
A Reference Guide for Advisory Committee Members

April 2012

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Welcome!

Congratulations! You are now an advisory committee member helping the Recreation and Conservation Office (RCO) shape the future of Washington State. You join many individuals who help RCO with the important role of selecting and prioritizing grant proposals. Your participation is what makes RCO a unique granting agency and Washington a great place to live.

As an advisory committee member, you will review and score grant applications. Your work plays an essential role in ensuring RCO has a fair and open process and that the best projects are considered for funding. In addition to evaluating grants, advisory committees sometimes help RCO develop and review grant program policies.

This guide provides important information about being an advisory committee member. It will provide you with:

- Information about RCO.
- Advisory committee member duties and obligations.
- An overview of the grant evaluation process.
- Specific information on each of the 12 advisory committees.

Additional information may be found at RCO's Web site at www.rco.wa.gov.

We are excited to have you on board and we look forward to working with you as we strive to create outdoor recreation opportunities and work to protect the best of the state's wildlife habitat and farmland.

About RCO

RCO is a state agency of about 50 employees who support the work of five boards and offices:

- Recreation and Conservation Funding Board
- Salmon Recovery Funding Board
- Governor's Salmon Recovery Office
- Habitat and Recreation Lands Coordinating Group
- Washington Invasive Species Council

RCO is responsible for investing state and federal money in outdoor recreation facilities, farmland preservation, and critical habitats for wildlife. It makes those investments by offering competitive grants to local, state, federal, tribal, and non-governmental organizations, using criteria established by the funding boards.

RCO also provides staff to support the state's efforts to coordinate natural resource data collection and invasive species management.

Funding for the RCO comes from a mix of sources including state general obligation bonds and general taxes, federal funds, gasoline taxes, and vehicle registration fees.

► **RCO Mission**

RCO works with others to protect and improve the best of Washington's natural and outdoor recreational resources.

- We do this by developing strategies, promoting partnerships and coordination, and funding projects through fair processes that consider research, community priorities, and best practices.
- We do this because the people of Washington have entrusted us to be good stewards of public funds, believing that healthy ecosystems, open spaces, and outdoor recreation facilities improve the quality of life now and for future generations.

► **RCO Contact Information**

Street Address

Natural Resources Building
1111 Washington St. S.E.
Olympia, WA 98501

Mailing Address

Natural Resources Building
P.O. Box 40917
Olympia, WA 98504-0917

Telephone: (360) 902-3000
TDD: (360) 902-1996
FAX: (360) 902-3026

Web site: www.rco.wa.gov
E-mail: info@rco.wa.gov

The Recreation and Conservation Funding Board

RCO supports the Recreation and Conservation Funding Board. Established by citizen Initiative 215 in 1964, the board helps finance recreation and conservation projects throughout the state. The eight-member board consists of five citizens appointed by the Governor, and three state agency directors. Advisory committees work hand-in-hand with RCO to assist the board in meeting its goals.

Being an Advisory Committee Member

Member Benefits

Being an advisory committee member provides benefits not only to the state but to the member as well.

► **Benefits of Being a Member**

- Gaining experience in being part of a team
- Learning and growing professionally and personally
- Shaping the quality of life for Washingtonians
- Becoming a better grant writer by reviewing and evaluating grants
- Using your professional skills
- Adding valuable experience to your resume
- Being an active member of the community
- Learning about other's perspectives and opinions
- Getting a sense of satisfaction and accomplishment
- Challenging yourself

Member Attributes

RCO seeks advisory committee members who:

- Are available for, and have a high interest in, advisory committee participation.
- Are knowledgeable and experienced in the activities and issues that relate to the committee's grant program.
- Demonstrate an ability to be creative in seeking solutions.
- Have an interest in public policy issues.
- Work for the greater good of the program.
- Can demonstrate an appreciation and understanding of views of those with different recreation and habitat interests.

- When appropriate, can work for win-win solutions while still advocating for their primary recreational interests.

In addition, in two grant programs (Nonhighway and Off-road Vehicle Activities and Recreational Trails Program), advisory committee members must declare a primary recreation interest (for example, hiker, mountain bicyclist, etc.). This does not apply to agency members.

Member Duties

Advisory committee members represent the interests and views of their respective activities while helping RCO achieve grant program goals.

Advisory committee duties usually include:

- Scoring projects for funding.
- Providing technical counsel on project merits.
- Advising RCO on issues that affect the agency's grant program.
- Assisting with the development and application of program policies and procedures.
- Providing counsel on legislative issues and statewide planning.

Advisory committee members need to limit their activities to those requested by RCO. For example, they must not use committee time to advocate for personal goals and members must not represent RCO or the advisory committee in external forums or deliberations.

General Guidance for Advisory Committees

Advisory committees do not have authority to enforce policy or create rules, but their analysis and recommendations can play an important role in helping RCO continue to make the grant programs efficient and effective.

Advisory committees use the project selection process adopted by the Recreation and Conservation Funding Board to evaluate and rank grant requests. The RCO director considers the advisory committee's evaluations when recommending projects to the board for funding.

► **The Advisory Role**

Advisory committee members provide an important link between the public, RCO, and its boards. The information that advisory committee members provide about community needs and opinions can have a profound effect on state policies and lead to improved service.

Advisory committee members are expected to:

- Share community opinions, attitudes, and needs about individual grant programs with RCO.
- Be knowledgeable on the grant program and services, and able to analyze problems and needs.
- Offer new proposals and recommend changes in programs, policies, and standards.
- Provide the public with information and interpretation of department and state policies, programs, and budgets.
- Be fair, impartial, and respectful towards projects and project proponents.

▶ **Attendance**

Regular attendance is essential so that decisions will represent the opinions of the committee as a whole. In addition, regular attendance enables advisory committee members to keep abreast of committee concerns and helps ensure that issues are examined from a variety of perspectives. Poor attendance may result in removal from an advisory committee.

▶ **Preparation**

Adequate preparation is another requisite for effective membership on the committee. RCO staff will provide information in advance of meetings to help advisory committee members make informed decisions. Do not hesitate to request any additional information needed to make thoughtful decisions.

Effective advisory committee members:

- Attend all meetings.
- Are well prepared.
- Recognize that serving the public interest is the top priority.
- Recognize that the committee operates in an open and public manner.
- Are knowledgeable about the grant process and issues affecting the committee.
- Examine all available evidence before making a judgment.
- Communicate well and actively participate in group discussions.
- Are aware that authority to act is granted to the committee as a whole, not to individual members.

- Possess a willingness to work with the group in making decisions.
- Recognize that compromise may be necessary to reach consensus.
- Do not let personal feelings toward other members, staff, or project proponents interfere with their judgment.
- Above all, exhibit fairness and impartiality towards projects and project proponents.
- Avoid conflicts of interest.

▶ **Meetings**

Typically, RCO staff facilitates meetings, and advisory committee decisions are made by general agreement. RCO staff provides comment as needed.

▶ **Appointment and Removal**

The RCO director appoints advisory committee members based on the goals of each grant program. Each appointed member shares in the duties and responsibilities of their respective committee. The director also may appoint ex-officio or alternate members. An ex-officio member participates in the project review process providing expertise and comments as needed. They do not evaluate projects. An alternate member also serves as a reviewer but only when needed, steps in as an evaluator.

The director also may dismiss advisory committee members for reasons including, but not limited to, lack of participation in committee activities, an unexcused absence from a required meeting, and actions that are contrary to RCO's mission, the advisory committee's charter, or RCO statutes and policies.

▶ **RCO Staff Functions**

RCO staff notifies advisory committee members of pertinent issues. They arrange schedules, prepare meeting rooms and materials, moderate grant program review and evaluation meetings, and host post evaluation conferences.

▶ **Reimbursements**

Advisory committee members receive no pay for committee participation.

▶ **Travel**

Advisory committee members may need to attend meetings in Olympia or other locations throughout the state. As budgets allow, travel expenses will be reimbursed for eligible committee members. Eligible committee members usually include members of the public, local government, and nonprofit organizations. To receive payment, you must register with the Statewide Payee Desk.

To do this, you will need to go to the Office of Financial Management's Web site at ofm.wa.gov/isd/vendors.asp and follow the instructions.

To be reimbursed, report travel and other costs by using the RCO Non-Employee Reimbursement for Travel Expenses/Volunteer Log form. RCO distributes this form at either the evaluation or post evaluation meeting. The form also is available online at: www.rco.wa.gov/doc_pages/forms.shtml.

Advisory committee members should remember to:

- Provide an original copy of the lodging receipt.
- Provide departure and arrival times for the dates of travel.
- Sign the form in ink.
- Keep a copy of what was submitted to RCO in case there are questions.

For the current reimbursement rates from the Office of Financial Management, see this link: www.ofm.wa.gov/resources/travel/colormap.pdf.

Note: Per diem reimbursement depends on the reported departure and arrival times.

Deliver the signed document to an RCO staff member or mail to:

Lorinda Anderson
Recreation and Conservation Office
PO Box 40917
Olympia, WA 998504-0917
Lorinda.Anderson@rco.wa.gov

► **Volunteer Hours**

RCO needs to collect information on the total hours volunteered by each advisory committee member. This includes members who participate in the written review or evaluation processes as well as those who travel to another location to participate. This reporting process helps ensure that all people who volunteer for RCO are covered for any work related injury.

Written Evaluation Process

RCO will e-mail members to ask for total hours. This includes any time spent during the review or evaluation process and post evaluation meeting – using the telephone or computer, reading, scoring, etc.

In-Person Evaluation Process

Members will report hours on the Non-Employee Reimbursement for Travel Expenses/Volunteer Log form, if they are asking for travel reimbursement. Note on each line of travel the departure and arrival times. The grey box will be filled out by RCO.

Members not requesting travel reimbursement will report volunteer hours on a form provided by RCO. This form will be distributed at the review and evaluation meetings.

Ethics and the Appearance of Conflicts

As representatives of RCO and its boards, employees, board members, and volunteers should avoid any circumstances that invite a conflict of interest or create the appearance of unethical conduct or practices. Compliance with the ethics requirements is an individual responsibility.

“RCO members” means officers, employees, volunteers, and members of RCO and its boards and committees.

RCO members may not:

- A. have a financial interest or engage in any activity that is in conflict with the proper discharge of their official duties;
- B. use their official position to secure special privileges for himself or herself or any other person or entity; or
- C. receive compensation from any source, except the State of Washington, for performing his or her official duties, except that volunteers may continue to receive normal compensation from their employers while participating in a RCO board or committee.

Advisory committee members must uphold a high ethical standard. It is extremely important to avoid both the appearance of and actual conflicts of interest.

A conflict of interest occurs when a member has a private interest that may benefit from that member’s actions, or when a private interest could interfere with the member’s duties on behalf of RCO. Such interests do not need to be financial. Members must not make decisions to gain financial or other benefits for themselves, their family, or their friends.

Members can avoid conflict of interest and other ethical problems by being aware of statutory restrictions, adhering to such restrictions, using good judgment, and being fair and equitable in decision-making. RCO recommends that you carefully review Revised Code of Washington 42.52, the statutory Code of Ethics for public officials.

► **Limitations on Gifts (Revised Code of Washington 42.52.150)**

The RCO considers all RCO members to be subject to “section 4”¹ because the agency provides grant funds. As such, the strictest provisions of the state ethics law apply.

- RCO members may not accept a gift if it could reasonably be expected that the gift would influence the recipient’s action or judgment, or the gift could be considered a reward for the recipient’s action or inaction.
- RCO members may not accept from any person or organization any gift or gifts with a value in excess of \$50 a year. Such gifts are limited to those permitted by statute. The Executive Ethics Board produces a brochure that lists the types of gifts that may be accepted.
- RCO members may accept only gifts of nominal or promotional value from an individual or organization that receives RCO grant funds or is subject to RCO policies.

RCO members are expected to use good judgment. Even if a situation seems to comply with the ethics law, members should avoid it if would it appear unethical or unfair to others.

Members are not Allowed to Accept:

- Payments for expenses in connection with a speech, presentation, or appearance made as an advisory committee member.
- Payments for seminars and educational programs.
- Flowers, plants, and floral arrangements.

► **Keeping and Releasing Records**

All documents related to RCO’s evaluation or advisory committees are subject to disclosure, unless there is a specific exemption.

When RCO sends an e-mail or other documents to an advisory committee member, RCO maintains the primary record, so the member may delete or destroy the information when it is no longer needed.

If a committee member receives an e-mail or other document from someone else about committee activities, it may need to be kept or disclosed. You may want to set up a unique e-mail account that you use solely for RCO business so that it is easier to manage the information. The e-mail address that you use for committee business is subject to disclosure.

¹ “Section 4” refers to RCW 42.52.150 (4), Limitations on Gifts.

- For example, if a member of the public were to contact an advisory committee member about a project or evaluation results, the communication and the response should be kept.
- Records of routine business, such as confirming attendance or arranging carpools to meetings may be discarded.

If an advisory committee member receives a request for disclosure of documents, he or she must forward the request immediately to the RCO public disclosure officer and be prepared to provide the requested documents in a timely manner.

Reviewing and Evaluating Grant Proposals

An advisory committee member's primary duty is to review and evaluate grant proposals. The Recreation and Conservation Funding Board has established two methods of evaluating grant proposals: In-person presentations and written evaluations. The table below outlines the format used for each grant program with standing advisory committees for both project review meetings and project evaluation meetings.

Review and Evaluation Formats				
Grant Program	Project Review		Project Evaluation	
	In-Person Presentation Format	Written Format	In-Person Presentation Format	Written Format
Aquatic Lands Enhancement Account	X		X	
Boating Facilities Program	X		X	
Boating Infrastructure Grant Program	RCO staff does review			X
Firearms and Archery Range Recreation	X		X	
Land and Water Conservation Fund	X		X	
Nonhighway and Off-road Vehicle Activities • Non-highway Road, Non-motorized, and Off-road Vehicle Categories		X	X	
Nonhighway and Off-road Vehicle Activities • Education and Enforcement Category		X		X
Recreational Trails Program	RCO staff does review			X
Washington Wildlife and Recreation Program • Farmland Preservation Category	X		X	
Washington Wildlife and Recreation Program • Local Parks Category	X		X	
Washington Wildlife and Recreation Program • State Lands Development and Renovation Category		X		X
Washington Wildlife and Recreation Program • Trails Category	X		X	
Washington Wildlife and Recreation Program • Water Access Category	X		X	
Youth Athletic Facilities • New Category	X		X	
Youth Athletic Facilities • Improving and Maintaining Categories	X			X

Project Review

▶ **Written Project Reviews**

In the written project review process, the applicant does not prepare additional materials specifically for the review. Instead, RCO selects key information from the application and forwards it to reviewers electronically. Advisory committee members then review materials independently, within the time period allotted, and provide written comments to RCO. RCO relays the information back to grant applicants.

Reviewers are expected to participate, be prepared, and offer constructive criticism and feedback to applicants in written, narrative form.

▶ **In-Person Project Review**

In this process, RCO invites applicants to meet with the advisory committee. The review is intended to provide applicants with feedback on the proposal before final evaluation.

To participate, RCO assigns a grant applicant a reservation time with the advisory committee. The applicant then prepares responses to the grant criteria and a PowerPoint® presentation to showcase the project. RCO also may provide supplemental materials to the advisory committee.

The role of the advisory committee at this meeting is to provide comments on the projects. Members look at project strengths and weaknesses; how well the project meets grant program goals, clarity, and completeness of evaluation criteria responses. To ensure the time is used well, advisory committee members are expected to participate, be prepared, and offer constructive comments to the applicant. This feedback allows the applicant to make changes that may improve the project proposal and presentation in advance of the final project evaluation.

Applicant participation in the project review process is not mandatory, but highly recommended.

Before this meeting, advisory committee members should be familiar with program evaluation criteria and any project review materials sent to them by RCO.

Project Evaluation

Project evaluations are the cornerstone of the Recreation and Conservation Funding Board ranking and project selection process. To be considered for funding, each project is evaluated and scored against the grant program evaluation criteria. This is a mandatory step in the process and all applicants must participate. It is equally important that advisory committee members participate in the entire evaluation process. **If an advisory committee member cannot review and evaluate all projects in the prescribed format and time, then it is likely**

that none of the evaluator's scores will be used – so be sure to share any schedule conflicts with RCO as soon as possible.

Unlike the review meeting, project evaluations are not the time to critique a project with the intent of improving it. In the evaluation meeting, advisory committee members will score each project on how well it meets the established evaluation criteria. RCO encourages committee members to ask probing questions to gain information that will help score the proposal.

▶ **Written Evaluation Process**

Applicants prepare final project evaluation materials based in part upon the comments they received during the project review. RCO will compile all project materials in an electronic format and forward them, along with instructions and a score sheet, to advisory committee members for final evaluation. Reviewers will have about two weeks to go through the materials and score each project.

When reviewing project proposals, advisory committee members should consider how well the applicants have addressed the program criteria. Members score all projects independently keeping their score sheets until all projects are evaluated. Team-scored questions are subjective in nature, which allows the evaluators to use discretion in scoring. Advisory committee members need to be consistent and to use whole numbers. When finished, advisory committee members return their score sheets to RCO for final review and tally.

In addition to the questions scored by advisory committee members, RCO staff score non-subjective questions. The scores for all the questions, with any multipliers applied; result in a total score for a project. The ranked list becomes the core element in the funding recommendations that RCO staff make to the Recreation and Conservation Funding Board.

▶ **In-Person Evaluation Process**

Before in-person evaluations, RCO will send advisory committee members information about each project. This information should be reviewed ahead of time and will allow advisory committee members an opportunity to learn what changes were made because of project review comments.

On the first day of project evaluations, advisory committee members will meet with RCO staff for an orientation. During this time, committee members will get to know each other and review the evaluation process, grant program criteria, and scoring mechanism.

The Presentation Structure

Once evaluations begin, advisory committee members will hear a new project presentation about every 20 to 30 minutes. Applicants are asked to present their information in a clear and concise manner and demonstrate how well their project fits program goals. Applicants usually start with a brief introduction and then answer, in order, all the necessary evaluation criteria for their projects. The PowerPoint® slides are meant to portray and enhance the oral remarks made

by the presenter. Applicants have about 12-15 minutes for their presentations. At the end, evaluators will have about 10 minutes to ask clarifying questions. How an applicant allocates time in the presentation can be critical.

When reviewing project proposals, advisory committee members should listen carefully to ensure all of the criteria are addressed. Once a presentation is complete, members ask questions and score the applicant's proposal. All projects are scored independently and score sheets are kept until evaluations are complete. Team-scored questions are subjective in nature, which allows the evaluators to use discretion in scoring. Advisory committee members need to be consistent and to use whole numbers.

Evaluation Scores and Project Ranking

In addition to the questions scored by advisory committee members, RCO staff score some questions. The scores for all the questions, with any multipliers applied, results in a total score for a project. The result will be a "ranked list" of projects. These ranked lists become the core elements in the funding recommendations that RCO staff make to the Recreation and Conservation Funding Board.

Post Evaluation Meeting

A few weeks after the final evaluation process is complete, RCO will host a post evaluation meeting with advisory committee members to discuss the ranked list and evaluation process. Members may choose to come to Olympia for this meeting or call in via conference call.

RCO Advisory Committees

The following pages provide a brief overview of each advisory committee. Advisory committee members should review the policy manual relevant to their committees before reviewing and evaluating grant proposals. More information about each grant program is available at RCO's Web site at www.rco.wa.gov.

Aquatic Lands Enhancement Account (ALEA) Advisory Committee

Composition 13 members:

- Four recreation representatives
- Four habitat representatives
- Four state agency representatives
- One ex officio position representing RCO
- In addition, the director may appoint additional ex officio or special study members as needed.

Meetings Three times a year in even-numbered years only.

Authority Committee composition found in the committee charter and the Recreation and Conservation Funding Board [Manual 21, Aquatic Lands Enhancement Account](#)

► Program Purpose

The Legislature created ALEA in 1984 as a way to invest revenue raised from Washington's shorelines into projects meant to preserve and restore these valuable lands.

Aquatic lands are all tidelands, shore lands, harbor areas, and the beds of navigable waters. These lands were dedicated at statehood for maritime trade, transportation, agriculture, and commerce, and are vital to the state's economy.

ALEA grants are funded entirely by money raised by the Washington State Department of Natural Resources from activities on those lands, such as leases to marinas on state-owned waterfront sites and the sale of harvest rights for geoduck clams.

ALEA grants may be used to buy, improve, or protect aquatic lands for public purposes.

Grants also may be used to provide or improve public access to aquatic lands. The ALEA program is guided by the multiple goals of re-establishing naturally, self-sustaining ecological functions; providing people with access to the water; and increasing public awareness of aquatic lands as a finite natural resource and irreplaceable public heritage.

▶ **Terms**

Members serve 4-year terms. Terms of members are staggered to ensure continuity of experience on the committee. The director may reappoint members to one additional term, for a maximum of eight years of service. Agency members serve at the pleasure of their agency directors. Advisory committee members have equal status and shall share fully in all activities and duties.

▶ **Project Evaluations**

RCO's goal is to have at least eight members available for review and evaluation of project applications. Individual committee members' project evaluation scores are not reported with the funding recommendation that staff present to the board.

Boating Programs Advisory Committee

The Boating Programs Advisory Committee helps with the Boating Facilities Program and Boating Infrastructure Grant programs.

Composition

16 members:

- Four local agency representatives
- Three state agency representatives
- Eight citizens representing boating interests
- One ex-officio position representing RCO
- Two alternates may be appointed: One local agency representative and one citizen

Meetings

Three times a year in even-numbered years only.

Authority

Committee composition found in the committee charter, RCO's [Manual 9, Boating Facilities Program](#), and [Manual 12, Boating Infrastructure Grant Program](#)

▶ **Boating Facilities Program Purpose**

The program pays for land and facilities that support motorized watercraft recreation for trailerable vessels. Typical projects include land acquisition and development of boat launches and guest moorage facilities.

▶ **Boating Infrastructure Grant Program Purpose**

This program pays to develop and renovate boating facilities targeting recreational boats 26 feet and larger. Funds also may be used to provide information and enhance boater education.

▶ **Terms**

Members serve 4-year terms. Terms of members are staggered to ensure continuity of experience on the committee. The director may reappoint members to one additional term for a maximum of eight years of service. Agency members serve at the pleasure of their directors. Advisory committee members have equal status and shall share fully in all activities and duties.

▶ **Project Evaluations**

RCO's goal is to have at least ten members available for review and evaluation of project applications. Individual committee members' project evaluation scores are kept confidential.

Firearms and Archery Range (FARR) Recreation Advisory Committee

Composition

11 members:

- Law enforcement representative
- Washington Military Department representative
- Black powder shooting sports representative
- Rifle shooting sports representative
- Pistol shooting sports representative
- Shotgun shooting sports representative
- Archery shooting sports representative
- Hunter education representative
- Hunter representative
- Public representative
- One ex-officio position representing RCO
- The director may appoint additional positions as well as special study or advisory committees as necessary. Composition of the advisory committee is under review by RCO.

Meetings

Three times a year in even-numbered years only.

Authority

Committee composition found in the committee charter and RCO's [Manual 11, Firearms and Archery Range Recreation Program](#)

▶ Program Purpose

The FARR program's primary goal is to assist with acquisition, development, and renovation of firearm and archery ranges to provide for increased general public access to ranges. This includes access by law enforcement, the public with concealed pistol or hunting licenses, and those enrolled in firearm or hunter safety education classes.

▶ Terms

Member terms are under review by RCO. Terms of members will be staggered to ensure continuity of experience on the committee. Advisory committee members have equal status and share fully in all activities and duties.

▶ Project Evaluations

RCO's goal is to have at least eight members available for review and evaluation of project applications. Individual committee members' project evaluation scores are not reported with the funding recommendation that staff present to the board.

Land and Water Conservation Fund (LWCF) Advisory Committee

Composition

13 members:

- Four local agency representatives
- Three state agency representatives
- Four citizen representatives
- One ex-officio position representing the National Park Service
- One ex-officio position representing RCO
- The director may appoint two alternates: One local agency representative and one citizen representative as well as special study or advisory committees as necessary

Meetings

Three times a year in even-numbered years only.

Authority

Committee composition found in the committee charter and RCO's [Manual 15, Land and Water Conservation Fund](#)

▶ Program Purpose

In 1965, Congress passed the Land and Water Conservation Fund Act, which authorized the Secretary of the Interior to provide financial assistance to the states for the acquisition and development of public outdoor recreation areas and facilities.

▶ Terms

Members serve 4-year terms. Terms of members are staggered to ensure continuity of experience on the committee. The director may reappoint members to one additional term, for a maximum of eight years of service. Agency members serve at the pleasure of their directors. Advisory committee members have equal status and shall share fully in all activities and duties.

▶ Project Evaluations

RCO's goal is to have at least eight members available for review and evaluation of project applications. Individual committee members' project evaluation scores are not reported with the funding recommendation that staff present to the board.

Nonhighway and Off-road Vehicle Activities (NOVA) Advisory Committee

Composition

16 members:

- All terrain vehicle (motorized category) representative
- Equestrian (non-motorized category) representative
- Federal agency (Bureau of Land Management, Forest Service, Fish and Wildlife Service, or National Park Service) representative
- Four-wheel drive (off-road vehicle category) representative
- Local government (police, sheriff, or other NOVA project administrator) representative
- Mountain bicycling (non-motorized category) representative
- Off-road motorcycle (motorized category) representative
- Hiking (non-motorized category), two representatives
- Three representatives of non-highway road with one or more of the following recreational interests associated with fuel used on non-highway roads:
 - Boating (kayak, canoe, motor boats, etc.)
 - Camping
 - Driving for pleasure or sightseeing
 - Gathering (wood, berries, mushrooms, etc.)
 - Hunting or fishing
 - Picnicking
 - Wildlife viewing
- Washington State Department of Natural Resources representative
- Washington State Department of Fish and Wildlife representative
- Washington State Parks and Recreation Commission representative
- One ex-officio position representing RCO

Meetings

Twice a year in even-numbered years only

Authority

Committee composition found in the committee charter, Revised Code of Washington 46.09.280, and RCO's [Manual 13, Nonhighway and Off-road Vehicle Activities Program, Education and Enforcement Category](#) and [Manual 14, NOVA Program, Nonhighway Road Category, Nonmotorized Category, Off-Road Vehicle Category](#)

► Program Purpose

The NOVA program provides grants for land and facilities that support motorized, non-motorized, and non-highway road recreation. Activities supported by the program range from development of trails and trail heads, to maintenance of intensive use areas, such as off-road

vehicle sports parks. Additionally, the NOVA program funds user education and law enforcement grants.

▶ **Terms**

To ensure continuity of advisory committee knowledge and experience, initially each representative shall be assigned a position number with overlapping terms determined through a random drawing. Non-agency members typically serve 4-year terms. Agency members serve at the pleasure of their agency directors and the RCO director. Advisory committee members have equal status and shall share fully in all activities and duties.

▶ **Project Evaluations**

RCO's goal is to have at least ten members review and evaluate projects. Individual committee members' project evaluation scores are not reported with the funding recommendation that staff present to the board.

Recreational Trails Program (RTP) Advisory Committee

Composition

16 members:

- One representative of the following
 - All terrain vehicle (motorized category)
 - Equestrian (non-motorized category)
 - Federal agency (Bureau of Land Management, Forest Service, Fish and Wildlife Service, or National Park Service)
 - Four-wheel drive (motorized category)
 - Local government (police, sheriff, or other RTP project administrator)
 - Mountain bicycling (non-motorized category)
 - Off-road motorcycle (motorized category)
 - Snowmobile (motorized category)
- Hiking (non-motorized category), two representatives
- Citizens at large (people with exceptional understanding of trails and/or closely related issues), two representatives
- Washington State Department of Fish and Wildlife representative
- Washington State Department of Transportation representative
- Washington State Parks and Recreation Commission representative
- One ex-officio position representing RCO

Meetings

Once a year in even- numbered years

Authority

Committee composition found in the committee charter and RCO's [Manual 16, Recreational Trails Program](#)

► Program Purpose

RTP provides money to reduce the backlog of deferred maintenance on recreational trails that provide a backcountry experience.

RTP's objectives include funding trail-related facilities for both non-motorized and motorized trail uses. Under limited circumstances, new "linking" trails, relocations, and education proposals also are eligible.

► Terms

Non-state agency members typically serve 4-year terms, overlapping to ensure continuity of experience on the committee. State agency members serve at the pleasure of their agency directors. Advisory committee members have equal status and shall share fully in all activities and duties.

▶ **Project Evaluations**

RCO's goal is to have at least ten members review and evaluate projects. Individual committee members' project evaluation scores are not reported with the funding recommendation that staff present to the board.

Farmland Preservation Advisory Committee Washington Wildlife and Recreation Program

Composition

15 members:

- Ten farmers (farming or ranching representatives)
- State resource agency representative
- Agricultural professional representative
- One professional knowledgeable in land transactions and planning
- Washington State Conservation Commission representative
- One ex-officio position representing the U.S. Department of Agriculture's Natural Resources Conservation Service
- The director may appoint additional ex-officio members and special study or advisory committee members as necessary.

Meetings

Three times a year in even-numbered years

Authority

Committee composition found in the committee charter and RCO's [Manual 10f, Washington Wildlife and Recreation Program, Farmland Preservation Program.](#)

► Program Purpose

The primary focus of the farmland program is to acquire development rights on farmlands in Washington and ensure the lands remain available for agricultural practices. Grants must be used to buy development rights on farmland, typically through purchase of a voluntary land preservation agreement, also called an agricultural conservation easement. Purchases of leases also are allowed.

A secondary program goal is to enhance or restore ecological functions on farmland preserved with grants. A project does not have to include an enhancement or restoration element to be eligible, and restoration-only projects are not eligible.

► Terms

Members serve 4-year terms. Terms of members will be staggered to ensure continuity of experience on the committee. The director may reappoint members to additional terms, for a maximum of eight years of service. Agency members serve at the pleasure of their directors. Advisory committee members have equal status and shall share fully in all activities and duties.

► Project Evaluations

RCO's goal is to have at least eight members review and evaluate applications. Individual committee members' project evaluation scores are not reported with the funding recommendation that staff present to the board.

Local Parks Advisory Committee Washington Wildlife and Recreation Program

Composition	15 members: <ul style="list-style-type: none">• Three to four citizen representatives• Three to four local agencies representatives• Washington State Department of Fish and Wildlife representative• Washington State Department of Natural Resources representative• Washington State Parks and Recreation Commission representative• One ex-officio position representing the Washington State Department of Ecology• Three ex-officio positions representing RCO
Meetings	Three times a year in even-numbered years
Authority	Committee composition found in the committee charter and RCO's <u>Manual 10a, Washington Wildlife and Recreation Program, Outdoor Recreation Account</u>

▶ **Program Purpose**

This program provides money to buy land or develop or renovate land or facilities for parks. Projects may provide for active (high impact) or passive (low impact) parks, and may contain both upland and water-oriented elements.

▶ **Terms**

Members serve 4-year terms. Terms of members will be staggered to ensure continuity of experience on the committee. The director may reappoint members to additional terms, for a maximum of eight years of service. Agency members serve at the pleasure of their directors. Advisory committee members have equal status and shall share fully in all activities and duties.

▶ **Project Evaluations**

RCO's goal is to have at least eight members review and evaluate applications. Individual committee members' project evaluation scores are not reported with the funding recommendation that staff present to the board.

State Lands Development and Renovation Advisory Committee Washington Wildlife and Recreation Program

Composition	15 members: <ul style="list-style-type: none">• Three to four citizen representatives• Three to four local agency representatives• Washington State Department of Fish and Wildlife representative• Washington State Department of Natural Resources representative• Washington State Parks and Recreation Commission representative• One ex-officio member representing the Washington State Department of Ecology• Three ex-officio members representing RCO
Meetings	Three times a year in even-numbered years.
Authority	Committee composition found in the committee charter and RCO's <u>Manual 10a, Washington Wildlife and Recreation Program, Outdoor Recreation Account</u>

► **Program Purpose**

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 existing state recreation land.²

Trails must be for non-motorized use and cannot be part of a street or roadway such as a sidewalk or unprotected road shoulder. Trails adjacent to roadways that are separated by physical barriers and are improved solely for pedestrian, equestrian, or bicycle use are eligible.

► **Terms**

Members serve 4-year terms. Terms of members will be staggered to ensure continuity of experience on the committee. The director may reappoint members to additional terms, for a maximum of eight years of service. Agency members serve at the pleasure of their directors. Advisory committee members have equal status and shall share fully in all activities and duties.

► **Project Evaluations**

RCO's goal is to have at least eight members review and evaluate applications. Individual committee members' project evaluation scores are not reported with the funding recommendation that staff present to the board.

² Lands currently owned or held in trust by the State of Washington

Trails Advisory Committee Washington Wildlife and Recreation Program

Composition	15 members: <ul style="list-style-type: none">• Three to four citizen representatives• Three to four local agency representatives• Washington State Department of Fish and Wildlife representative• Washington State Department of Natural Resources representative• Washington State Parks and Recreation Commission representative• One ex-officio member representing the Washington State Department of Ecology• Three ex-officio members representing RCO
Meetings	Three times a year in even-numbered years
Authority	Committee composition found in the committee charter and <u>Manual 10a, Washington Wildlife and Recreation Program, Outdoor Recreation Account</u>

▶ **Program Purpose**

This program provides money to acquire, develop, or renovate pedestrian, equestrian, bicycle, or cross-country ski trails.

Trails must be for non-motorized use and cannot be part of a street or roadway such as a sidewalk or unprotected road shoulder. Trails adjacent to roadways that are separated by physical barriers and are improved solely for pedestrian, equestrian, or bicycle use are eligible. Projects may include land and/or facilities, such as trail heads; parking; rest, picnic, or view areas; and restrooms that directly support an existing or proposed public trail.

▶ **Terms**

Members serve 4-year terms. Terms of members are staggered to ensure continuity of experience on the committee. The director may reappoint members to additional terms, for a maximum of eight years of service. Agency members serve at the pleasure of their directors. Advisory committee members have equal status and shall share fully in all activities and duties.

▶ **Project Evaluations**

RCO's goal is to have at least eight members review and evaluate applications. Individual committee members' project evaluation scores are not reported with the funding recommendation that staff present to the board.

Water Access Advisory Committee Washington Wildlife and Recreation Program

Composition	15 members: <ul style="list-style-type: none">• Three to four citizen representatives• Three to four local agency representatives• Washington State Department of Fish and Wildlife representative• Washington State Department of Natural Resources representative• Washington State Parks and Recreation Commission representative• One ex-officio member representing the Washington State Department of Ecology• Three ex-officio members representing RCO
Meetings	Three times a year in even-numbered years
Authority	Committee composition found in the committee charter and <u>Manual 10a, Washington Wildlife and Recreation Program, Outdoor Recreation Account</u>

► **Program Purpose**

Grants in this category are for projects that predominately provide physical access to shorelines for non-motorized, water-related recreation activities such as boating, fishing, swimming, and beachcombing.

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.

► **Terms**

Members serve 4-year terms. Terms of members will be staggered to ensure continuity of experience on the committee. The director may reappoint members to additional terms, for a maximum of eight years of service. Agency members serve at the pleasure of their directors. Advisory committee members have equal status and shall share fully in all activities and duties.

► **Project Evaluations**

RCO's goal is to have at least eight members review and evaluate applications. Individual committee members' project evaluation scores are not reported with the funding recommendation that staff present to the board.

Youth Athletic Facilities (YAF) Advisory Committee

Composition	11 members: <ul style="list-style-type: none">• Four local agencies• Four nonprofit organization members (sports and activities)• Three citizens
Meetings	Three times a year in even-numbered years, when grant money is available.
Authority	Committee composition found in RCO's <u>Manual 17, Youth Athletic Facilities: 2007-08 Policies & Project Selection</u>

▶ **Program Purpose**

This program provides funding for new, improved, and better maintained outdoor athletic facilities serving youth and communities.

▶ **Program Background**

The program has been offered only in 1999, 2000, 2003, and 2007. Washington voters approved the program as part of Referendum 48, which provided funding for the Seattle Seahawks stadium. A Seattle Seahawks team affiliate contributed \$10 million in December 1998. The Legislature also provided additional money in 2007. When Seahawks stadium bonds are paid off, additional revenue is expected will come from non-expended bonds. No other money has been provided since 2007.