

Manual 10a

Washington Wildlife and Recreation Program

Outdoor Recreation Account

June 2020

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At a Glance

Local Parks

Purpose	The program provides grants to create or improve parks.
Who may apply?	<ul style="list-style-type: none"> • Local agencies • Federally recognized Native American tribes • Special purpose districts
When are applications due?	June 1, 2020
When are grants awarded?	July 2021
What types of projects are eligible?	<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
What must I contribute?	50 percent. See the match reduction policy for exceptions.
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, 2020.
How is my project evaluated?	An advisory committee hears in-person virtual presentations and scores the projects.
What's new this year?	<ul style="list-style-type: none"> • Changed PRISM Online to make applications easier • Reduced the required match • Removed the 10 percent non-state, non-federal match requirement • Revised the match reduction policy for federal disaster areas • Will conduct online review and evaluation meetings only • Updated the Grant Application Data Tool for the Public Need evaluation criterion to reflect more recent data. • Simplified the Sustainability criterion, which now only applies to development and combination projects • Increased the maximum points for the Site Suitability criterion (acquisition-only projects)

State Lands Development and Renovation

Purpose	The program provides grants to develop or renovate state recreation lands.
Who may apply?	<ul style="list-style-type: none"> • State Department of Fish and Wildlife • State Department of Natural Resources
When are applications due?	June 1, 2020
When are grants awarded?	July 2021
What types of projects are eligible?	Development or renovation
What are the grant limits?	\$25,000-\$325,000
What must I contribute?	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, 2020.
How is my project evaluated?	An advisory committee evaluates written applications and scores the projects.
What's new this year?	<ul style="list-style-type: none"> • Changed PRISM Online to make applications easier • Simplified the Sustainability criterion and reduced the points.

State Parks

Purpose	The program provides grants to buy and develop state parks.
Who may apply?	State Parks and Recreation Commission
When are applications due?	June 1, 2020
When are grants awarded?	July 2021
What types of projects are eligible?	<ul style="list-style-type: none"> • Acquisition • Development (renovation is not eligible) • Combination of acquisition and development
What are the grant limits?	None
What must I contribute?	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, 2020.
How is my project evaluated?	An advisory committee evaluates written applications and scores the projects.
What's new this year?	<ul style="list-style-type: none"> • Changed PRISM Online to make applications easier • Using a written review and evaluation process • Modified the evaluation criteria to do the following: <ul style="list-style-type: none"> • Reference other plans in the Public Need criterion • Reference the new Statewide Acquisition and Development Strategy in the Project Significance criterion • Remove references to operational impacts from the Project Design criterion • Add consideration for climate change and accessibility to the Sustainability and Environmental Stewardship criterion • Remove reference to economic impact, business plan, and revenue generation from the Readiness to Proceed criterion

Trails

Purpose	The program provides grants to create or improve public trails open to pedestrians, equestrians, or bicyclists.
Who may apply?	<ul style="list-style-type: none"> • Local agencies • Federally recognized Native American tribes • Special purpose districts • State agencies
When are applications due?	June 1, 2020
When are grants awarded?	July 2021
What types of projects are eligible?	<ul style="list-style-type: none"> • Acquisition • Development or renovation • Combination of acquisition and development or renovation
What are the grant limits?	None
What must I contribute?	<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, 2020.
How is my project evaluated?	An advisory committee hears in-person virtual presentations and scores the projects.
What's new this year?	<ul style="list-style-type: none"> • Changed PRISM Online to make applications easier • Reduced the required match • Removed the 10 percent non-state, non-federal match requirement • Revised the match reduction policy for federal disaster areas • Will conduct online review and evaluation meetings only • Updated the Grant Application Data Tool for the Need evaluation criterion to reflect more recent data. • Simplified the Sustainability criterion that is now applicable for development and combination projects only • Increased the maximum points for the Immediacy of Threat criterion (acquisition-only projects)

Water Access

Purpose	The program provides grants to create or improve access to the water for non-motorized boating and water-related recreation.
Who may apply?	<ul style="list-style-type: none"> • Local agencies • Federally recognized Native American tribes • Special purpose districts • State agencies
When are applications due?	June 1, 2020
When are grants awarded?	July 2021
What types of projects are eligible?	<ul style="list-style-type: none"> • Acquisition • Development or renovation • Combination of acquisition and development or renovation
What are the grant limits?	None
What must I contribute?	<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, 2020.
How is my project evaluated?	An advisory committee hears in-person, virtual presentations and scores the projects.
What's new this year?	<ul style="list-style-type: none"> • Changed PRISM Online to make applications easier • Reduced the required sponsor match • Removed the 10 percent non-state, non-federal match requirement • Revised the match reduction policy for federal disaster areas • Will conduct online review and evaluation meetings only • Updated the Grant Application Data Tool for the Public Need evaluation criterion to reflect more recent data. • Simplified the Sustainability criterion that is now applicable for development and combination projects only • Increased the maximum points for the Site Suitability criterion (acquisition-only projects)

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 and working 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 the Recreation and Conservation Funding Board in WWRP's enabling legislation and Revised Code of Washington 79A.15 and 79A.25. 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 grant agreement, 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.

Not a Public Hearings Board³

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.

Where to Get Information

Recreation and Conservation Office:

Natural Resources Building
1111 Washington Street Southeast
Olympia, WA 98501

[E-mail](#)

Telephone: (360) 902-3000

FAX: (360) 902-3026

Hearing Impaired Relay Service: (800) 833-6388

[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. In addition, manuals, forms, and most other materials referenced in this manual are available on RCO's Web site on the [WWRP grant page](#).

Other Grant Manuals Needed

The manuals below provide additional information for grants and are available on the [grant manual page](#) of the RCO Web site. Each can be made available in an alternative format.

³Recreation and Conservation Funding Board Resolution 2006-13b

- *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, visit the RCO Web site for precise dates.

Even-numbered Years

Webinars. RCO conducts workshop Webinars 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 usually opens by March 1. Applicants log into PRISM Online and select the “+ 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. More information about [PRISM's components and technical requirements](#) may be found online.

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 typically are due in early May of even-numbered years. This year the deadline has been extended to June 1, 2020. 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 are encouraged to 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 may 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 and the State Parks Category.

Technical Completion Deadline. RCO establishes 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 sends the Governor a recommended funding amount for WWRP for the next biennium.

Project Evaluation. Applicants make an oral presentation, illustrated with maps, graphics, and photographs in PowerPoint® to the evaluation committee, which scores each proposal against criteria approved by the Recreation and Conservation Funding Board. In the State Parks Category and 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 calls, staff post the preliminary ranked lists on RCO's Web site. The resulting ranked lists of projects are the basis for the funding recommendation to the board.

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. Applicants with match included in their applications 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.⁴

Board Awards Grants. 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.

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

Grant Agreement Materials. After grant awards, applicants have 2 calendar months⁵ to submit pre-agreement documents (checklist provided by grants managers.) RCO staff then prepare and issue grant agreements. Applicants must return the signed agreements within 3 calendar months.⁶ Once the agreements are signed, the applicants, now referred to as project sponsors, may begin their projects, according to the terms of the grant agreements. Each agreement will be written and monitored for compliance by RCO staff.

Successful Applicants' Workshop. After the board approves funding, RCO publishes online a recorded workshop for successful grant applicants. This workshop covers sponsors' responsibilities to comply with the grant agreement, issues that might come up when implementing the project, billing procedures, amendments for changes and time extensions, closing project procedures, and long-term compliance.

Ongoing

Project Implementation. Sponsors 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 that ensures timely completion of projects as follows:
 - Acquisition (single site) projects 1-2 years
 - Acquisition (multi-site) projects 2-3½ years
 - Combination projects 2-3½ years
 - Development projects 2-3 years
 - Exceptionally complex projects 3½ years.

RCO may terminate projects that do not meet critical milestones established in the grant agreement.⁷

- Begin project implementation quickly and aggressively to show measurable progress towards meeting project milestones.
- Submit a reimbursement request at least once a year.⁸

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

⁶Washington Administrative Code 286-13-040(5)

⁷Recreation and Conservation Funding Board Resolution 2006-13b

⁸Washington Administrative Code 286-13-040

- Submit progress reports at intervals as designated by the RCO grant agreement.
- If a time extension is needed, the sponsor must submit a written request at least 60 days before expiration of the grant agreement.

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

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

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

Project Completion. When a project is completed, the sponsor must submit the final bill, final report, and supporting documents needed to close the project as specified in the agreement.⁹ 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.

⁹Washington 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.

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.¹⁰ 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 Category¹¹

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 one of the following criteria:

¹⁰Lands currently owned or held in trust by the State of Washington

¹¹Recreation 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)
- 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; 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 Trail¹²

For each trail or trail segment, the application shall identify the designed use for the trail. The designed use determines the design, construction, maintenance parameters, and level of accessibility requirements. 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 have only 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.

¹²Architectural 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 applicants¹³ 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

¹³Revised 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 Applicants¹⁴

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.

- 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.
- Receive and spend public funds including funds from the Recreation and Conservation Funding Board.
- 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.

¹⁴Recreation 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.¹⁵ This helps ensure projects have been through a public process and were prioritized by the community. 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 Projects¹⁶

Combination projects involve acquisition and facility development or renovation. To help ensure timely completion of these projects, applicants must secure the property by one

¹⁵Washington Administrative Code 286-13-035(1)

¹⁶Recreation and Conservation Funding Board Resolution 2004-08

of the following methods at least 1 month before the Recreation and Conservation Funding Board considers approving funding:

- 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 the requirements and procedures outlined in *Manual 3: Acquisition Projects*.

Other Considerations

Multi-Site Development or Renovation Projects

State Lands Development and Renovation Category¹⁷

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.

¹⁷Recreation and Conservation Funding Board Resolution 2006-13b

Trails and Water Access Categories¹⁸

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

- The proposed trail or water trail development at each location must meet any of the following criteria:
 - Be on the same body of water in the same county for water trail systems
 - Be on the same trail in the same county for land-based trail systems
 - Be on the same land or water trail system within two counties of the sponsor's management unit.
- 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.
- 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 grant 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.

¹⁸Recreation 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.¹⁹

Eligible Project Activities

Acquiring Land

The Outdoor Recreation Account allows 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 renovation²⁰ 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)²¹
- Firearm or archery ranges²²
- 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

¹⁹Recreation and Conservation Funding Board Resolution 2007-27

²⁰Renovation is not eligible in the State Parks category. Revised Code of Washington 79A.15.050(1)(a)

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.

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)²³
- Firearm or archery ranges²⁴
- 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

²³See RCO's *Manual 4: Development Projects* for specific details.

²⁴See *Manual 11: Firearms and Archery Range Recreation* for RCO policy on range and course certification.

Incurring Pre-agreement Costs²⁵

RCO may reimburse sponsors for certain allowable expenses incurred before the start date of a grant 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 grant 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, except those defined 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.
- Any facility intended primarily for professional sport
- Concessionaire buildings or concessionaire space.
- Costs not directly related to implementing the project such as indirect and overhead charges.
- Crop plantings.
- Elements that cannot be defined as fixtures or capital items (balls, cones, bats, etc.)
- Environmental cleanup of illegal activities (i.e. removal of contaminated materials or derelict vessels, trash pickup, methamphetamine labs, etc.).

²⁵Washington Administrative Code 286-13-085 and Recreation and Conservation Funding Board Resolution 2017-29

- Fish or other wildlife production facilities, such as fish hatcheries for the production of sport fish populations.
- 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, directs state agencies to review all acquisition and construction projects for potential impacts to cultural resources²⁶ to ensure that reasonable action is taken to avoid, minimize, or mitigate adverse effects to these resources. The federal government, through Section 106 of the National Historic Preservation Act, requires the same compliance for projects with federal involvement, for example, projects on federal lands, with federal funds, or those that require a federal permit.

²⁶Cultural resources are archeological and historical sites and artifacts, and traditional tribal areas or items of religious, ceremonial, and social uses.

Review Process

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

After the initial consultation, a funded project may be required to complete further cultural resources review and continue the consultation process to determine next steps. Costs for cultural resources review (survey, monitoring, etc.) are eligible for reimbursement and should be included in the grant application.

Sponsors must complete the consultation process and all requirements satisfied before any ground-disturbing activities (including demolition) may occur. Ground disturbance or demolition started without approval will be considered a breach of the grant agreement. Typically, cultural resources approval will be authorized as part of the notice to proceed.

For acquisition projects, cultural resources requirements must be completed before final reimbursement will be made.

See RCO Manuals 3, 4, or 5 for additional details on the cultural resource review process.

Invasive Species

The Washington Invasive Species Council developed [protocols](#) for preventing the spread of invasive species while working in the field. The Recreation and Conservation Funding Board encourages grant sponsors 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 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 clean equipment both before and after the job. Equipment to clean should include, but not be limited to, footwear, gloves, angling equipment, sampling equipment, boats and their trailers, and vehicles and tires.

Sustainability²⁷

The Recreation and Conservation Funding Board encourages grant recipients to design and build sustainable projects to maximize the useful life of what they build and do the least amount of damage to the environment.

The Recreation and Conservation Funding Board encourages sponsors to use 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 the Project with the Local Jurisdiction²⁸

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. The applicant must complete this local review for each new application even if resubmitting a project from a previous grant cycle.

²⁷Recreation and Conservation Funding Board Resolution 2011-22 and 2014-06

²⁸Revised Code of Washington 79A.15.110

To meet this requirement, the applicant must demonstrate that the conferral²⁹ process has begun by providing each member of the county commission or city council with a packet including all 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 Tool Kit](#) 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.

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 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 Tool Kit](#) on the RCO Web site.

²⁹Confer 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 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 grant 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, in, or alongside 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 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.

Other Requirements and Things to Know

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. RCO recommends applicants contact staff to discuss options for phasing costly, interrelated, or complex project proposals.

Accessibility

Facilities or elements³⁰ constructed with RCO grants and sponsor match are required by law to be accessible regardless of whether there are specific standards adopted in the State Building Code, Americans with Disabilities Act, or Architectural Barriers Act, as amended. Other federal laws, guidelines, and best practices also may apply to achieve accessibility.

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

Public Disclosure Rules

RCO records and files are public records that are subject to the Public Records Act.³¹ More information about the [RCO's disclosure practices](#) is available on the Web site.

Telecommunications Facilities³²

Local Parks Category Only

Telecommunications facilities³³ 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 the following criteria are satisfied:

- The antenna³⁴ 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.

³⁰A 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).

³¹Revised Code of Washington 42.56

³²Recreation and Conservation Funding Board Resolution 2012-21

³³Telecommunications facility is defined by Federal Standard 1037C at www.its.bldrdoc.gov/fs-1037/fs-1037c.htm.

³⁴Antenna 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 sponsor 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 Access³⁵

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.

³⁵Recreation 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*.³⁶
- 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

³⁶Revised 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 authority³⁷ 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:

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

³⁷Revised Code of Washington 79A.15.030(5)

Project Area Stewardship and Ongoing Obligations³⁸

An RCO grant comes with long-term obligations to maintain and protect the project area³⁹ after a project is complete. The long-term obligations are in RCO's grant agreement. A [sample grant 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 sponsors 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 grant 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.

³⁸Revised Code of Washington 79A.25, Washington Administrative Code 286, RCO's grant agreement standard terms and conditions, and *Manual 7: Long-term Obligations*.

³⁹Washington Administrative Code 286-04-010(19). Project area is the geographic area that delineates a grant-assisted site which is subject to application and grant agreement requirements.

Section 3:

Money Matters

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

- ✓ Grant limits
- ✓ Match requirements
- ✓ Match reduction
- ✓ Types of match
- ✓ Federal rules
- ✓ Records and reimbursement

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 percent⁴⁰ 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 ⁴¹
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

⁴⁰Recreation and Conservation Funding Board Resolution 2020-09

⁴¹Recreation and Conservation Funding Board Resolution 2007-25, 2008-09

Cost Increases Not Allowed

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 Only⁴²

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*.

⁴²Recreation and Conservation Funding Board Resolution 2016-52

Match Requirements

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.⁴³

Local Agencies and Native American Tribes

By statute, local agencies and Native American tribes must contribute at least 50 percent of the project's total costs in matching resources.⁴⁴ The applicant's share may be reduced if the project meets the needs of an underserved population, federal disaster area, county in need, or a community in need.⁴⁵ See the Match Reduction section below.

State Agencies

State agencies do not need to provide a match.⁴⁶ However, all applicants are encouraged to contribute matching shares and reduce government cost.

Eligible Match

A sponsor's matching share may include one or more 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)

⁴³Washington Administrative Code 286-13-045(2)

⁴⁴Recreation and Conservation Funding Board Resolution 2020-09

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

⁴⁶Washington Administrative Code 286-13-045(5)

- 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.

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.)
- Costs that are not eligible for grant assistance.
- Costs that are not necessary or an integral part of the project scope.
- Costs associated with meeting a mitigation requirement unrelated to the funded project. See Mitigation Funds as Match below.

Recreation and Conservation Funding Board Match Requirements

Recreation and Conservation Funding Board grants are intended to be the last source of funding for a project. In other words, before the board awards the grant, the required match must be secured so the project can move forward. Board grants also are intended to supplement the existing capacity of a sponsor, not to replace existing funding that would have been used for a project without grant funding.⁴⁷

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 grant 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.

⁴⁷Washington Administrative Code 286-13-045(6)

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.⁴⁸

The board may require the applicant to provide a portion of its matching resources in local resources.⁴⁹

Match Availability and Certification

To help ensure 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 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.⁵⁰ 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. 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.

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 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.⁵¹

Match Reduction⁵²

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

- Communities in need
- Underserved populations

⁴⁸Washington Administrative Code 286-13-045(7)

⁴⁹Washington Administrative Code 286-13-045(4)

⁵⁰Washington Administrative Code 286-13-040(3)

⁵¹Recreation and Conservation Funding Board Resolution 2004-08 and 2006-13b

⁵²Recreation and Conservation Funding Board Resolution 2017-33

- 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 (\$66,174 as of 2017), 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 (\$66,174 as of 2017), 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 the college-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 table below 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%
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 Disaster⁵³

If the grant applicant is a city, town, county, tribe, or special purpose district that is located in Washington State, the minimum match is 25 percent for applications submitted by June 1, 2020.

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, the minimum match shall be based on the primary sponsor of the application.
- Grant requests using this federal disaster match policy shall be limited to two per jurisdiction, per program for each biennium.

⁵³Recreation and Conservation Funding Board Resolution 2020-09

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.
- Provide relief to agencies and organizations impacted by the COVID-19 pandemic so they can continue their parks and recreation investments in support of public health, community development, and economic development goals.

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.

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.

Other Grants

In some cases, a sponsor may use funds awarded from a separate grant program as its match. Other grants are eligible as long as the purposes are similar and grant sources do not restrict or diminish the use, availability, or value of the project area. These grants are eligible only as matching funds and are not reimbursable.

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

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

Recreation and Conservation Funding Board Grants as Match⁵⁴

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 grant applications are submitted in the same biennium.⁵⁵

For evaluation scoring, an RCO grant used as match will not count toward the award of matching share points.⁵⁶

Matching resources also must conform to the deadlines discussed in Section 1: Grant Process and Timeline.

⁵⁴Recreation and Conservation Funding Board Resolution 2005-24

⁵⁵Washington Administrative Code 286-13-045(7)

⁵⁶Recreation and Conservation Funding Board Resolution 2015-02

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.

Federal Rules

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

Records and Reimbursement

Sponsors Must Pay First

RCO pays grants through reimbursement. Sponsors may request reimbursement only after having paid their employees and vendors. RCO does not provide money before vendors are paid.

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:

- ✓ How project evaluation works
- ✓ Advisory committees
- ✓ 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.

⁵⁷Washington Administrative Code 286-13-020

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.

Evaluating Projects

Evaluations of projects in the Local Parks, Trails, and Water Access Categories involve an applicant's **in-person oral and graphic presentation** to the advisory committee.⁵⁸ RCO provides the committees with summary application materials. **Note: During the 2020 grant cycle, RCO will host online, virtual review and evaluation meetings only. This change is for applications submitted by June 1, 2020.**

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 confidential. Scoring instructions are contained in the individual evaluation instruments. Following the meetings, RCO staff uses PRISM to tabulate and compile all scores to establish ranked lists of projects. The ranked lists are 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 are 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

⁵⁸Recreation and Conservation Funding Board Resolution 2006-13b

⁵⁹Revised Code of Washington 43.17.250

⁶⁰Revised Code of Washington 36.60A

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 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** in PRISM Online to evaluation criteria, which are used to develop a ranked project list. Applicants prepare the following additional materials and attach them to PRISM:

- 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 an application fact sheet 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

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 them to PRISM:

- A maximum of five, 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).
- Two, single-sided pages for a conceptual site plan (acquisition only projects).

- Two, single-sided pages for a site development plan (acquisition and combination projects).

These materials along with an application fact sheet 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.

Evaluation Process Steps

Because the State Parks and Recreation Commission is the only sponsor 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. The advisory committee will conduct a technical review of the proposed projects using the written materials included in the application. As part of this review, RCO staff will host a short question and answer session with the advisory committee and applicants for the purpose of improving the clarity and substance of each proposal.
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. The advisory committee will score all projects using board-approved evaluation criteria.

⁶¹Recreation and Conservation Funding Board Resolution 2014-07

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 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.

Below is a list of the advisory committees:

- Local Parks Advisory Committee
- Trails Advisory Committee
- State Lands Development Advisory Committee
- State Parks Advisory Committee
- Water Access Advisory Committee

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	Development Combination	5 5	State
Advisory Committee	6	Site Suitability	Acquisition Combination	10 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	Proximity to People	All	1.5	State
RCO Staff	12	County Population Density	All	1.5	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 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.** 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 help answer questions about underserved populations and health recommendations, locate the project on the [Grant Applicant Data Tool](#) to determine whether it is in a census tract in which one or more of the populations listed below are present. Applicants 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 (\$66,174 as of 2017).
- Based on percentage, there are more people of color in the census tract where the project is located than the statewide percentage (31 percent as of 2017).
- 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 2017).

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 2017).

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 (682.91 as of 2017).

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

Revised October 2017, Recreation and Conservation Funding Board Resolution 2017-32. Data updated spring 2020.

2. Project Scope. 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

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 the following:

- Accuracy of cost estimates
- Recreation experience
- Aesthetics
- Risk management
- Maintenance
- Site suitability
- Materials
- Space relationships
- Phasing
- 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 (development and combination projects only). Sustainability reflects choices made to balance the desired benefits and potential impacts of a project on the surrounding landscape and community. Please discuss how your project's location or design supports your organization's sustainability plan or how you considered the ecological, economic, and social benefits and impacts in the project plan.

Examples of sustainability factors that could be part of a project or maintenance plan are provided below for consideration but are not all-inclusive. Applicants and evaluators should treat this list as a guide, not a checklist. Applicants are encouraged to be creative in expressing the sustainability factors of their projects, and evaluators should score projects based on the extent to which applicants have considered and addressed the benefits and impacts of their projects whether they discuss one of the factors below or many.

Ecological Factors

- Minimizes impacts to, or improves ecological function of, surrounding lands
- Includes low-impact design or other green building techniques that reduce water, energy, resource consumption, or greenhouse gas footprint
- Provides a buffer to future natural disasters or anticipated climate impacts
- Includes landscaping that supports native species and/or pollinator habitat

Social Factors

- Addresses an identified disparity in social or environmental services
- Encourages access via multi-modal and active transportation choices
- Promotes opportunities for physical activity, social and cultural connections, or community education

Economic Factors

- Uses materials that support local producers, are recycled or recyclable, increase the project's anticipated lifespan, or reduce future maintenance costs
- Creates efficiency in the provision of public services (i.e. stormwater infiltration, increased tree canopy, carbon sequestration, etc.)
- Maximizes lifespan or reduces future operational costs
- Supports a local economic development initiative

▲ Point Range: 0-5 points

Adopted January 2020, Recreation and Conservation Funding Board Resolution 2020-06

- 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 2 for acquisition projects and 0.5 for combination projects

Revised April 2020, Recreation and Conservation Funding Board Resolution 2020-08

7. Expansion or Renovation. 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. Has your organization informed the public (statewide, community, or user groups) about the project and how has the public shown support for the project?

- Describe the extent of your organization’s efforts to identify and contact all parties, (i.e. an outreach program to local, regional, and statewide entities).
- Describe the extent of the project support. Broadly interpret the term “Project Support” to include, but not be limited to, the following:
 - 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 opportunities 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 is 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?
 - 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 2016-04.

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

10. Growth Management Act Preference. 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 has done any of the following:
 - Adopts or has adopted within the time periods specified in state law
 - Adopts or has adopted by the time it requests a grant or loan
 - 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.

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.

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.

- | | |
|----------|---|
| -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. Proximity to People. Is the project in the urban growth boundary of a city or town with a population of 5,000 or more?⁶⁶

RCO uses a map provided by the applicant to help score this question. 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: 0 or 1.5

- | | |
|-----|------------|
| Yes | 1.5 points |
| No | 0 points |

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

⁶⁶Revised Code of Washington 79A.25.250

12. County Population Density. Is the project in a county with a population density of 250 or more people per square mile?⁶⁷

RCO uses county population data from the Office of Financial Management to score this question.

▲ Point Range: 0 or 1.5

Yes 1.5 points

No 0 points

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

⁶⁷Revised Code of Washington 79A.25.250

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					
Re	#	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	Development and Renovation	5	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				61	

*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 *Washington State Recreation and Conservation Plan*)
- 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?⁶⁸

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

⁶⁸Assessment 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. Sustainability reflects choices made to balance the desired benefits and potential impacts of a project on the surrounding landscape and community. Please discuss how your project's location or design supports your organization's sustainability plan or how you considered the ecological, economic, and social benefits and impacts in the project plan.

Examples of sustainability factors that could be part of a project or maintenance plan are provided below for consideration but are not all-inclusive. Applicants

and evaluators should treat this list as a guide, not a checklist. Applicants are encouraged to be creative in expressing the sustainability factors of their projects, and evaluators should score projects based on the extent to which applicants have considered and addressed the benefits and impacts of their projects whether they discuss one of the factors below or many.

Ecological Factors

- Minimizes impacts to, or improves ecological function of, surrounding lands
- Includes low-impact design or other green building techniques that reduce water, energy, resource consumption, or greenhouse gas footprint
- Provides a buffer to future natural disasters or anticipated climate impacts
- Includes landscaping that supports native species and/or pollinator habitat

Social Factors

- Addresses an identified disparity in social or environmental services
- Encourages access via multi-modal and active transportation choices
- Promotes opportunities for physical activity, social and cultural connections, or community education

Economic Factors

- Uses materials that support local producers, are recycled or recyclable, increase the project's anticipated lifespan, or reduce future maintenance costs
- Creates efficiency in the provision of public services (i.e. stormwater infiltration, increased tree canopy, carbon sequestration, etc.)
- Maximizes lifespan or reduces future operational costs
- Supports a local economic development initiative

▲ Point Range: 0-5 points

Adopted January 2020, Recreation and Conservation Funding Board Resolution 2020-06

- 4. Diversity of and Compatibility of Recreational Uses.** To what extent does this project provide diversity of possible recreational uses?⁶⁹

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.

Broadly interpret the term "Project Support" to consider 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.

⁶⁹Assessment of Outdoor Recreation in Washington State 2002-2007, Chapters 1 and 5

- 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?⁷⁰

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.

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

⁷⁰Revised 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 Combination	10 5	State
Advisory Committee	4	Project Design	Development Combination	10 5	Technical
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 People	All	1.5	State
RCO Staff	12	County Population Density	All	1.5	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 *Washington State Recreation and Conservation Plan*)
- 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:

- Whether the project is cited in an agency, regional, or local plan, for example:
 - 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.
- Whether the project or property is suited to serve the state need.

▲ Point Range: 0-5 points

0 points	Not included in a plan, indirectly or does not implement the mission.
1-2 points	Not included in a plan but supports the mission.
3-4 points	Consistent with state, regional, or local plans, and implements the mission.
5 points	High priority in state, regional, or local plan and strongly implements the State Parks mission and vision.

Revised April 2016. Recreation and Conservation Funding Board Resolution 2016-20.
Updated April 2020, per Delegation Authority, Resolution 2020-10.

2. Project Significance. Describe how this project supports State Parks' strategic goals. Does it support one or more of the following goals of State Parks' Statewide Acquisition and Development Strategy:

- Places to Be: Connecting people with Washington's iconic landscapes
- Stories to Know: Engaging people in authentic Washington stories
- Things to Do: Providing Washington's recreation mainstays

- Ways to Grow: Inviting novices to experience Washington’s outdoors
- Something for Everyone: Improving the quality of life for all Washingtonians

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

0 points	Does not directly support any of the goals
1-2 points	Indirectly supports one or two goals
3-4 points	Directly supports at least one goal
5 points	Strongly and directly supports multiple goals

Revised January 2014, Recreation and Conservation Funding Board Resolution 2014-07
Updated April 2020, per Delegation Authority, Resolution 2020-10.

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 habitat or future public use?
- Is the acquisition needed to adapt to climate change?

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

0 points	No evidence of threat to the property
1-2 points	Minimal threat to the property
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

Updated April 2020, per Delegation Authority, Resolution 2020-10.

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 has climate change been incorporated into the project?
- How does this project exceed current universal accessibility requirements and provide equal access for people with disabilities?
- Does the design appeal to diverse populations of the state?
- Does the nature and condition of existing or planned land use in the surrounding area support the type of development proposed?
- Is the project permissible? Are there likely to be environmental permitting complications? What, if any, are the mitigation requirements?
- Is the cost estimate realistic?

▲ Point Range: 0-5 points, which are multiplied later by 2 for development 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 appropriate for the site and the intended use, and cost estimates are accurate and complete.
5 points	Design is appropriate for the site, construction documentation is complete and addresses all elements of the question very well, and cost estimates are accurate and complete.

Updated April 2020, per Delegation Authority, Resolution 2020-10.

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, or reduce greenhouse gas emissions.

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

0 points	No or little stewardship elements.
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1-2 points	Contains stewardship elements and avoids impacts to natural or cultural resources. Consistent with State Parks' Sustainability Plan and goals.
3-4 points	Numerous stewardship elements, protects, enhances, or restores natural or cultural resources. Implements many of State Parks' sustainability goals.
5 points	Maximizes natural or cultural resource protection, enhances or restores natural 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.
 Updated April 2020, per Delegation Authority, Resolution 2020-10.

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. How has your organization informed the public (statewide, community, or user groups) about the project and how has the public shown support for the project?

- Describe the extent of your organization’s efforts to identify and contact all parties, (i.e. an outreach program to local, regional, and statewide entities).
- Describe the extent of the project support. Broadly interpret the term “Project Support” to include, but not be limited to, 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?

▲ 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.
1-2 points	(Acquisition) Willing seller identified.

	(Development) Construction drawings at or near 60 percent complete.
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).
	(Development) Construction drawings at or more than 60 percent complete.
5 points	(Acquisition) State Parks has purchases and sale agreement or option signed and the purchase will be made within its existing term.
	(Development) Plans completed and all permits in hand.

Revised April 2016. Recreation and Conservation Funding Board Resolution 2016-20
Updated April 2020, per Delegation Authority, Resolution 2020-10.

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 People. Is this project in the urban growth boundary of a city or town with a population of 5,000 or more?⁷¹

RCO uses a map provided by the applicant to help score this question. 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: 0 or 1.5

Yes 1.5 points

No 0 points

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

⁷¹Revised Code of Washington 79A.25.250

12. County Population Density. Is the project in a county with a population density of 250 or more people per square mile?⁷²

RCO uses county population data from the Office of Financial Management to score this question.

▲ Point Range: 0 or 1.5

Yes 1.5 points

No 0 points

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

⁷²Revised Code of Washington 79A.25.250

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.⁷³

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	3	Linkages Between Communities	All	7.5	State, Local
Advisory Committee	4	Immediacy of Threat	Acquisition Combination	20 7.5	Local
Advisory Committee	5	Project Design	Development Combination	15 7.5	Technical
Advisory Committee	6	Sustainability	Development Combination	5 5	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	Proximity to People	All	1.5	State
RCO Staff	14	County Population Density	All	1.5	State
Total Points Possible				83	

*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 Washington State Recreation and Conservation Plan)
- 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).

⁷³Revised Code of Washington 79A.15.010

Detailed Scoring Criteria for Trails

Advisory Committee Scored

1. **Need.**⁷⁴ 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*⁷⁵

- 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.

⁷⁴Revised Code of Washington 79A.15.070(6)(a)(v-vi)

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

To help answer questions about underserved populations and health recommendations, locate the project on the [Grant Applicant Data Tool](#) to determine whether it 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 (\$66,174 as of 2017)
- Based on percentage, there are more people of color in the census tract where the project is located than the statewide percentage (31 percent as of 2017)
- 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 2017)
- 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 2017)
- The mortality rate in the census tract where the project is located is higher than the statewide mortality rate (682.91 as of 2017)

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

Revised October 2017, Recreation and Conservation Funding Board Resolution 2017-32. Data updated spring 2020.

2. **Linkage Between Trails.**⁷⁶ 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 points

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

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

3. Linkage Between Communities.⁷⁷ 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 points

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

4. Immediacy of Threat⁷⁸ (acquisition and combination projects only). Does a threat to the public availability of a part of the trail exist?

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 4 for acquisition 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.

⁷⁷Revised Code of Washington 79A.15.070(6)(a)(iii)

⁷⁸Revised 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 April 2020, Recreation and Conservation Funding Board Resolution 2020-08

5. Project Design (development and combination projects only). Is the proposal appropriately designed for the intended use(s)?⁷⁹

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).

⁷⁹Revised 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

- 6. Sustainability** (development and combination projects only). Sustainability reflects choices made to balance the desired benefits and potential impacts of a project on the surrounding landscape and community. Please discuss how your project's location or design supports your organization's sustainability plan or how you considered the ecological, economic, and social benefits and impacts in the project plan.

Examples of sustainability factors that could be part of a project or maintenance plan are provided below for consideration but are not all-inclusive. Applicants and evaluators should treat this list as a guide, not a checklist. Applicants are encouraged to be creative in expressing the sustainability factors of their projects, and evaluators should score projects based on the extent to which applicants have considered and addressed the benefits and impacts of their projects whether they discuss one of the factors below or many.

Ecological Factors

- Minimizes impacts to, or improves ecological function of, surrounding lands
- Includes low-impact design or other green building techniques that reduce water, energy, resource consumption, or greenhouse gas footprint
- Provides a buffer to future natural disasters or anticipated climate impacts
- Includes landscaping that supports native species and/or pollinator habitat

Social Factors

- Addresses an identified disparity in social or environmental services
- Encourages access via multi-modal and active transportation choices
- Promotes opportunities for physical activity, social and cultural connections, or community education

Economic Factors

- Uses materials that support local producers, are recycled or recyclable, increase the project's anticipated lifespan, or reduce future maintenance costs
- Creates efficiency in the provision of public services (i.e. stormwater infiltration, increased tree canopy, carbon sequestration, etc.)
- Maximizes lifespan, or reduces future operational costs
- Supports a local economic development initiative

▲ Point Range: 0-5 points

Adopted January 2020, Recreation and Conservation Funding Board Resolution 2020-06.

- 7. Water Access or Views.**⁸⁰ 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

⁸⁰Revised Code of Washington 79A.15.070(6)(a)(vii) and 79A.15.070(6)(a)(ix)

8. Scenic Values.⁸¹ 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.⁸² 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. How has your organization informed the public (statewide, community, or user groups) about the project and how has the public shown support for the project?⁸³

- Describe the extent of your organization's efforts to identify and contact all parties, (i.e. an outreach program to local, regional, and statewide entities or a public involvement program as part of a comprehensive planning process that includes this project).
- Describe the extent of the project support. Broadly interpret the term "Project Support" to include, but not be limited to, the following:

⁸¹Revised Code of Washington 79A.15.070(6)(a)(ix)

⁸²Revised Code of Washington 79A.15.070(6)(a)(viii)

⁸³Revised Code of Washington 79A.15.070(6)(a)(i)

- o Voter-approved initiatives, bond issues, referenda
- 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

▲ 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 opportunities 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?⁸⁴

Has the applicant made progress toward meeting the requirements of the Growth Management Act (GMA)?⁸⁵

State law requires that:

- A. Whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant⁸⁶ has adopted a

⁸⁴Revised Code of Washington 43.17.250 (Growth Management Act-preference required.)

⁸⁵Revised Code of Washington 43.17.250 (Growth Management Act-preference required)

⁸⁶County, 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 does any of the following:
 - 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
 - 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.

- | | |
|---------------|---|
| 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. Proximity to People. Is the project in the urban growth boundary of a city or town with a population of 5,000 or more?⁸⁷

RCO uses a map provided by the applicant to help score this question. 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: 0 or 1.5

Yes 1.5 points

No 0 points

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

14. County Population Density. Is the project in a county with a population density of 250 or more people per square mile?⁸⁸

RCO uses county population data from the Office of Financial Management to score this question.

▲ Point Range: 0 or 1.5

Yes 1.5 points

No 0 points

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

⁸⁷Revised Code of Washington 79A.25.250

⁸⁸Revised Code of Washington 79A.25.250

Water Access Category

Water access means boat or foot access to marine waters, lakes, river, or streams.⁸⁹

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	Development	5	State
			Combination	5	
Advisory Committee	5	Site Suitability	Acquisition	15	Technical
			Combination	10	
			Development	10	
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	Proximity to People	All	1.5	State
RCO Staff	12	County Population Density	All	1.5	State
Total Points Possible				68	

*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 *Washington State Recreation and Conservation Plan*)
- 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).

⁸⁹Revised 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 sites⁹⁰ 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 help answer questions about underserved populations and health recommendations, locate the project on the [Grant Applicant Data Tool](#) to determine whether it is in a census tract in which one or more of the populations listed below are present. Applicants 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 (\$66,174 as of 2017).
- Based on percentage, there are more people of color in the census tract where the project is located than the statewide percentage (31 percent as of 2017).
- 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 2017).

⁹⁰Revised 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 2017).
- The mortality rate in the census tract where the project is located is higher than the statewide mortality rate (682.91 as of 2017).

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

Revised October 2017, Recreation and Conservation Funding Board Resolution 2017-32. Data updated in spring 2020.

2. Immediacy of Threat (acquisition and combination projects only). To what extent will this project reduce a threat to the public availability of water access?⁹¹

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

⁹¹Revised Code of Washington 79A.15.070(6)(b)(iii)

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

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

Revised April 18, 2006

- 4. Sustainability** (development and combination projects only). Sustainability reflects choices made to balance the desired benefits and potential impacts of a project on the surrounding landscape and community. Please discuss how your project's location or design supports your organization's sustainability plan or how you considered the ecological, economic, and social benefits and impacts in the project plan.

Examples of sustainability factors that could be part of a project or maintenance plan are provided below for consideration but are not all-inclusive. Applicants and evaluators should treat this list as a guide, not a checklist. Applicants are encouraged to be creative in expressing the sustainability factors of their projects, and evaluators should score projects based on the extent to which applicants have considered and addressed the benefits and impacts of their projects whether they discuss one of the factors below or many.

Ecological Factors

- Minimizes impacts to, or improves ecological function of, surrounding lands
- Includes low-impact design or other green building techniques that reduce water, energy, resource consumption, or greenhouse gas footprint
- Provides a buffer to future natural disasters or anticipated climate impacts
- Includes landscaping that supports native species and/or pollinator habitat

Social Factors

- Addresses an identified disparity in social or environmental services
- Encourages access via multi-modal and active transportation choices
- Promotes opportunities for physical activity, social and cultural connections, or community education

Economic Factors

- Uses materials that support local producers, are recycled or recyclable, increase the project's anticipated lifespan, or reduce future maintenance costs
- Creates efficiency in the provision of public services (i.e. stormwater infiltration, increased tree canopy, carbon sequestration, etc.)
- Maximizes lifespan or reduces future operational costs
- Supports a local economic development initiative

▲ Point Range: 0-5 points

Adopted January 2020, Recreation and Conservation Funding Board Resolution 2020-06

5. **Site Suitability** (acquisition, development, and combination projects only). Is the site well suited for the intended recreational uses?⁹²

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?

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 3 for acquisition projects and 2 for development and combination projects.

Revised May 7, 2003; points modified via Recreation and Conservation Funding Board 2020-08

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 points

7. **Diversity of Recreational Uses** (development and combination projects only). To what extent does this project provide diversity of possible water-based recreational activities?⁹³

Water access can provide the opportunity for a variety of recreational uses including swimming, fishing, boating, picnicking, viewing, and shellfish gathering.

⁹²Revised Code of Washington 79A.15.070(6)(b)(v)

⁹³Revised Code of Washington 79A.15.070(6)(b)(iv)

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 0.5 for combination projects

Revised May 7, 2003

8. Project Support. How has your organization informed the public (statewide, community, or user groups) about the project and how has the public shown support for the project?⁹⁴

- Describe the extent of your organization’s efforts to identify and contact all parties, (i.e. an outreach program to local, regional, and statewide entities).
- Describe the extent of the project support. Broadly interpret the term “Project Support” to include, but not be limited to, the following:
 - 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 opportunities to provide meaningful input into the project, and there is

⁹⁴Revised Code of Washington 79A.15.070(6)(b)(i)

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 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 2016-05.

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?⁹⁵

State law requires that:

- A. Whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant⁹⁶ 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 does any of the following:
 - 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
 - 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

⁹⁵Revised Code of Washington 43.17.250 (Growth Management Act-preference required.)

⁹⁶County, city, or town applicants only. This segment of the question does not apply to state agency or tribal government applicants.

Management Hearings Board, the agency cannot be penalized during the period of appeal.

▲ Point Range: RCO staff subtracts a maximum of 1 point.

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. Proximity to People. Is the project in the urban growth boundary of a city or town with a population of 5,000 or more?⁹⁷

RCO uses a map provided by the applicant help score this question. 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: 0 or 1.5

Yes	1.5 points
No	0 points

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

12. County Population Density. Is the project in a county with a population density of 250 or more people per square mile?⁹⁸

RCO uses county population data from the Office of Financial Management to score this question.

▲ Point Range: 0 or 1.5




Yes	1.5 points
No	0 points

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

⁹⁷Revised Code of Washington 79A.25.250

⁹⁸Revised Code of Washington 79A.25.250

Appendix A: Allocation of WWRP Funds

45% Habitat Conservation Account		45% Outdoor Recreation Account		10% Farm and Forest Account	
					
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 2019-27: 45 percent to local agencies, Native American tribes, and nonprofit organizations; 45 percent to state agencies; 10 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)