

February 2024

Habitat Conservation

Application Webinar Starting Soon



WASHINGTON STATE
Recreation and
Conservation Office



February 2024

Habitat Conservation

Application Webinar

Presenters: Karl Jacobs and Henry Smith



WASHINGTON STATE
Recreation and
Conservation Office



Spring 2024 Webinar Schedule



9:00 AM
PARKS



11:00 AM
HABITAT
CONSERVATION



1:00 PM
LAND AND WATER
CONSERVATION FUND



3:00 PM
WORKING LANDS



WASHINGTON STATE
Recreation and Conservation
Funding Board



WELCOME!



Megan Duffy
RCO Director

Recreation and Conservation Funding Board Members

Michael Shiosaki (Board Chair), Citizen

Bob Bugert, Citizen

Shiloh Burgess, Citizen

Kitty Craig, Citizen

Trang Lam, Citizen

Peter Herzog, State Parks and Recreation Commission

Kristen Ohlson-Kiehn, Washington Department of Natural Resources

Amy Windrope, Washington Department of Fish and Wildlife

Agenda

2024 Application Webinar

- RCO Overview
- Outdoor Grants Managers
- Key Application Steps
- Choosing a Grant Program
- Apply Using PRISM Online
- Project Evaluation
- Additional Considerations
- Questions?



Henry Smith
Outdoor Grants Manager



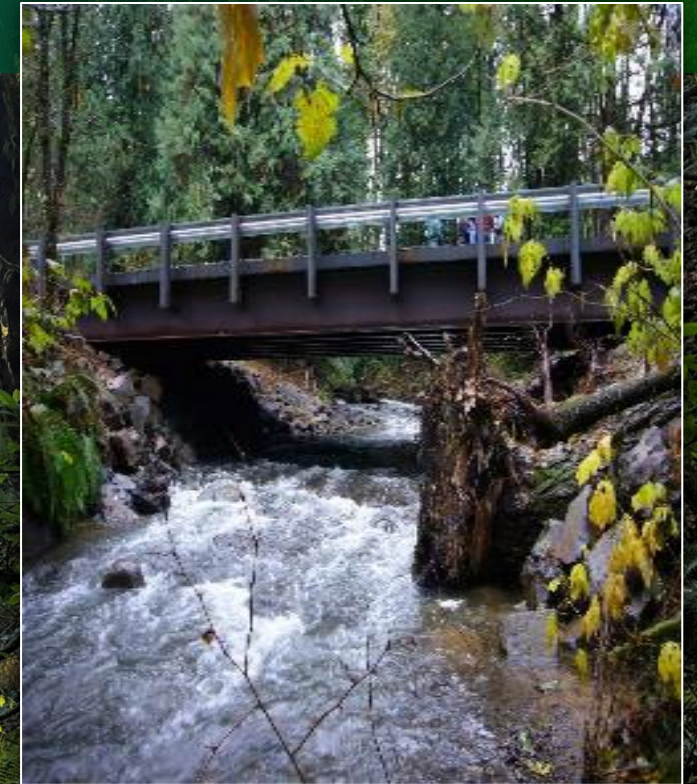
Karl Jacobs
Senior Grants Manager

Two Grants Sections

Recreation and Conservation Grants



Salmon Recovery





Parks



Trails



Boating





Working Lands



Water Access



Habitat Areas





Acquisition



Development



Restoration



Combination

Cities	Counties	Conservation Districts
Federal Agencies	Lead Entities	Native American Tribes
Park and Recreation Districts	Nonprofit Organizations	School Districts
Special Purpose Districts	State Agencies	Port Districts

Outdoor Grants Managers



Allison Dellwo



Andrea Hood



Brian Carpenter



Dan Haws



Kim Sellers



Hayley Dalgetty



Henry Smith



Jesse Sims



Lan Nicolai



Russell Malburg



DeAnn Beck



Karl Jacobs

www.rco.wa.gov



“Contact Us” then “Grants Manager”



Henry Smith

Outdoor Grants Manager

360-867-8328

henry.smith@rcow.wa.gov

Handling recreation and conservation grants:

Kitsap County, Pierce County, Aquatic Lands Enhancement Account, Boating Facilities Program, Land and Water Conservation Fund, Recreation Projects-Washington Wildlife and Recreation Program, Recreational Trails Program, Youth Athletic Facilities, Local Parks Maintenance Grants, Planning for Recreation Access, Habitat Conservation Projects-Washington Wildlife and Recreation Program, Outdoor Recreation Legacy Partnership, Community Outdoor Athletic Facilities

Henry joined RCO in January 2022 as an outdoor grants manager for the Recreation and Conservation Grants Section. Previously, he coordinated environmental and educational AmeriCorps programs with the Washington Service Corps in the Employment Security Department. He also has worked for the Nisqually Land Trust and Pacific Education Institute, and even spent time as an AmeriCorps member on a backcountry chainsaw crew in Eugene, Oregon. Henry graduated from Pacific Lutheran University's International Honors Program in 2016 with a degree in environmental studies and communications. He is working toward a master's degree in public administration program at The Evergreen State College, focusing on public policy and the environment. When he's not working, Henry enjoys kayaking, visiting museums, playing basketball, and hiking.

When you start a grant application, you will be assigned a grant manager. If you need to speak with us first, find us on the website, but anyone can help.

Q&A Today

- Please hold questions until the end, since we will likely answer them during the webinar.
- **We won't have time today to answer detailed project specific questions** – reach out to a grants manager in the next few days/weeks for help.
- We can help today with higher level questions about the programs, categories, process, and eligibility.

Type questions in the Zoom Q&A



What's new?

- The RCFB has added a cost increase policy for **exceptional economic times** to WWRP Habitat. RCFB needs to make a declaration. *Not a standard cost increase.*
- Manual 10b (WWRP Habitat) has been updated to include **existing rules** about time limits, extensions, inspections, acknowledgments, and signs.



Requirements to apply:

1. For WWRP, applicants must have a current comprehensive conservation plan on file with RCO to apply.

Plans are due to RCO by March 1!

Plans are effective for six years.

RCO website has planning requirements and lists of applicants with plans on file.

Contact Nick Norton at nicholas.norton@rco.wa.gov.

2. All first-time applicants must submit a legal opinion to RCO by the technical completion deadline.
3. Applicant Resolution/Authorization – due by the technical completion deadline.

Review RCO Manuals

Project Type

- Manual 3: Acquisitions Projects
- Manual 4: Development Projects
- Manual 5: Restoration Projects

General

- Manual 7: Long-Term Obligations
- Manual 8: Reimbursements

Program-specific

- Manual 10b: WWRP Habitat Conservation Account
- Manual 21: Aquatic Lands Enhancement Account (ALEA)

RCO
Manuals

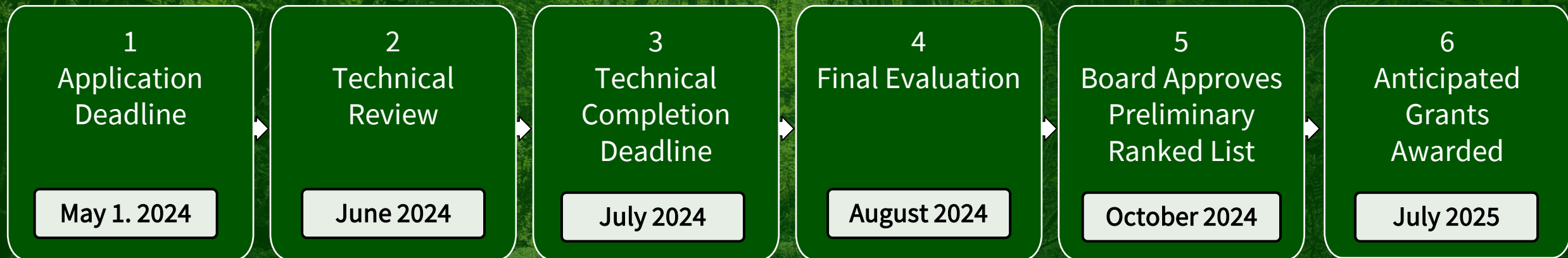
Find the Applicant To-Do Lists

- One for each program/category
- Step by step process
- Deadlines and requirements

To Do
Lists

Key Steps

Applications open today!
February 14, 2024

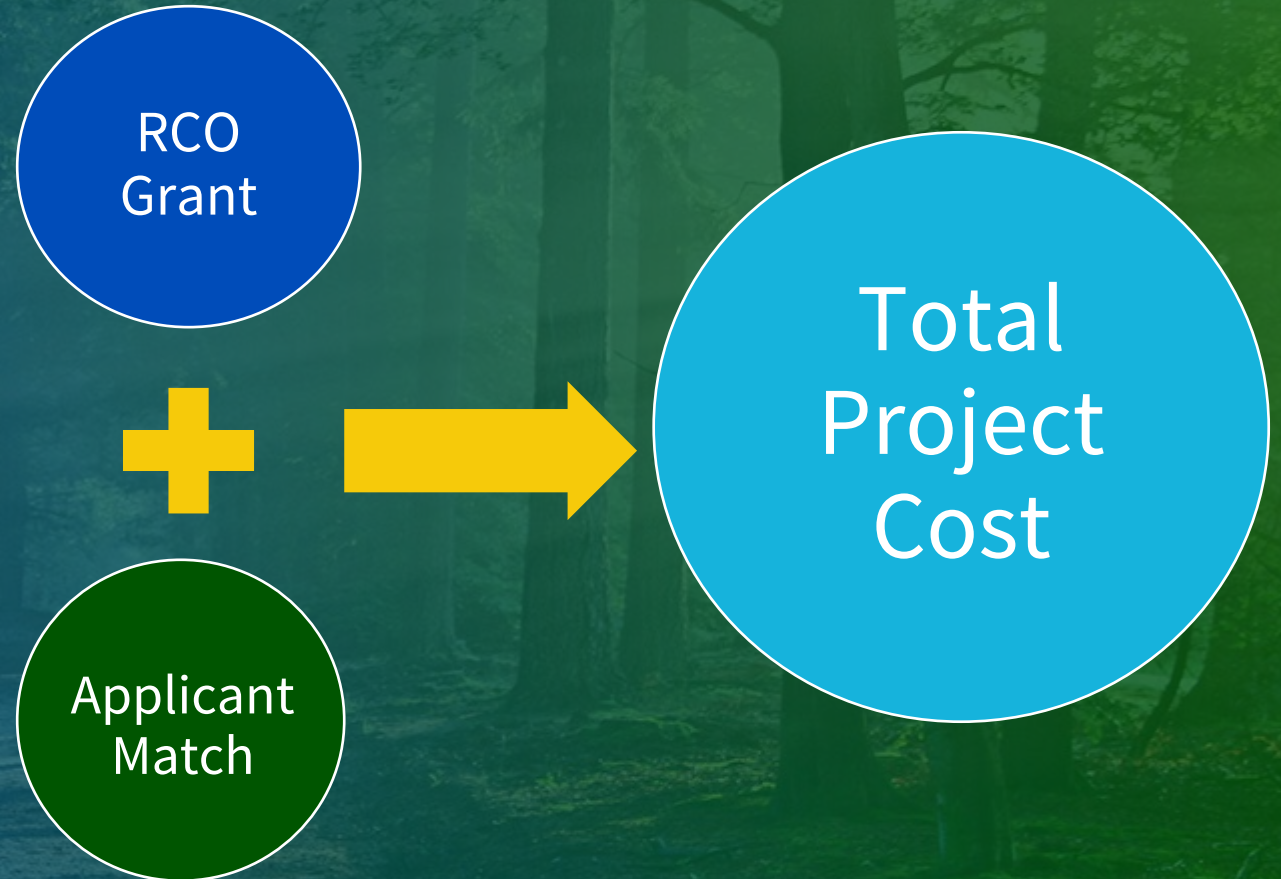


Matching Share

ALEA and WWRP Habitat Conservation Account

- 50% of total project cost, or 1:1
- 10% must be non-state, non-federal
(Does not apply to Native American Tribes)
 - Local funding, private grants, donations

Not required in WWRP for state agencies.



What counts as match?

Appropriations & Cash

Bonds

Conservation Futures

Corrections Labor

Donations

Grants

Full list in Manual 8.

Getting Paid

- Reimbursement-based grants
- Percent share in grant agreement
- Limited to out-of-pocket costs
- No advances
- Escrow payments for acquisitions
- See Manual 8 Reimbursements



RCO Acquisitions

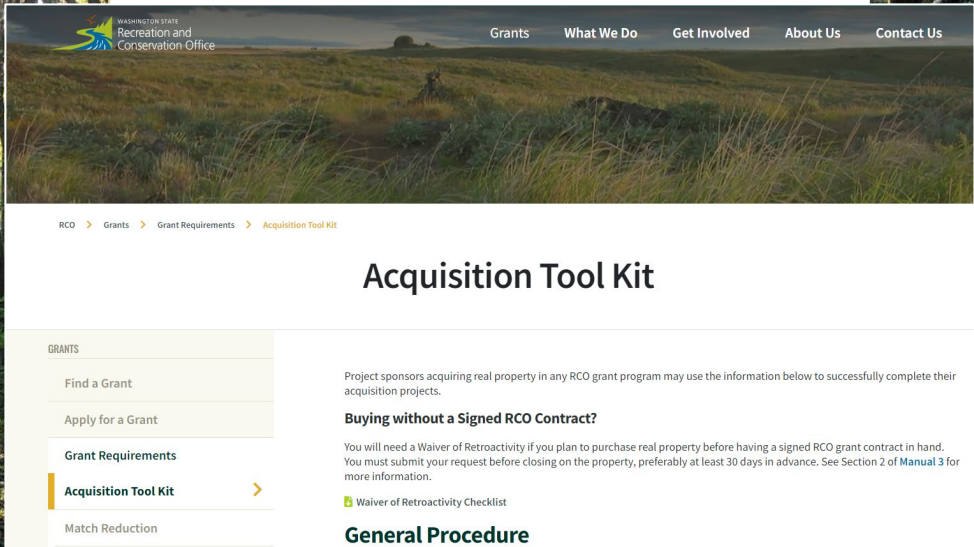
Review Manual 3 carefully

All acquisitions are required to follow the policies and procedures outlined in Manual 3, **even before receiving funding** in order to maintain eligibility.

Resources are available in Manual 3, and the Acquisition Tool Kit on the RCO website.

Manual 3

Acquisition Projects



The screenshot shows the Washington State Recreation and Conservation Office (RCO) website. The header includes the RCO logo and navigation links: Grants, What We Do, Get Involved, About Us, and Contact Us. Below the header is a large image of a grassy field. The main content area is titled "Acquisition Tool Kit" and includes a sidebar with links: Find a Grant, Apply for a Grant, Grant Requirements, Acquisition Tool Kit (highlighted with a right arrow), and Match Reduction. The main text area contains information about project sponsors acquiring real property, a section titled "Buying without a Signed RCO Contract?" which states that a Waiver of Retroactivity is needed, and a link to the "Waiver of Retroactivity Checklist". The footer of the page includes the RCO logo and the text "WASHINGTON STATE Recreation and Conservation Office".

Local Jurisdiction Review and Conferral

Required for Acquisitions in WWRP

Two-Step Process

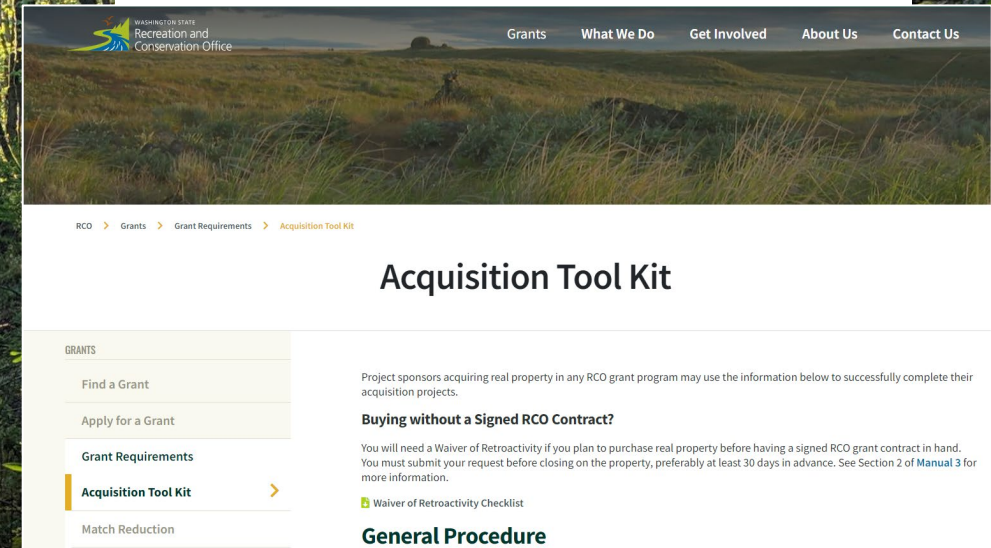
1. Initiate review/conferral with local jurisdiction
 - Application Submit – May 1
2. Document completion
 - Technical Completion Deadline – July 11

Forms available on the Acquisition Tool Kit

Manual 10b

Washington Wildlife and Recreation Program

Habitat Conservation Account



The screenshot shows the Washington State Recreation and Conservation Office website. The header includes the logo and navigation links: Grants, What We Do, Get Involved, About Us, and Contact Us. The main content area is titled "Acquisition Tool Kit" and includes a sidebar with links: Find a Grant, Apply for a Grant, Grant Requirements, Acquisition Tool Kit (highlighted), and Match Reduction. The main text area provides information about project sponsors acquiring real property and includes a section titled "Buying without a Signed RCO Contract?" with a link to a "Waiver of Retroactivity Checklist" and a "General Procedure" link.

Waiver of Retroactivity

Do you need to purchase a property without a signed grant agreement?

Submit request with attachments at least 30-days PRIOR to closing on the property.

Checklist available on the Acquisition Tool Kit.

Notify your outdoor grants manager ASAP if you're buying property without a grant agreement.

NOTE: no guarantee of funding, so proceed at your own risk.

"Waiver of Retroactivity" Request Checklist

To request a "Waiver of Retroactivity," you must submit the following documents before closing on the property, preferably at least 30 days in advance:

- ☐ Written request with a justification regarding the critical need to purchase property
- ☐ Location map
- ☐ Parcel map
- ☐ Voluntary acquisition notice (sample available in Manual 3)
- ☐ Preliminary title report
- ☐ Preliminary title report and commitment checklist (form in Manual 3)
- ☐ If planning to apply for WWRP funding, provide evidence of project review and conferral with the local jurisdiction (see Manual 3)
- ☐ Landowner donation statement (if applicable)

You also may submit the appraisal, review appraisal, and other incidental documents for RCO review, if available.

RCO may request additional documentation for review of the request.

NOTE: If requesting a waiver for a federally-funded grant program, RCO will need to get approval from the appropriate federal agency before issuing the waiver. Please ensure you make your request with sufficient time in advance of closing.

Refer to *RCO Manual 3, Acquisition Projects* for additional information and all other acquisition policies and procedures.

Don't forget your incidentals!

Appraisal and
appraisal review
(one per property)

Baseline
documentation
(conservation
easements)

Boundary line
adjustments

Closing Fees

Cultural Resources

Demolition of
ineligible structures

Fencing

Environmental
audits

Land survey

Noxious weed
control (limited)

Recording Fees

Relocation for
eligible displaced
tenants

Signs (Boundary,
entrance, notices,
rules, etc.)

Stewardship plans.

Taxes due at closing

Title reports and
insurance

Wetland
delineations

Full list in Manual 3.

Administrative Costs

Limited to 5% of the total property and incidental costs.

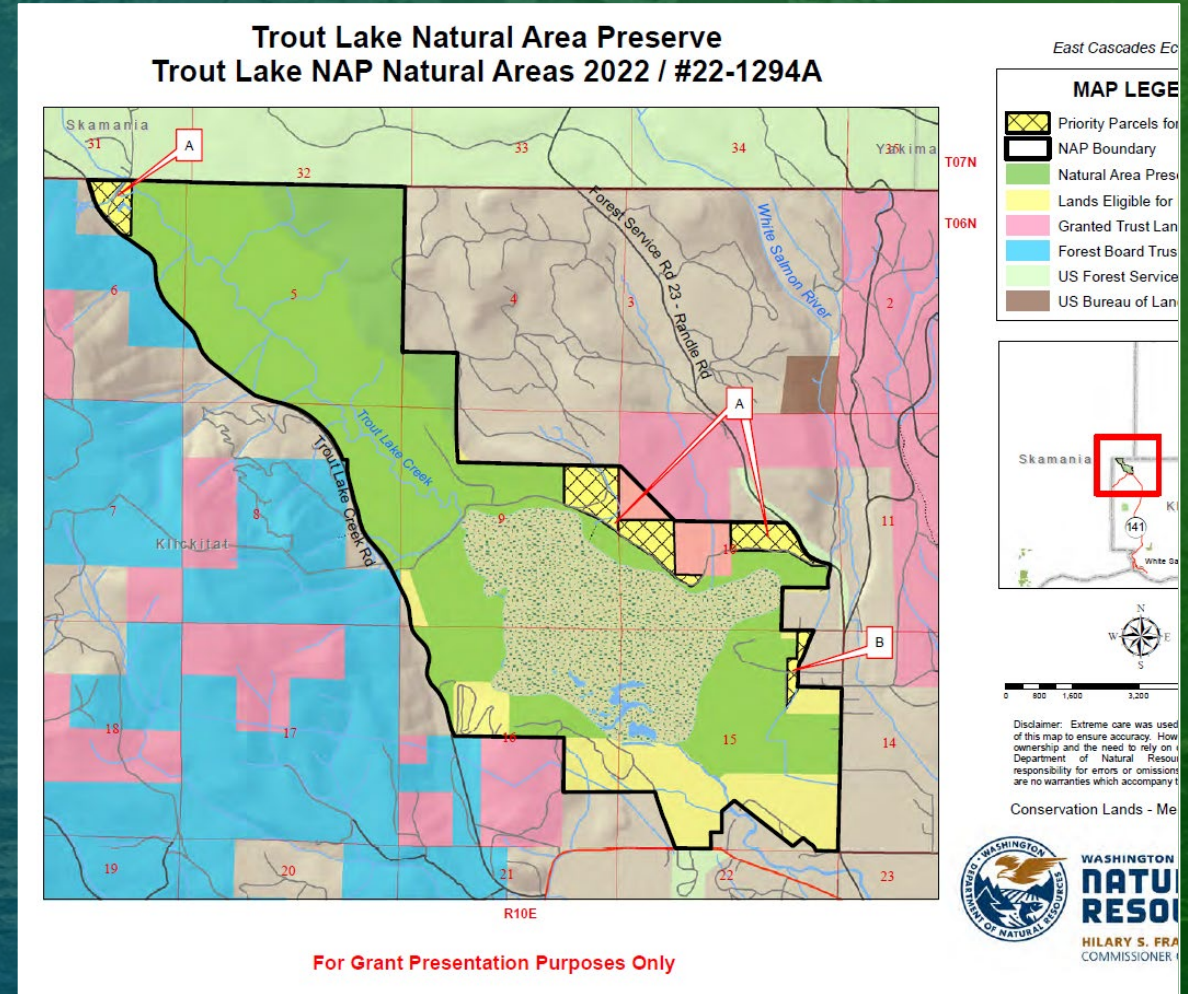
- RCO may approve requests to pay higher administrative costs on a case-by-case basis.

*Architecture and engineering costs for development and restoration projects are limited to 20% of the project total.

- Advertising
- Attorney fees—document review and drafting, clearing title, and other project related work.
- Billing preparation
- Communication
- Consultation
- Contract award
- Correspondence
- GIS mapping
- Meetings
- Negotiations
- Progress report preparation
- Project administration
- Public hearings
- Room rental
- Salaries and benefits
- Site visits
- Taxes (administrative goods and services)
- Travel costs to site and meetings

Geographic Envelopes

- Multisite acquisitions only.
- Identify a geographic area that satisfies your acquisition goal.
 - Established long-term boundaries
- Show primary acquisition targets that will be included in your grant agreement.
- Include some secondary acquisition targets that could be added into the agreement if you are unable to purchase a primary property.
- Include written acquisition strategy and maps.



Don't oversell your project, phase it!



You are expected to purchase all the primary target properties within your geographic envelope.



If one of those properties becomes unavailable, you can request to amend in a secondary property to replace it.



Do not list more primary properties than you can afford to purchase. Instead, apply for another grant in the next cycle.



RCO Conservation Grants

Washington Wildlife and Recreation Program (WWRP) Habitat Conservation Account

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

Aquatic Lands Enhancement Account (ALEA)

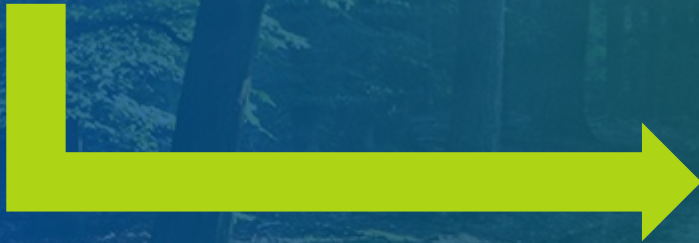


WWRP Habitat Conservation Account

WWRP Funding

Last Biennium:

- WWRP received \$120 million across all accounts.
- WWRP Habitat Conservation Account received about \$52 million.



45%
Habitat Conservation
Account



45%
Outdoor Recreation
Account



10%
Farm and Forest
Account



Categories

35% Critical Habitat
25% Natural Areas
15% Riparian Protection
10%* State Lands
Restoration and
Enhancement
15% Urban Wildlife
Habitat

*or \$3 million, whichever
is less

30% Local Parks
*40%-50% must be
acquisition*
10%* State Lands
Development and
Renovation
30% State Parks
*40%-50% must be
acquisition*

20% Trails
10% Water Access
*75% must be
acquisition*

*or \$3 million, whichever
is less

90% Farmland
Preservation
Category
10% Forestland
Preservation
Category

WWRP Habitat Funding by Category

Habitat Conservation Account 45 Percent		
• Critical Habitat	35%	\$18,128,880
• Natural Areas	25%	\$12,949,200
• Riparian Protection	15%	\$9,949,200
• State Lands Restoration	10%	\$3,000,000
• Urban Wildlife Habitat	15%	\$7,769,520

WWRP Habitat Conservation Account Categories

WWRP Critical Habitat

This category provides grants to acquire and develop habitat for wildlife including game and non-game species; food fish; shellfish; and freshwater, anadromous, and other fish including habitat for endangered, threatened, or sensitive species.

Eligible Applicants

- Local agencies
- Federally recognized Native American tribes
- Nonprofit nature conservancy organizations
- State agencies



WWRP Critical Habitat

Eligible Project Types

- Acquisition
- Development
- Combination acquisition and development

Grant Limit

None

Match Requirement

- Local agencies, Native American tribes, and nonprofits: 50% match
- State Agencies: No match required.



Important to know:

For projects that support the entire lifecycle of the targeted species, usually through large-scale acquisitions.

- Includes habitats such as wetlands, forests, shrub-steppe, deer and elk winter range, riparian zones, and habitats for saltwater or freshwater fish and shellfish.
- May include public use for both consumptive and non-consumptive activities.
- May include acquisition for species protections or enhancement.
- *May include **limited** development of public facilities such as roads, trails, parking, restrooms, signs and kiosks, and fences.*
- Must be publicly accessible.
- May include costs for developing stewardship plans.
- Does not allow for habitat creation, enhancement, or restoration, and does not allow renovation of facilities.

WWRP Natural Areas



These grants provide funding to acquire areas set aside to protect high quality, representative, native ecosystems; unique plant or animal communities; habitat for endangered, threatened, or sensitive species; rare geological features; or features of significant scientific or educational value.

Eligible Applicants

- Nonprofit nature conservancy organizations
- State agencies

WWRP Natural Areas



Eligible Project Types

- Acquisition
- Development
- Combination acquisition and development

Grant Limit

None

Match Requirement

- Nonprofits: 50% match.
- State Agencies: No match required.

Important to know:

“The best of the best, or the best of what’s left!”

– Kim Sellers, Outdoor Grants Manager

- **Must have retained most of its natural character.**
- Must be managed primarily for resource preservation, protection, and study.
- May include limited development.
- Must be publicly accessible.
- May include costs for developing stewardship plans.
- Does not allow for habitat creation, enhancement, or restoration, or renovation of facilities.

WWRP Riparian Protection

This category provides grants to acquire land adjacent to a water body or its submerged lands.

By law, riparian habitat may include shorelines, nearshore marine habitat, estuaries, lakes, wetlands, streams, or rivers.

Eligible Applicants

- Local agencies
- Federally recognized Native American tribes
- Nonprofit nature conservancy organizations
- Salmon recovery lead entities
- State agencies



WWRP Riparian Protection

Eligible Project Types

- Acquisition
- Combination acquisition and restoration/development

Grant Limit

None

Match Requirement

- Local agencies, Native American Tribes, salmon recovery lead entities, and nonprofits: 50% match.
- State Agencies: No match required.



Important to know:

- **Must include acquisition of real property.**
- May include functional habitat for salmon and other wildlife species.
- May include restoration or enhancement of the property to be acquired.
- May include costs for developing stewardship plans.
- May include conservation easements or leases for land enrolled in the Conservation Enhancement Reserve Program (CREP). Leases must be at least 25 years.
- May include limited development of low impact public access facilities.
- Must be publicly accessible.



WWRP State Lands Restoration & Enhancement



These grants provide funding to restore or enhance existing habitat and natural area lands owned and managed by the State Parks and Recreation Commission, the Department of Fish and Wildlife, or the Department of Natural Resources.

Eligible Applicants

- State Department of Fish and Wildlife
- State Department of Natural Resources
- State Parks and Recreation Commission

WWRP State Lands Restoration & Enhancement



Eligible Project Types

- Restoration
- Enhancement

Grant Limits

- Single Site: \$25,000 - \$1 million
- Multisite: \$25,000 - \$500,000

Match Requirement

No match required.

Important to know:

Restoration: brings a site back to its historic function as part of a natural ecosystem or improving the ecological functionality of a site.

Enhancement: Improve the ecological functionality of a site.

- May include habitat enhancement or creation.
- May include reintroduction of native vegetation.
- May include altering or removing structures.
- May include wetlands, forests, shrub-steppe, riparian zones, saltwater or freshwater habitats, or other ecosystems or habitats native to Washington State.
- Must be publicly accessible.
- Should be managed primarily for resource preservation and protection.

WWRP Urban Wildlife Habitat

These grants provide funding to acquire or develop quality native habitat near urban and urbanizing communities.

Increase human's interaction with nature by providing close-to-home opportunities for nature-based activities. Other goals are to connect habitats, increase landscape permeability, enhance resilience to future climatic impacts, and protect the benefits provided by nature, such as clean air and water.

Eligible Applicants

- Local agencies
- Federally recognized Native American tribes
- Nonprofit nature conservancy organizations
- State agencies



WWRP Urban Wildlife Habitat

Eligible Project Types

- Acquisition
- Development
- Combination acquisition and development

Grant Limit

None

Match Requirement

- Local agencies, Native American tribes, and nonprofits: 50% match.
- State Agencies: No match required.



Important to know:

To be eligible:

1. Within 5 miles of the designated urban growth area of a city or town with a population of 5,000 or more.
 2. Within 5 miles of a designated urban cluster with a population of 5,000 or more.
 3. Within 5 miles of an adopted urban growth boundary in a county that has a population density of 250 people per square mile or greater.
- **RCO has developed a mapping tool to help determine eligibility.**
 - Projects may provide habitat for wildlife or serve as a corridor for wildlife movement.
 - Must be publicly accessible.
 - May include limited development of public facilities.
 - Does not allow for habitat creation, enhancement, restoration, or the renovation of existing facilities.



Aquatic Lands Enhancement Account (ALEA)

Aquatic Lands Enhancement Account

Must be associated with navigable waters of the state.

Awarded to projects that support:

1. Protection and Enhancement
2. Public Access

Eligible Applicants

- Cities, counties, towns
- Federally recognized Native American tribes
- Special purpose district, port district, or other political subdivision. of the state
- State agencies



Aquatic Lands Enhancement Account

Eligible Project Types

- Acquisition
- Development
- Restoration
- Combination

Grant Limits

- Acquisition: \$1 million
- Development/Restoration: \$500,000
- Combination: \$1 million total, no more than \$500,000 for restoration and development

Match Requirements

50% Can match WWRP Water Access, Riparian Protection, and Salmon Grants

The full ranked list
has been funded
in the last
three grant cycles.

Range: \$5 to \$12
Million

Is restoration a part of your project?

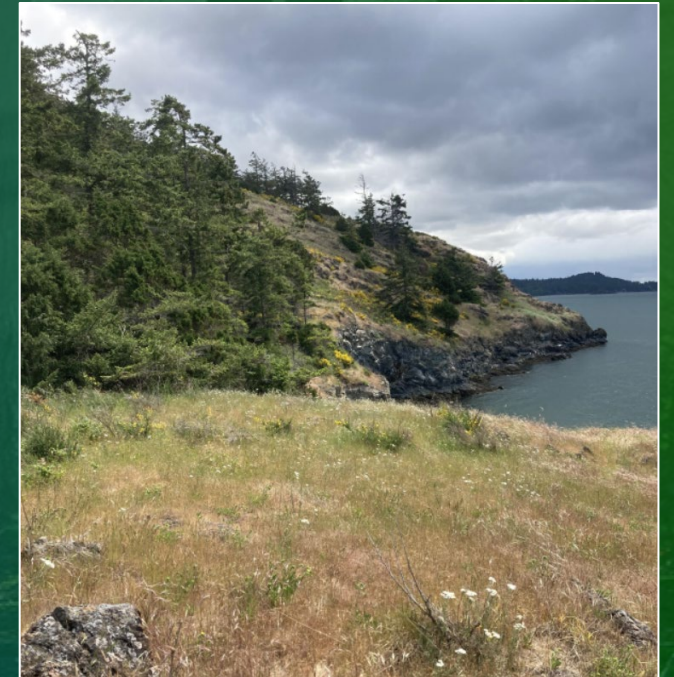
Restoration goes beyond noxious weed control and involves:

- Habitat enhancement or creation.
- Reintroducing native vegetation.
- Altering or removing structures or landscape features.
- Can exclude public use to protect habitat and species.

Review Manual 5: Restoration Projects

Only eligible in:

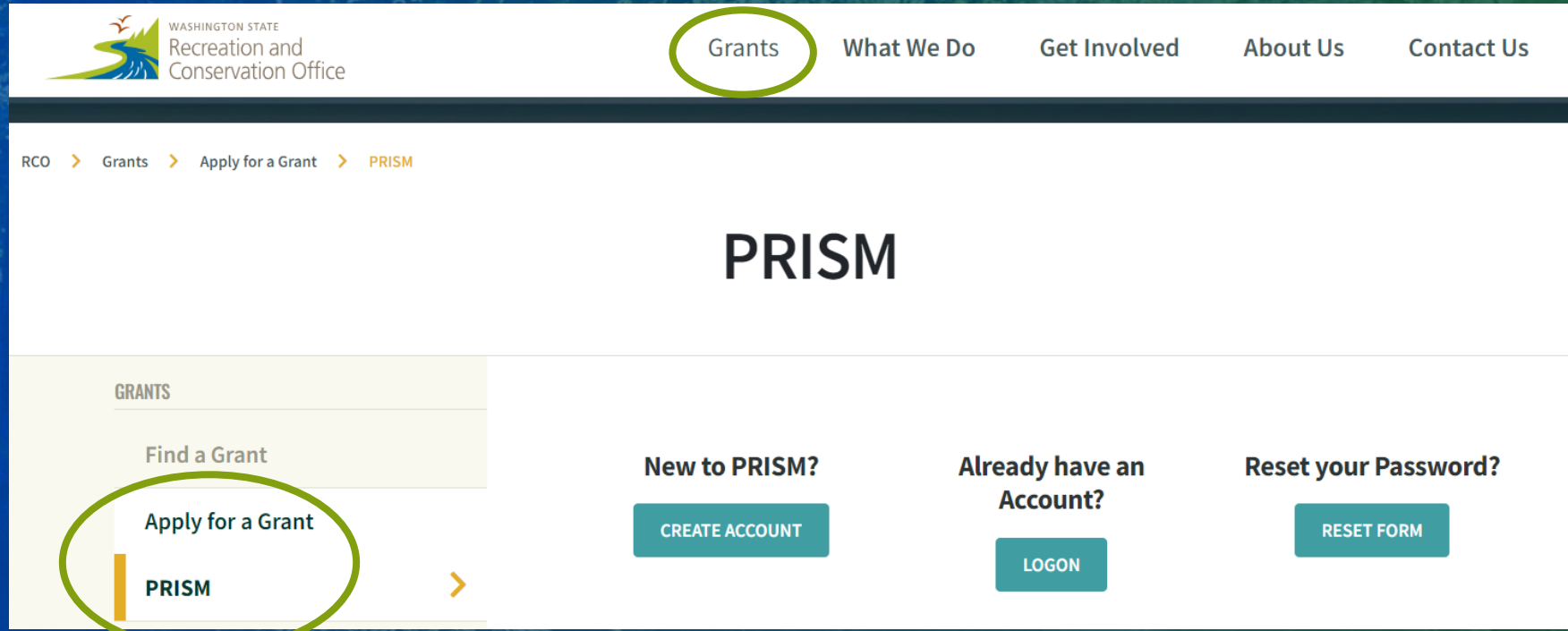
- WWRP Riparian Protection
- WWRP State Lands Restoration and Enhancement
- Aquatic Lands Enhancement Account



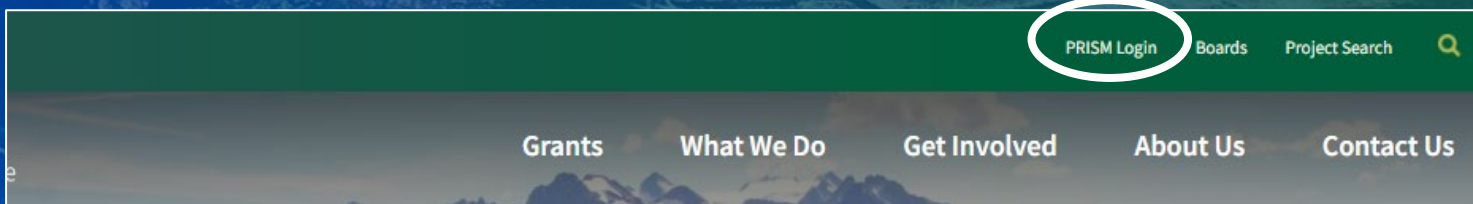


Apply Using PRISM Online

PRISM webpage





Top of website



- Complete PRISM New User Account Form
- Create a SAW (Secure Access Washington) account
- Add a new service to SAW ("PRISM Online")
- Complete a double sign-on
- Detailed instructions can be found on our [PRISM webpage](#)


New Application


[Home](#) [Menu](#)


[Home](#) [Menu](#) [Sponsor Resources](#) [Staff Resources](#) [Help](#)


[+ New Application](#) [Project Actions](#)

[✓ Apply](#) [↺ Clear](#) Use the filters above

 **Planning Requirements**
(Required for Recreation and Conservation Grants)

 **Funding Programs**

 **Contact an RCO Grant Manager**

 **Instructional Videos**

Already started an application,
enter project number or search:

NEW APPLICATION

Choose a sponsor for the application. Only programs that the selected sponsor is eligible to apply for will show in the list of programs. After selecting a sponsor, enter a name, click Start New Application button.
Salmon conservation applications begin in the Salmon Recovery Portal; contact your Lead Entity contact or Grant Manager for more information.

First, select the sponsoring organization for the application

Second, select the program for which you are applying

Third, Select the project type that best fits your project

Last, enter a name that uniquely describes your project.
Including location and activity can be helpful (Max 50 characters)

[Start New Application](#) [Cancel](#)

Completing an Application

PRISM
online

HomeMenuSponsor ResourcesStaff ResourcesHelp

TEST

APPLICATION WIZARD

PROJECT DETAILS

Parties

Contacts

Program & Project Type

Worksites & Properties

Worksite Details

QUESTIONS

Project Proposal

Evaluation Criteria

METRICS

Development Metrics

COSTS

Development Cost Estimates

Cost Summary

Attachments

Staff Scores

Submit Application

Grant Manager Comments

Change Log

OPTIONS

Grant Manager Comments Rpt

Project Application Report

Project Factsheet Report

Project Review Comments Rpt

Go to Project:

GO

PROJECT: 24-1045 DEV, UMATILLA SKATE PARK RENOVATION

Sponsor: Umatilla Confederated TribesProgram: COAF Pre-ApplicationStatus: Preapplication

BackCheck Page for ErrorsSaveNext

☐ Complete

Application Due Date: 3/13/2024

PARTIES TO THE AGREEMENT

If your application is approved for funding, the following Sponsors will sign the Grant Agreement and be bound by its terms and conditions.

PRIMARY SPONSOR

☒ Confederated Tribes of the Umatilla Indian Reservation

State OR Zip 97801-9467

Verify the information on file for the organization. Enter any updates to the information in the Org Notes field.

link to Organization profile

link to PRISM Organization page

☐ Org data updated

SECONDARY SPONSORS

+ Add Sponsor

No records to display

MANAGING AGENCY

Recreation and Conservation Office

The managing agency is the organization responsible for managing the grant program for which you are... [more](#)

Auto-Saves

Navigation Tree












Common Application Requirements

Review and save applicant's to-do list!

- Authorizing Resolution
- Environmental benefits statement (WWRP Habitat Conservation Account projects)
- Landowner acknowledgement form (acquisitions)
- Local jurisdiction review and conferral (WWRP acquisitions)
- Maps (parcel, boundary, and geographic envelope)
- Photos
- Site Development or Restoration Plan
- Control and Tenure Documentation (development and restoration projects)
- Project Budget

Don't wait! Start applications early

WWRP-Habitat Resources

-  What's New
-  **Applicant's To-Do List**-Critical Habitat
-  Applicant's To-Do List-Natural Areas
-  Applicant's To-Do List-Riparian Protection
-  Applicant's To-Do List-State Lands Restoration and Enhancement
-  Applicant's To-Do List-Urban Wildlife Habitat
-  Expanded Project Description Example
-  Fact Sheet
-  Manual 3: Acquisition Projects
-  Manual 4: Development Projects
-  Manual 5: Restoration Projects



Evaluation

Evaluation Criteria

- Each grant program and category has its own evaluation criteria.
- Available in Section 4 of the grant manuals.

Review these often while working on your application – they are the key to funding!

Example from WWRP Critical Habitat, Manual 10b, Section

Critical Habitat Category Evaluation Summary		
Criteria	Evaluation Elements	Possible Points
Scored by the Advisory Committee		
Project Introduction	<ul style="list-style-type: none"> • Project goals and objectives • Location maps 	Not scored
1. Ecological and Biological Characteristics	<ul style="list-style-type: none"> • The bigger picture • Uniqueness and significance of the site • Statewide significance • Fish and wildlife species or communities • Quality of habitat 	20
2. Species and Communities with Special Status	<ul style="list-style-type: none"> • Threat to species or communities • Importance of acquisitions • Ecological roles • Taxonomic distinctness • Rarity • Pollinator habitat 	10

Uniqueness and Significance

Explain how the site is unique or significant on a global, regional, state, ecosystem, and/or watershed level.

- How unique is the site in relation to habitat quality, connectivity, diversity, and rarity?
- How is the site important in providing critical habitat or biological function for wildlife species or communities?
- How does this site compare to others of the same type?

Evaluation Process

Written responses to address evaluation criteria and PRISM application materials

- Double check character and page limits

Virtual oral presentations using PowerPoint to an RCO advisory committee to address evaluation criteria. The committee also reviews PRISM application materials.

- Technical Review Meeting - recommended

Written Process

WWRP Natural Areas

WWRP Natural State Lands Restoration and Enhancement

Virtual Oral Presentations

ALEA

WWRP Critical Habitat

WWRP Riparian Protection

WWRP Urban Wildlife Habitat

Key Steps

Exact dates vary by program are available on each grant webpage and on the To Do Lists.

Add Technical Review and Evaluation your calendar!





Other Considerations

Species and Communities with Special Status Table

Application requirement for WWRP:

- Critical Habitat
- Natural Areas
- Urban Wildlife Habitat

DNR Natural Heritage Program maintains a database of documented locations of rare species and rare and/or high-quality ecosystems across Washington.

Use the DNR tool to complete this table.

Example Table










Species, Community, or Habitat Type	Occurrence	Status	Source	Property or Work site Indicate all that apply
Douglas Fir/Western Hemlock/Swordfern Community	Present	P 2	Washington Natural Heritage Program	Property A and B, work site 1
Brown Pelican	Foraging, resting	FE, SE	Priority Habitat and Species Program	Property A and C, work site 1
Thompson's Clover	Unknown	P 2	Washington Natural Heritage Program	Property A, B, and C, work site 1
Chinook Salmon	Rearing	FE	National Marine Fisheries Service; SSHIAP*	Property A, C, and E, work site 1
Western Pond Turtle	Year-round resident	FSC, SE	U.S. Fish and Wildlife Service; John Smith field survey April 2010	Property D and E, work site 2
Riparian Area	Present	PH	Priority Habitat and Species Program	All properties, all work sites

* SSHIAP = Salmon and Steelhead Habitat Inventory and Assessment Program (Northwest Indian Fisheries Commission and Washington Department of Fish and Wildlife)

Application Resources

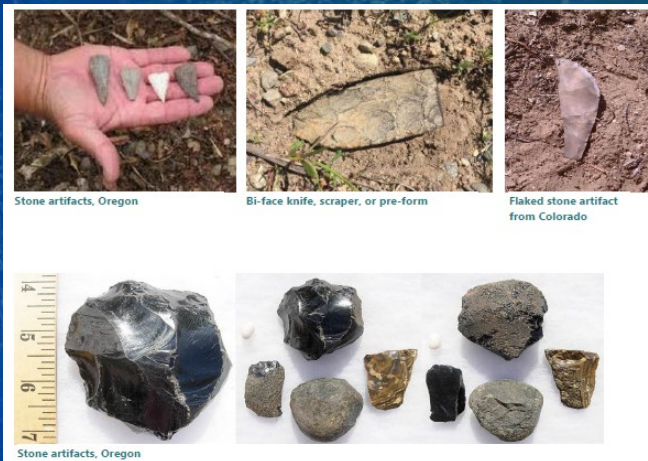
 [GRANT MANUAL](#)

Grant Forms

-  [Applicant Authorization Resolution](#)
-  [Certification of Applicant Match Form](#)
-  [Department of Natural Resources
Scope of Work Acknowledgement Form](#)
-  [Documentation of Local Jurisdiction
Review and Conferral for Acquisition Projects](#)
-  [Electronic Signature Authorization Form](#)
-  [Puget Sound Partnership Action
Agenda Self-Certification Form](#)
-  [Natural Heritage Data Guidance](#)
-  [Species and Communities with Special Status](#)
-  [Sample Letter Given to Local
Jurisdiction for Acquisitions Projects](#)

Cultural Resources

- EO 21-02 requires RCO-funded projects to be reviewed for their harm to cultural resources.
- **No ground disturbance can occur without clearance from RCO**, including noxious weed removal, fencing, demolition, construction, etc.
- Grant applicants should request funding for cultural resources in all applications.



Types of Cultural Resources

Archeological sites or objects.

Built resources older than 50 years.

Traditional cultural places and sacred sites.

Sites of significant events.

Historic locations for an activity, such as trails, petroglyphs, village sites, or battlefields.

Historic landscapes, earthworks, and canals.

Prehistoric sites.

Historic or pre-historic objects or collections.

Accessibility

RCO requires all grant recipients to follow the most current codes and standards for renovation and development projects. Where none exists, talk to your outdoor grants manager.

Resources:

- The current, applicable state building code.
- The 2010 Americans with Disabilities Act *Standards for Accessible Design*.
- The U.S. Access Board [accessibility guidelines](#) for outdoor areas.

This is the applicant's responsibility.



General Reminders



- Can't include property already under an active RCO grant.
- Talk to RCO early about planned match sources.
- Protecting land in perpetuity is most common, less-than-fee acquisitions should be obvious in your application when eligible.
- Use arial photography in your application to contextualize the landscape:
 - Who owns adjacent property?
 - Does the adjacent property support your acquisition goals?



Do your target properties have existing commercial uses, animal grazing, agriculture, or public access concerns? *Talk to your grants manager early!*

Ready, Set, Go

Implementation

- Execute an RCO grant agreement
- Comply with milestones in the agreement
- Secure an RCO Notice to Proceed before starting work
- Complete project in a timely manner

Billing, progress reports, and records

- Sponsors must submit a bill at least annually
- Sponsors must submit progress reports
- Sponsors must keep meticulous records
- Sponsors must notify RCO of any anticipated changes to the scope of work or timeline

Project
Implementation

Accounting



Project Implementation

Receive funding
in July 2025
(earliest)

Before starting:

- Grant agreement executed with RCO
- Cultural resources reviews are complete
- Permits in hand

Complete project
within 2-3 years

Long-Term Compliance

What are the ongoing responsibilities?

- Review Manual 7: Long-Term Obligations
- Inspections: final and compliance
- Project changes: name change, facility change, etc.
- Maintenance: sponsor's responsibility
- Open to the public: nondiscrimination laws
- Income: requirements for income use
- Acknowledgement: signs, publicity, press releases, etc.
- If something changes – contact RCO to discuss options.

Long-Term
Compliance

Useful Links:

Contact an Outdoor Grants Manager:

[Contact a Grants Manager - Recreation and Conservation Office \(wa.gov\)](#)

RCO Acquisition Toolkit:

[Acquisition Tool Kit - Recreation and Conservation Office \(wa.gov\)](#)

WWRP Habitat Grant Page:

[Habitat Conservation- Washington Wildlife and Recreation Program](#)

ALEA Grant Page:

[Aquatic Lands Enhancement Account - Recreation and Conservation Office \(wa.gov\)](#)

PRISM Application Setup:

[PRISM - RCO \(wa.gov\)](#)

RCO Grant Manuals:

[Grant Manuals - Recreation and Conservation Office \(wa.gov\)](#)

Cultural Resources Page:

[Protecting Cultural Resources - RCO \(wa.gov\)](#)

Making your Project Accessible:

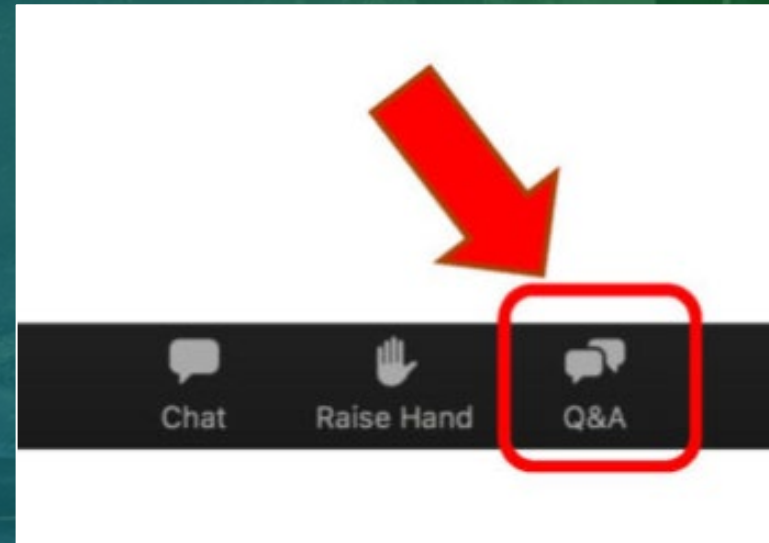
[Making Your Project Accessible - Recreation and Conservation Office \(wa.gov\)](#)

Long-Term Obligations:

[Long-Term Grant Obligations - Recreation and Conservation Office \(wa.gov\)](#)

Time for your questions!

Zoom Q&A Feature
Chat is disabled.



Tips

RCO Website: www.rco.wa.gov

Communicate
with your
Outdoor Grants
Manager

Read manuals
and all resources
closely

Save the
Application To-
Do List



Henry Smith
(360) 867-8328
henry.smith@rco.wa.gov

Start your
application now

Scope and
budget
strategically

Plan for
permitting and
cultural
resources



Karl Jacobs
(360) 867-8641
karl.jacobs@rco.wa.gov

Design for
accessibility

Confirm eligibility
before
submission

Identify
incidentals for
each property