

## Allowable Use Request for Approval

A project sponsor may request Recreation and Conservation Office (RCO) approval of an allowable use of the project area. The sponsor is encouraged to review the policy (found in Appendix A) before submitting a request.

Uses of project sites must have no overall impairment to the habitat conservation or outdoor recreation resource funded by RCO.<sup>1</sup>

To complete the request, submit the following documents:

- This form.
- A letter signed by the authorized representative of the project sponsor acknowledging the request.
- A map of the project area boundary<sup>2</sup> identifying the area where the proposed action or use will occur. In many cases the size of the project area impacted is larger than the physical footprint of the proposed action. The area identified should include all impacts related to the proposal.
- Any draft encumbrance that is related to the proposed exception or use.

<b>RCO Project Name:</b>		<b>Submittal Date:</b>	
<b>Project Sponsor Name:</b>		<b>RCO Project Number:</b>	
<b>Project Sponsor Contact:</b>		<b>Title:</b>	
<b>Address:</b>		<b>City:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>E-mail:</b>		

<b>Section A</b>	<b>Allowable Use Request</b>
1.	Briefly describe the original intent of the project when it was funded.

<sup>1</sup>Allowable Uses Policy, Recreation and Conservation Funding Board Resolution 2012-21.

<sup>2</sup>A project area boundary is the geographic area that delineates the grant-assisted site. Minimum map requirements include an outline of the project area, the RCO project number and name, adjoining streets and roads, and north arrow scale.

2.	Explain in detail the proposed use. Explain efforts to keep the size of the area impacted to a minimum.
3.	Does the proposed action include an encumbrance on the project area? <span style="float: right;">Yes <input type="checkbox"/></span> If yes, attach or provide the draft encumbrance document for review. <span style="float: right;">No <input type="checkbox"/></span>
4.	Describe how the intended purpose, use, and function of the project area will be maintained. How does the proposed use benefit the function and use of the project area?
5.	Describe the practical alternatives that were considered and why they were rejected.
6.	Enter the start and end dates for the proposed use.
Start Date:	End Date:

For additional information on specific grant program policies, follow [this link to RCO's grant manuals.](#)

## Appendix A: Allowable Use Policy

RCO grants are intended to support Washington State's habitat and outdoor recreation resources. Uses of project sites must have no overall impairment to the habitat conservation or outdoor recreation resource funded by RCO.

To be in compliance with the grant, uses of grant-assisted project sites must be any of the following:

- A. Identified in the project agreement
- B. Allowed by RCO policy
- C. Approved by RCO or the funding board.

For the use to be approved by RCO or the funding board (Option C, above), it must meet all of the following criteria:

- The use must be consistent with the essential purposes of the grant (i.e. consistent with the grant agreement and grant program).
- All practical alternatives to the use, including the option of no action, must have been considered and rejected on a sound basis.
- The use must achieve its intended purpose with the least possible impact to the habitat or outdoor recreation resource.
  - If the use impacts the type of resource the grant is designed to protect (habitat, outdoor recreation), it also must provide at least equivalent benefits to that type of resource so there is no overall impairment.

An approved use of a project site must continue in the way it was approved to remain in compliance with the grant. This policy does not modify other RCO policies, such as cultural resource policies.

Income generated on the project site must be managed in accordance with RCO policies on income and income use.