

Manual 10a

Washington Wildlife and Recreation Program

Outdoor Recreation Account

March 2018

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At a Glance

Washington Wildlife and Recreation Program's Outdoor Recreation Account					
	Local Parks	State Lands Development and Renovation	State Parks	Trails	Water Access
Purpose	Grants to provide parks.	Grants to develop or renovate state recreation lands.	Grants to buy and develop state parks.	Grants to provide public trails open to pedestrians, equestrians, or bicyclists.	Grants to provide access to the water for non-motorized boating and water-related recreation.
Who may apply?	<ul style="list-style-type: none"> Local agencies Native American tribes Special purpose districts 	<ul style="list-style-type: none"> State Department of Fish and Wildlife State Department of Natural Resources 	State Parks and Recreation Commission	<ul style="list-style-type: none"> Local agencies Native American tribes Special purpose districts State agencies 	<ul style="list-style-type: none"> Local agencies Native American tribes Special purpose districts State agencies
When are applications due?	May 1, 2018	May 1, 2018	May 1, 2018	May 1, 2018	May 1, 2018
When are grants awarded?	July 2019	July 2019	July 2019	July 2019	July 2019

Washington Wildlife and Recreation Program's Outdoor Recreation Account					
	Local Parks	State Lands Development and Renovation	State Parks	Trails	Water Access
What types of projects are eligible?	<ul style="list-style-type: none"> Acquisition Development or renovation Combination of acquisition and development or renovation 	Development or renovation	<ul style="list-style-type: none"> Acquisition Development (renovation is not eligible) Combination of acquisition and development 	<ul style="list-style-type: none"> Acquisition Development or renovation Combination of acquisition and development or renovation 	<ul style="list-style-type: none"> Acquisition Development or renovation Combination of acquisition and development or renovation
What are the grant limits?	<ul style="list-style-type: none"> Acquisition: \$1 million Development: \$500,000 Combination: \$1 million 	\$25,000-\$325,000	None	None	None
What must I contribute?	<ul style="list-style-type: none"> 50 percent. See the match reduction policy for exceptions. 	No match required	No match required	<ul style="list-style-type: none"> Local governments: 50 percent. See the match reduction policy for exceptions. State agencies: No match required. 	<ul style="list-style-type: none"> Local governments: 50 percent. See the match reduction policy for exceptions. State agencies: No match required.
Is a plan required?	Applicants need a comprehensive outdoor recreation plan to apply. See <i>Manual 2, Planning Policies and Guidelines</i> . Plans are due March 1, 2018.				
How is my project evaluated?	An advisory committee hears your in-person	An advisory committee evaluates your	An advisory committee hears your in-person	An advisory committee hears your in-person	An advisory committee hears your in-person

Washington Wildlife and Recreation Program's Outdoor Recreation Account

	Local Parks	State Lands Development and Renovation	State Parks	Trails	Water Access
	presentation and scores your project.	written application and scores your project.	presentation and scores your project.	presentation and scores your project.	presentation and scores your project.
What's new this year?	<ul style="list-style-type: none"> • Added a match reduction policy • Added "confer" to the local review requirement for acquisitions • Modified the fund allocation policy for acquisitions • Modified the control and tenure policy for aquatic lands • Adopted exceptions to the public access policy • Removed the <i>State Comprehensive Outdoor Recreation Plan</i> evaluation criterion • Modified the Public Need criterion to 	<ul style="list-style-type: none"> • Modified the control and tenure policy for aquatic lands • Adopted exceptions to the public access policy • Added a firearms and archery range safety policy 	<ul style="list-style-type: none"> • Added "confer" to the local review requirement for acquisitions • Modified the fund allocation policy for acquisitions • Modified the control and tenure policy for aquatic lands • Adopted exceptions to the public access policy • Added a firearms and archery range safety policy 	<ul style="list-style-type: none"> • Added a match reduction policy • Added "confer" to the local review requirement for acquisitions • Modified the control and tenure policy for aquatic lands • Adopted exceptions to the public access policy • Removed the <i>State Comprehensive Outdoor Recreation Plan</i> evaluation criterion • Modified the Need evaluation criterion to incorporate priorities in the <i>Washington State</i> 	<ul style="list-style-type: none"> • Added a match reduction policy • Added "confer" to the local review requirement for acquisitions • Modified the control and tenure policy for aquatic lands • Adopted exceptions to the public access policy • Removed the <i>State Comprehensive Outdoor Recreation Plan</i> evaluation criterion • Modified the Public Need evaluation criterion to incorporate priorities in the

Washington Wildlife and Recreation Program's Outdoor Recreation Account				
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incorporate priorities in the <i>Washington State Recreation and Conservation Plan 2018-2022</i> and the Recreation and Conservation Funding Board's <i>Unifying Strategy</i> <ul style="list-style-type: none"> Added a firearms and archery range safety policy 			<i>Recreation and Conservation Plan 2018-2022</i> and the Recreation and Conservation Funding Board's <i>Unifying Strategy</i> <ul style="list-style-type: none"> Added a firearms and archery range safety policy 	<i>Washington State Recreation and Conservation Plan 2018-2022</i> and the Recreation and Conservation Funding Board's <i>Unifying Strategy</i> <ul style="list-style-type: none"> Added a firearms and archery range safety policy

Section 1: Introduction

In this section, you'll learn about the following:

- ✓ The Washington Wildlife and Recreation Program
- ✓ Recreation and Conservation Funding Board
- ✓ Where to Get Information
- ✓ Grant process and timeline

The Washington Wildlife and Recreation Program

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

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

Accounts and Categories

State law² divides WWRP funding into three accounts. Appendix A illustrates the distribution of funding into those accounts. The accounts are divided further into categories with unique funding priorities. The accounts and categories are listed below.

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

²Revised Code of Washington 79A.15

Farm and Forest Account

- Farmland Preservation Category
- Forestland Preservation Category

Habitat Conservation Account

- Critical Habitat Category
- Natural Areas Category
- Riparian Protection Category
- State Lands Restoration and Enhancement Category
- Urban Wildlife Habitat Category

Outdoor Recreation Account

- Local Parks Category
- State Lands Development and Renovation Category
- State Parks Category
- Trails Category
- Water Access Category

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

See Section 2 for more details about each category.

Recreation and Conservation Funding Board

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

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

Manual Authority

This manual is created under the authority granted to Recreation and Conservation Funding Board in WWRP's enabling legislation and Revised Code of Washington 79A.15.070(1) and (5) and 79A.25.005. It reflects the specific statutory requirements of Revised Code of Washington 79A.15, Title 286 of the Washington Administrative Code, and the Recreation and Conservation Funding Board's policies.

Who Makes Decisions

The Recreation and Conservation Funding Board makes the final decisions for funding, policies, and project changes, although some decisions it has delegated to the agency director.

Board Decisions

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

- Initial grant approval.
- 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 board or director approval date.

Director Decisions

The RCO director, or designee, makes many project decisions based on rules and board policies. The decisions range from authorizing payments to approving cost increases to approving payment of charges in excess of lower bids to terminating projects.

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

Where to Get Information

Recreation and Conservation Office:

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

Telephone: (360) 902-3000
FAX: (360) 902-3026
TTY: (360) 902-1996
[Web site](#)

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.

Other Grant Manuals You'll 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](#)
- [Manual 3, Acquisition Projects](#)
- [Manual 4, Development Projects](#)
- [Manual 5, Restoration Projects](#)
- [Manual 7, Long-term Obligations](#)
- [Manual 8, Reimbursements](#)

Grant Process and Timeline

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

Even-numbered Years

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

Entering Applications. RCO strongly encourages applicants to start the online application early. PRISM Online is usually open by March 1. Applicants log into PRISM Online and select the “Get Started/Start a New Application” button to enter grant application information. RCO uses this information to assign an outdoor grants manager. This manager guides applicants through the process, reviews application materials, helps determine whether proposals are eligible, and may visit the project site to discuss site-specific details. Click here to [learn more about Prism's components and technical requirements](#).

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.

RCO’s Web site has a list of [eligible applicants](#). To verify or establish eligibility for a specific grant program, contact RCO’s planning specialist.

Applications Due. Applications are due in early May of even-numbered years. The application includes the data entered into PRISM and all required attachments. Applicants should “submit” the application before the deadline. The “Check Application for Errors” button on the “Submit Application” screen will indicate which pages are incomplete. Incomplete applications and applications received after the deadline will be rejected unless RCO’s director has approved a late submission in advance. Follow the requirements in the “[Applicant's To Do List](#)” online.

Technical Reviews. Applicants may attend a technical review meeting, where they present their projects to a WWRP advisory committee and RCO staff, who review projects to ensure they are eligible, identify any issues of concern, and provide feedback on the strengths and weaknesses of each proposal. Applicants make 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 and resubmit their applications by the technical completion deadline.

Note: RCO uses a written review process for the State Lands Development and Renovation Category.

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

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

Project Evaluation. Applicants make an oral presentation, illustrated with maps, graphics, and photographs in PowerPoint® to the evaluation committee, which scores each proposal against a set of criteria approved by the Recreation and Conservation Funding Board. In the State Lands Development and Renovation Category, the same information is presented in writing only.

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

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

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

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

Projects that, because of their relative ranking, are beyond available funding levels are known as "alternate projects." Alternate projects are submitted in an amount equal to

50 percent of the dollar amount requested for each category. When possible, no fewer than six alternate projects are submitted.

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

Odd-numbered Years

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

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

Proof of Matching Funds. Local agencies 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.³ 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 makes the final grant awards, again in a public meeting. Applicants are encouraged, but not required, to attend.

Pre-agreement Materials. After grant awards, applicants have 2 calendar months⁴ to submit pre-agreement documents (checklist provided by grants managers.) RCO staff then prepares and issues the grant contracts, called project agreements. Applicants must return the signed agreements within 3 calendar months from the date RCO sends the agreements to the applicants for signature.⁵ 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' Webinar. After the board approves funding, RCO hosts an online workshop for successful grant applicants. This workshop covers sponsors'

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

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

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

responsibilities to comply with the contract, issues that might come up when implementing the project, billing procedures, contract amendments for changes and time extensions, closing project procedures, and long-term compliance.

Ongoing

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

- Develop milestones for project implementation and complete the project within 4 years of the grant award.
- 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.⁶

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

- Executed purchase and sale agreements.
- Proof of permitting approvals.
- Awarded construction contracts.
- Progress on other significant milestones listed in the grant agreement.

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

Project Completion. When a project is completed, sponsors must submit the final bill, final report, and supporting documents needed to close the project as specified in the agreement.⁷ 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 agreement without payment.

⁶Recreation and Conservation Funding Board Resolution 2006-13b

⁷Washington Administrative Code 286.13.040(7)

Section 2: Policies

In this section, you'll learn about the following:

- ✓ Categories and grants offered
- ✓ Eligible applicants
- ✓ Eligible project types and activities
- ✓ Environmental requirements
- ✓ Property requirements
- ✓ Other requirements and things to know
- ✓ Telecommunications facilities
- ✓ Public access
- ✓ Project area stewardship and ongoing obligations

Categories and Grants Offered

Outdoor Recreation Account Categories

This manual contains guidelines for WWRP categories in the Outdoor Recreation Account. See RCO Web site for WWRP [manuals about other accounts and grant categories](#).

Local Parks Category

Grants in this category provide for active (high impact) or passive (low impact) parks. Grants may be used to buy land or develop or renovate land or facilities for parks.

Local agency projects may contain both upland and water-oriented elements. Projects with a primary focus on upland recreation elements, and all outdoor swimming pools, will be classified as Local Parks Category projects.

State Lands Development and Renovation Category

Grants in this category are available only to the Department of Fish and Wildlife and the Department of Natural Resources for development and renovation of outdoor recreation facilities on their existing recreation lands.⁸ Any trails developed must meet the criteria outlined in the Trails Category below.

State Parks Category

Grants in this category are available only to the Washington State Parks and Recreation Commission for acquisition and/or development of state parks. Projects involving renovation of existing facilities are ineligible.

Trails Category⁹

Grants in this category provide for projects whose primary intent is to acquire, develop, or renovate pedestrian, equestrian, bicycle, or cross-country ski trails. Projects may include land and/or facilities, such as trailheads; parking; rest, picnic, or view areas; and restrooms that directly support an existing or proposed public trail. These trails and their landscapes, signs, amenities, and barriers, must conform to applicable federal, state, and/or local codes and regulations. Trails funded through this program may have either hard or natural surfacing, or a combination thereof.

The intent of this funding source is to acquire, develop, or renovate statewide, regional, and community-oriented recreational trails that provide linkages between communities or other trails, or provide access to destinations of interest to recreationists. Trails in this category are routes constructed for recreational use and may be used as alternatives to other forms of transportation.

Trails in this category must be for non-motorized use and cannot be part of a city street or county road ("roadway") such as a sidewalk or unprotected road shoulder, or any other area on the roadway such as a designated bike or combination bike and pedestrian lane.

Trails Must Be Separated from Roadways

Trails adjacent to a roadway must be separated by space and potentially physical barriers to ensure a quality recreational experience.

Where a trail funded in this category is wholly or partially along a roadway, that portion of the trail along the roadway must meet the following criteria:

⁸Lands currently owned or held in trust by the State of Washington

⁹Recreation and Conservation Funding Board Resolution 2016-08

- Be separated from the roadway by a pervious strip of land no less than 10 feet wide (or run length), or
- If less than 10 feet, be separated from a roadway by no less than 3 feet of pervious land as long as a contiguous barrier exists between the roadway and trail.

Barriers may include the following:

- Guardrails, curbs, fence, jersey barriers, or a contiguous row of thick shrubs.
- A grade change of 3 feet or more between a roadway and trail.

Barriers need not be contiguous where needed to allow drainage; create trail or pedestrian connections; to allow room for utilities such as a light pole; or create access for emergency or maintenance services.

A strip of land separating a trail from a roadway may not be required at or approaching a road crossing if the trail needs to be located on a bridge, in a tunnel, or in other areas that have severe spatial limitations due to geography or landownership. In these instances, a barrier other than a curb is still required.

A circulation path or access route developed for pedestrian travel to connect elements, spaces, or facilities within a site is not a trail.

The RCO director may waive non-statutory requirements.

Designed Use and Managed Uses of a Trail¹⁰

For each trail or trail segment, the application shall identify the designed use for the trail. The designed use determines the design, construction, and maintenance parameters for the trail. The design use also determines the level of accessibility requirements for how the trail must be designed, constructed, and maintained to achieve accessibility. The managed use of a trail means the modes of travel that are actively managed and appropriate for the designed use of a trail. A trail or trail segment may only have one designed use even though there may be more than one managed use.

Water Access Category

Grants in this category are for projects that predominately provide physical access to shorelines for non-motorized, water-related recreation activities such as, but not limited to, boating, fishing, swimming, and beachcombing.

¹⁰Architectural Barriers Act Standards, Chapter 2, F247 Trails Advisory

Grants may be used to buy land or develop or renovate land and facilities, including facilities that support water-dependent recreation such as parking, restrooms, picnic areas, access trails, fishing piers, platforms, swim beaches, boat access facilities, and water trails for non-motorized watercraft such as canoes and kayaks.

Choosing a Grant Category

A grant applicant submits a proposal to a specific WWRP category. An applicant should attempt to find a grant category that best fits the project, considering the goals and evaluation criteria. Applicants also may want to consider whether a category prioritizes the funding of acquisition projects over development. RCO staff reviews the applicant's choice and recommends any changes. An applicant may appeal staff's decision to change categories to RCO's director and, if necessary, the Recreation and Conservation Funding Board.

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

Eligible Applicants

Eligible Applicants

Eligible applicants¹¹ for each category are shown below.

Local Parks Category

- Cities, counties, towns
- Federally recognized Native American tribes
- Special purpose districts, port districts, or other political subdivisions of the state providing services to less than the entire state.

State Lands Development and Renovation Category

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

¹¹Revised Code of Washington 79A.15.010 and 79A.15.050(4-8)

State Parks Category

- Washington State Parks and Recreation Commission

Trails and Water Access Categories

- Cities, counties, towns
- Federally recognized Native American tribes
- Special purpose districts, port districts, or other political subdivisions of the state providing services to less than the entire state.
- State agencies (Washington State Parks and Recreation Commission and Washington State Departments of Enterprise Services, Fish and Wildlife, and Natural Resources)

Applicant Requirements

Legal Opinion for First Time Applicants¹²

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

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

¹²Recreation and Conservation Funding Board Resolution 2006-13b

Planning Requirements

To be eligible for a grant, the applicant must submit a comprehensive outdoor recreation plan that has been adopted by the applying organization's governing body.¹³ Plans must be accepted by RCO by March 1 in even-numbered years. Once RCO accepts the plan, the applicant is eligible to apply for grants for up to 6 years from the date the applicant organization adopted the plan. It is the applicant's responsibility to ensure that plans and documents are current. For further information, consult *Manual 2, Planning Policies and Guidelines*. Co-sponsors also should consult the "Joint and Cooperative Projects" section in *Manual 3, Acquisition Projects*, *Manual 4, Development Projects*, or *Manual 5, Restoration Projects*.

Eligible Project Types

Acquisition Projects

An acquisition project is one that purchases or receives a donation of fee or less than fee interests in real property. These interests include, but are not limited to, conservation easements, access and trail easements, covenants, water rights, leases, and mineral rights. Acquisition of less than fee interests must be for at least 50 years and may not be revocable at will. Properties must be developed within 5 years from the date the property was acquired. Guidelines for acquisition projects are in *Manual 3, Acquisition Projects*.

Development or Renovation Projects

A development project is construction or work resulting in new elements, including but not limited, to structures, facilities, and/or materials to enhance outdoor recreation resources. A renovation project is intended to improve an existing site or structure in order to increase its useful service life beyond current expectations or functions. This does not include maintenance activities. Applicants submitting projects for development and/or renovation must select development as the project type in PRISM Online. Guidelines for development and renovation projects are in *Manual 4, Development Projects*.

Combination Projects¹⁴

Combination projects involve acquisition and facility development or renovation. To help ensure timely completion of these projects, applicants must secure the property by one of the following methods at least 1 month before the Recreation and Conservation Funding Board considers approving funding:

¹³Washington Administrative Code 286-13-035(1)

¹⁴Recreation and Conservation Funding Board Resolution 2004-08

- 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 via a “Waiver of Retroactivity,” applicants also must provide draft copies of all leases or easements to RCO for review. Execution of the leases or easements must occur within 90 days after the funding meeting.

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

Multi-Site Development or Renovation Projects

State Lands Development and Renovation Category¹⁵

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

- All elements, across all sites, must be of the same type (for example, fishing docks, vault toilets, parking, etc.).
- All elements must be in no more than two adjacent counties and/or within the same recreation, natural, or wildlife area.
- All elements must meet the Office of Financial Management’s capital project criteria, defined in the biennial publication *Washington State Capital Plan Instructions*.
- Funding for each site may total no more than \$100,000.
- No more than five sites may be included in a single project.

¹⁵Recreation and Conservation Funding Board Resolution 2006-13b

Trails and Water Access Categories¹⁶

Applications for development of trails or water trails may include more than one location under the following conditions:

1. The proposed trail or water trail development at each location is:
 - On the same body of water in the same county for water trail systems,
 - On the same trail in the same county for land-based trail systems, or
 - On the same land or water trail system within two counties of the sponsor's management unit.
2. The proposed development at each location must result in a contiguous trail experience under the control of the sponsor when the project is complete. The contiguous trail experience does not need to be fully developed, but it must be open and maintained for use by the public.
3. Sponsors must maintain the area developed at the locations funded in the grant as well as the area of the contiguous trail experience for the period of ongoing obligations in the project agreement.

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.

The Recreation and Conservation Funding Board may consider progress and sponsor performance on previously funded project phases when making decisions on current project proposals.

¹⁶Recreation and Conservation Funding Board Resolution 2015-24

If two or more projects are ranked equally through the evaluation process, the Recreation and Conservation Funding Board will give preference to a project that has had a previous phase funded by the board.¹⁷

Eligible Project Activities

Acquiring Land

Purchasing or receiving a donation of fee or less than fee interest in real property. Incidental costs related to acquisitions are eligible. Additional rules for land acquisition are in *Manual 3, Acquisition Projects*.

Developing or Renovating Facilities

The Outdoor Recreation Account allows development and renovation¹⁸ of active and passive public outdoor recreation and access facilities. Complete guidelines for development projects are in *Manual 4, Development Projects*.

Eligible project elements by category include the following:

Local and State Parks

- Athletic fields
- Buildings (limited – see clarification below)
- Campgrounds (including overnight recreational facility structures)¹⁹
- Firearm or archery ranges²⁰
- Fishing floats
- Hard court areas, such as skate parks, tennis courts, and basketball courts
- Interpretive kiosks, signs
- Outdoor swim pools and ice rinks
- Parking
- Paths, trails
- Picnic shelters
- Play areas
- Restrooms
- Roads
- View areas

¹⁷Recreation and Conservation Funding Board Resolution 2007-27

¹⁸Renovation is not eligible in the State Parks category. Revised Code of Washington 79A.15.050(1)(a)

¹⁹See RCO's *Manual 4, Development Projects* for specific details.

²⁰See *Manual 11, Firearms and Archery Range Recreation* for RCO policy on range and course certification.

In these categories, buildings are an eligible cost; however, furnishings and equipment are ineligible unless consistent with Office of Financial Management capital budget guidelines for state agency projects. These buildings typically include administrative offices, storage buildings, shops, and residences, and are eligible for reimbursement only if they are essential to the operation and maintenance of the assisted site.

State Lands Development and Renovation

- Campgrounds (including overnight recreational facility structures)²¹
- Firearm or archery ranges²²
- Fishing piers and platforms
- Interpretive kiosks, signs
- Launch ramps, floats
- Parking
- Paths, trails
- Picnic shelters
- Restrooms
- Roads
- Viewpoints

Trails

- Benches, tables
- Interpretive kiosks, signs
- Parking
- Restrooms
- Roads
- Site preparation
- Trail surfacing
- Viewpoints

Water Access

- Buoys
- Campsites for water trails
- Fishing piers and platforms
- Interpretive kiosks, signs
- Hand-launch ramps, floats, docks (non-motorized boats)
- Parking
- Paths, trails
- Picnic shelters
- Restrooms
- Roads
- Swimming beaches, floats, docks

²¹See RCO's *Manual 4, Development Projects* for specific details.

²²See *Manual 11, Firearms and Archery Range Recreation* for RCO policy on range and course certification.

Pre-agreement Costs²³

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

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

For development and renovation projects, preliminary costs necessary to get a project ready for the construction phase (i.e. architecture and engineering, permits) are allowable for reimbursement. The sponsor may not incur any construction cost before the period of performance in the agreement, unless approved by the Recreation and Conservation Funding Board. See *Manual 4, Development Projects* for further information.

Ineligible Project Activities

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

- Animal species introduction or propagation, other than biological controls for invasive species, etc.
- Concessionaire buildings or concessionaire space in existing or proposed structures.
- Costs not directly related to implementing the project such as indirect and overhead charges, or unrelated mitigation.
- Crop plantings.
- Environmental cleanup of illegal activities (i.e., removal of contaminated materials or derelict vessels, trash pickup, methamphetamine labs, etc.).
- Fish or wildlife production facilities, such as fish hatcheries for the production of sport fish populations.

²³Washington Administrative Code 286-13-085 and Recreation and Conservation Funding Board Resolution 2017-29

- Indoor facilities such as community centers, environmental education or learning centers, gymnasiums, swimming and therapy pools, and ice skating rinks.
- Multi-site projects, except for the inholdings project in the State Parks Category and those listed as eligible under Multi-Site Projects.
- Offices, shops, residences, and meeting and storage rooms, except as described under “buildings” in the “State and Local Parks” section, above.
- Operation and maintenance costs.
- Properties acquired via a condemnation action of any kind. On multi-parcel acquisitions, sponsors may acquire those parcels that cannot be purchased from a willing seller via condemnation using only non-WWRP funds. Complete documentation of parcels acquired by WWRP funding versus those acquired entirely by sponsor funds under condemnation must be maintained and available. The value of parcels acquired via condemnation may not be used as part of the matching share. Note that development projects on property previously acquired via condemnation; however, are eligible.
- Specific projects identified as mitigation as part of a habitat conservation plan approved by the federal government for incidental take of endangered or threatened species, or other projects identified for habitat mitigation purposes. Also, see *RCO Manuals 3, Acquisition Projects* and *Manual 4, Development Projects* for exceptions.

Environmental Requirements

Cultural Resources Review

Governor’s Executive Order 05-05, Archaeological and Cultural Resources,²⁴ directs state agencies to review all capital construction projects and land acquisition projects carried out for the purpose of capital construction. Such projects must be reviewed for potential impacts to cultural resources²⁵ to ensure that reasonable action is taken to avoid, minimize, or mitigate impacts to these resources.

Review Process

- RCO initiates the review process. Using materials submitted as part of the application, including the cultural resource reporting forms, RCO consults with

²⁴www.governor.wa.gov/sites/default/files/exe_order/eo_05-05.pdf

²⁵Cultural resources means archeological and historical sites and artifacts, and traditional areas or items of religious, ceremonial, and social uses to affected tribes.

the Department of Archaeology and Historic Preservation and affected Native American tribes for a determination of possible impacts to archaeological and cultural resources.

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

See *RCO Manual 3, Acquisition Projects*, *Manual 4, Development Projects*, or *Manual 5, Restoration Projects* for additional details.

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. 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, maintenance, 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.
- Working in streams and moving water or sediment infested with invasive plants, animals, or pathogens from one stream to another via your boots, nets, sampling equipment, or boats.
- 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 spread of invasive species is twofold: Use materials that are known to be free of invasive plants or animals in the 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 grant-funded projects. To the board, "sustainability"

means to help fund a recreation or conservation project that minimizes impact to the natural environment while maximizing the project's service life.

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

Property Requirements

Reviewing Your Project with the Local Jurisdiction²⁶

Before applying for a grant to acquire property in WWRP, applicants must review the proposed project with the county or city with jurisdiction over the project area. The applicant must then provide documentation that they have conferred with the local county or city officials. The jurisdiction's legislative authority may submit a letter to the Recreation and Conservation Funding Board stating its support or opposition of the project. The board shall make the letter available to the Governor and the Legislature when submitting its prioritized project list as part of RCO's biennial capital budget request.

To meet this requirement, the applicant must demonstrate that the conferral²⁷ process has begun by providing each member of the county commission or city council with a packet including all of the following information:

- A cover letter referencing Revised Code of Washington 79A.15.110 along with a request to confer with city or county officials about the project. The letter must state the option for the county or city to send a letter to the Recreation and Conservation Funding Board stating its position on the project. A sample letter is available in the [Acquisition Project Toolkit for Grant Sponsors](#) on the RCO Web site.
- The project description as it will be submitted in the grant application.
- A location map.
- A parcel map of the proposed acquisition properties.

²⁶Revised Code of Washington 79A.15.110

²⁷Confer is defined as a dialogue between project sponsors and local county or city officials with the purpose of early review of potential projects. The dialogue may include any matter relevant to a particular project, which may include but need not be limited to: project purpose and scope; project elements; estimated project cost; costs and benefits to the community; plans for project management and maintenance; and public access.

A copy of the packet must be attached to the project application in PRISM before the application deadline.

The applicant also must document that the conferral process took place. The documentation must be attached to the project application in PRISM before the technical completion deadline and must include all of the following:

- Conferral dates.
- Name and title of each person participating in the conferral process and their relevant organizations.
- A list or map of acquisition properties under consideration.
- A list of the county or city official's key questions or concerns.
- A description of any project revisions resulting from the conferral process.
- A summary of any relevant follow-up actions.

A sample documentation form is available in the [Acquisition Project Toolkit for Grant Sponsors](#) on the RCO Web site.

A local government proposing to acquire property within its own political boundaries meets this requirement by submitting the adopted resolution that is required with the RCO grant application before the application deadline. A local government proposing to purchase property outside its jurisdiction (e.g. a city acquiring land outside its city limits or a county acquiring land within a city's limits) must comply with the conferral requirement.

Landowner Acknowledgement for Acquisition Projects

As part of any grant application for acquisition of real property, the applicant must demonstrate that the landowner is aware of the applicant'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*.

Control of the Land (Development Projects)

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

If the project is on state-owned aquatic lands, the grant applicant will need to secure a lease or easement (use authorization) to use those lands from the Washington Department of Natural Resources. Securing a lease or easement may take up to a year. 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 an extension in advance. Review the control and tenure requirements in *Manual 4, Development Projects* or *Manual 5, Restoration Projects*.

The following online resources may be helpful to review:

- [Grant Projects on State-owned Aquatic Lands](#)
- [Leasing State-owned Aquatic Lands](#)
- [Boundaries of State-owned Aquatic Lands](#)
- [Caring for Washington's Nearshore Environments](#)

Department of Natural Resources' Review of Project Scope

Local government applicants that need to secure a use authorization meeting board policy must do the following:

- Meet with the Department of Natural Resources to review the proposed scope of work.
- Complete a Joint Aquatic Resource Permit Application (JARPA) and give a copy to the Department of Natural Resources.

- Attach to the grant application a Scope of Work Acknowledgement Form (signed by the Department of Natural Resources) by the technical completion deadline.

State agency applicants must follow the same procedure when developing a new facility where one currently does not exist. RCO will coordinate an interagency in-person review of proposals for all other state agency projects.

Applicants must review the control and tenure requirements, including requirements for projects located on state-owned aquatic lands managed by the Department of Natural Resources, in *Manual 4, Development Projects* or *Manual 5, Restoration Projects*.

Other Requirements and Things to Know

Not a Public Hearings Board²⁸

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

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.

Accessibility

Facilities or elements²⁹ 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.

²⁸Recreation and Conservation Funding Board Resolution 2006-13b

²⁹A 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).

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

Federal Rules

For all projects funded with federal funds or other grants that are used by RCO as match to a federal source, grant recipients must comply with [Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) and RCO may require additional information.

You Have to Pay First

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

Public Disclosure Rules

RCO records and files are public records that are subject to the Public Records Act.³⁰ More information about the [RCO's disclosure practices](#) is available on the Web site.

Telecommunications Facilities

Local Parks Category Only

Telecommunications facilities³¹ and equipment cabinets are allowed on funded project sites provided that their placement, construction, modification, or servicing does not diminish the essential purposes of the grant and all of the following criteria are satisfied:

- The antenna³² is attached to a new or existing building or structure that furthers the outdoor recreation purposes of the grant, such as a utility pole, sign, or restroom rooftop.
- The footprint of the equipment cabinet is the minimum necessary.

³⁰Revised Code of Washington 42.56

³¹Telecommunications facility is defined by Federal Standard 1037C at www.its.bldrdoc.gov/fs-1037/fs-1037c.htm.

³²Antenna is defined by Federal Standard 1037C at www.its.bldrdoc.gov/fs-1037/fs-1037c.htm.

- The facility and equipment cabinet are placed, constructed, and modified to have the least impairments, including cumulative impairments, to outdoor recreation opportunities. Concealed or camouflaged facilities and equipment cabinets are preferred.
- Servicing does not interfere with the recreational use of the project area.
- The building or structure to which the facility is attached is not damaged by the facility.
- Facilities and equipment cabinets no longer in use or determined to be obsolete are removed within 12 months of the cessation of use.

Leases or permits issued by the grant recipient for telecommunications facilities are allowed in this grant category. Leases must be equivalent to market rate and managed in accordance with RCO policies on "Concessions and Leases" in Manuals 3 and 4.

Income generated on the project site must be managed in accordance with RCO policies on "Income and Income Use" in RCO Manuals 3 and 4.

Requests for telecommunications facilities that do not meet the criteria in this policy or are on board-funded project sites in other grant categories or programs must be reviewed under the "Allowable Uses Framework" (*Manual 7, Long-term Obligations*).

Public Access³³

Unless otherwise provided for in the Revised Code of Washington 79A.15, projects receiving grants from WWRP for development, recreational access, or fee simple land acquisition must be accessible for public recreation and outdoor education.

Limiting or Restricting Public Access

The Recreation and Conservation Funding Board authorizes limiting or restricting public access to a project area, in a project area, or a portion of a project area, for the following reasons:

- Protection of critical, important, and sensitive species, habitats, or ecosystems.
- Preserving rare or vanishing flora or fauna; or sensitive, threatened, or endangered species; or those proposed for threatened or endangered status, or otherwise a candidate for a listing status review; or a unique species or ecosystem.

³³Recreation and Conservation Funding Board Resolution 2018-06

- Protection of an environmentally sensitive area and to preserve the ecological integrity of a landscape or water body.
- Protection for the safety of the public. For public safety closures, the sponsor must identify a specific hazard with known consequences to visitors. As appropriate to protect the public, before any public safety closure, the sponsor must have first attempted to address public safety problems with common practices such as signs, increased patrols, fencing, or moving infrastructure (parking lots, trails, etc.) where practical.
- Protection of water quality.
- Protection of significant research and education values and resources that might otherwise be compromised by public access, and areas where there is active research or education. These include public access limits described in *The Natural Area Preserves Act*.³⁴
- Protection of historical or cultural resources. However, the sponsor shall allow exemptions to limits on public access in the case of cultural and spiritual uses that do not damage or otherwise adversely affect the protected resources. These exemptions shall occur only if authorized by the landowner.

Additional Public Access Policies

- **Priorities.** Conservation shall be the primary focus of projects in the Habitat Conservation Account, but exclusion of the general public should be avoided.
- **Public Access.** Public access means that the general public has regular access to and use of the grant funded project area at reasonable hours and times of the year.
- **Nondiscrimination.** Sponsors shall not discriminate on the basis of age, race, creed, color, sex or gender, religion, national origin, disability, marital status, or sexual orientation.
- **Credentials.** Allowing access only to a specific group or class of the public based on credentials or profession shall not be considered public access.
- **Constraints:** Where restricting public access is authorized by this policy, such restriction shall be as narrowly constrained as possible to achieve the identified protection goal. Where year-round limits on public access are in place, the

³⁴Revised Code of Washington 79.70

sponsor must have considered and rejected on a sound basis a partial closure (such as limited in time or geography).

- **Signs.** Where restricting public access is authorized by this policy, the requirement to post signs identifying the area as open to the public is waived.
- **Restoring Access.** When the rationale for limiting public access is no longer valid, the area shall be made available for public access.
- **Conservation Easements.** Although public access is encouraged, this policy does not apply to areas purchased under a conservation easement or similar less than fee simple method.
- **Providing Facilities.** Providing public access to the project area does not mean that developed facilities must be provided.

If requested by RCO, the sponsor must provide adequate justification for any limits on public access in project areas. The justification shall include the items in "Approving Additional Limits to Public Access on Case-by-Case Basis" section.

Approving Additional Limits to Public Access on Case-by-Case Basis

To limit public access for reasons other than those listed above, the board delegates its authority³⁵ to approve such limits on public access to the RCO director or designee. In these cases, the sponsor must provide, and RCO shall review, a written request that accomplishes the following:

1. Clearly delineates the area where public access shall be limited.
2. Clearly identifies each specific resource (area, habitat, species, type of water, etc.) in need of protection from public access.
3. Demonstrates that public access will likely (probable, high chance of occurring) have a substantive negative impact to the resources.
4. Describes the type and duration of public access restrictions.
5. Describes how the public was involved in the sponsor's decision-making.

³⁵Revised Code of Washington 79A.15.030(5)

Project Area Stewardship and Ongoing Obligations³⁶

An RCO grant comes with long-term obligations to maintain and protect the project area³⁷ 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.

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.

³⁶Revised Code of Washington 79A.25, Washington Administrative Code 286, RCO's project agreement standard terms and conditions, and Manual 7, Funded Projects.

³⁷Washington Administrative Code 286-04-010(19). Project area is the geographic area that delineates a grant-assisted site which is subject to application and project agreement requirements.

Section 3:

Money Matters

In this section, you'll learn about the following:

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

Grant Limits

The Recreation and Conservation Funding Board establishes grant limits for its programs. The grant limits for each category are shown in the table below. WWRP funds may not exceed 50 percent of a project's total cost, except for state agency projects. See the Match Reduction policy for other exceptions.

Category	Minimum Grant Per Project	Maximum Grant Per Project ³⁸
Local Parks		
Acquisition	None	\$1 million
Development	None	\$500,000
Combination (acquisition with development or renovation)	None	\$1 million; not more than \$500,000 may be for development or renovation costs.
State Lands Development and Renovation	\$25,000	\$325,000
State Parks, Trails, Water Access	None	None

³⁸Recreation and Conservation Funding Board Resolution 2007-25, 2008-09

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

Local Parks and State Parks Categories Only³⁹

The Recreation and Conservation Funding Board adopted a policy to direct its funding and meet statutory requirements for distribution of funds for both acquisition and development projects. Grants will be awarded as follows:

- Fund the Local Parks Category at 40 percent acquisition costs and 60 percent development costs.
- Fund the State Parks Category at 50 percent acquisition costs and 50 percent development costs.

The intent is to accomplish the goals and needs of the local parks community, meet the needs of the Washington State Parks and Recreation Commission and its stakeholders, and provide transparency for the Legislature and others interested in the funding strategy.

All Projects: Administration, Architecture, Engineering

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

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

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

³⁹Recreation and Conservation Funding Board Resolution 2016-52

Match

Matching Share

Match is the project sponsor's contribution to a project. By requiring a match for grants, the Recreation and Conservation Funding Board intends to foster and demonstrate local commitment to the projects and to spread the money from the grant program to a greater number of projects.⁴⁰

Recreation and Conservation Funding Board grants are intended to be the last source of funding for a project. In other words, before the board awards the grant, the required match must be secured so the project can move forward. Board grants also are intended to supplement the existing capacity of a sponsor, not to replace existing funding that would have been used for a project without grant funding.⁴¹

All matching resources must meet the following criteria:

- Be an integral and necessary part of the approved project.
- Be part of the work identified in the application and project agreement.
- Be for eligible work types or elements.
- Be 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.

Except for grant applications submitted within the same biennium, matching resources or board grant funds committed in one board-funded project must not be used as match in another board-funded project.⁴²

The board may require the applicant to provide a portion of its matching resources in local resources.⁴³

⁴⁰Washington Administrative Code 286-13-045(2)

⁴¹Washington Administrative Code 286-13-045(6)

⁴²Washington Administrative Code 286-13-045(7)

⁴³Washington Administrative Code 286-13-045(4)

Local Agencies and Native American Tribes

By statute, local agencies and Native American tribes must contribute matching resources at least equal to the amount of the grant requested.⁴⁴ For example, if an applicant requests a \$250,000 grant, the applicant must contribute \$250,000 for a total project cost of \$500,000. This is called providing a 50 percent or 1:1 matching share. The applicant's share may be reduced if the project meets the needs of an underserved population or a community in need.⁴⁵ See the Match Reduction section below.

Applicants must provide a minimum of 10 percent of the total cost of a project in the form of a local contribution, not from a state or federal source. This policy does not apply to Native American tribes.⁴⁶ For example, if a total project cost is \$500,000, the applicant must provide \$50,000 in matching share from a local source such as local government appropriation, cash, grants, or in-kind donations.

State Agencies

State agencies do not need to provide a match.⁴⁷ However, all applicants are encouraged to contribute matching shares and reduce government cost.

Match Availability and Certification

To help ensure Recreation and Conservation Funding Board projects are ready for implementation upon approval, applicants must have matching funds available for expenditure before the Recreation and Conservation Funding Board approves funding. All applicants are required to sign and submit "Certification of Match" forms to ensure their projects are included in the funding recommendations. 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.⁴⁸ 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 applicants' ability to have the match in place when required.

⁴⁴Revised Code of Washington 79A.15.070(4)

⁴⁵Revised Code of Washington 79A.15.070(4) and Resolution 2017-33

⁴⁶Recreation and Conservation Funding Board Resolution 2005-24

⁴⁷Washington Administrative Code 286-13-045(5)

⁴⁸Washington Administrative Code 286-13-040(3)

When another Recreation and Conservation Funding Board grant is used as match, the "Certification of Match" will be tentative, conditioned on receipt of the other grant or on the sponsor providing the match from other resources. The applicant will have 6 months from the time of the first grant award to certify the match requirements of that grant. To prevent a backlog of unspent grants, the sponsor must finish the project by the earliest completion date of the two grants.⁴⁹

Eligible Match

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

- Appropriations and cash
- Bonds—council or voter
- Conservation futures
- Corrections labor
- Donations—the value of using cash, equipment, labor, land, materials, property rights, or services (see Types of Match section below)
- Force account—the value of using sponsor's equipment, labor, or materials (see Types of Match section below)
- Grants—federal, state, local, and private (see Types of Match section below)
- Local impact and mitigation fees (see Types of Match section below)
- Proceeds of a letter of credit or binding loan commitment
- Other Recreation and Conservation Funding Board grants that meet the requirements outlined below.

⁴⁹Recreation and Conservation Funding Board Resolution 2004-08 and 2006-13b

Not Allowed as Match

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

Types of Match

Donations and Force Account

Donations are eligible only as matching funds and are not reimbursable. This means RCO will not pay more than the sponsor's out-of-pocket expenses. Valuing donations of equipment, labor (including inmates, community service labor, and volunteers), and material is discussed in *Manual 8, Reimbursements*. RCO strongly encourages applicants to secure written confirmations of all donations planned as match and to attach the donation letters to the 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 refers to use of a sponsor's staff (labor), equipment, or materials. These contributions are treated as expenditures for billing purposes.

Federal, State, Local, or Private 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. These grants are eligible only as matching funds and are not reimbursable

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

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

Recreation and Conservation Funding Board Grants as Match⁵⁰

Another Recreation and Conservation Funding Board grant may be used to help meet the match requirements if the following conditions apply:

- The grants are not from the same Recreation and Conservation Funding Board grant program.
- Only elements eligible in *both* grant programs may count as the match.
- Each grant is evaluated independently and on its own merits, as if the match were coming from elsewhere.
- The applicant provides a minimum of 10 percent of the total costs of the eligible elements being matched. This sponsor match may not be from federal or state funds, and may include in-kind contributions. This policy does not apply to Native American tribes.⁵¹
- The grant applications are submitted in the same biennium.⁵²

For evaluation scoring purpose, an RCO grant used as match will not count toward the award of matching share points.⁵³

Mitigation Funds as Match

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

Match Reduction⁵⁴

The Recreation and Conservation Funding Board adopted four policy statements to reduce match for local governments:

⁵⁰Recreation and Conservation Funding Board Resolution 2005-24

⁵¹Recreation and Conservation Funding Board Resolution 2006-13b

⁵²Washington Administrative Code 286-13-045(7)

⁵³Recreation and Conservation Funding Board Resolution 2015-02

⁵⁴Recreation and Conservation Funding Board Resolution 2017-33

- Communities in need
- Underserved populations
- Counties in need
- Federal disaster

Communities in Need

If the grant applicant is a city, town, tribe, or eligible special purpose district with 20,000 residents or fewer, and the median household income is less than the state median household income (\$61,062 as of 2015), the applicant’s match is identified in Table 1.

Table 1. Minimum Match for Communities in Need

Jurisdiction’s Median Household Income as a Percent of State Median Household Income	Minimum Match Required
0-50%	10%
50.01-60%	20%
60.01-80%	30%
80.01-99.99%	40%

Additional requirements are as follows:

- The maximum reduced match for a single project is \$500,000.
- At least 10 percent of total project cost must be provided in the form of a non-state, non-federal contribution.
- If a project is sponsored by more than one organization, all must qualify for some match reduction. Minimum match shall be assigned based on the primary sponsor of the application.
- If the jurisdiction is home to a college or university and 20 percent or more of the jurisdiction’s population is college-enrolled (as identified by the U.S. Census Bureau), the jurisdiction’s median family income, and state’s median family income shall apply in place of its median household income and the state median household income. Removing the college-enrolled population will result in a smaller population and therefore the jurisdiction may be eligible for a reduced match.

Underserved Populations

If the grant applicant is a city, town, tribe, or special purpose district with a median household income less than the state median household income (\$61,062 as of 2015),

and the project is located in a census block group where the median household income is less than 70 percent of the state median household income, the following minimum match in Table 2 applies.

Table 2. Minimum Match for Underserved Populations

Census Block Group’s Median Household Income as a Percent of State Median Household Income	Minimum Match Required
0-55%	10%
55.01-60%	20%
60.01-65%	30%
65.01-69.99%	40%

Additional requirements are as follows:

- The maximum reduced match for a single project is \$500,000.
- At least 10 percent of total project cost must be provided in the form of a non-state, non-federal contribution.
- If a project is sponsored by more than one organization, all must qualify for some match reduction. Minimum match shall be assigned based on the primary sponsor of the application.
- If the jurisdiction is home to a college or university and 20 percent or more of its population is college enrolled (as identified by the U.S. Census Bureau), the jurisdiction’s median family income, and state’s median family income shall apply in place of its median household income, and state median household income. Removing enrolled population also may qualify the jurisdiction for the community in need policy.

Counties in Need

A county shall have match reduced if its median income is less than 70 percent of the state median income, it is distressed (as defined by Washington Employment Security Department), and 60 percent or more of its land base is in a non-taxable status.

The below table shows the match reductions (from 50 percent) for counties. The reductions are cumulative if the county meets more than one condition.

Variables (Any or all may apply)	50% Match Shall be Reduced by the Following: (Cumulative)
County Median Household Income less than 70% of State Median Household Income	10%
County Median Household Income less than 65% of State Median Household Income	10%

Variables (Any or all may apply)	50% Match Shall be Reduced by the Following: (Cumulative)
County is "Distressed" as defined by Washington Employment Security Department	10%
60% or more of land is non-taxable*	5%
75% or more of land is non-taxable*	5%

**Includes properties where the county receives payments in lieu of taxes from a government entity.*

Example:

County A: Starting minimum match is 50 percent. The county has a median household income of 68 percent of the state median income, which is a 10 percent reduction in required match. The county meets no other variables. Minimum match requirement in this case is 50 percent minus 10 percent. County A's minimum required match is 40 percent.

County B: Starting minimum match is 50 percent. The county has a median household income of 64 percent of the state median income, is a "Distressed" county, and 80 percent of its land is non-taxable. County B has met all five equaling a match reduction of 40 percent (50 percent minus 40 percent is 10 percent). County B's minimum required match is 10 percent.

Additional requirements are as follows:

- The maximum reduced match for a single project is \$500,000.
- At least 10 percent of total project cost must be provided in the form of a non-state, non-federal contribution.
- If a project is sponsored by more than one organization, all must qualify for some match reduction. Minimum match shall be assigned based on the primary sponsor of the application.

Federal Disaster

If the grant applicant is a city, town, county, tribe, or special purpose district that is, or is located in, a federally declared disaster area (Major Disaster under the Stafford Act), the minimum match is 25 percent for applications that were submitted within 5 years of the disaster incident period and that meet the following criteria:

- The value of damage to the applicant's assets is at least twice the county per capita public assistance eligibility dollar amount (currently \$3.61)^{55,56} (based on the applicant's population)

Or

- Applicant's annual gross revenues since the disaster incident period have declined by 40 percent

Additional requirements are as follows:

- The maximum reduced match for a single project is \$500,000.
- All match may be provided in the form of a state or federal contribution.
- If a project is sponsored by more than one organization, all must qualify for some match reduction. Minimum match shall be assigned based on the primary sponsor of the application.
- Grant requests using this federal disaster match policy shall be limited to two per jurisdiction each biennium.
- Only non-temporary, permanent work costs shall be considered towards meeting the per capita amount established by Federal Emergency Management Agency.
- The applicant must show damage recovery costs and revenue declines.

Policy Intent

- Reduce the match required for smaller jurisdictions and counties whose ability to raise match is constrained.
- For a low-income jurisdiction (city, town, tribal area, eligible special purpose district) of any population size, reduce the match required for projects in a census block where the income is less than the jurisdiction as a whole.
- Reduce the match required for jurisdictions adversely impacted by a federally declared disaster to support the recovery of assets as well as long-term economic and community recovery.

⁵⁵As reported to Washington Military Department and eligible for public assistance.

⁵⁶Per capita dollar value to be doubled will be the current public assistance county or tribal damage threshold as published annually by the Federal Emergency Management Agency or the Washington Military Department.

Data Sources

For all four policy statements, the data source for income and population shall be the best and most currently available from the U.S. Census Bureau, the Washington State Office of Financial Management, or other sources as may be appropriate.

For jurisdictions' boundaries that do not align with U.S. Census or other data geographies, RCO shall estimate population and income based on U.S. Census block groups or other reliable data sources.

If the applicant's determination of its income, population, or taxable land base does not align with RCO estimates, it may provide alternate data, which may be approved by the RCO director.

Records

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

Section 4:

Project Evaluation

In this section, you'll learn about the following:

- ✓ Project evaluation
- ✓ Advisory committees and evaluation teams
- ✓ Evaluation criteria by category

How Project Evaluation Works

Project evaluation is the competitive process adopted by the Recreation and Conservation Funding Board to guide its grant awards.⁵⁷ It is based on a set of board-approved evaluation questions. The questions are created from statutory and other criteria developed through a public process. The evaluation questions for each category are on the following pages.

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

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

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

⁵⁷Washington Administrative Code 286-13-020

Evaluating Outdoor Recreation Account Projects

Evaluations of local parks, state parks, trails, and water access projects involve an applicant's **in-person oral and graphic presentation** to the advisory committee.⁵⁸ RCO provides the committees with summary application materials.

While the evaluation meetings are open to anyone, they are not public hearings. As such, only applicant designated spokespersons may address the advisory committee. At these meetings, an RCO staff member serves as a nonvoting moderator. Scoring is by secret ballot. Scoring instructions are contained in the individual evaluation instruments. Following the meetings, RCO staff tabulates and compiles all the scores to establish ranked lists of projects. The ranked list is the basis for funding recommendations to the Recreation and Conservation Funding Board.

There are some variations of this process. See below

Growth Management Act Compliance

The Recreation and Conservation Funding Board considers an organization's compliance with the Growth Management Act when awarding grants for public facilities.⁵⁹ The board gives preference through evaluation scoring to towns, cities, and county applicants that are required to plan under the Growth Management Act.⁶⁰ Scoring for compliance with the Act, and other staff-scored evaluation criteria, is based on the organization's status as of the category's technical completion deadline. RCO uses information reported by the Washington State Department of Commerce for scoring Growth Management Act compliance. Agencies in compliance receive a zero score on the question while out of compliance status results in a minus one score.

At the time of application, the applicant should consult its planning department or the [Washington State Department of Commerce's Growth Management Services](#) to determine its compliance status. If the organization is out of compliance, this advance inquiry may give the organization time to change its status before the technical completion deadline. RCO is not responsible for changing an organization's compliance status with the Growth Management Act.

Evaluating Combination Projects

Projects involving both acquisition and development are evaluated on all criteria for both types of projects. To ensure equal treatment for combination projects, the scoring

⁵⁸Recreation and Conservation Funding Board Resolution 2006-13b

⁵⁹Revised Code of Washington 43.17.250

⁶⁰Revised Code of Washington 36.60A

multiplier for some evaluation criteria is half of that used for individual acquisition or development projects.

Evaluating the State Lands Development and Renovation Category

In this category, applicants **submit written responses** to evaluation criteria, which are used to develop a ranked project list. Applicants prepare the following materials and attach to PRISM:

- A maximum of four, single-sided pages for evaluation criteria responses using 8.5" x 11" paper with 1" margins and a 12-point font.
- A maximum of two, single-sided pages for graphics (photographs, graphs, etc.).
- A maximum of two, single-sided pages for maps (regional and site location).
- One, single-sided page for a site development plan.

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

Scoring is by secret ballot. Scoring instructions are contained in the individual evaluation instruments. RCO staff tabulates and compiles all scores to establish ranked lists of projects. The ranked lists are the basis for funding recommendations to the Recreation and Conservation Funding Board.

Evaluating the State Parks Category

Because the State Parks and Recreation Commission is the only recipient of these grants, the Recreation and Conservation Funding Board adopted the process outlined below for this category.⁶¹

1. State Parks staff will submit a list of candidate projects to the State Parks and Recreation Commission at a regularly scheduled meeting. The commission may add or withdraw projects before approving the list of grant applications for the State Parks Category. This meeting is open to the public.
2. State Parks staff will submit grant applications to RCO by established timelines. RCO staff will review the project proposals to determine eligibility, completeness, and consistency with board policies.
3. State Parks will conduct a technical review of the proposed projects with the purpose of improving clarity, substance, and delivery of the presentations. State

⁶¹Recreation and Conservation Funding Board Resolution 2014-07

Parks staff involved with this review may or may not serve as evaluators. RCO staff will moderate and serve as reviewers.

4. State Parks staff will present the projects to the commission, which will score the evaluation question that addresses how well the project implements the commission's priorities. The evaluation scores will remain confidential until after the commission's scoring process. The meeting is open to the public and members of the public may provide written or oral comments.
5. State Parks staff will make in-person presentations to the advisory committee, which will score all projects using board-approved evaluation criteria. RCO staff will moderate the evaluation meeting.
6. After evaluation, State Parks staff will share the preliminary ranked list with the commission. The commission will not have the ability to change the ranking but may withdraw projects.
7. RCO staff will present the preliminary ranked list to the Recreation and Conservation Funding Board for final approval and inclusion with the board's recommendation to the Governor and the Legislature.

Advisory Committees

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

In recruiting members for the WWRP Outdoor Recreation Account advisory committees, RCO seeks to appoint people who possess a statewide perspective and are recognized for their experience and knowledge of outdoor recreation in Washington.

Representatives from the Department of Natural Resources, Department of Fish and Wildlife, and State Parks and Recreation Commission also serve on each of these advisory committees, except on the State Parks Advisory Committee.⁶²

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

Check RCO's Web site for [membership and other details](#).

⁶²Recreation and Conservation Funding Board Resolution 2014-07

Evaluation Criteria

Local Parks Category

Local parks provide property or facilities for active (high impact) or passive (low impact) outdoor recreation. They may contain both upland and water-oriented elements.

Local Parks Criteria Summary					
Scored By	#	Title	Project Type Questions	Maximum Points	Focus*
Advisory Committee	1	Public Need	All	15	State, Local
Advisory Committee	2	Project Scope	All	15	Local
Advisory Committee	3	Immediacy of Threat	Acquisition Combination	10 5	Local
Advisory Committee	4	Project Design	Development Combination	15 7.5	Technical
Advisory Committee	5	Sustainability and Environmental Stewardship	All	10	State
Advisory Committee	6	Site Suitability	Acquisition Combination	5 2.5	Technical
Advisory Committee	7	Expansion/Renovation	All	5	Local
Advisory Committee	8	Project Support	All	10	State, Local
Advisory Committee	9	Cost Efficiencies	All	5	State, Local
RCO Staff	10	Growth Management Act Preference	All	0	State
RCO Staff	11	Population Proximity	All	3	State
Total Points Possible=78					

*Focus—Criteria orientation in accordance with the following priorities:

- State—Those that meet general statewide needs (often called for in Revised Codes of Washington or State Comprehensive Outdoor Recreation Plan [SCORP])
- Local—Those that meet local needs (usually an item of narrower purview, often called for in local plans)
- Technical—Those that meet technical considerations (usually more objective decisions than those of policy).

Detailed Scoring Criteria for Local Parks Category

Advisory Committee Scored

- 1. Public Need.** (acquisition, development, and combination projects) Considering the availability of existing outdoor recreation facilities within the service area, what is the need for new or improved facilities and how will this project address the priorities for underserved populations and health in the *Washington State Recreation and Conservation Plan 2018-2022*?⁶³

Establish the recreation need by inventorying all available outdoor recreation opportunities (quality/quantity) within the service area. In general, areas with fewer outdoor recreation sites will score higher than those with more. In addition, consider whether the project is named by location or type as a priority in an adopted plan.

To assist you in answering the questions about underserved populations and health recommendations, locate your project on the [Grant Applicant Data Tool](#) to determine whether your project is in a census tract in which one or more of the populations listed below are present. You also may provide more specific data about the demographics and health conditions of the population within the service area of the proposed project.

Demographic Measures for Underserved Populations

- The median household income level in the census tract where the project is located is below the median statewide household income level (\$61,062 as of 2015).
- Based on percentage, there are more people of color in the census tract where the project is located than the statewide percentage (30 percent as of 2015).
- Based on percentage, there are more people with a disability in the census tract where the project is located than the statewide percentage (13 percent as of 2015).

Opportunities for Health Improvements

- The body mass index for ages 16-19 in the census tract where the project is located is higher than the state body mass index (22.94 as of 2015).

⁶³Recreation and Conservation Funding Board Resolution 2017-32

- The mortality rate in the census tract where the project is located is higher than the statewide mortality rate (692 as of 2015).

▲ Point Range: 0-5 points, which are multiplied later by 3

Revised October 2017, Recreation and Conservation Funding Board Resolution 2017-32

- 2. Project Scope.** (acquisition, development, and combination projects) Does the project scope meet deficient recreational opportunities within the service area as identified in Question 1 "Public Need?"

This question seeks to determine how well this project satisfies the recreation needs identified in Question 1. Projects that more fully satisfy needs will score higher than those that do less.

Normally, projects offering a variety of recreation opportunities particularly in service areas with few opportunities will score higher than those offering few or a single opportunity. However, if a single, significant need is identified in Question 1 and strongly met as a single element, the project can score well on this question.

▲ Point Range: 0-5 points, which are multiplied later by 3

- 3. Immediacy of Threat.** (acquisition and combination projects) Is there a threat to the public availability of the resources the site possesses?

Consider the availability of alternatives. Where none exists, the significance of a threat may be higher.

▲ Point Range: 0-5 points, which are multiplied later by 2 for acquisition projects and 1 for combination projects

0 points	No evidence presented
1-2 points	Minimal threat; site resource opportunity appears to be in no immediate danger of a loss in quality or to public use in the next 36 months.
3 points	Actions are under consideration that could result in the opportunity losing quality or becoming unavailable for public use.
4-5 points	Actions will be taken that will result in the opportunity losing quality or becoming unavailable for future public use or a threat situation has occurred or is imminent and

has led an organization to acquire rights in the land at the request of the applicant agency.

Revised January 2008, Recreation and Conservation Funding Board Resolution 2008-05

4. Project Design. (development and combination projects) Does the project demonstrate good design criteria? Does it make the best use of the site?

Measure the quality of the functional and aesthetic aspects of the site design as related to the site and the proposed uses. Will site resources appropriately be made available for recreation? Will environmental or other important values be protected by the proposed development? Consider the size, topography, soil conditions, natural amenities, and location of the site to determine if it is well suited for the intended uses. Some design elements that may be considered include:

- Accuracy of cost estimates
- Aesthetics
- Maintenance
- Materials
- Phasing
- Recreation experience
- Risk management
- Site Suitability
- Space Relationships
- User-friendly and universally accessible

▲ Point Range: 0-5 points, which are multiplied later by 3 for development projects and 1.5 for combination projects

Revised January 2014, Recreation and Conservation Funding Board Resolution 2014-06

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

Factors to consider for acquisition and/or development and renovation projects are outlined in the table below.

Acquisition	Development and Renovation
Does the acquisition and proposed development preserve the natural function of the site?	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?
How do the proposed uses protect, enhance or restore the ecosystem functions of the property?	

Acquisition	Development and Renovation
Are there invasive species on site? If there are, what is your response plan?	Vegetation/Surfaces – Are you replacing invasive plant species with native vegetation? Are you using pervious surfaces for any of the proposed facilities?
What is the strategy or plan for maintenance and stewardship of the site?	Education–Are you installing interpretive panels/signs that educate users about sustainability?
How do the natural characteristics of the site support future planned uses? To provide for greater fuel economy, is the proposed acquisition located close to the intended users?	Materials–What sustainable materials are included in the project? Energy–What energy efficient features are you adding?
What modes of transportation provide access to the site?	What modes of transportation provide access to the site?
Does this project protect wetlands or wetland functions? Describe the size, quality, and classification.	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?
How does the proposed acquisition help create connectivity? How many acres are protected already? How critical is this property to the overall plan?	If there are wetlands on site, describe the size, quality and classification and explain how the design considers the wetland functions.
What other noteworthy characteristics demonstrate how the natural features of the site contribute to energy efficiency, less maintenance, fewer environmental impacts, or sustainability?	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?

▲ Point Range: 0-5 points, which are multiplied later by 2

Adopted January 2014, Recreation and Conservation Funding Board Resolution 2014-06

- 6. Site Suitability.** (acquisition and combination projects) Is the site to be acquired well suited for the intended recreational uses?

Compare the site's physical features against the proposed use. Consider the size, topography, soil conditions, natural amenities, and location of the site to determine if it is well suited for the intended uses. In general, sites most compatible to the uses proposed score higher.

- ▲ Point Range: 0-5 points, which are multiplied later by 1 for acquisition projects and 0.5 for combination projects

Revised January 2008, Recreation and Conservation Funding Board Resolution 2008-05

- 7. Expansion or Renovation.** (acquisition, development, and combination projects) Will the acquisition or development project expand or renovate an existing recreation area or facility?

Recognizes that expansion or renovation projects generally provide greater benefit-to-cost ratios than new projects. Projects that add to existing assets also often provide greater management flexibility and resource diversity.

- ▲ Point Range: 0-5 points.

- 8. Project Support.** (acquisition, development, and combination projects) The extent that the public (statewide, community, and/or user groups) has been provided with an adequate opportunity to become informed, and/or support for the project seems apparent.

Broadly interpret the term "Project Support" to include, but not be limited to, the following:

- Extent of efforts by the applicant to identify and contact all parties, i.e. an outreach program to local, regional, and statewide entities.
- The extent that there is project support, including:
 - Voter-approved initiatives, bond issues, referenda.
 - Ordinance and resolution adoption.
 - Public meeting attendance.
 - Endorsements or other support from advisory boards and user or friends groups.
 - Media coverage.

- The extent to which the public was involved in a comprehensive planning process that includes this project.

▲ Point Range: 0-5 points, which are multiplied later by 2

0 points	No evidence presented.
1-2 points	Marginal community support. Opportunities for only minimal public involvement (i.e. a single adoption hearing), and/or little evidence that the public supports the project.
3 points	Adequate support.
4-5 points	The public has received ample and varied opportunity to provide meaningful input into the project, and there is overwhelming support; and/or the public was so supportive from the project's inception that an extensive public participation process was not necessary.

Revised March 1997, Recreation and Conservation Funding Board Resolution 97-02

9. Cost Efficiencies. To what extent does this project demonstrate efficiencies or a reduction in government costs through documented use of donations or other resources?

- Donations—cash, real property, volunteer labor, equipment use, or materials
 - What are the donations for this project?
 - Who is making the donations?
 - What are the value of the donations and how were the values determined?
 - Are the donations in hand?
 - If the donations are not in hand, do you have a letter of commitment from the donor that specifies what is being donated and when?
 - Are the donations necessary for implementation of the project?
Are donations included in the project proposal?
- Private grants awarded by non-governmental organizations
 - Is there a private grant that being used as match for this project?

- o Who awarded the grant?
- o What is the grant amount?
- o What is the purpose of the grant?
- o When will grant funds be available?
- Are there other efficiencies for this project that will result in cost savings?
 - o What is the cost efficiency?
 - o Who is providing it?
 - o What's the value?
 - o When was the commitment made and when does it expire?

▲ Point Range: 0-5 points

Revised February 2016, Recreation and Conservation Funding Board Resolution 2016-04.

Scored by RCO Staff—Applicants Do Not Answer in Evaluation Session

10. Growth Management Act Preference. (acquisition, development, and combination projects) Has the applicant made progress toward meeting the requirements of the Growth Management Act?⁶⁴

State law requires the following:

- A. Whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant⁶⁵ has adopted a comprehensive plan and development regulations as required by Revised Code of Washington 36.70A.040.
- B. When reviewing such requests, the state agency shall accord additional preference to applicants that have adopted the comprehensive plan and development regulations. An applicant is deemed to have satisfied the requirements for adopting a comprehensive plan and development regulations if it:

⁶⁴Revised Code of Washington 43.17.250 (Growth Management Act preference required.)

⁶⁵County, city, or town applicants only. This segment of the question does not apply to state agency or tribal government applicants.

- o Adopts or has adopted within the time periods specified in state law;
- o Adopts or has adopted by the time it requests a grant or loan; or
- o Demonstrates substantial progress toward adopting within the time periods specified in state law. An agency that is more than 6 months out of compliance with the time periods has not demonstrated substantial progress.

A request from an applicant planning under state law shall be accorded no additional preference based on subsection (B) over a request from an applicant not planning under this state law.

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

▲ Point Range: RCO staff subtracts a maximum of 1 point; there is no multiplier.

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

July 1999, Recreation and Conservation Funding Board Resolution 99-15

11. Population Proximity. Is the project in a populated area? (acquisition, development, and combination projects)⁶⁶

This question is scored by RCO staff based on a map provided by the applicant. To receive a score, the map must show the project location and project boundary in relationship to a city's or town's urban growth boundary.

▲ Point Range below. The result from "A" is added to the result from "B."
Projects in cities with more than 5,000 population *and* within high-density

⁶⁶Revised Code of Washington 79A.25.250

counties receive points from both "A" and "B." RCO staff awards a maximum of 3

A. The project is located within the urban growth boundary of a city or town with a population of 5,000 or more.

Yes 1.5 points

No 0 points

AND

B. The project is located within a county with a population density of 250 or more people per square mile.

Yes 1.5 points

No 0 points

Revised November 2007, Recreation and Conservation Funding Board Resolution 2007-26

State Lands Development and Renovation Category

This project category is reserved for the Department of Fish and Wildlife and the Department of Natural Resources for development and/or renovation of state recreation lands.

State Lands Development and Renovation Criteria Summary					
Scored By	#	Question	Project Type	Maximum Points	Focus*
Advisory Committee	1	Public Need	Development and Renovation	20	State
Advisory Committee	2	Site Suitability and Design	Development and Renovation	15	Technical
Advisory Committee	3	Sustainability and Environmental Stewardship	Development and Renovation	10	State
Advisory Committee	4	Diversity and Compatibility	Development and Renovation	10	State
Advisory Committee	5	Performance Measure	Development and Renovation	5	State
Advisory Committee	6	Public Benefit and Project Support	Development and Renovation	5	State
RCO Staff	7	Population Proximity	Development and Renovation	1	State
Total Points Possible=66					

*Focus—Criteria orientation in accordance with the following priorities:

- State—Those that meet general statewide needs (often called for in Revised Codes of Washington or the State Comprehensive Outdoor Recreation Plan [SCORP])
- Local—Those that meet local needs (usually an item of narrower purview, often called for in local plans)
- Technical—Those that meet technical considerations (usually more objective decisions than those of policy).

Detailed Scoring Criteria for the State Lands Development and Renovation Category

Advisory Committee Scored

- 1. Public Need.** Considering the availability and use of existing facilities within the service area, what is the need for new or improved facilities?⁶⁷

Establish the recreation need by describing all available outdoor recreation opportunities (quality and quantity) within the service area. In general, areas with fewer outdoor recreation sites will score higher than those with more. Other considerations are the following:

- Existing capacity: Are nearby sites used to capacity?
- Are there unserved or under-served user groups?
- Is there a threat to the public availability of the resources the site possesses?
- What are the demonstrated needs for development or renovation?
- Long-term manageability: How does the improvement or renovation contribute to ongoing management and maintenance of the facilities?
- How well will this project satisfy the needs identified?
- What is the expected or potential use upon completion of this project?
- Describe existing conditions and explain how this project will improve the visitor experience.
- Describe the project's statewide or regional significance.
- Consider whether the project is named by location or type as a priority in an adopted plan.

▲ Point Range: 0-5 points, which are multiplied later by 4

Revised January 2008, Recreation and Conservation Funding Board Resolution 2008-09

⁶⁷Assessment of Outdoor Recreation in Washington State, 2002-2007, Chapter 5

2. Site Suitability and Project Design. Does the project demonstrate good design criteria? Does it make the best use of the site?

- Measure the quality of the functional and aesthetic aspects of the site design as related to the site and the proposed uses.
- Will site resources be made available appropriately for public use or recreation?
- Will natural, environmental, or other important values be protected by the proposed development?
- How well does the project satisfy the identified needs?
- Consider the size, topography, soil conditions, natural amenities, and location of the site to determine if it is well suited for the intended uses. Some design elements that may be considered include the following:
 - Accuracy of cost estimates
 - Aesthetics
 - Complexity of permitting
 - Environmentally friendly design
 - Innovation and sustainability
 - Maintenance
 - Materials
 - Phasing
 - Recreation experiences
 - Readiness to proceed
 - Risk management
 - Site suitability
 - Space relationships
 - Suitability of the proposed improvements
 - User friendly and universally accessible

▲ Point Range: 0-5 points, which are multiplied later by 3

Revised January 2008, Recreation and Conservation Funding Board Resolution 2008-09

3. Sustainability and Environmental Stewardship. Will the project result in a quality, sustainable, recreational opportunity while protecting the integrity of the environment?

Factors to consider for development and renovation projects are outlined below.

- 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/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/signs that educate users about sustainability?
- Materials–What sustainable materials are included in the project?
- 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?

▲ Point Range: 0-5 points, which are multiplied later by 2

Adopted January 2014, Recreation and Conservation Funding Board Resolution 2014-06

- 4. Diversity of and Compatibility of Recreational Uses.** To what extent does this project provide diversity of possible recreational uses?⁶⁸

Sites can provide the opportunity for a variety of recreational uses. In general, projects providing more *compatible* recreation uses will score better than projects providing just one type of opportunity.

▲ Point Range: 0-5 points, which are multiplied later by 2

- 5. Outcome-Focused Performance Measures.** To what extent does the project result in measurable progress toward goals and objectives for the recreation or access area?

A grant award should be considered an investment with a measurable, positive return to the public in the long run. This question's intent is to find out what unique benefits the project provides and how those benefits are measured so the applicant knows if it was successful. In general, applicants who provide evidence or documentation of the goals and objectives associated with the project site and describe how the project results in measurable progress toward those goals should score higher.

Outline the proposed project schedule, timelines, and who will perform the work. Describe how the project will impact the habitat, fish and wildlife resources, and provide public benefits.

▲ Point Range: 0-5 points

Revised January 2008, Recreation and Conservation Funding Board Resolution 2008-09

- 6. Public Benefit and Project Support.** To what extent does this project result in measurable benefits for the community impacted as a result of this development or renovation?

Benefit is the gain realized with the requested level of public investment. It can be a gain for the environment, the general public, or other gain. Proposals demonstrating greater net benefits should score higher than proposals with limited value, or with value at too great a cost. Cost can be unacceptable harm to the environment or something that causes unnecessary ill will.

⁶⁸Assessment of Outdoor Recreation in Washington State 2002-2007, Chapters 1 and 5

Broadly interpret the term “Project Support” to include, but not be limited to, the following:

- Explain the extent of efforts by the applicant to identify and contact all parties, i.e. an outreach program to local, regional, and statewide entities.
- To what degree do communities, governments, landowners, constituent groups, or academia benefit from, or support, the project?
- How have you involved these groups in project development?
- Is there known opposition? Explain.
- Describe and document any monetary means that have been secured to help with implementation of the project (i.e., endowments, grants, donations, public/private management agreements, etc.)
- Identify endorsements or other support from advisory boards and user or friends groups.
- Describe the support or partnerships you have from the community, interest groups, volunteers, public agencies, etc.

▲ Point Range: 0-5 points

Adopted February 2006, Recreation and Conservation Funding Board Resolution 2006-04

Scored by RCO Staff—Applicants Do Not Answer

7. **Population Proximity.** Is the project in a populated area?⁶⁹

The Recreation and Conservation Funding Board’s policy is to give funding preference to projects located in populated areas. Populated areas are defined (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: RCO staff awards a maximum of 1 point; there is no multiplier.

Adopted February 2006, Recreation and Conservation Funding Board Resolution 2006-04

⁶⁹Revised Code of Washington 79A.25.250

State Parks Category

This project category is reserved for the Washington State Parks and Recreation Commission for acquisition and/or development of state parks.

State Parks Criteria Summary					
Score By	#	Question	Project Type	Maximum Points Possible	Focus*
Advisory Committee	1	Public Need and Need Satisfaction	All	5	State
Advisory Committee	2	Project Significance	All	15	Agency
Advisory Committee	3	Threat and Impact	Acquisition	10	State
			Combination	5	
Advisory Committee	4	Project Design	Development	10	Technical
			Combination	5	
Advisory Committee	5	Sustainability and Environmental Stewardship	All	10	State
Advisory Committee	6	Expansion/Phased Project	All	15	State
Advisory Committee	7	Project Support	All	10	Agency
Advisory Committee	8	Partnership or Match	All	5	State
Advisory Committee	9	Readiness to Proceed	All	10	Agency
State Parks Commission	10	Commission Priorities	All	6	Agency
RCO Staff	11	Proximity to Human Populations	All	3	State
Total Points Possible=89					

*Focus—Criteria orientation in accordance with the following priorities:

- State—those that meet general statewide needs (often called for in Revised Codes of Washington or the State Comprehensive Outdoor Recreation Plan [SCORP])
- Agency—those that meet agency needs (usually an item of narrower purview, often called for in the State Parks and Recreation Commission’s plans)
- Technical—those that meet technical considerations (usually more objective decisions than those of policy).

Detailed Scoring Criteria for the State Parks Category

Advisory Committee Scored

1. Public Need and Need Satisfaction. What is the need for the proposed project? To what extent will the project satisfy the need? Consider the following:

- Cited in a Classification and Management Plan (CAMP), if one exists.
- Identified in a park master plan or other approved planning document.
- Included in the current State Parks' 10-year capital plan.
- Consistent with State Parks' strategic plan.
- Project or property is suited to serve the state need.
- To what degree will the project:
 - Further care for Washington's most treasured lands, waters, and historic places.
 - Connect more Washingtonians to their diverse natural and cultural heritage.
 - Improve quality or expand capacity for recreational and educational experiences.

▲ Point Range: 0-5 points

0 points	No CAMP or other plan, indirectly implements mission and vision.
1-2 points	Implements mission and vision despite a CAMP. Adequately addresses stated need.
3-4 points	Implements mission and vision. Consistent with CAMP or other plan, resolves a management problem, essential to a partnership, or will increase park visitation. Greatly addresses stated need.
5 points	Strongly implements mission and vision. High priority in a CAMP or other plan, resolves a management problem, essential to a partnership, or will increase park visitation. Maximizes the satisfaction of the stated need.

Revised April 2016. Recreation and Conservation Funding Board Resolution 2016-20.

2. Project Significance. Describe how this project supports State Parks' strategic goals. Does it do the following:

- Serve underserved visitors or communities?
- Protect or restore natural or cultural resources?
- Have a demonstrated ability to save money or increase park net revenue?
- Provide recreational, cultural, or interpretive opportunities people want?
- Promote meaningful opportunities for volunteers, friends, and partners?
- Facilitate a meaningful partnership with other agencies, tribes, or non-profits?

▲ Point Range: 0-5 points, which are multiplied later by 3

0 points	Does not directly support strategic goals
1-2 points	Indirectly supports one or two strategic goals
3-5 points	Directly supports at least one strategic goal or indirectly supports three or more strategic goals

Revised January 2014, Recreation and Conservation Funding Board Resolution 2014-07

3. Threat and Impacts (acquisition and combination projects only). Describe why it is important to acquire the property now. Consider the following:

- Is there an immediate threat to the property that will result in a loss in quality or availability of future public use?
- Will the acquisition result in additional operating impacts, and if so, is there potential for those impacts to be offset by additional revenue?

▲ Point Range: 0-5 points, which are multiplied later by 2 for acquisition projects and 1 for combination projects

0 points	No evidence of threat to the property, and/or the acquisition will result in unreasonable operating impacts
1-2 points	Minimal threat to the property or the acquisition will result in moderate operating impacts

3-5 points Imminent threat of the property losing quality or becoming unavailable for future public use, or a threat led to a land trust acquiring rights in the land at the request of State Parks, and operating impacts will be minimal or offset by additional revenue

4. Project Design (development and combination projects only). Is the project well designed? Consider the following:

- Does this property support the type of development proposed? Describe the attributes: size, topography, soil conditions, natural amenities, location and access, utility service, wetlands, etc.
- How does the project design make the best use of the site?
- How well does the design provide equal access for all people, including those with disabilities? How does this project exceed current universally accessible requirements?
- Does the nature and condition of existing or planned land use in the surrounding area support the type of development proposed?
- How does the design conform to current permitting requirements, building codes, safety standards, best management practices, etc.? What, if any, are the mitigation requirements for this project?
- Does the design align with the described need?
- Are the access routes (paths, walkways, sidewalks) designed appropriately (width, surfacing) for the use and do they provide connectivity to all site elements?
- For trails, does the design provide adequate separation from roadways, surfacing, width, spatial relationships, grades, curves, switchbacks, road crossings, and trailhead locations?
- Is the cost estimate realistic?

▲ Point Range: 0-5 points, which are multiplied later by 2 for development projects and 1 for combination projects

0 points Design is not appropriate for the site or the intended use

1-2 points Design is moderately appropriate for the site and the intended use

3-4 points	Design is very appropriate for the site and the intended use, it addresses most elements of the question, and cost estimates are accurate and complete
5 points	Design addresses all elements of the question very well, and cost estimates are accurate and complete

5. Sustainability and Environmental Stewardship. What techniques or resources are proposed to ensure the project will result in a quality, sustainable, recreational, heritage preservation, or educational opportunity, while protecting the integrity of the environment? Describe how the project will protect natural and cultural resources and integrate sustainable elements such as low impact development techniques, green infrastructure, or environmentally preferred building products.

▲ Point Range: 0-5 points, which are multiplied later by 2

0 points	No or little stewardship elements.
1-2 points	Contains stewardship elements and protects natural or cultural resources. Consistent with State Parks' Sustainability Plan and goals.
3-4 points	Numerous stewardship elements, protects and enhances natural resources or cultural resources. Implements many of State Parks' sustainability goals.
5 points	Maximizes natural or cultural resource protection, enhances natural resources or cultural resources, and contains innovative and outstanding stewardship elements. Implements many of State Parks' sustainability goals.

Revised April 2016. Recreation and Conservation Funding Board Resolution 2016-20.

6. Expansion/Phased Project. Does this project implement an important phase of a previous project, represent an important first phase, or expand or improve an existing site? Consider the following:

- Is the project part of a phased acquisition or development?
- To what extent will this project advance completion of a plan or vision?
- Is this project an important first phase?
- What is the value of this phase?

- How does the project complement an existing site or expand usage, preservation, or education within a site?

▲ Point Range: 0-5 points, which are multiplied later by 3

0 points	Neither a significant phase or expansion, nor a distinct stand-alone project
1-2 points	Project is a quality or important phase or expansion
3-4 points	Project is a key first phase or expansion or moves a project significantly towards realizing a vision
5 points	Project is a highly important first phase, final (or near final phase), moves a project a great deal towards realizing a vision.

Revised April 2016. Recreation and Conservation Funding Board Resolution 2016-20.

- 7. Project Support.** What is the extent to which the public (statewide, community, or user groups) has been provided with an adequate opportunity to become informed, or support for the project seems apparent.

Broadly interpret the term project support to include, but not be limited to, the following:

- Extent of efforts by the applicant to identify and contact all parties, (i.e. an outreach program to local, regional, and statewide entities).
- The extent that there is project support including the following:
 - Voter-approved initiative
 - Public participation and feedback
 - Endorsements or other support from advisory boards and user and friends groups
 - Media coverage

▲ Point Range: 0-5 points, which are multiplied later by 2

0 points	No evidence presented.
1-2 points	Marginal community support. Opportunities for only minimal public involvement (i.e. a single adoption hearing), or little evidence that the public supports the project.

3 points	Adequate support and opportunity presented for participation.
4-5 points	The public has received ample and varied opportunities to provide meaningful input into the project and there is overwhelming support. The public was so supportive from the project's inception that an extensive public participation process was not necessary.

Revised April 2016. Recreation and Conservation Funding Board Resolution 2016-20.

8. Partnerships or Match. Describe how this project supports strategic partnerships or leverages matching funds. Consider the following:

- Does the project help form strategic partnerships with other agencies, tribes, or nonprofits? (A strategic partnership is one that ultimately is expected to offset expenses, leverage investments, or stimulate activity that directly or indirectly generates a financial return.)
- Does the partnership facilitate a key State Parks' goal or objective?
- Does the project have a match of cash, grants, or in-kind services?

▲ Point Range: 0-5 points

0 points	No partners or match
1-2 points	One partner or up to 10 percent match
3-4 points	Two partners or 10.01-24.99 percent match
5 points	Three or more partners or 25 percent or more match

9. Readiness to Proceed. Describe the project's timeline. Is the project ready to proceed? Consider the following:

- For development projects, is it fully designed and permitted?
- For acquisition projects, is there written documentation indicating a willing seller?
- For acquisition projects, is there a written sales agreement or option with the property owner?
- Are there any significant zoning, permitting issues, or encumbrances?

- Has State Parks completed an economic impact analysis or business plan for the project that identifies operational impacts and potential for revenue enhancement?

▲ Point Range: 0-5 points, which are multiplied later by 2

0 points	Not ready, business case not evident. (Acquisition) No agreement with landowner and fiscal impact will be substantial. (Development) No construction drawings, no formal (or negative) business case determined, and fiscal impact will be substantial.
1-2 points	(Acquisition) Willing seller identified, economic impact analysis completed or positive cost benefit determined. (Development) Construction drawings at or near 60 percent complete. Economic impact analysis identifies minimal operating impacts. Positive cost-benefit analysis exists.
3-4 points	(Acquisition) Property (purchase) secured in some way by legal instrument to include a letter of intent, or being held in trust or by a non-governmental organization (for example). Positive cost-benefit analysis exists. (Development) Construction drawings at or more than 60 percent complete and economic impact analysis identifies potential revenue from the project or positive cost-benefit analysis exists.
5 points	(Acquisition) State Parks has "Purchases and Sale Agreement or Option" signed and the purchase will be made within its existing term, has very strong business case, and cost-benefit analysis exists. (Development) Plans completed and all permits in hand, economic analysis identified potential revenue from the project. Positive cost-benefit analysis exists. Completed business plan identifies potential revenue from the project.

Revised April 2016. Recreation and Conservation Funding Board Resolution 2016-20

Scored by Washington State Parks and Recreation Commission—Applicants do not answer.

10. Commission’s Priority. How well does this project implement the commission’s priorities?

The Washington State Parks and Recreation Commission evaluates this criterion. The commission provides RCO with a ranked list of its applications.

RCO assigns a point value to each project based on its rank. The highest priority project shall receive a point score equal to the number of applications ranked. The second highest ranked project shall receive a point score one less than the one above it, and so on. The lowest priority application shall receive a value of 1.

RCO will apply a variable multiplier to the scores so the highest ranked application will receive a point value of 6, and all other applications will have a point value less than 6 and proportional to their rank.

▲ Point Range: 0-6 points (after multiplier).

Revised April 2016. Board Resolution 2016-20

The example below assumes 13 projects evaluated.

Application Project	Commission’s Rank	RCO Assigned Point Value	Multiplier (6/13)	Final Point Value
A	1	13	0.462	6
B	2	12	0.462	5.54
C	3	11	0.462	5.08
D	4	10	0.462	4.62
E	5	9	0.462	4.15
F	6	8	0.462	3.69
G	7	7	0.462	3.23
H	8	6	0.462	2.77
I	9	5	0.462	2.31
J	10	4	0.462	1.85
K	11	3	0.462	1.38
L	12	2	0.462	.92
M	13	1	0.462	.46

Total Applications=13

Scored by RCO Staff—Applicants do not answer.

11. Proximity to Human Populations. Where is this project located with respect to urban growth areas, cities and town, and county density?

This question is scored by RCO staff based on a map provided by the applicant. To receive a score, the map must show the project location and project boundary in relationship to a city's or town's urban growth boundary.

▲ Point Range below. The result from A is added to the result from B. Projects in cities with a population of more than 5,000 *and* within high-density counties receive points from both A and B. RCO staff awards a maximum of 3 points.

A. The project is in the urban growth area boundary of a city or town with a population of 5,000 or more.

Yes 1.5 points

No 0 points

AND

B. The project is in a county with a population density of 250 or more people per square mile.

Yes 1.5 points

No 0 points

Trails Category

State and Local Agencies

Trails means public ways constructed for and open to pedestrians, equestrians, or bicyclists, or any combination thereof, other than a sidewalk constructed as a part of a city street or county road for exclusive use of pedestrians.⁷⁰

Trails Criteria Summary					
Score By	#	Question	Project Type	Maximum Points Possible	Focus*
Advisory Committee	1	Need	All	15	State, Local
Advisory Committee	2	Linkages Between Trails	All	7.5	State, Local
Advisory Committee		Linkages Between Communities	All	7.5	State, Local
Advisory Committee	4	Immediacy of Threat	Acquisition Combination	15 7.5	Local
Advisory Committee	5	Project Design	Development Combination	15 7.5	Technical
Advisory Committee	6	Sustainability and Environmental Stewardship	All	10	State
Advisory Committee	7	Water Access or Views	All	3	State
Advisory Committee	8	Scenic Values	All	7	State
Advisory Committee	9	Enhancement of Wildlife Habitat	All	5	State
Advisory Committee	10	Project Support	All	10	State, Local
Advisory Committee	11	Cost Efficiencies	All	5	State, Local
RCO Staff	12	Growth Management Act Preference	All	0	State
RCO Staff	13	Population Proximity	All	3	State
Total Points Possible: 88					

*Focus—Criteria orientation in accordance with the following priorities:

- State—those that meet general statewide needs (often called for in Revised Codes of Washington or the State Comprehensive Outdoor Recreation Plan [SCORP])
- Local—those that meet local needs (usually an item of narrower purview, often called for in local plans)
- Technical—those that meet technical considerations (usually more objective decisions than those of policy).

⁷⁰Revised Code of Washington 79A.15.010

Detailed Scoring Criteria for Trails

Advisory Committee Scored

- 1. Need.**⁷¹ Is the project needed and how will this project address the priorities for underserved populations and health in the *Washington State Recreation and Conservation Plan 2018-2022*?

Consider the extent to which the project *fills an important trail need*. For example, consider the following:

Inventory

- Inventory of existing trails and support facilities
- Physical condition of the inventory

Use

- Amount of use of existing trails and support facilities
- Potential use of proposed trails and support facilities

Meeting the Need

- How the project meets the identified need
- Meets a current or future need
- Unserved or under-served populations

*Vision*⁷²

- Is the project named by location or type as a priority in an adopted local, regional, or statewide recreational or resource plan? If yes, describe how *this project plays a significant role in meeting the priorities of the plan.*
- Does the project assist in implementation of a local shoreline master program, updated according to Revised Code of Washington 90.58.080 or local comprehensive plans updated according to Revised Code of Washington 36.70A.130? If yes, please describe.
- Consistency with a clearly articulated vision of a trail network or system.

⁷¹Revised Code of Washington 79A.15.070(6)(a)(v-vi)

⁷²Revised Code of Washington 79A.15.070(6)(a) (v)

To assist you in answering the questions about underserved populations and health recommendations, locate your project on the [Grant Applicant Data Tool](#) to determine whether your project is in a census tract in which one or more of the populations listed below are present.

Demographic Measures for Underserved Populations

- The median household income level in the census tract where the project is located is below the median statewide household income level (\$61,062 as of 2015)
- Based on percentage, there are more people of color in the census tract where the project is located than the statewide percentage (30 percent as of 2015)
- Based on percentage, there are more people with a disability in the census tract where the project is located than the statewide percentage (13 percent as of 2015)
- The body mass index for ages 16-19 in the census tract where the project is located is higher than the statewide body mass index (22.94 as of 2015)
- The mortality rate in the census tract where the project is located is higher than the statewide mortality rate (692 as of 2015)

▲ Point Range: 0-5 points, which are multiplied later by 3

Revised October 2017, Recreation and Conservation Funding Board Resolution 2017-32

2. **Linkage Between Trails.**⁷³ Does the trail project connect existing trails?

- Describe to what extent the proposed trail or trailhead links and serves existing trails and trail networks, or will provide potential linkages?
- Does a coordinated plan identify the proposed linkages?
- Does the project enhance a statewide, regional, or community trails network?

▲ Point Range: 0-7.5

Revised February 2016, Recreation and Conservation Funding Board Resolution 2016-08.

⁷³Revised Code of Washington 79A.15.070(6)(a) (iv)

3. Linkage Between Communities.⁷⁴ Does the trail project connect communities?

Applicant should show how the project will create linkages between communities.

Broadly interpret the term "Community" to include, but not be limited to, the following linkages:

- Neighborhoods, subdivisions, business districts
- Urban and rural areas
- Destinations, such as parks, landscapes, scenic overlooks, schools, churches, libraries, cultural sites, or trail systems
- Disparate groups of people

▲ Point Range: 0-7.5

Revised February 2016, Recreation and Conservation Funding Board Resolution 2016-08.

4. Immediacy of Threat.⁷⁵ Does a threat to the public availability of a part of the trail exist? (acquisition and combination projects only)

Consider the availability of alternatives. A project threatened with the loss of a critical link will merit more evaluation points than a proposal where other routes exist.

▲ Point Range: 0-5 points, which are multiplied later by 3 for development projects and 1.5 for combination projects

0 points	No evidence presented.
1-2 points	Minimal threat; trail opportunity appears to be in no immediate danger of a loss in quality or to public use in the next 36 months.
3 points	Actions are under consideration that could result in the opportunity losing quality or becoming unavailable for public use.
4-5 points	Actions will be taken that will result in the opportunity losing quality or becoming unavailable for future public use.

⁷⁴Revised Code of Washington 79A.15.070(6)(a)(iii)

⁷⁵Revised Code of Washington 79A.15.070(6)(a)(ii)

or

A threat situation has occurred or is imminent that has led an organization to acquire rights in the land at the request of the applicant agency.

Revised November 2011, Recreation and Conservation Funding Board Resolution 2011-28

5. Project Design. Is the proposal appropriately designed for the intended use(s)? (development and combination projects only)⁷⁶

Considerations include, but are not limited to, the following:

- Design consistent with need, and need of intended users.
- Adequate surfacing, width, spatial relationships.
- Design reduces user conflicts
- Appropriate setting
- Road and trail crossings well planned
- Signs and parking provided at trailhead locations
- Loops and destination of trails
- Ease and cost of maintenance
- Realistic cost estimates provided
- Based on the most current applicable Americans with Disabilities Act or Architectural Barriers Act standard, guidance, or best practice, the design is accessible to the greatest extent possible, given the context and purpose of the trail.
- If trail is adjacent to a roadway, is there adequate separation from the roadway to ensure a quality recreation experience?
- Renovation returns the site/facility to its original use and capacity, or expands its capacity and useful life (the need for renovation should not be due to lack of adequate maintenance).

⁷⁶Revised Code of Washington 79A.15.070(6)(a)(v)

- ▲ Point Range: 0-5 points, which are multiplied later by 3 for development projects and 1.5 for combination projects

0 points	No evidence presented.
1-2 points	Design does not adequately address the above considerations.
3 points	Design adequately addresses the above considerations.
4-5 points	Design addresses the considerations in an outstanding manner.

Revised February 2016, Recreation and Conservation Funding Board Resolution 2016-08

- Sustainability and Environmental Stewardship.** Will the project result in a quality, sustainable, recreational opportunity while protecting the integrity of the environment?

Factors to consider for acquisition and/or development and renovation projects are outlined in the table below.

Acquisition	Development and Renovation
Does the acquisition and proposed development preserve the natural function of the site?	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?
How do the proposed uses protect, enhance, or restore the ecosystem functions of the property?	Vegetation and Surfaces–Are you replacing invasive plant species with native vegetation? Are you using pervious surfaces for any of the proposed facilities?
Are there invasive species on site? If there are, what is your response plan?	Education–Are you installing interpretive panels or signs that educate users about sustainability?
What is the strategy or plan for maintenance and stewardship of the site?	Materials–What sustainable materials are included in the project?
How do the natural characteristics of the site support future planned uses?	Energy–What energy efficient features are you adding?
To provide for greater fuel economy, is the proposed acquisition located close to the intended users?	What modes of transportation provide access to the site?
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
Does this project protect wetlands or wetland functions? Describe the size, quality, and classification.	

Acquisition	Development and Renovation
How does the proposed acquisition help create connectivity? How many acres are protected already? How critical is this property to the overall plan?	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 other noteworthy characteristics demonstrate how the natural features of the site contribute to energy efficiency, less maintenance, fewer environmental impacts, or sustainability?	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?

▲ Point Range: 0-5 points, which are multiplied later by 2

Adopted January 2014, Recreation and Conservation Funding Board Resolution 2014-06.

7. Water Access or Views.⁷⁷ Does the project provide direct access to water (physical access by person or boat) or views?

Considerations include, but are not limited to, the following:

- How long does it take to reach the water access?
- What quality is the access (for example, are there obstructions—vegetation, mud, inclines, etc.)?
- What percentage of visitors likely will use the access?
- Does the project provide views?
- How long does it take to reach the view area?

▲ Point Range: 0-3 points

Revised February 2016, Recreation and Conservation Funding Board Resolution 2016-08

⁷⁷Revised Code of Washington 79A.15.070(6)(a)(vii) and 79A.15.070(6)(a)(ix)

8. Scenic Values.⁷⁸ Does the project provide scenic values?

Considerations include, but are not limited to, the following:

- How long does it take to reach an area of scenic value?
- What percentage of visitors likely will access these?
- Are there scenic values of high quantity and quality?
- How does distance and perspective affect the scenic value?
- How much scenic variety is provided?

▲ Point Range. 0-7 points

Revised February 2016, Recreation and Conservation Funding Board Resolution 2016-08

9. Enhancement of Wildlife Habitat.⁷⁹ How will this proposal enhance wildlife habitat beyond what may be required by a development or land use authority such as statute, ordinance, permit, rule and regulation, mitigation requirement, etc.?

- What are the potential outcomes of your efforts? Why and how will they benefit wildlife?

▲ Point Range: 0-5 points

Revised February 2016, Recreation and Conservation Funding Board Resolution 2016-08

10. Project Support. The extent that the public (statewide, community, or user groups) has been provided with an adequate opportunity to become informed, and/or support for the project seems apparent.⁸⁰

Broadly interpret the term *project support* to include, but not be limited to, the following:

- Extent of efforts by the applicant to identify and contact all parties, i.e. an outreach program to local, regional, and statewide entities.
- The extent that there is project support, including:
 - Voter-approved initiatives, bond issues, referenda

⁷⁸Revised Code of Washington 79A.15.070(6)(a)(ix)

⁷⁹Revised Code of Washington 79A.15.070(6)(a)(viii)

⁸⁰Revised Code of Washington 79A.15.070(6)(a)(i)

- o Ordinance and resolution adoption
- o Public meeting attendance
- o Endorsements or other support from advisory boards and user and friends groups
- o Media coverage
- The extent to which the public was involved in a comprehensive planning process that includes this project.

▲ Point Range: 0-5 points, which are multiplied later by 2

0 points	No evidence presented.
1-2 points	Marginal community support. Opportunities for only minimal public involvement (i.e. a single adoption hearing) and/or little evidence that the public supports the project.
3 points	Adequate support.
4-5 points	The public has received ample and varied opportunity to provide meaningful input into the project, and there is overwhelming support; and/or the public was so supportive from the project's inception that an extensive public participation process was not necessary.

Revised May 7, 2003

11. Cost Efficiencies. To what extent does this project demonstrate efficiencies or a reduction in government costs through documented use of donations or other resources?

Donations—cash, real property, volunteer labor, equipment use, or materials

- What are the donations for this project?
- Who is making the donations?
- What are the values of the donations and how were the values determined?
- Are the donations in hand?
- If the donations are not in hand, do you have a letter of commitment from the donors that specifies what is being donated and when?

- Are the donations necessary for implementation of the project? Are donations included in the project proposal?

Private grants awarded by non-governmental organizations

- Is there a private grant that is being used as match for this project?
- Who awarded the grant?
- What is the grant amount?
- What is the purpose of the grant?
- When will grant funds be available?

Are there other efficiencies for this project that will result in cost savings?

- What is the cost efficiency?
- Who is providing it?
- What's the value?
- When was the commitment made and when does it expire?

▲ Point Range: 0-5 points

Revised February 2016, Recreation and Conservation Funding Board Resolution 2016-08

Scored by RCO Staff—Applicants Do Not Answer in Evaluation session

12. Growth Management Act Preference. Has the applicant made progress toward meeting the requirements of the Growth Management Act?⁸¹

Has the applicant made progress toward meeting the requirements of the Growth Management Act (GMA)?⁸²

State law requires that:

- A. Whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant⁸³ has adopted a

⁸¹Revised Code of Washington 43.17.250 (Growth Management Act-preference required.)

⁸²Revised Code of Washington 43.17.250 (Growth Management Act-preference required)

⁸³County, city, or town applicants only. This segment of the question does not apply to state agency or tribal government applicants.

comprehensive plan and development regulations as required by Revised Code of Washington 36.70A.040.

- B. When reviewing such requests, the state agency shall accord additional preference to applicants that have adopted the comprehensive plan and development regulations. An applicant is deemed to have satisfied the requirements for adopting a comprehensive plan and development regulations if it:
 - o Adopts or has adopted within the time periods specified in state law;
 - o Adopts or has adopted by the time it requests a grant or loan; or
 - o Demonstrates substantial progress toward adopting within the time periods specified in state law. An agency that is more than 6 months out of compliance with the time periods has not demonstrated substantial progress.

- C. A request from an applicant planning under state law shall be accorded no additional preference based on subsection (B) over a request from an applicant not planning under this state law.

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

▲ Point Range: RCO staff subtracts a maximum of 1 point; there is no multiplier.

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

July 1999, Recreation and Conservation Funding Resolution 99-15

13. Population Proximity. Is the project in a populated area?⁸⁴

This question is scored by RCO staff based on a map provided by the applicant. To receive a score, the map must show the project location and project boundary in relationship to a city's or town's urban growth boundary.

▲ Point Range below. The result from "A" is added to the result from "B." Projects in cities with a population of more than 5,000 *and* within high-density counties receive points from both "A" and "B." RCO staff awards a maximum of 3.

A. The project is within the urban growth boundary of a city or town with a population of 5,000 or more.

Yes 1.5 points

No 0 points

AND

B. The project is within a county with a population density of 250 or more people per square mile.

Yes 1.5 points

No 0 points

Revised November 2007, Recreation and Conservation Funding Board Resolution 2007-26

⁸⁴Revised Code of Washington 79A.25.250

Water Access Category

Water access means boat or foot access to marine waters, lakes, river, or streams.⁸⁵

Water Access Criteria Summary					
Score By	#	Question	Project Type	Maximum Points Possible	Focus
Advisory Committee	1	Public Need	All	15	State, Local
Advisory Committee	2	Immediacy of Threat	Acquisition	15	Local
			Combination	7.5	
Advisory Committee	3	Project Design	Development	10	Technical
			Combination	5	
Advisory Committee	4	Sustainability and Environmental Stewardship	All	10	State
Advisory Committee	5	Site Suitability	All	10	Technical
Advisory Committee	6	Expansion	All	5	State
Advisory Committee	7	Diversity of Recreational Uses	Development	5	State
			Combination	2.5	
Advisory Committee	8	Project Support	All	10	State, Local
Advisory Committee	9	Cost Efficiencies	All	5	State, Local
RCO Staff	10	Growth Management Act Preference	All	0	State
RCO Staff	11	Population Proximity	All	3	State
Total Points Possible=73					

*Focus: Criteria orientation in accordance with the following priorities:

- State—those that meet general statewide needs (often called for in Revised Codes of Washington or the State Comprehensive Outdoor Recreation Plan [SCORP])
- Local—those that meet local needs (usually an item of narrower purview, often called for in local plans)
- Technical—those that meet technical considerations (usually more objective decisions than those of policy).

⁸⁵Revised Code of Washington 79A.15.010

Detailed Scoring Criteria for the Water Access Category

Advisory Committee Scored

- 1. Public Need.** Considering the availability of existing public water access sites within at least 15 miles of the project site, what is the need for additional such sites⁸⁶ and how will this project address the priorities for underserved populations and in the *Washington State Recreation and Conservation Plan 2018-2022*?

Establish the water access need by inventorying all available water access opportunities (quality/quantity/use) within the minimum 15-mile service radius *and* considering whether or not the project is named by location or type as a priority in an adopted local, regional, or statewide recreational or resource plan *and* if the project assists in implementation of a local shoreline master program, updated according to Revised Code of Washington 90.58.080 or local comprehensive plans updated according to Revised Code of Washington 36.70A.130.

To assist you in answering the questions about underserved populations and health recommendations, locate your project on the [Grant Applicant Data Tool](#) to determine whether your project is in a census tract in which one or more of the populations listed below are present. You also may provide more specific data about the demographics and health conditions of the population within the service area of the proposed project.

Demographic Measures for Underserved Populations

- The median household income level in the census tract where the project is located is below the median statewide household income level (\$61,062 as of 2015).
- Based on percentage, there are more people of color in the census tract where the project is located than the statewide percentage (30 percent as of 2015).
- Based on percentage, there are more people with a disability in the census tract where the project is located than the statewide percentage (13 percent as of 2015).

⁸⁶Revised Code of Washington 79A.15.070(6)(b)(v-vi)

Opportunities for Health Improvements

- The body mass index for ages 16-19 in the census tract where the project is located is higher than the statewide body mass index (22.94 as of 2015).
- The mortality rate in the census tract where the project is located is higher than the statewide mortality rate (692 as of 2015).

▲ Point Range: 0-5 points, which are multiplied later by 3

Revised October 2017, Recreation and Conservation Funding Board Resolution 2017-32

2. Immediacy of Threat. To what extent will this project reduce a threat to the public availability of water access?(acquisition and combination projects only)⁸⁷

Consider the availability of alternatives. Where none exists, the significance of a threat may be higher.

▲ Point Range below. Evaluators award a maximum of 5 points that are multiplied later by 3 for acquisition projects and 1.5 for combination projects.

0 points	No evidence presented.
1-2 points	Minimal threat; water access opportunity appears to be in no immediate danger of a loss in quality or to public use in the next 36 months.
3 points	Actions under consideration could result in the opportunity losing quality or becoming unavailable for public use.
4-5 points	Actions will be taken that will result in the opportunity losing quality or becoming unavailable for future public use.

or

A threat situation has occurred or is imminent that has led an organization to acquire rights in the land at the request of the applicant agency.

Revised May 7, 2003

⁸⁷Revised Code of Washington 79A.15.070(6)(b)(iii)

3. Project Design. Does the project demonstrate good design criteria; does it make the best use of the site?(development and combination projects only)

This criterion measures the quality of the functional and aesthetic aspects of the site plan as related to the site and the proposed uses. Some design elements that may be considered include the following:

- Accuracy of Cost Estimates
- Aesthetics
- Maintenance
- Materials
- Phasing
- Risk management
- Recreation Experiences
- Space relationships
- User friendly and universally accessible

When considering renovation projects, a proposal to restore an underused site to its original intended capacity could score higher if the renovation will correct problems that are due to circumstances beyond the control of the sponsor (i.e. natural disaster, reached life expectancy, etc.) and are not associated with inadequate maintenance of the facility.

▲ Point Range: 0-5 points, which are multiplied later by 2 for development projects and 1 for combination projects

Revised April 18, 2006

4. Sustainability and Environmental Stewardship. Will the project result in a quality, sustainable, recreational opportunity while protecting the integrity of the environment?

Factors to consider for acquisition and/or development and renovation projects are outlined in the table below.

Acquisition	Development and Renovation
Does the acquisition and proposed development preserve the natural function of the site?	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?
How do the proposed uses protect, enhance or restore the ecosystem functions of the property?	Vegetation/Surfaces–Are you replacing invasive plant species with native vegetation? Are you using pervious surfaces for any of the proposed facilities?
Are there invasive species on site? If there are, what is your response plan?	

Acquisition	Development and Renovation
What is the strategy or plan for maintenance and stewardship of the site?	Education—Are you installing interpretive panels/signs that educate users about sustainability?
How do the natural characteristics of the site support future planned uses?	Materials—What sustainable materials are included in the project?
To provide for greater fuel economy, is the proposed acquisition located close to the intended users?	Energy—What energy efficient features are you adding?
What modes of transportation provide access to the site?	What modes of transportation provide access to the site?
Does this project protect wetlands or wetland functions? Describe the size, quality, and classification.	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?
How does the proposed acquisition help create connectivity? How many acres are already protected? How critical is this property to the overall plan?	If there are wetlands on site, describe the size, quality and classification and explain how the design considers the wetland functions.
What other noteworthy characteristics demonstrate how the natural features of the site contribute to energy efficiency, less maintenance, fewer environmental impacts, or sustainability?	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?

▲ Point Range: 0-5 points, which are multiplied later by 2

Adopted January 2014, Recreation and Conservation Funding Board Resolution 2014-06

5. Site Suitability. Is the site well suited for the intended recreational uses?⁸⁸

Compare the physical features of the site against the proposed use. Examine the size, topography, soil conditions, natural amenities, and location to determine if they are well suited for the intended uses. In general, sites most compatible to the uses proposed score higher.

- **Acquisition projects.** Is the site to be acquired well suited for the intended recreational uses?

⁸⁸Revised Code of Washington 79A.15.070(6)(b)(v)

or

- **Development projects.** Will site resources be made available appropriately for recreation; will environmental or other important values be protected by the proposed development?

or

- **Combination projects.** Is the site to be acquired well suited for the intended recreational uses? Will site resources be made available appropriately for recreation; will environmental or other important values be protected by the proposed development?

▲ Point Range: 0-5, which are multiplied later by 2

Revised May 7, 2003

6. Expansion. Will the project expand an existing recreation area or facility?

Recognizes that expansion projects generally provide greater benefit-to-cost ratios than new projects. Projects that add to existing assets also often provide greater management flexibility and resource diversity.

▲ Point Range: 0-5

7. Diversity of Recreational Uses. To what extent does this project provide diversity of possible water-based recreational activities? (development and combination projects only)⁸⁹

Water access can provide the opportunity for a variety of recreational uses including swimming, fishing, boating, picnicking, viewing, and shellfish gathering. In general, projects providing more *compatible* recreation uses will score better than projects providing just one type of water access opportunity.

▲ Point Range: 0-5 points, which are multiplied later by 1 for development projects and 0.5 for combination projects

Revised May 7, 2003

8. Project Support. The extent that the public (statewide, community, and/or user groups) has been provided with an adequate opportunity to become informed, and/or support for the project seems apparent.⁹⁰

⁸⁹Revised Code of Washington 79A.15.070(6)(b)(iv)

⁹⁰ Revised Code of Washington 79A.15.070(6)(b)(i)

Broadly interpret the term "Project Support" to include, but not be limited to, the following:

- Extent of efforts by the applicant to identify and contact all parties, i.e. an outreach program to local, regional, and statewide entities.
- The extent that there is project support, including:
 - Voter-approved initiatives, bond issues, referenda.
 - Ordinance and resolution adoption.
 - Public meeting attendance.
 - Endorsements or other support from advisory boards and user and friends groups.
 - Media coverage.
- The extent to which the public was involved in a comprehensive planning process that includes this project.

▲ Point Range: 0-5 points, which are multiplied later by 2

0 points	No evidence presented.
1-2 points	Marginal community support. Opportunities for only minimal public involvement (i.e. a single adoption hearing), and/or little evidence that the public supports the project.
3 points	Adequate support.
4-5 points	The public has received ample and varied opportunity to provide meaningful input into the project, and there is overwhelming support; and/or the public was so supportive from the project's inception that an extensive public participation process was not necessary.

Revised May 7, 2003

- 9. Cost Efficiencies.** To what extent does this project demonstrate efficiencies or a reduction in government costs through documented use of donations or other resources?

Donations—cash, real property, volunteer labor, equipment use, or materials

- What are the donations for this project?

- Who is making the donations?
- What are the values of the donations and how were the values determined?
- Are the donations in hand?
- If the donation are not in hand, do you have a letter of commitment from the donors that specifies what is being donated and when?
- Are the donations necessary for implementation of the project? Are donations included in the project proposal?

Private grants awarded by non-governmental organizations

- Is there a private grant that is being used as match for this project?
- Who awarded the grant?
- What is the grant amount?
- What is the purpose of the grant?
- When will grant funds be available?

Are there other efficiencies for this project that will result in cost savings?

- What is the cost efficiency?
- Who is providing it?
- What's the value?
- When was the commitment made and when does it expire?

▲ Point Range: 0-5 points

Revised February 2016, Recreation and Conservation Funding Board Resolution 2016-05.

Scored by RCO Staff—Applicants Do Not Answer

10. Growth Management Act Preference. Has the applicant made progress toward meeting the requirements of the Growth Management Act?⁹¹

State law requires that:

- A. Whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant⁹² has adopted a comprehensive plan and development regulations as required by Revised Code of Washington 36.70A.040.
- B. When reviewing such requests, the state agency shall accord additional preference to applicants that have adopted the comprehensive plan and development regulations. An applicant is deemed to have satisfied the requirements for adopting a comprehensive plan and development regulations if it:
 - o Adopts or has adopted within the time periods specified in state law;
 - o Adopts or has adopted by the time it requests a grant or loan; or
 - o Demonstrates substantial progress toward adopting within the time periods specified in state law. An agency that is more than 6 months out of compliance with the time periods has not demonstrated substantial progress.
- C. A request from an applicant planning under state law shall be accorded no additional preference based on subsection (B) over a request from an applicant not planning under this state law.

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

▲ Point Range: RCO staff subtracts a maximum of 1 point. There is no multiplier.

⁹¹Revised Code of Washington 43.17.250 (Growth Management Act-preference required.)

⁹²County, city, or town applicants only. This segment of the question does not apply to state agency or tribal government applicants.

Minus 1 point	The applicant does not meet the requirements of Revised Code of Washington 43.17.250.
0 points	The applicant meets the requirements of Revised Code of Washington 43.17.250().
0 points	The applicant is a nonprofit organization or state or federal agency.

July 1999, Recreation and Conservation Funding Resolution 99-15

11. Population Proximity. Is the project in a populated area?⁹³

This question is scored by RCO staff based on a map provided by the applicant. To receive a score, the map must show the project location and project boundary in relationship to a city's or town's urban growth boundary.

▲ Point Range below. The result from "A" is added to the result from "B." Projects in cities with a population more than 5,000 *and* within high-density counties receive points from both "A" and "B." RCO staff awards a maximum of 3 points.

A. The project is within the urban growth boundary of a city or town with a population of 5,000 or more.

Yes 1.5 points

No 0 points

AND

B. The project is within a county with a population density of 250 or more people per square mile.

Yes 1.5 points

No 0 points

Revised November 2007, Recreation and Conservation Funding Board Resolution 2007-26

⁹³Revised Code of Washington 79A.25.250

Appendix A: Allocation of WWRP Funds



Categories					
35%	Critical Habitat	30%	Local Parks ³	90%	Farmland Preservation
25%	Natural Areas	10% ¹	State Lands Development and Renovation	10%	Forestland Preservation
15%	Riparian Protection	30%	State Parks ⁴		
10% ¹	State Lands Restoration and Enhancement	20%	Trails		
15%	Urban Wildlife Habitat ²	10%	Water Access ⁵		

¹or \$3 million, whichever is less

²Recreation and Conservation Funding Board Resolution 2016-36: 40 percent to local agencies, Native American tribes, and nonprofit organizations; 40 percent to state agencies; 20 percent to fully fund partially funded local agency, Native American tribe, and nonprofit organizations; then fully fund partially funded state agency projects, and apply any remaining amount to the next highest ranked project(s), regardless of sponsor.

³Recreation and Conservation Funding Board Resolution 2016-52: 40 percent for acquisition costs and 60 percent for development costs.

⁴Recreation and Conservation Funding Board Resolution 2016-52: 50 percent for acquisition costs and 50 percent for development costs.

⁵75 percent must be acquisition costs. Revised Code of Washington 79A.15.050 (2)(d)