days. Long-term, permanent, private, or exclusive use facilities are not eligible for grant support.

RCO grant programs are supported by public funds, so facilities supported by RCO grants are expected to be available to the general public at reasonable times.

Eligible Applicants

Only public agencies legally authorized to develop, operate, and maintain recreational facilities are eligible for Boating Facilities Program grants. By law, the following agencies may participate:

- Cities and towns
- Counties
- Native American tribes
- Park and recreation districts
- Port districts
- Public utility districts
- State agencies

Legal Opinion for First Time Applicants

The Recreation and Conservation Funding Board requires all organizations wishing to apply for grants for the first time to submit a legal opinion that the applicant is eligible to perform all of the activities below. Note that 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 conservation or outdoor recreation purposes.
- Develop and/or provide maintenance and stewardship for land and facilities eligible under board rules or policies.
- Undertake planning activities incidental thereto.
- Commit the applicant to statements made in any grant proposal.

Planning Eligibility Requirements

Each applicant must submit a plan that includes several elements, including goals and objectives, inventory, demand and need analysis, and a public involvement process. The plan 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 organization adopted the plan.⁶ It is the applicant's responsibility to ensure that the plan documentation provided to RCO is current. See *Manual 2, Planning Policies and Guidelines* for more information.

Eligible Project Types

Boating Facilities Program funds must be used to support projects that predominantly serve recreational motorboats.

Acquisition Projects

Acquisition includes the purchase of real property, either in fee or less-than-fee interests such as leases and term easements. Acquisition of less-than-fee interests must be for at least 50 years and may not be revocable at will. Properties acquired with grants must be developed within 5 years, regardless of whether or not the sponsor receives another RCO grant.

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

⁶Washington Administrative Code 286-13-040(2)

Development Projects

Complete guidelines for development projects are found in the Recreation and Conservation Funding Board's *Manual 4, Development Projects*. Development projects may include the following activities:

- Construct new or renovate existing facilities
- Design, engineer, and obtain permits to construct facilities
- Perform periodic dredging (see limits on dredging below)

Examples of Eligible Development Projects

Projects that may be funded include construction and renovation of:

- Boat and equipment decontamination facilities⁷
- Invasive species prevention signs
- Moorage floats, fixed docks, and buoys for guest boaters.
- Parking and staging areas.
- Ramps and fixed hoists for launching, loading floats.
- Sewage pump-out stations and "porta-potty" dump stations.⁸
- Upland support facilities, such as restrooms, showers, and picnic facilities used exclusively or primarily by recreational guest boaters.
- Periodic dredging, which is limited to removing materials deposited in a channel due to unforeseen events; dredging must extend the facility usefulness for at least 5 years.⁹

Planning Projects

Planning projects are meant for the design and permitting of boating facilities. Planning grant proposals are eligible as stand-alone projects because of the often lengthy period

⁷These facilities also must be located on or adjacent to marine recreation land. See Revised Code of Washington 79A.25.010(4).

⁸The Washington State Parks and Recreation Commission manages a grant program under the Clean Vessel Act that also pays for marine sanitation facilities.

⁹Revised Code of Washington 79A.25.080

needed to obtain permits for development. These projects typically include design, cultural resources review, permitting, and architectural and engineering services.

Planning projects must result in:

- Construction-ready bid documents (plans and specifications), and
- Permits “in hand” that will allow a grant recipient to proceed with development when funds to construct become available.

Reimbursement will be dependent upon the progress made toward completing the scope of work in the grant agreement. This means sponsors must complete a task and submit the associated documentation with the reimbursement request to RCO for that task. If a grant recipient is unable to complete the design or obtain permits, RCO reserves the right to request repayment of the grant.

Combination Projects

Combination projects involve both land acquisition and facility planning, development, or renovation. To help ensure timely completion of these projects, at least 1 month before the Recreation and Conservation Funding Board considers approving funding for a combined acquisition and development or renovation project, applicants must secure the property 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 less-than-fee interest, and if not acquired already by 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*.

Other Considerations

Phased Projects

The Recreation and Conservation Funding Board recommends that applicants discuss phasing very expensive or complex 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 recreation experience 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.

Multi-Site Projects

These conditions apply to the eligibility of projects that include more than a single location:

- Funding for each worksite may total no more than \$50,000.
- All work types,¹⁰ across all worksites, must be of the same type (for example, all gangways, all pilings, etc.).
- All worksites and work types must be either saltwater- or freshwater-oriented; No combinations of saltwater and freshwater sites in the same project.
- All work types must meet the Office of Financial Management's capital project criteria, defined in the biennial publication *Washington State Capital Plan Instructions*.
- All worksites must be in no more than two adjacent counties.
- Each worksite's location must be described in a way that makes an RCO site inspection possible.

¹⁰Specific work proposed for a project (i.e., boat launch development, dredging, install boarding float, etc.).

Ineligible Projects

Projects not eligible for Boating Facilities Program funding include, but are not limited to:

- Any facility for leased, exclusive use, or moorage for more than 14 consecutive days. Long-term moorage may be allowed if you have a "Use Certification" from RCO. See Commercial and Other Non-recreational Uses Section on page 23).
- Any facility for commercial use or commercial vessels.
- Maintenance dredging.
- Concession buildings or space.
- Fuel sales equipment including piping, fuel pumps, and storage tanks.
- Mobile vessel transporters.
- Those on waters prohibiting gasoline-powered motors.
- Those primarily for non-gasoline powered watercraft such as canoes, kayaks, or diesel-powered craft.
- Those serving non-boater related fishing, including off-shore platforms or fishing piers

Ineligible Planning Projects

Include:

- Design of facilities that do not meet the Boating Facilities Program eligible project criteria.
- Design of facilities that do not provide access to the general public.
- Development of plans for private facilities.
- Master plans, comprehensive plans, or feasibility studies.
- Planning for sites or facilities that will not result in an eligible Boating Facilities Program project.

Environmental Requirements

Applicants applying for development or land acquisition grants must review and comply with the requirements of the State Environmental Policy Act (SEPA)¹¹ and the National Environmental Policy Act (NEPA), when applicable.

State Environmental Policy Act or National Environmental Policy Act

Projects may be classified as categorically excluded from NEPA or SEPA. Before beginning any work, sponsors are required to obtain all necessary permits and comply with all applicable environmental regulations, including the National Historic Preservation Act, the Endangered Species Act, the Clean Water Act, the Clean Air Act, and other state and local environmental requirements.

Cultural Resources Review

Governor's Executive Order 05-05, Archaeological and Cultural Resources,¹² directs state agencies to review certain acquisition, construction, and planning projects for potential impacts to cultural resources¹³ to ensure that reasonable action is taken to avoid adverse impacts to these resources. The federal government, through Section 106 of the National Historic Preservation Act, requires the same compliance for federally-funded projects and projects with other federal involvement, for example, projects on federal lands or those that require a federal Army Corps of Engineers permit.

RCO facilitates review under the Governor's executive order. The appropriate lead federal agency facilitates review under Section 106 of the National Historic Preservation Act. If the federal review covers the entire RCO project area, there is no additional review required to meet state requirements. Both processes require review, analysis, and consultation with the Washington Department of Archaeology and Historic Preservation and affected Native American tribes for archaeological and cultural resources.

05-05 Review Process

Using materials from the grant application, RCO consults with the Department of Archaeology and Historic Preservation and affected Native American tribes. The materials provided include the Area of Potential Effect Map, which shows the geographic areas

¹¹Revised Code of Washington 43.21C

¹²www.governor.wa.gov/sites/default/files/exe_order/eo_05-05.pdf

¹³Cultural resources means archeological and historical sites and artifacts, and traditional areas or items of religious, ceremonial, and social uses to affected tribes.

where a project may change directly or indirectly the character or use of historic properties or archaeological resources.



Important Note: Grant recipients may not disturb the ground within the project area until after receiving a notice to proceed from RCO, which sometimes might be in the project agreement with RCO.

All consultation through Executive Order 05-05 will be initiated by RCO and will involve the applicant, Department of Archaeology and Historic Preservation, and affected tribes. The outcome of the consultation may require an applicant to complete a cultural resources survey and a continuation of the consultation to determine next steps. The consultation must be completed before any ground-disturbing activities may occur.

The costs for cultural resources review and survey are eligible for reimbursement and may be included in the grant agreement.

If Cultural Resources are Discovered during Construction

If archaeological or historic materials are discovered after ground disturbing activities have started, work in the location of discovery and immediate vicinity must stop instantly, the area must be secured, and notification must be provided to the following groups:

- Concerned Native American tribes' cultural resources staff and cultural committees
- RCO
- Department of Archaeology and Historic Preservation

If human remains are discovered during ground-disturbing activities, work in the location of discovery and immediate vicinity must stop instantly, the area must be secured, and notification must be provided to the groups listed below in the most expeditious manner possible, in compliance with state law.¹⁴

- Concerned Native American tribes' cultural resources staff and cultural committees
- RCO
- Department of Archaeology and Historic Preservation

¹⁴Inadvertent Discovery of Human Skeletal Remains on Non-Federal and Non-Tribal Land in the State of Washington (Revised Codes of Washington 68.50.645, 27.44.055, and 68.60.055)

- County coroner
- Local law enforcement

State Agencies

State agency sponsors have the authority to act as lead for ensuring compliance with archaeological, historic, and cultural resource requirements. RCO will not initiate review or consultation for projects sponsored by another state agency. Before initiating any ground-disturbing activities, the state agency sponsor must submit to RCO evidence of completion of the appropriate cultural resource review process and receive from RCO a notice to proceed. RCO will withhold reimbursement of grant funds for any development or restoration (including demolition, fencing, and noxious weed control) expenditures until this requirement is met.

Invasive Species

The Washington Invasive Species Council developed protocols for preventing the spread of invasive species while working in the field. The protocols are on the council's Web site at www.invasivespecies.wa.gov/council_projects/prevention_protocols.shtml. The Recreation and Conservation Funding Board encourages grant recipients to consider how their projects may spread invasive species, and work to reduce that possibility. Invasive species can be spread unintentionally during construction and restoration activities. 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.
- Moving water or sediment infested with invasive plants, animals, or pathogens via your boots, nets, sampling equipment, or boats from one stream to another.
- 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 preventing the introduction and spread of invasive species on projects is twofold: use materials that are known to be uninfested with invasive plants or animals in the restoration project and ensure equipment is cleaned both before and after construction and restoration. Equipment to clean should include, but not be limited to, footwear, gloves, angling equipment, sampling equipment, boats and their trailers, and vehicles and tires.

Sustainability

The Recreation and Conservation Funding Board encourages greater use of sustainable design, practices, and elements in 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.

Grant recipients are encouraged to incorporate sustainable design, practices, and elements into the scope of a project. 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.

Control of the Land

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 plan, 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* for more information.

Projects on State-owned Aquatic Lands

If a project will occur over or in a navigable body of water, an authorization to use state-owned aquatic lands may be needed.

All marine waters are, by definition, navigable, as are portions of rivers influenced by tides. Navigable rivers and lakes are those determined by the judiciary, those bounded by meander lines, or those that could have been used for commerce at the time of statehood. The Department of Natural Resources’ aquatic land managers will help the grant applicant determine if the project will fall on state-owned aquatic lands and provide more information on its authorization process. See the land manager coverage map online at www.dnr.wa.gov/Publications/aqr_land_manager_map.pdf for contact information for the Department of Natural Resources aquatics land managers.

If the project is on state-owned aquatic lands, the grant applicant will need to secure a lease or easement to use those lands from the Washington Department of Natural Resources. The lease or easement may take up to a year to receive. RCO requires the executed lease or easement within 60 days after board funding approval to show control and tenure for the site. The lease or easement is required before the project will be placed under agreement, unless RCO’s director approves in advance.

The following online resources may be helpful to review:

- *Grant Projects on State-owned Aquatic Lands* at www.dnr.wa.gov/Publications/em_fs11_018.pdf
- *Leasing State-owned Aquatic Lands* at www.dnr.wa.gov/Publications/em_fs11_019_leasing_soal.pdf
- *Boundaries of State-owned Aquatic Lands* at www.dnr.wa.gov/Publications/aqr_aquatic_land_boundaries.pdf
- *Caring for Washington's Nearshore Environments* at www.dnr.wa.gov/Publications/em_fs10_001.pdf

Requirements and Other Things to Know

Landowner Acknowledgement of Application

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

Accessibility

Facilities or elements¹⁵ 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 boating facility meet accessibility requirements.

Plans, project applications, cost estimates, and construction drawings must reflect compliance with facility access and signing requirements.

¹⁵A 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).

Pre-agreement Costs

RCO will pay only for work performed after project agreements have been signed by both RCO and project sponsors with two exceptions:

- Expenses, such as preliminary designs, environmental assessments, construction plans and specifications, cultural resource surveys, and permits, all of which are incurred within 3 years of the start date of the project agreement.
- Real property acquired under a "Waiver of Retroactivity" approved by RCO. Note: There are no eligible pre-agreement costs for planning projects.

Construction performed before the execution of a project agreement and compliance with cultural resource laws will not be eligible for payment and may jeopardize funding for the entire project.

Competitive Bid Requirements¹⁶

Grant recipients shall follow current state procurement procedures or write their own. When buying things, grant recipients shall provide open and free competition, to the maximum extent practical. Be aware of organizational conflicts of interest. Contractors that develop specifications, requirements, statements of work, invitations for bids, or requests for proposals cannot be hired for the resulting work. Grant recipients receiving federal money also must follow federal laws and regulations.

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. And, RCO will not pay more than the grant recipient's "out-of-pocket" costs. Billing procedures are explained further in *Manual 8, Reimbursements*

Prorating Projects

If a project will benefit a variety of recreational activities, RCO grants will pay for only the percentage of the project that is used for boating activities eligible in this program. You must prorate your costs based on that percentage and include documentation to validate the prorated percentage in the application materials. Applications will not be considered for funding if costs are not prorated appropriately.

¹⁶RCO's project agreement standard terms and conditions, Section 16

For example, if the grant applicant proposes to build a breakwater that will protect moorage for all boats, grant applicants should identify the percentage of non-eligible boats that would benefit from the project and deduct that cost from the grant application. If 70 percent of the boats in the marina have permanent moorage (a non-eligible use), the grant applicant may include only the 30 percent of project costs associated with short-term guest moorage. Applicants should include an explanation of prorating in their grant application materials as well as data to validate their methods.

Number of Grant Proposal Allowed

In general, RCO does not limit the number of grant proposals from a single applicant during the biennial grant cycle. However, each proposal must be for a different scope of work.

A grant proposal for the same project or scope of work may be submitted to another RCO grant program only if it is being used as match. Each proposal must identify the other RCO matching grant proposal. We recommend applicants contact RCO staff to discuss options for phasing costly, interrelated, or complex project proposals.

Fees and Income

User or other fees may be charged for areas and facilities acquired or developed with RCO grants. See *Manual 4, Development Projects*, and Washington Administrative Code 286-13-110 for more information.

Audits

All records relevant to projects funded by the Recreation and Conservation Funding Board must be on file with the grant recipient and are subject to audit by the state and inspection by RCO. If the auditor's inspection of the records discloses any charges incorrectly claimed and reimbursed, cash restitution of the incorrect amount must be made to the board.

Public Disclosure Rules

RCO records and files are public records that are subject to the Public Records Act.¹⁷ More information about the RCO's disclosure practices is available on the Web site at www.rco.wa.gov/about/public_records.shtml.

¹⁷Revised Code of Washington 42.56

Project Area Stewardship and Ongoing Obligations¹⁸

An RCO grant comes with long-term obligations to maintain and protect the project area¹⁹ 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.

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.

Restrictions

The restrictions described in this section apply only to portions of a facility funded by Boating Facilities Program grants, *and* those support facilities needed for recreational motorboats.

¹⁸Revised Code of Washington 79A.25, Washington Administrative Code 286, RCO's project agreement standard terms and conditions, and *Manual 7, Funded Projects*.

¹⁹Project area is the defined geographic area where the project occurs and is described in the project's boundary map.

Recreational Motorboats Have Priority

To comply with state law,²⁰ a sponsor must operate the Boating Facilities Program - assisted facility in a manner that assures that recreational boaters have continuous and reasonable access. In case of conflict, non-commercial, guest recreational boating activities shall have priority.

Sponsors must manage and enforce requirements consistent with this section. Rules that are more restrictive may be adopted by the sponsor if the intent is to achieve a desired recreational experience, reduce conflicts, and achieve a desired level of environmental quality.

Access Restrictions

The use of card, punch code, or similar privileged locking devices to restrict access to grant-assisted restrooms, showers, or moorage floats is allowed for management purposes. However, the general public²¹ must have access to such facilities at reasonable times (for example, daylight hours) without restriction. This provision does not apply when access is closed to all, such as during repairs or maintenance, or during a low recreational use season (see below).

Commercial and Other Non-recreational Uses

Use Certification

Approval to use a Boating Facilities Program facility for commercial, non-motorized watercraft, non-guest boating, or non-recreational purposes, explained later in this section, is contingent on the sponsor's written request for a "Use Certification." The written request must include specific dates not to exceed a calendar year in duration, exact facilities affected, maps, recreational and non-recreational use data, and monitoring and site plans. RCO must approve the request before the activity begins. This request for certification must guarantee, and any approval will be conditioned upon, the following:

- The use will not interfere with guest, recreational motorboating. Some portion of the facility always must be available to meet off-season or recreational uses.

²⁰Revised Code of Washington 79A.25

²¹The term "public" refers to members of the general public who are recreational motorboaters. Organizations may open Boating Facilities Program-funded facilities to other recreationists if these users do not conflict or compete with recreational motorboaters and their use is of a de minimis nature.

- Boating Facilities Program project elements will be returned completely to guest, recreational use not later than the third Friday in April. Exceptions are listed under the "Other Uses Regardless of Season" and "Launch Facilities" Sections below).
- The use or activity will be safe.
- The use will not damage the facility.
- The sponsor will conform to the board's income policies (Washington Administrative Code 286-13-110 and *Manual 3, Acquisition Projects* or *Manual 4, Development Projects*).

Peak Season

From at least the third Friday in April through September 30, use of a Boating Facilities Program facility for commercial, non-motorized watercraft; non-guest boating; or other non-recreational boating activities is prohibited. Exceptions to this policy are listed below in the "Other Uses Regardless of Season" and "Launch Facilities" Sections.

If provided with written justification, RCO's director may adjust the length of the "High Recreational Use Season" or authorize other exceptions.

Off Season

From October 1 to the third Friday in April, and after a "Use Certification" has been approved by RCO, Boating Facilities Program facilities may be used for the following:

- Moorage of non-commercial recreational vessels.
- Moorage of recreational rental boats for concession operation purposes.
- Moorage of commercial vessels.
- Support of fishing equipment or boat machinery repair or storage.
- Support of salmon net pens or other aquaculture activities.

Other Uses Regardless of Season

Use of a Boating Facilities Program facility for the following purposes is contingent on a "Use Certification" approved by RCO before the activity begins:

- Concession activities that enhance the recreational experience, if performed by an agent of the project sponsor, or through a use agreement with the sponsor.
- Activities such as on-water boat sales, shows, or public events.

- Moorage of watercraft used by a sponsor, or a contractor of the sponsor, while engaged in a construction, renovation, repair, or maintenance activity that lasts more than 10 days.
- Short-term moorage for commercial vessels during loading and unloading of passengers when the destination is a recreation site or facility accessible only or primarily by boat. This includes "general tour" vessels (motorized and non-motorized harbor tours, dinner cruises, sightseeing, private ferries, sports game-day transportation, and so on).

Regardless of the use certification, the board or the RCO director may deny or rescind approval for the "other uses" based on a review. This review may include:

- Any possible immediate or cumulative impact on recreational boaters' ability to use the facility during such events, or
- How well the sponsor has met its use certification guarantees.

Launch Facilities

Launch facilities must be designed and used primarily for public, non-commercial, recreational, motorboat launching and retrieval. Unless otherwise restricted by the grant recipient, these facilities occasionally may be used for a commercial purpose, including launching and retrieving commercial vessels. This commercial use or activity must not:

- Restrict or diminish public recreational use.
- Cause damage to the launch or related facilities.
- Cause an unsafe condition.

Definitions

- **Commercial Use:** The use of any marine craft, facility, or marine recreation land in a way that normally is intended to yield a profit or for purposes other than enjoyment, sport, leisure, or pleasure. This includes, but is not limited to:
 - Commercial fishing, loading or unloading of freight, marine equipment servicing.
 - Use of areas by concessionaire operations.
 - Use involving research or development of underwater resources.
 - On-water vessel sales or demonstration of vessels available for sales.

- **Commercial Vessel:** Includes, but is not limited to, any vessel:
 - Used or retained primarily for commercial purposes.
 - Operated by a person who has been engaged or will be using it to engage in a commercial activity during the current course of travel or passage.
 - Held for charter.
 - Used for the transport of freight or non-recreational fish catches.
 - Used primarily for research or development of underwater resources.
 - Used for the transport of passengers for profit, charter, or fee.
- **Commercial Vessel Used for Personal Recreational Purposes:** A commercial vessel is considered a recreational vessel when it is used solely for personal enjoyment, sport, leisure, or pleasure, and not combined with any commercial use as defined above.
- **Guest Recreational Boating:** Recreational boats using moorage for a maximum of 14 consecutive days are considered short-term, guest recreational boating.

Section 3: Money Matters

In this section, you'll find out about:

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

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 allow state funding to be available to a greater number of projects.²²

Eligible Match

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

- Appropriations and cash
- Bonds – council or voter
- Conservation futures
- Corrections labor
- Donations – the value of using cash, equipment, labor, materials, property rights, or services (see note below)

²²Recreation and Conservation Funding Board Resolution 2005-24

- Force account²³ – the value of using a sponsor’s labor, equipment, and materials
- 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 (that is, a cost incurred by a grant recipient in a project that has been reimbursed by RCO shall not be used as a match on another RCO project).
- Costs that are not eligible for grants.
- Costs that are not necessary or an integral part of the project scope.
- Costs associated with meeting a mitigation requirement for another project or action (e.g., permit requirement, Federal Energy Regulatory Commission relicensing, Habitat Conservation Plan, legal settlement, etc.).
- Costs for items not included in the project agreement.

Match Requirements

Recreation and Conservation Funding Board grants are intended to be the last source of funding for a project. In other words, 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 all of the following:

- An integral and necessary part of the approved project.
- Part of the work identified in the application and project agreement.

²³“Force account” means to use the applicant’s resources as opposed to that of contractors, volunteers, or others.

- 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 recreation 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 their projects.

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.

Local Agencies and Native American Tribes

The Recreation and Conservation Funding Board shall give funding priority to those projects whose matching share demonstrates greater non-government contributions.

The Recreation and Conservation Funding Board pays up to 75 percent of a project's cost while the local agency or Native American tribe pays a minimum of 25 percent.

Local Agencies Only²⁴

At least 10 percent of the total project cost must be provided in the form of a non-state, non-federal contribution.

State Agencies

State agencies do not need to provide a match. However, all applicants are encouraged to find ways to reduce government costs as much as possible. This is reflected in the project evaluation criteria.

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

²⁴Recreation and Conservation Funding Board Resolution 2005-24

expenditure before the Recreation and Conservation Funding Board approves funding. All applicants are required to sign and submit a Certification of Match form 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 measures. This certification is due at least 1 calendar month before Recreation and Conservation Funding Board action.²⁵ 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.²⁶ 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

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 inmates, community service labor, and volunteers), and material is discussed in *Manual 8, Reimbursements*. RCO strongly encourages applicants to secure written confirmation of all donations they plan to use as match and attach the donation letters to their PRISM Online applications.

Donated land must expand existing recreation lands or stand on its own as a viable recreation 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

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

²⁵Washington Administrative Code 286-13-040(3)

²⁶Recreation and Conservation Funding Board Resolution 2005-24

Other Grants

In some cases, a sponsor may use funds awarded from a separate grant program as its match. 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.

The eligibility of federal funds to be used as a match may be governed by federal and state 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.

RCO Grants as Match²⁷

Another Recreation and Conservation Funding Board grant or Salmon Recovery Funding Board grant may be used to help meet the match requirements if all of the following conditions are met:

- 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.
- *Local agencies only must provide* at least 10 percent of the total costs of the eligible elements being matched 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.²⁸

Mitigation Funds

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.

²⁷Recreation and Conservation Funding Board Resolution 2005-24

²⁸Recreation and Conservation Funding Board Resolution 2014-06

Grant Limits

By statute, half of available boating funds are reserved for local agency projects and half for state agency projects.

Local Agencies and Native American Tribes

The board allows grants up to:

- \$1 million for a development project
- \$1 million for a land acquisition project
- \$1 million for a project that combines acquisition and planning OR acquisition and development
- \$200,000 for a planning project
 - Planning means architecture and engineering, environmental review, cultural resources, and permitting. See the section on planning projects earlier in this manual for more information.
 - Grant limit will be 20 percent of the estimated construction cost or \$200,000, whichever is less.

State Agencies

The total of all Boating Facilities Program dollars requested by any single state agency may not exceed twice that estimated by the Recreation and Conservation Funding Board to be available for state agencies in a grant cycle.

Administration, Architecture, Engineering

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

Architecture and engineering costs for development and renovation projects are limited to 20 percent of the total development project cost.

Additional information about eligibility and reimbursement maximums for these elements is contained in *Manual 3, Acquisition Projects* (administration costs) and *Manual 4, Development Projects* (architectural and engineering costs).

Cost Overruns

Project cost overruns are the responsibility of the sponsor. Also, the Recreation and Conservation Funding Board will not reimburse more than the sponsor's actual expenditures. If unused funds are available, RCO may consider a cost increase. See *Who Makes Decisions* (page 2) for more information about cost increase requests.

Records and Reimbursement

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 find out about:

- ✓ The Boating Programs Advisory Committee
- ✓ Evaluation criteria

Boating Programs Advisory Committee

RCO manages the Boating Facilities Program and the Boating Infrastructure grant program with the assistance of a standing advisory committee. The Boating Programs Advisory Committee's role is to recommend policies and procedures to RCO for administering grant funds and to review, evaluate, and score grant applications. The resulting ranked lists are the basis for funding recommendations to the Recreation and Conservation Funding Board. The Recreation and Conservation Funding Board makes the final funding decision in an open public meeting.

In recruiting members for the committee, RCO seeks to appoint people who possess a statewide perspective and are recognized for their experience and knowledge of outdoor recreation and boating in Washington.

Check RCO's Web site for the current committee membership at www.rco.wa.gov/grants/advisory_committees/boating.shtml.

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

Do Not Fund Recommendation

Occasionally during evaluations, the advisory committee may express significant concerns about a project, such that it would like to discuss a "Do Not Fund" recommendation. If this occurs, the advisory committee may discuss its concerns at the post-evaluation meeting, which takes place after application scores are tabulated.

If a "Do Not Fund" recommendation is scheduled to be considered, RCO will notify the applicant in writing, identify the significant concerns expressed by the evaluators, and invite the applicant to attend the post-evaluation meeting to respond to questions. The applicant also may submit a written response to the evaluators' concerns. To ensure all projects are treated equally, no additional testimony from applicants or visitors is taken at the post-evaluation meeting. The advisory committee determines a "Do Not Fund" recommendation by a simple majority vote of the committee members that participated in application evaluations.

RCO staff will forward to the board a summary of the "Do Not Fund" recommendation and any committee member comments. The board will consider the advisory committee's recommendation at a regularly scheduled public meeting, before the ranked lists are adopted (consideration may take place at the same meeting, but the "Do Not Fund" recommendation will be discussed before the ranked lists are adopted). The board retains discretion in awarding all grant funds.

Evaluation Criteria

Boating Facilities Program Evaluation Criteria Summary				
Scored by	Question	Item	Project Type ²⁹	Possible Points
Advisory Committee	1	Need	All	15
Advisory Committee	2	Site Suitability	All	15
Advisory Committee	3a	Urgency	Acquisition	10
			Acquisition and Planning	5
			Acquisition and Development	5
Advisory Committee	3b	Project Design	Development	10
			Acquisition and Development	5
Advisory Committee	3c	Planning Success (architecture and engineering only)	Planning	10
			Acquisition and Planning	5
Advisory Committee	4	Cost-benefit	All	10
Advisory Committee	5	Sustainability and Environmental Stewardship	All	5
Advisory Committee	6	Boats on Trailers	All	5
Advisory Committee	7	Boating Experience	All	6
Advisory Committee	8	Readiness	All	5
Advisory Committee	9	Statewide Comprehensive Outdoor Recreation Plan Priorities	All	5
RCO Staff	10	Matching Shares (including non-government contributions)	All	4 Local
				1 State
RCO Staff	11	Proximity to People	All	1
RCO Staff	12	Growth Management Act (local agencies) Preference	All	0
Total				Local=81 State=78

²⁹All project types=Acquisition, development or renovation, combination, and planning (architecture, engineering, or permit related). Combination projects include both acquisition of real property and either development or planning activities.

Scoring Criteria

Scored by the Advisory Committee

1. Need. Is the project needed?

Consider whether the project addresses boater needs as described in the *Boating Grant Programs Plan*. Consider the goal of the project and how it relates to the service area:

- Inventory of existing sites and facilities
- Physical condition of the inventory
- Un-served or under-served populations
- Amount of use of existing sites
- Potential use of proposed sites
- How the project meets the need

Is the project named by location or type as a priority in an adopted plan? Examples of such plans include: comprehensive, shoreline, port, waterfront access, park, open space, capital improvement, and capital facilities.

For example, a proposal for a new site in a large city with few existing sites likely would seem to fill a substantial need and could receive a high score. A proposal for improving a geographically remote site accessing an important sport fishery in high demand could also receive a high score.

▲ Point Range: 0-5 points, which staff later multiplies by 3.

2. Site Suitability. Is the site well-suited for the intended recreational uses?

Consider the following:

- The site's size and location
- Topography and soil conditions
- Existing facilities or development (if any)
- Adjacent land uses
- Natural features or attractions (such as productive fishing locations)

- Alternatives that may have been considered

In general, sites more suitable for the intended uses should get higher scores.

▲ Point Range: 0-5 points, which staff later multiplies by 3.

3a. Urgency (any project with acquisition as a component). How urgent is the need for funding from the Recreation and Conservation Funding Board?

If grant funding is not made available, will public access or use be lost? Consider the availability of alternatives. Where none exist, the significance of Boating Facilities Program funding may be higher. Boating Facilities Program funding shall augment, not replace, other sources of funding available to the grant recipient.

▲ Point Range: 0-5 points. Staff later multiplies acquisition only projects by 2.

0 points	No evidence presented.
Low score	Minimal urgency. Site opportunity appears to be in no immediate danger of a loss in quality or to public use in the next 2 years.
Medium score	Actions are under consideration that could result in the opportunity losing quality or becoming unavailable for future public use.
High score	Actions will be taken that will result in the opportunity losing quality or becoming unavailable for future public use.

3b. Project Design (development or acquisition and development projects only).

Is the proposal appropriately designed for the intended use?

Recreation and Conservation Funding Board policy rewards design standards and construction techniques intended to maximize service life, minimize routine maintenance, and avoid environmental impacts.

For example, if users of a proposed boat ramp can be expected to be power loading, solid concrete ramp construction may be more appropriate than concrete plank construction. In harsh marine conditions, steel piling or concrete could be expected to have a longer service life than timber piling.

Evaluators should consider design and construction elements such as:

- Accurate cost estimates

- Aesthetics
- Future maintenance needs*
- Innovative and creative elements*
- Materials and specifications*
- Risk management
- Space relationships*
- User friendly elements

*Barrier-free considerations

- ▲ Point Range: 0-5 points. Staff later multiplies development only projects by 2. No multiplier for combination acquisitions and development projects.

Revised February 9, 2016 by Recreation and Conservation Funding Board Resolution 2016-10.

3c. Planning Success (planning or acquisition and planning projects only). What potential does this project have to successfully complete the required documents needed to start a development project?

Evaluators are asked to judge how likely it is that the project will result in development in the near future. Factors to consider include:

- Cost-effective design and construction standards.
- Site conditions that might require extraordinary or unique architectural and engineering efforts.
- The results of public involvement.
- Whether design approaches are untested or have tested successfully.
- The experience or expertise of the organization that will do the work.
- The complexity or feasibility of environmental mitigation that could be required.

- ▲ Point Range: 0-5 points. Staff later multiplies planning only projects by 2.

4. Cost-Benefit. Do the benefits of the project outweigh the costs?

Having reviewed the technical and other merits of the project proposal, evaluators now are asked to determine its overall cost-benefit.

Cost can be more than dollars. It also can be unacceptable harm to the environment, or something that causes unnecessary ill will for boaters.

Benefit is the gain realized with the requested level of public investment. It can be gain for boaters, the environment, or the public, or some other gain.

Proposals demonstrating greater net benefits should score higher than proposals with limited value, or with value at too great a cost.

▲ Point Range: 0-5 points, which staff later multiplies by 2.

5. Sustainability and Environmental Stewardship. Will the project result in a quality, sustainable, recreational opportunity (or planned opportunity) while protecting the integrity of the environment?

▲ Point Range: 0-5 points.

Factors to consider by project type are outlined below.

Acquisition, Planning, and Combination Acquisition and Planning Projects

- In evaluating alternative sites, did you reject them to avoid impacts to valuable ecosystem functions or habitat loss?
- How will the proposed uses avoid environmental impacts and support the ecosystem functions of the property or adjacent water body?
- Are there invasive species on site? If there are, what is the response plan? Will the planned development of the property limit the presence and spread of invasive species?
- What is the strategy or plan for maintenance and stewardship of the site? How will your planned operation and maintenance of the site protect water and air quality? What low impact actions will you take to achieve the longest useful life of the facility?
- How do the natural characteristics of the site support future planned uses? What natural elements of the site do you plan to retain?
- For the planned use of the site, do you expect to go beyond the expected permitting and mitigation requirements?

- Materials – What sustainable materials are planned for inclusion in the project? What low impact actions will you take to achieve the longest useful life of these materials while at the same time making the most your maintenance funds?
- Will the planned project protect wetlands or wetland functions? Describe the size, quality, and classification.
- Is there an opportunity for public environmental education?
- Compare your site and your expected development to other sites or developed sites on the subject water body. How is your planned development more sustainable and environmentally responsible than others?
- What other noteworthy characteristics of the planned project contribute to environmental protection, energy efficiency, less maintenance, fewer environmental impacts, or sustainability?

Development

- Does the proposed development protect natural resources onsite and integrate sustainable elements such as low impact development techniques, green infrastructure, or environmentally preferred building products?
- Vegetation and Surfaces – Are you replacing invasive plant species with native vegetation? Are you using pervious surfaces for any of the proposed facilities?
- Education – Are you installing interpretive panels or signs that educate users about sustainability?
- Materials – What sustainable materials are included in the project? What low impact actions will you take to achieve the longest useful life of these materials while at the same time making the most your maintenance funds?
- Energy – What energy efficient features are you adding?
- What modes of transportation provide access to the site?
- Water – Is the on-site storm water managed by rain gardens, porous paving, or other sustainable features? Does the design exceed permit requirements for storm water management?

- If there are wetlands on site, describe the size, quality, and classification and explain how the design considers the wetland functions.
- What is the strategy or plan for long-term maintenance and stewardship of the site?
- What other developed features will contribute to increasing energy efficiencies, reducing maintenance, minimizing environmental impacts, or being more sustainable?

Added February 9, 2016 by Recreation and Conservation Funding Board Resolution 2016-10.

6. Boats on Trailers. Does the proposed project predominantly serve boats on trailers?

▲ Point Range: 0-5 points.

Added February 9, 2016 by Recreation and Conservation Funding Board Resolution 2016-10.

7. Boating Experience. How will the project affect the boating experience?

Boaters are increasingly concerned about the quality of the boating experience. Although the meaning of a quality experience is highly personal, evaluators should consider the complex relationships among:

- The size and location of the water body to be accessed.
- The number and types of boats using that water body.
- The traditional or historic use of the water body.
- The number and types of additional boats that could gain access.
- Current and expected boat speeds.

Evaluators are asked to consider the overall potential impact of a proposal.

▲ Point Range: -2 to 3 points, which staff later multiplies by 2.

-2 or -1 points Proposal will harm or disrupt a quality boating experience.

0 points Proposal will not change the boating experience.

1 to 3 points Proposals will enhance or improve quality boating.

8. Readiness. Is the project ready to proceed?

The Recreation and Conservation Funding Board policy encourages proposals that are ready for immediate implementation. That is, an applicant should be ready to start work as soon as a project agreement is signed.

Acquisition proposals that have completed negotiations should get a higher score than a proposal for which negotiations are still underway or have not yet started.

Development proposals with permits in hand should score higher than proposals that are in the process of securing permits.

An architecture and engineering proposal may merit a high score if it is clear that work on the permit or plan can start immediately.

▲ Point Range: 0-5 points. There is no multiplier.

9. Statewide Outdoor Comprehensive Recreation Plan Priorities. How will this project address statewide or regional priorities as described in the Statewide Outdoor Comprehensive Recreation Plan?

- How will this project specifically provide a diversity of recreation opportunities that meet the needs of the state's underserved populations which are:
 - People with disabilities
 - People of color
 - Residents over 46 years old
 - Women
- How will this project help increase physical activities among people of all ages and abilities or low income and diverse communities?
- Will this project support federal, state, regional, or local health initiatives such as:
 - National Physical Activity Plan
 - Healthy Communities Washington from the Washington Department of Health

- Local Community Health Assessment or Local Community Health Improvement Plan
- Health Impact Assessments from the Robert Wood Johnson Foundation and Pew Charitable Trust

▲ Point Range: 0-5 points.

Added February 9, 2016 by Recreation and Conservation Funding Board Resolution 2016-10.

Scored by RCO Staff

10. Matching Shares. To what extent will the applicant match Boating Facilities Program funds with contributions from its own resources?

To qualify, contributions must be eligible for Boating Facilities Program funding, and may include:

- Cash, the value of donated labor, equipment, and materials.
- The value of donated land or lesser interests in land, except when the interest is owned by the applicant or by a public agency.

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

▲ Point Range: 0-4 points.

Local Agencies

- | | |
|----------|--|
| 0 points | 0-25 percent of project's value will be contributed from applicant resources. |
| 1 point | 25.01-45 percent of project's value will be contributed from applicant's resources. |
| 2 points | 45.01-55 percent of project's value will be contributed from applicant's resources. |
| 3 points | 55.01 percent or more of project's value will be contributed from applicant's resources. |

Local and State Agencies

- | | |
|---------|---|
| 1 point | Staff adds 1 point to the score assigned above if an applicant demonstrates that its matching share includes non-government |
|---------|---|

contributions equivalent to 10 percent or more of the total project cost.

Revised November 19, 2004

11. Proximity to People. Is the project site in a populated area?

The Recreation and Conservation Funding Board policy is to give preference to projects in populated areas. Populated areas are defined in Revised Code of Washington 79A.25.250 as a town or city with a population of 5,000 or more, or a county with a population density of 250 or more people per square mile.

Is the project in an area meeting this definition?

▲ Point Range: 0-1 point.

0 points No

1 point Yes

12. Growth Management Act Preference. Has the applicant made progress toward meeting the requirements of the Growth Management Act?³⁰

State law requires that:

- A. Whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant³¹ has adopted a comprehensive plan and development regulations as required by Revised Code of Washington 36.70A.040 ("state law").
- 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

³⁰Revised Code of Washington 43.17.250 (Growth Management Act preference required.)

³¹All references to applicants in this question refer to counties, cities, and towns only.

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.

Scores for this question are based on information from the state Department of Commerce, Growth Management Division. If an agency's comprehensive plan, development regulations, or amendments have been appealed to a Growth Management Act Hearings Board, they cannot be penalized during the period of the appeal. Scoring occurs after RCO's technical completion deadline.

▲ Point Range: -1 to 0 points.

- 1 point Applicant does not meet the requirements of Revised Code of Washington 43.17.250.
- 0 points Applicant meets the requirements of Revised Code of Washington 43.17.250.
- 0 points Applicant is a nonprofit organization, or state or federal agency.