Section 1: Introduction

In this section, you’ll learn about:

✓ The Farmland Preservation Account goals
✓ About the Recreation and Conservation Funding Board
✓ Where to Get Information
✓ Grant Process and Timeline

Introduction

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

In 2005, the Legislature expanded the land protection goal by creating the Farmland Preservation Program within the larger WWRP, to protect the state’s valuable agricultural land for future farming.

Accounts

By law, WWRP funding is divided into four accounts. Appendix B illustrates the distribution of funding into the four accounts, as determined by Revised Code of Washington 79A.15. The four accounts are below.

• Habitat Conservation Account
• Outdoor Recreation Account
• Farmlands Preservation Account
• Riparian Protection Account

Each WWRP account must receive a specified percentage of the money appropriated by the Legislature. State law specifies the funding formula for WWRP. The first $40 million in
Section 1: Introduction

funding is split between the Outdoor Recreation Account and the Habitat Conservation Account. Then 40 percent of all funds between $40 million and $50 million go to the Farmland Preservation Account and 10 percent of any funds in excess of $50 million go to the farmland account. See Appendix B, distribution scenarios B and C, for a more detailed explanation of the funding formula. Funds deposited into the Farmland Preservation Account are used for the program described in this manual.

Program Goals

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. Farmland is interpreted as “farm and agricultural land” and is defined in Appendix A.

Grants must be used to buy development rights on farmland, typically through purchase of 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.

About the Recreation and Conservation Funding Board

The Farmland Preservation Program 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 farmland, and help return salmon from near extinction.

This manual is created under the authority granted to Recreation and Conservation Funding Board in WWRP’s enabling legislation, Revised Code of Washington 79A.15.130(4), and Title 286 of the Washington Administrative Code.
Where to Get Information

Recreation and Conservation Office
Natural Resources Building          Telephone: (360) 902-3000
1111 Washington Street             FAX: (360) 902-3026
Olympia, WA 98501                   TTD: (360) 902-1996
E-mail: info@rco.wa.gov             Web site: www.rco.wa.gov

Mailing Address
PO Box 40917
Olympia, WA 98504-0917

RCO grant managers are available to answer questions about this manual and grant program. Please feel free to call.

Other Grant Manuals You Will Need

The manuals below provide additional information for your grant and are available on the RCO Web site. Each can be made available in an alternative format.

- Manual 3, Acquisition Projects
- Manual 5, Restoration Projects
- Manual 7, Long-Term Obligations
- Manual 8, Reimbursements

Grant Process and Timeline

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

Even-numbered Years

Workshops. RCO conducts workshops (usually as an online meeting) in the winter or early spring to provide information about the grant programs offered that year.

Entering Applications. RCO strongly encourages applicants to start the online application early. Applicants log into PRISM Online and select the “Get Started/Start a New Application” button to enter grant application information. RCO uses this information to assign an outdoor grants manager. This manager guides applicants
through the process, reviews application materials, helps determine whether proposals are eligible, and may visit the project site to discuss site-specific details.

**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.

Eligible applicants are listed on RCO’s Web site. To verify or establish eligibility for a specific grant program, contact RCO’s planning specialist.

**Applications Due.** Applications are due in early May of even-numbered years. The application includes the data entered into PRISM and all required attachments. Applicants should “submit” the application before the deadline. The “Check Application for Errors” button on the Submit Application screen will indicate which pages are incomplete. Incomplete applications and applications received after the deadline will be returned unless RCO’s director has approved a late submission in advance.

**Technical Reviews.** Applicants will be invited to a technical review meeting, where they present their projects to the WWRP advisory committee and RCO staff, who review projects to ensure they are eligible, identify any issues of concern, and provide feedback on the strengths and weaknesses of each proposal. Applicants make an oral presentation, illustrated with maps, graphics, and photographs using PowerPoint.® Grants managers will review the applications also and send comments to applicants. Applicants then can make changes to improve the projects, if needed. Applicants must complete all changes by the technical completion deadline.

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

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

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

**Project Evaluation.** Applicants make an oral presentation, illustrated with maps, graphics, and photographs in PowerPoint,® to the evaluation committee, which scores each proposal against a set of criteria approved by the Recreation and Conservation Funding Board. In the State Lands Development and Renovation Category, the same information is presented in writing only.
Post-Evaluation Conference. After project evaluations, RCO staff tabulate the scores and share the results with the advisory committee. The committee discusses the preliminary ranked list and the application and evaluation processes. The public may join this advisory committee conference call; however, to ensure a fair and equitable process; guests may not testify. Shortly after the conference call, staff post the preliminary ranked lists on RCO’s Web site. The resulting ranked list of projects is the basis for the funding recommendation to the board.

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

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

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

Projects that, because of their relative ranking, are beyond available funding levels are known as “alternate projects.” Alternate projects are submitted in an amount equal to 50 percent of the dollar amount requested for each category. When possible, no fewer than six alternate projects are submitted.

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

Odd-numbered Years

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

Project lists approved by the Legislature in any one biennium are to be completed, to the fullest extent possible within that biennium. Biennial project lists are active until all the funding is used or no feasible projects remain. If a biennial list is completed and money remains, it may be awarded to projects in future years.
Proof of Matching Funds. Local agencies and Native American tribes must provide proof of the availability of matching funds by the match certification deadline, which is at least one calendar month before board approval of funding. If a state agency has shown a match of some kind in its application, it must provide proof of the availability of matching funds by the certification deadline.

Board Approves Funding. After the Legislature and Governor approve the capital budget, the board approves the final grant awards, again in a public meeting. Applicants are encouraged, but not required, to attend.

Pre-agreement Materials. After grant awards, applicants have 60 days to submit pre-agreement documents (checklist provided by grants managers.) RCO staff then prepares and issues the grant contracts, called project agreements. Applicant must return the signed agreements within 60 days. Once the agreements are signed, the applicants, now referred to as project sponsors, may begin their projects, per the terms of the project agreements. Each agreement will be written and monitored for compliance by RCO staff. See Manual 7, Long-term Obligations for more information.

Pre-agreement Costs. RCO will pay only for work performed after project agreements have been signed by both RCO and project sponsors with one exception. Expenses, such as preliminary designs, environmental assessments, construction plans and specifications, cultural resource surveys, and permits; and real property acquired under a waiver of retroactivity approved by RCO, may be eligible for reimbursement. Construction performed before the execution of a project agreement and compliance with cultural resource laws will not be eligible for payment and may jeopardize funding for the entire project.

Successful Applicants’ Workshop. After the board approves funding, RCO hosts a workshop for successful grant applicants. This workshop covers basic responsibilities, the terms of the grant contract, and RCO’s online resources for understanding billing procedures.

Ongoing

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

• Submit only projects that will be completed within 4 years of the grant award.

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1 Washington Administrative Code 286-13-040(3)
2 Washington Administrative Code 286-13-040(4) reads 90 days, but the Recreation and Conservation Funding Board adopted a 60-day period by policy.
• Provide assurances that the project can be completed within a reasonable time frame, which does not exceed the implementation period approved by the Recreation and Conservation Funding Board.

• Develop milestones for project implementation that does not exceed 4 years.

• Begin project implementation quickly and aggressively to show measurable progress towards meeting project milestones.

• Submit progress reports at intervals as designated by the RCO project agreement.

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

By June 1 of each year, RCO will review projects and will ask sponsors to provide assurances that their projects will be completed on time, such as:

• Executed purchase and sale agreements.

• Proof of permitting approvals.

• Awarded construction contracts.

• Progress on other significant milestones listed in the grant agreement.

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

**Project Completion.** When a project is completed, sponsors have 90 days to submit the final bill, final report, and supporting documents needed to close the project. If the bill and documentation are not submitted within six months of the end date within the agreement, the Recreation and Conservation Funding Board may terminate the project without payment.
Section 2: Policies

In this section, you’ll learn about:

✓ Eligible applicants
✓ Eligible project types
✓ Requirements and other things to know
✓ Project Area Stewardship and Ongoing Obligations

Eligible Applicants

• Cities, counties, nonprofit nature conservancy corporations or associations, and the State Conservation Commission may apply.

• Nonprofit, nature conservancy corporations or associations must meet the following eligibility requirements:
  
o Be registered in the State of Washington as a nonprofit as defined by Revised Code of Washington 84.34.250;

  o Consistent with Revised Codes of Washington 24.03.220, 24.03.225, and 24.03.230, identify a successor organization fully qualified to ensure management continuity of any WWRP grants received by the corporation or association; and

  o Demonstrate at least three years’ activity in managing projects relevant to the types of projects eligible for funding in the applicable WWRP category. “Activity in managing projects” means the tasks necessary to manage an on-the-ground riparian or farmland project, such as negotiating for acquisition of property rights, closing on an acquisition, developing and implementing management plans, designing and implementing projects, securing and managing the necessary funds regardless of fund source, and other tasks.
Farmland category applicants must also demonstrate:

- The preservation of agricultural lands is a priority of the organization, and
- A proven ability to draft, acquire, monitor, and enforce conservation easements.

**Legal Opinion for First Time Applicants**

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:

- Receive and expend public funds including funds from the Recreation and Conservation Funding Board;
- Contract with the State of Washington and/or the United States of America; Meet any statutory definitions required for board grant programs;
- Acquire and manage interests in real property for 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; and
- Commit the applicant to statements made in any grant proposal.

**Note:** The legal opinion is required only once to establish program eligibility.

**Eligible Project Types**

There are two types of eligible projects:

- Acquisition
- Combination acquisition with either restoration or enhancement. No grant funds will be given for restoration elements before RCO receives all required documents related to the acquisition.

Farm stewardship plans are an eligible activity under the project types listed above.
Eligible Acquisition Projects

The following projects are eligible:

- **Acquisition of development rights** via an agricultural conservation easement. Proposals that include acquisition of development rights in perpetuity will receive preference during evaluation. Less than perpetual acquisitions (term easements) must be for at least 25 years.

- **Acquisition of a lease.** Leases are contracts with limited duration between a landowner and a sponsor. Leases provide a way for a sponsor to buy a possessory interest in a parcel’s development rights. To be eligible, leases must be for at least 25 years and be recorded at the county auditor’s office where the land is located. Leases may not be revocable at will.

Agricultural easement templates may be found on RCO’s Web site under the acquisition project tool kit.

Value of Acquisitions

Sponsors may seek reimbursement from RCO for the value of the easement or lease based on the appraised value of the easement or lease, not including the underlying ownership of the land.

Before applying for a grant, applicants are strongly encouraged to review Manual 3, Acquisition Projects, which provides details on acquisition procedures and requirements. Some important highlights are listed below.

- **Appraisals:** Must be performed by licensed appraisers, must value the exact property rights being acquired, and must be reviewed by a second, licensed appraiser. Sponsors should direct their appraisers to follow the requirements in Manual 3 to ensure the resulting report (and easement value) is acceptable for the purpose of RCO reimbursement. If the match for the project is coming from a federal source, RCO’s Manual 3 requirements still apply. However, if the federal funding source requires the applicant to follow the Uniform Appraisal Standards for Federal Land Acquisitions (aka Yellow Book), RCO will accept appraisals prepared to these standards in place of the Manual 3 requirements.

- **Procedures:** Sponsors must follow the Uniform Relocation Assistance and Real Property Acquisitions Policy Act of 1970. See Manual 3 for details.

- **Conversions:** To protect the investment of public funds, the Recreation and Conservation Funding Board prohibits the conversion of funded projects to ineligible uses. Therefore, property rights acquired with farmland preservation grants must be protected by language in the lease or easement that describes
how property value will be recovered if the property is converted from farmland during the term of the easement or lease. The RCO farmland easement template includes this language. Recreation and Conservation Funding Board grants cannot be used to remedy a conversion.

- **Documents:** Because appraisals must reflect the property rights as conveyed, sponsors should provide copies of any proposed easements or leases to the appraisers as part of the appraisal instructions. The board has developed a model farmland conservation easement that is recommended but not required for use. If sponsors choose not to use this model easement, or to use only portions of it, sponsors must demonstrate that their easement language addresses each applicable element of the model easement and is consistent with the intent of each element, with this manual, and with Washington State laws. Sponsors must send draft easements to RCO for review.

**Baseline Inventory**

A baseline inventory is required. A baseline inventory records and characterizes the condition of the property at the time of the easement acquisition. The inventory provides the basis for future easement monitoring and, if necessary, enforcement. See Manual 3, Appendix F for baseline inventory requirements.

The baseline inventory must be prepared before closing and signed by the landowner and easement holder at closing. In the event of poor seasonal conditions for documenting all conservation values, an interim baseline with a completion schedule must be signed at closing. If the baseline has been completed and a significant amount of time has elapsed before the easement is transferred, it should be reviewed and possibly updated before closing.

**Easement Compliance**

The model agricultural conservation easement template requires that each easement include a provision to provide access to the grantee (RCO’s project sponsor) and RCO to conduct a general inspection of the easement area and to monitor compliance with the easement terms. RCO recommends a project sponsor conduct easement monitoring at least annually. Project sponsors must submit an easement monitoring report to RCO at least once every five years.³

Due to the complexity of the agricultural conservation easement, and the long-term implications for the landowner, RCO advises sponsors to strongly encourage landowners to consult with attorneys before granting an easement.

³ Recreation and Conservation Funding Board Resolution 2010-34
Easements and leases must be recorded through the assessor’s office in the county where the land lies. The easement or lease will be between the landowner and the sponsor. Partners, such as the Natural Resources Conservation Service, or a qualified co-grantee also may be named as parties to the easement. RCO must be named as a third party beneficiary, and its director must sign the easement before closing.

Buildings and Impervious Surfaces

Building Envelopes

The concept of a building envelope is common in agricultural conservation easements. Building envelopes identify the footprint within which buildings are located or may be constructed in the future. Sponsors should work closely with landowners to identify appropriate locations for these envelopes to minimize disruption to the farm’s agricultural values. For example, if a building envelope is in the middle of a cultivated field to take greatest advantage of a view, this not only will constrain agricultural practices, but also encourage estate-type development thereby creating a property value reflective of an estate rather than a farm. In general, the Recreation and Conservation Funding Board encourages building envelopes to be near property edges and roads, where they won’t degrade long-term viability of the farm.

If there are no buildings, the sponsor should consider whether or not reserving the right to develop a future home site or agricultural buildings would increase the long-term viability of the farm and reserve the rights needed to allow such development. The appraisal must reflect the number and type of reserved rights.

Locations of building envelopes and allowed improvements must be identified in the agricultural conservation easement. The sponsor should identify general locations by the time the project is evaluated so evaluators can consider their impact to the long-term viability of the farm. It also will be important for the appraiser to be made aware of building envelopes to factor that into the market value analysis. Building envelopes must be identified, preferably by survey, on a site map that will become an exhibit to the easement.

Impervious Surfaces

For the purpose of the agricultural conservation easement, “impervious surfaces” means all hard surface areas that either prevent or retard water runoff and absorption. Impervious surfaces have the effect of removing soil from cultivation. Because the goal of this program is to preserve the opportunity for agriculture, impervious surfaces limits will be based on a sliding scale related to farm size.
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Amount of Impervious Surfaces Allowed

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<tr>
<th>Farm Size</th>
<th>Amount of Impervious Surfaces Allowed</th>
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<tbody>
<tr>
<td>50 acres</td>
<td>6 percent+</td>
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<tr>
<td>51-100 acres</td>
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<td>101-200 acres</td>
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<td>201-500 acres</td>
<td>4 percent</td>
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<td>501-1,000 acres</td>
<td>3 percent</td>
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<tr>
<td>1,001+ acres</td>
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This sliding scale is a general guideline, with adjustments made on a case-by-case basis.

If the federal Agricultural Conservation Easement Program is a funding partner, the limit is 2 percent. The 2 percent maximum may be waived by the easement program’s state conservationist on a case-by-case basis.

Ineligible Acquisition Projects

The following projects are ineligible:

- Acquisition of rights for a term of less than 25 years.
- Land already owned by a government agency. Limited exceptions may apply so check with your RCO grants manager.
- Properties acquired by a condemnation action of any kind. The value of parcels acquired by condemnation may not be used as part of the required local agency matching share.
- Transfer of development rights. Development rights acquired under this program may not be transferred to other property.
- Farms producing cultivated marine or freshwater aquatic products.
- Lands that primarily serve as a commercial feedlot.
- Organizational operating expenses or overhead are not eligible for reimbursement or as match. However, the value of staff time to perform or oversee the eligible acquisition activity is eligible. For example, the monthly fee for telephone service is not an allowable expense, but the long distance charge for a specific telephone call related to the project is.

Eligible Enhancement and Restoration Activities

Enhancement or restoration activities within a project must further the ecological functions of the farmland. Examples of eligible activities include fencing livestock out of riparian areas, replanting native vegetation on erosion-prone land or along streams, restoring historic water runoff patterns, improving irrigation efficiency, and removing fish
passage barriers. Drilled wells are allowed when the purpose is to enhance ecological functions or agricultural values, such as to reduce diversions from streams or to facilitate fencing livestock out of streams. Wells may not be drilled for additional domestic hook-up or urban use.

**Enhancement or restoration activities must be less than 50 percent of the acquisition cost of the project including any in-kind contribution by any party.** For example, if the total acquisition cost is $200,000, restoration costs may not exceed $100,000, for a total project cost of $300,000. Total project cost includes the grant amount and sponsor’s matching share.

**Restoration activities should be based on accepted methods of achieving beneficial enhancement or restoration results.** Proposed activities based on experimental or unproven methods will receive fewer points in the evaluation.

**Ineligible Enhancement and Restoration Costs**

The following items are not eligible:

- “Consumable” supplies such as fuel, fertilizers, pesticides, or herbicides, except as a one-time applications if they are necessary parts of eligible restoration activities.

- Elements that cannot be defined as fixtures or capital items.

- Environmental cleanup of illegal activities (i.e. meth labs).

- Indoor facilities.

- Organizational operating expenses or overhead are not eligible for reimbursement or as match. However, the value of staff time to perform or oversee the eligible restoration activity is eligible. For example, the monthly fee for telephone service is not an allowable expense, but the long distance charge for a specific telephone call related to the project is.

- Purchase of maintenance equipment, tools, or supplies.

- Restoration work done before a project agreement is signed between the applicant and the Recreation and Conservation Funding Board. This work also cannot be used as match.

- Routine operation and maintenance costs.

- Utility payments such as monthly water or electric bills.
Combination Projects

Combination projects involve land acquisition and restoration or enhancement. To help ensure timely completion of projects, applicants must secure the property at least one month before the Recreation and Conservation Funding Board considers funding by using one of the methods listed below.

- Acquisition under Waiver of Retroactivity policies outlined in Manual 3, Acquisition Projects.
- Have property in escrow pending board grant award.
- Obtain an option on the property that extends past the board funding meeting. Execution of the option must occur within 90 days after the board funding meeting.

Provide draft copies of all leases or easements to RCO staff for review. Execution of the leases or easements must occur within 90 days after the funding meeting.

Farm Stewardship Plans

A farm stewardship plan is an eligible cost activity. The maximum allowable cost for development of a site stewardship plan is $10,000.

An outline of the proposed stewardship plan must be submitted with the grant application and at a minimum contain the following elements:

- Long-term stewardship goals and objectives.
- Monitoring goals and objectives.
- Restoration goals and objectives (if applicable).
- Short-term, land management goals and objectives.
- Description of the project site, to include the following (the first four of which may be incorporated by reference to the baseline documentation that outlines current site conditions):
  - U.S. Geological Survey quad map and county assessor’s parcel map.
  - Map showing all human-made and natural features.
  - Narrative description of the property.
  - Photographs taken at permanent photograph points.
A detailed stewardship plan implementation budget that identifies the source of funding.

**Phased Projects**

An applicant with a project that is very expensive is encouraged to discuss phasing with RCO. Phased projects are subject to the following conditions:

- Approval of any single phase is limited to that phase. No approval or endorsement is given toward future phases.
- Each phase must stand on its merits as a viable project.
- Each phase must be submitted as a separate application.
- Progress and sponsor performance on previous grants may be considered by the Recreation and Conservation Funding Board when making decisions on project proposals.

**Requirements and Other Things to Know**

**Control of the Land**

To protect investments made by the Recreation and Conservation Funding Board and to assure public access to those investments, sponsors must have adequate control of project sites to construct, operate, and maintain the areas for the term required by the grant program and project agreement. This “control and tenure” may be through land ownership, a lease, use agreement, or easement. See *Manual 5, Restoration Projects* for more information.

**Local Review of Acquisition Projects**

Any organization applying for a grant to buy land shall review the project application with the counties or cities with jurisdiction over the project area. Applicants must provide written documentation to RCO that the reviews have occurred by the application deadline. Counties or cities may submit letters to the Recreation and Conservation Funding Board identifying their support or disapproval of the acquisition. The board shall make the letters available to the Governor and the Legislature when submitting the WWRP project list. Applicants must complete this local review for each new application, even if they are re-submitting the same project from a previous grant cycle.

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4 Revised Code of Washington 79A.15.110
To meet this requirement, the applicant must provide each member of the county commission or city council, as appropriate, the following information before the technical completion deadline:

1. A cover letter referencing Revised Code of Washington 79A.15.110 and the option for the county commission or city council to send a letter to the Recreation and Conservation Funding Board stating its position on the project,

2. The project description as submitted with the grant application, and

3. A location map and parcel map of the proposed acquisition.

The applicant must provide RCO with a copy of the packet, as well.

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

**Landowner Acknowledgement of Application**

As part of any grant application for acquisition of real property, the project sponsor must demonstrate that the landowner is aware of the project sponsor’s interest in purchasing an easement.

This requirement must be accomplished by completing one of four options as detailed in RCO *Manual 3, Acquisition Projects*.

**Preference for Community Priorities**

The Recreation and Conservation Funding Board recognizes that interest and commitment to preserve farmlands will vary by community. Communities may exhibit their commitment to farmland preservation through a variety of mechanisms including: agricultural zoning, right-to-farm ordinances, adopted strategies for farmland preservation, and dedicated funds to purchase development rights on land within agricultural zones.

Consistency with community priorities is one element within the evaluation criteria. To assist evaluators, applicants may submit any combination of the following to RCO:

- Letters of endorsement or support from local governments, chambers of commerce, and other organizations
• A copy of the applicant’s current capital facilities plan or capital improvement program in which the project is listed by name or by type

• A copy of results of a needs assessment or community survey

• A copy of a survey or plan for preserving farmlands with a resulting priority list of acquisitions

• Documented results of a series of community meetings that may have resulted in consensus for farmland preservation

**Sustainability**

The Recreation and Conservation Funding Board encourages greater use of sustainable design, practices, and elements in grant-funded projects. To the board, “sustainability” means to help fund a conservation project that minimizes impact to the natural environment while maximizing the project’s service life.

Sponsors are encouraged to incorporate sustainable design, practices, and elements into the scopes of projects. Examples may include using on-site materials and native plants.

**Waiver of Retroactivity**

In most cases, grants may be used only to reimburse expenses incurred during the period of the project agreement. However, based on written justification by an applicant about the critical need to purchase property before the board approves funding, the RCO director may issue a “Waiver of Retroactivity.” When needed, applicants should apply for this waiver before acquiring the property. Refer to [*Manual 3, Acquisition Projects*](#) for procedural guidelines. Such waivers allow the acquisition costs incurred by the applicant to remain eligible for reimbursement through the next two consecutive grant cycles. A waiver is normally sought when an applicant decides that the acquisition might fail if delayed until after the board awards the grant. All such expenditures are made at the applicant’s risk. If a grant is not awarded, RCO will not reimburse expenses.

Because RCO is a signature party to the agricultural conservation easement, RCO must sign the easement before closing. Remember to build in adequate time for RCO document review, and to consult with RCO on easement wording while still in draft form. In cases where an easement is being acquired while RCO funding is still pending, a clause can be inserted into the easement agreeing to amend RCO out of the easement if funding is not received.
Project Area Stewardship and Ongoing Obligations

An RCO grant comes with long-term obligations to maintain and protect the project area after a project is complete. The long-term obligations for the Farmland Preservation Account are in state law\(^5\), the project agreement, and *Manual 7, Long-term Obligations*. A template of the project agreement can be found on RCO’s Web site at [www.rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf](http://www.rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf).

RCO recognizes that changes occur over time and that some facilities may become obsolete or the land needed for something else. The law discourages casual discards of land and facilities by ensuring that grant recipients replace the lost value when changes or conversions of use take place.

In general, the project area funded with an RCO grant must remain dedicated to the use as originally funded, such as farmland preservation, for as long as defined in the project agreement. For acquisition projects, the period is determined by the rights that are acquired.

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.

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\(^5\) Revised Code of Washington 79A.15.030 (8), and Washington Administrative Codes 286.27
Section 3: Money Matters

In this section, you’ll learn about:

✓ Funding
✓ Matching shares
✓ Getting paid

Funding

Grant Limits

Grant limits for farmland projects are as follows:

- There is no minimum or maximum grant amount.

- The restoration total, however, shall not exceed more than half of the total acquisition costs, including match toward acquisition.

- WWRP funds will not exceed 50 percent of a project’s total cost, except for grants to the State Conservation Commission.

Administration, Architecture, Engineering Costs

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

Architecture and engineering costs for restoration are limited to 20 percent of the total restoration costs.

Additional information about eligibility and reimbursement maximums for these elements is contained in Manual 3, Acquisition Projects (administration costs) and Manual 5, Restoration Projects, (architectural and engineering costs).
Matching Shares

Most Recreation and Conservation Funding Board programs require sponsors to match grants to meet statutory requirements, demonstrate a local commitment to the project, and to make funds available to a greater number of projects.

Eligible Match

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

- Appropriations and cash
- Bonds – council or voter
- Conservation futures
- Corrections labor
- Donations – cash, equipment use, labor, land, materials, property rights, or services (see note below)
- Force account – use of sponsor’s equipment, labor, or materials (see note below)
- Grants – federal, state, local, and private (see notes below)
- Proceeds of a letter of credit or binding loan commitment

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 has been reimbursed by RCO shall not be used as a match on another RCO project.)
- Cost that are not eligible for grant assistance.
- Cost that are not an integral part of the project scope.
- Cost associated with meeting a mitigation requirement unrelated to the funded project.
Match Requirements

Cities, Counties, and Nonprofits

By statute, cities, counties and qualified nonprofit organizations must provide a minimum match of 50 percent for each WWRP project. Matching shares of more than 50 percent are encouraged. Applications that include a higher match than the required minimum may receive additional points in the evaluation.

Conservation Commission

The State Conservation Commission is not required to provide a matching share. However, all applicants are encouraged to contribute matching shares and reduce government cost. If the commission partners with another eligible applicant the match requirement does apply.

Recreation and Conservation Funding Board Match Requirements

All matching resources must be:

- An integral and necessary part of the approved project,
- Part of the work identified in the application and project agreement,
- For eligible work types or elements, and
- Committed to the project.

Recreation and Conservation Funding Board grants are intended to be the last source of funding for a project. In other words, the required match must be secured so the project can move forward.

The Recreation and Conservation Funding Board adopted evaluation criteria to encourage applicants to contribute matching shares. Applicants should carefully review the evaluation instrument to determine if this applies to your project.

Match Availability and Certification

To help ensure Recreation and Conservation Funding Board projects are ready for implementation upon approval, applicants must have matching funds available for expenditure before the board approves funding. All applicants are required to sign and submit a certification of match form to ensure their projects are included in the funding recommendations. Applicants are advised to plan ahead for projects whose match depends on citizen votes or passage of ballot measure. This certification is due at least
30 days before Recreation and Conservation Funding Board action\(^6\). The forms and
deadlines for certifying match are on the RCO Web site.

RCO may declare projects ineligible if there is no guarantee that matching funds are
available and those projects may be passed over in favor of projects with the match in
place. Such decisions are based on the Recreation and Conservation Funding Board’s
confidence in the applicant’s ability to have the match in place when required.

**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 inmate or community service labor), and material is
discussed in *Manual 8, Reimbursements*. RCO strongly encourages applicants to secure
written confirmation of all donations they plan to use as match and attach the donation
letters to the PRISM Online application.

Donated land must expand existing habitat lands or stand on its own as a viable
conservation 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.

**Other Grants**

In some cases, a sponsor may use funds awarded from a separate grant program as its
match. For example, federal Agricultural Conservation Easement Program grants might
be used to match farmland preservation grants.

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

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

\(^6\) Washington Administrative Code 286-13-040(3)
Third Party Match

Cash spent on renovation by a third party may be used as match, if the value of the labor, equipment, and materials applied toward the activity is a donation to the sponsor. The value would be determined based on Recreation and Conservation Funding Board’s existing donation policy, not necessarily on the amount the activity originally cost the third party. If the sponsor pays the third party for the value of the renovation, it becomes an expenditure and is eligible as in-kind match.

A sponsor may not use the value of development rights granted to a party other than the sponsor as a donation.

Getting Paid

RCO does not pay the grant up-front, except in rare cases. Grants are paid to sponsors as reimbursements for their expenditures, and are based on percentages in the project agreement.

RCO will not reimburse more than the sponsor’s out-of-pocket costs. When the value of donations exceeds the value of expenditures, grant reimbursement cannot exceed the total out-of-pocket expenses.

Costs associated with preparing this, or any other grant application, cannot be submitted for reimbursement.

Complete reimbursement procedures are found in Manual 8, Reimbursements.

Advances

Advance draws on grants are permitted only for the board match of the land value and only if the applicant provides all the required documentation to RCO in advance of closing: An updated title policy, final draft copy of conveyance documents, appraisal reports, hazardous substances certification, and closing statements. If all documents are in order, RCO will deposit the appropriate grant share into the escrow account (see Manual 3, Acquisition Projects). Advance payments are not available for restoration work.

In most instances, payment is not made for expenses incurred before the grant applicant and RCO have a signed project agreement. Exceptions are made only for eligible, pre-agreement costs or if the sponsor has an approved Wavier of Retroactivity with RCO.
Pre-Agreement Costs

*Manual 3, Acquisition Projects* has a list of eligible, pre-agreement costs for acquisition projects that includes administrative and incidental costs such as appraisals, preliminary title reports, wetland delineation, etc.

Cost for acquisition of land or property rights may be reimbursed or used as a match only if the applicant has requested and received a Waiver of Retroactivity.

Restoration or enhancement costs incurred by an applicant before signing the project agreement are not eligible for reimbursement. However, there are some administrative, architectural, and engineering costs for which applicants may be reimbursed (See *Manual 5, Restoration Projects*).

Cost Increases

Cost increases are not allowed. This means the grant amount will not be increased once the project has been evaluated. Project cost overruns become the responsibility of the sponsor. Also, the Recreation and Conservation Funding Board will not reimburse more than the sponsor’s actual expenditures.

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: Evaluation Process

In this section, you’ll learn about:

✓ Advisory committee
✓ Choosing proposals to fund
✓ Evaluation criteria

Advisory Committee

RCO manages the Washington Wildlife and Recreation Program Farmland Preservation Account with the assistance of a standing advisory committee. The advisory committee’s role is to recommend policies and procedures to RCO for administering grant funds and to review, evaluate, and score grant applications. The resulting ranked list is the basis for funding recommendations to the Recreation and Conservation Funding Board. The Recreation and Conservation Funding Board makes the final funding decision in an open public meeting.

In recruiting members for the committee, RCO seeks to appoint people who possess a statewide perspective and are recognized for their experience, expertise and knowledge of farming and ranching operations, conservation easements and leases, ecology, and land use planning in Washington.

Check RCO’s Web site for membership and other details at www.rco.wa.gov/grants/advisory_cmte.shtml.

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

Choosing Proposals to Fund

A formal evaluation of each project is a key step in the funding process. The evaluation questions, or criteria, are adopted by the Recreation and Conservation Funding Board, and are based on the law and other criteria.
The Washington Wildlife and Recreation Program Farmland Preservation Advisory Committee will use the board-adopted criteria to score each project. Scores are based on each applicant’s oral response to evaluation questions, graphic presentation, and summary application material.

While evaluation meetings are open to anyone, they are not public hearings. Only the applicants or their partners may address the evaluation team. Scoring is by confidential ballot. Following the meeting, RCO tabulates all scores, resulting in a ranked list of proposals, which serves as the foundation for staff’s funding recommendation to the board.
## Farmland Preservation Program Evaluation Criteria

<table>
<thead>
<tr>
<th>Criteria Summary</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agricultural Values</strong></td>
<td></td>
</tr>
<tr>
<td>Importance:</td>
<td></td>
</tr>
<tr>
<td>Soil types; suitability for producing agricultural products; size; economic productivity; fit of the project to local priorities</td>
<td></td>
</tr>
<tr>
<td>Viability:</td>
<td></td>
</tr>
<tr>
<td>On-site production and support facilities; farm to market access; proximity to roads and utilities (croplands only); carrying capacity (rangelands only); water availability; drainage; presence of other features that could hinder or restrict use for agriculture; zoning; likelihood that the farm will remain in agriculture; immediacy of threat to conversion to non-agricultural uses; likelihood that the region will continue to support agriculture</td>
<td>68</td>
</tr>
<tr>
<td><strong>Environmental Values</strong> (Acquisition only projects)</td>
<td></td>
</tr>
<tr>
<td>Species and habitat support:</td>
<td></td>
</tr>
<tr>
<td>Description of supported species; reliance of species on the property; quality of habitat provided; impact to the species if the habitat were converted.</td>
<td></td>
</tr>
<tr>
<td>Bigger picture:</td>
<td></td>
</tr>
<tr>
<td>Fit of the project with local, regional, and statewide conservation priorities</td>
<td></td>
</tr>
<tr>
<td>Agricultural productivity:</td>
<td></td>
</tr>
<tr>
<td>Consider how production activities benefit the environment</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td><strong>Environmental Values</strong> (Combination acquisition+restoration/enhancement projects)</td>
<td>22</td>
</tr>
<tr>
<td>Species and habitat support:</td>
<td></td>
</tr>
<tr>
<td>Description of supported species; reliance of species on the property; quality of habitat provided; how restoration/enhancement will benefit the species</td>
<td></td>
</tr>
<tr>
<td>Bigger picture:</td>
<td></td>
</tr>
<tr>
<td>Fit of the project with local, regional, and statewide conservation priorities</td>
<td></td>
</tr>
<tr>
<td>Likelihood of success:</td>
<td></td>
</tr>
<tr>
<td>Likelihood that restoration/enhancement will achieve the anticipated benefits to species and habitat; results of any past stewardship activities</td>
<td></td>
</tr>
<tr>
<td>Agricultural productivity:</td>
<td></td>
</tr>
<tr>
<td>Consider how restoration or enhancement will promote productivity</td>
<td></td>
</tr>
<tr>
<td><strong>Community Values and Priorities</strong></td>
<td>12</td>
</tr>
<tr>
<td>Community support for the project; consistency with a local land use or a regional or statewide recreational or resource plan</td>
<td></td>
</tr>
<tr>
<td>Other community values:</td>
<td></td>
</tr>
<tr>
<td>View shed; aquifer recharge; occasional or periodic collector for storm water runoff; floods; agricultural sector job creation; educational and curriculum potential; historic value; buffer to public lands, demonstration</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>31</td>
</tr>
<tr>
<td>Cost benefit; local match; sponsor’s ability to acquire, manage, monitor, and enforce conservation easements, term</td>
<td></td>
</tr>
<tr>
<td><strong>Total Points Available</strong></td>
<td>133</td>
</tr>
</tbody>
</table>
## Farmland Preservation Program Evaluation Criteria Details

### A. Agricultural Values: Preservation of farmlands in order to maintain the opportunity for agricultural activity.

<table>
<thead>
<tr>
<th>Importance</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Soil types; percent of property with important soil types. Consider presence of prime and unique soils; soils important or appropriate for the anticipated crops or livestock forage, and local climatic conditions; soils important to the region.</td>
<td>5</td>
</tr>
<tr>
<td>B. Suitability for producing the current or anticipated agricultural products.</td>
<td>5</td>
</tr>
<tr>
<td>C. Size. Consider whether the size of the commercially productive portion of the property is adequate for the intended agricultural use. Give preference to larger parcels, especially as compared to other parcels with the same type of agricultural activity in the same area.</td>
<td>5</td>
</tr>
<tr>
<td>D. Economic productivity. Give preference for farms with greater incomes or potential incomes. Compare rangeland to other ranches, rather than to cropland.</td>
<td>5</td>
</tr>
<tr>
<td>E. Fit of the project to local priorities. If the sponsor has a land preservation program that includes farmland and/or has developed a strategy for farmland preservation, consider the extent that the project addresses priorities in that program and/or strategy.</td>
<td>5</td>
</tr>
</tbody>
</table>

### 2. Viability: The viability of the site for continued agricultural production and the likelihood it will remain in production:

<table>
<thead>
<tr>
<th>Description</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. On-site production and support facilities such as barns, irrigation systems, crop processing and storage facilities, wells, housing, livestock watering, rangeland fencing, livestock sheds, and other farming or ranching infrastructure.</td>
<td>3 points for cropland projects, 2 points for rangeland.</td>
</tr>
<tr>
<td>B. Farm-to-market access.</td>
<td>3</td>
</tr>
<tr>
<td>C. Cropland projects only: Proximity to roads and utilities.</td>
<td>3</td>
</tr>
<tr>
<td>D. Rangeland projects only: Carrying capacity.</td>
<td>4</td>
</tr>
<tr>
<td>E. Water availability. Does the property have legitimate water rights and adequate water to support intended or likely agriculture activities?</td>
<td>4</td>
</tr>
<tr>
<td>F. Drainage.</td>
<td>3</td>
</tr>
<tr>
<td>G. Presence of other features that could hinder or restrict use for agriculture (access, presence of frost pockets, chronic flooding, invasive species, nearby land uses or activities that could constrain agricultural activities).</td>
<td>0 points if no such feature. Maximum deduction -5 points.</td>
</tr>
<tr>
<td>H. Zoning. Consider whether the property is in an Agricultural Protection District or other type of protected zone (ex. “Agricultural Natural Resource Lands” zoning in Skagit).</td>
<td>4</td>
</tr>
<tr>
<td>I. Likelihood that the farm will remain in agriculture if not protected. Consider whether there is an increased likelihood that the property will be converted to nonagricultural uses if it is not protected. What and how imminent are the threats to ongoing agricultural use? Are these new or ongoing threats? This item applies to factors that could</td>
<td>16</td>
</tr>
</tbody>
</table>
Section 4: Evaluation Process

affect long-term viability, such as landowner motivation, potential for rezoning, history of farmland conversion in the area, and anticipated development patterns.

| J. Likelihood that the region will continue to support agriculture. Consider the condition of local farming infrastructure; proximity to other protected agricultural lands; other farmland protection and conservation efforts; and land use designations. | 7 |

B. Environmental Values (Acquisition-only Projects)  

<table>
<thead>
<tr>
<th>Maximum Points</th>
</tr>
</thead>
</table>

1. **Species** and Habitat Support: Which species does the property support? How does the property support the species that use it?  
   A. Describe the species that rely on the property for all or part of their life functions. Which, if any, endangered, threatened, or sensitive species does the property help recover? What, if any, are the benefits to salmonids?  
   B. How do the species use the property? (For example: migration, connectivity to habitat, food, water, cover, breeding and/or resting areas. The property may be important for a species entire lifecycle, or may serve a critical function during part of its lifecycle, such as seasonal habitat for migratory species).  
   C. What is the quality of the habitat provided? (Are the size, condition and other characteristics of the habitat adequate to support the species? If not, describe the quality and indicate if the property contributes important habitat to surrounding protected lands that, when combined, adequately support the species. Be specific.)  
   D. What would the impact to the identified species be if this habitat were converted? (How much does each species rely on this particular habitat?)  

2. The Bigger Picture: How does protecting this property fit with local, regional, statewide conservation objectives?  
   A. Other than benefits that support specific species, what are the other environmental benefits of protecting the property, such as aquifer recharge, flood control, connectivity to other protected land, air and/or water quality improvement, etc.?  
   B. Which local, regional, and/or statewide plans support protecting the identified species and/or habitat? (For example: a watershed plan or habitat conservation plan, the Washington State Natural Heritage Plan, or a coordinated region-wide prioritization effort). Which, if any, plans identify this property as being important for conservation? Which priorities in the identified plan(s) are addressed by protecting this property?  

3. Agricultural Productivity: How does the agricultural productivity of this property enhance its environmental values?  
   A. Describe how agricultural production activities on this property can benefit the environment. (For example: seasonal grazing to control

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\[7\] Species can include, for example, invertebrates, plants, and fungi.
weeds; hedgerows or other plantings to attract pollinators, and provide habitat for birds who factor into an integrated pest management plan; crops that provide habitat for small rodents, which in turn become food for area raptors.) Describe any past stewardship activities that have taken place on the property. What were the results of these activities?

--- OR ---

<table>
<thead>
<tr>
<th>B. Environmental Values (Combination Projects)</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhancement or restoration projects must further the ecological functions of the farmlands.</td>
<td></td>
</tr>
<tr>
<td>Briefly describe the restoration/enhancement activity.</td>
<td></td>
</tr>
<tr>
<td>1. <strong>Species and Habitat Support:</strong> How will the project further the ecological function of the land?</td>
<td></td>
</tr>
<tr>
<td>A. Describe the species that will rely on the property for all or part of their life functions. Which, if any, endangered, threatened, or sensitive species will the property help recover? What, if any, are the expected benefits to salmonids?</td>
<td></td>
</tr>
<tr>
<td>B. How do the species use the property? (For example: migration, connectivity to habitat, food, water, cover, breeding and/or resting areas)</td>
<td></td>
</tr>
<tr>
<td>C. What's the quality of the habitat that will be provided? (Will the size, condition and other characteristics of the habitat be adequate to support the species? If not, do surrounding protected lands provide quality habitat that will adequately support the species? Be specific.)</td>
<td></td>
</tr>
<tr>
<td>D. How will the proposed restoration/enhancement activity benefit the species identified above? (How much will each species rely on this particular habitat?)</td>
<td></td>
</tr>
<tr>
<td>Maximum Points</td>
<td>8</td>
</tr>
<tr>
<td>2. The Bigger Picture: How will protecting this property fit with local, regional, and/or statewide conservation objectives?</td>
<td></td>
</tr>
<tr>
<td>A. Other than benefits that support specific species, what are the other environmental benefits of protecting the property, such as aquifer recharge, flood control, connectivity to other protected land, air or water quality improvement, etc?</td>
<td></td>
</tr>
<tr>
<td>B. Which local, regional, and/or statewide plans support protecting the identified species and/or habitat? (For example: a watershed plan or habitat conservation plan, the Washington State Natural Heritage Plan, or a coordinated region-wide prioritization effort.) Which, if any, plans identify this property as being important for conservation and/or restoration? Which priorities in the identified plan(s) are addressed by protecting this property?</td>
<td></td>
</tr>
<tr>
<td>Maximum Points</td>
<td>6</td>
</tr>
<tr>
<td>3. <strong>Likelihood of Success:</strong> What is the likelihood that the restoration or enhancement will achieve the anticipated benefits for species and habitat?</td>
<td></td>
</tr>
<tr>
<td>A. Describe how the proposed restoration or enhancement activities will achieve the benefits for species and habitat. Are they generally accepted methods of achieving beneficial enhancement or restoration results? (For</td>
<td></td>
</tr>
</tbody>
</table>
### B. Environmental Values (Combination Projects)

<table>
<thead>
<tr>
<th>Example: Who recommended the proposed activities as appropriate for this property? Was the recommendation made as part of a conservation or stewardship plan? What is the relevant expertise of the person who wrote that plan? Do the activities enjoy widespread support?</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Describe any past stewardship activities that have taken place on the property. What were the results of these activities?</td>
</tr>
</tbody>
</table>

### 4. Agricultural Productivity: How will the restoration or enhancement promote agricultural productivity?

| A. Describe how the proposed restoration or enhancement activities will promote agricultural productivity. (For example, if the proposal is to install water efficiencies, describe how that will allow the farmer to produce greater crop yields. If the proposal is to install a livestock well, describe how that will not only benefit water quality, but will support an increase in animal units. Address how the benefits to productivity do not cancel out the environmental benefits described in number 1. For example, describe how the lack of water may have been a limiting factor on the property, and how the increased number of livestock now supported by the well will not lead to exceeding the carrying capacity of the land). |
| 4 |

### C. Community Values and Priorities

| 1. Community support for the project. |
| 6 |

| 2. Consistency with a local land use plan, or a regional or statewide recreational or resource plan. The projects that assist in the implementation of local shoreline master plans updated according to Revised Code of Washington 90.58.080 or local comprehensive plans updated according to Revised Code of Washington 36.70A.130 must be highly considered in the process. |
| 2 |

<table>
<thead>
<tr>
<th>3. Other community values provided by the property when used as agricultural land, including, but not limited to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• View</td>
</tr>
<tr>
<td>• Aquifer recharge</td>
</tr>
<tr>
<td>• Occasional or periodic collector for storm water runoff and/or providing flood capacity</td>
</tr>
<tr>
<td>• Agricultural sector job creation</td>
</tr>
<tr>
<td>• Educational potential</td>
</tr>
<tr>
<td>• Historic value</td>
</tr>
<tr>
<td>• Buffer to public lands</td>
</tr>
<tr>
<td>• Demonstration project</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>
### Section 4: Evaluation Process

<table>
<thead>
<tr>
<th>D. Other</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Cost benefit.</strong> Consider the percentage of total acreage that is in agricultural production or set aside to preserve ecological values (versus the percentage of the property that is taken up by structures, roads, etc.; allow for acreage that is not in agricultural production for the purpose of preserving ecological values, such as protected riparian buffers, CREP leases). Consider cost per acre? Consider contributions by the landowner, for example a bargain sale?</td>
<td>5</td>
</tr>
<tr>
<td><strong>2. Local match.</strong> Consider the amount of local (non-state, non-federal) match to be provided by the grant recipient. Includes contribution of land, labor, and materials.</td>
<td>2</td>
</tr>
<tr>
<td><strong>3. Sponsor’s ability to acquire, manage, monitor and enforce conservation easements.</strong> Consider the history of project sponsor in acquiring, managing and enforcing easements. Consider whether the applicant has an establish farmland PDR (purchase of development rights) or conservation easement program and staff devoted to farmland protection. Consider the ability and experience of any organizations or entities assisting or partnering with the sponsor. For counties and cities without an established farmland PDR or conservation easement program, consider whether the award of a grant will provide the impetus for establishing a continuing program. Consider the presence of an endowment or other dedicated funding sources for management, monitoring, and enforcement.</td>
<td>4</td>
</tr>
<tr>
<td><strong>4. Term (Staff Scored Question).</strong> The following formula will be used to determine points for duration of lease or easement:</td>
<td></td>
</tr>
<tr>
<td><strong>Duration of Conveyance</strong></td>
<td></td>
</tr>
<tr>
<td>• Perpetual easement</td>
<td>20</td>
</tr>
<tr>
<td>• Easement or lease of 60 plus years</td>
<td>10</td>
</tr>
<tr>
<td>• Easement or lease of 40 plus years</td>
<td>5</td>
</tr>
<tr>
<td>• Easement or lease of less than 40 years</td>
<td>0</td>
</tr>
</tbody>
</table>
Appendix A: Definition of “Farmlands”

RCW 84.34.020

(2) "Farm and agricultural land" means:

(a) Any parcel of land that is twenty or more acres or multiple parcels of land that are contiguous and total twenty or more acres:

   (i) Devoted primarily to the production of livestock or agricultural commodities for commercial purposes;

   (ii) Enrolled in the federal conservation reserve program or its successor administered by the United States department of agriculture; or

   (iii) Other similar commercial activities as may be established by rule;

(b)(i) Any parcel of land that is five acres or more but less than twenty acres devoted primarily to agricultural uses, which has produced a gross income from agricultural uses equivalent to, as of January 1, 1993:

   (A) One hundred dollars or more per acre per year for three of the five calendar years preceding the date of application for classification under this chapter for all parcels of land that are classified under this subsection or all parcels of land for which an application for classification under this subsection is made with the granting authority prior to January 1, 1993; and

   (B) On or after January 1, 1993, two hundred dollars or more per acre per year for three of the five calendar years preceding the date of application for classification under this chapter;

   (ii) For the purposes of (b)(i) of this subsection, "gross income from agricultural uses" includes, but is not limited to, the wholesale value of agricultural products donated to nonprofit food banks or feeding programs;

(c) Any parcel of land of less than five acres devoted primarily to agricultural uses which has produced a gross income as of January 1, 1993, of:
Appendix A: Definition of Farmland

(i) One thousand dollars or more per year for three of the five calendar years preceding the date of application for classification under this chapter for all parcels of land that are classified under this subsection or all parcels of land for which an application for classification under this subsection is made with the granting authority prior to January 1, 1993; and

(ii) On or after January 1, 1993, fifteen hundred dollars or more per year for three of the five calendar years preceding the date of application for classification under this chapter.

Parcels of land described in (b)(i)(A) and (c)(i) of this subsection shall, upon any transfer of the property excluding a transfer to a surviving spouse, be subject to the limits of (b)(i)(B) and (c)(ii) of this subsection;

(d) Any parcel of land that is five acres or more but less than twenty acres devoted primarily to agricultural uses, which meet one of the following criteria:

   (i) Has produced a gross income from agricultural uses equivalent to two hundred dollars or more per acre per year for three of the five calendar years preceding the date of application for classification under this chapter;

   (ii) Has standing crops with an expectation of harvest within seven years, except as provided in (d)(iii) of this subsection, and a demonstrable investment in the production of those crops equivalent to one hundred dollars or more per acre in the current or previous calendar year. For the purposes of this subsection (2)(d)(ii), "standing crop" means Christmas trees, vineyards, fruit trees, or other perennial crops that: (A) Are planted using agricultural methods normally used in the commercial production of that particular crop; and (B) typically do not produce harvestable quantities in the initial years after planting; or

   (iii) Has a standing crop of short rotation hardwoods with an expectation of harvest within fifteen years and a demonstrable investment in the production of those crops equivalent to one hundred dollars or more per acre in the current or previous calendar year;

(e) Any lands including incidental uses as are compatible with agricultural purposes, including wetlands preservation, provided such incidental use does not exceed twenty percent of the classified land and the land on which appurtenances necessary to the production, preparation, or sale of the agricultural products exist in conjunction with the lands producing such products. Agricultural lands shall also include any parcel of land of one to five acres, which is not contiguous, but which otherwise constitutes an integral part of farming operations being conducted on land qualifying under this section as "farm and agricultural lands";
(f) The land on which housing for employees and the principal place of residence of the farm operator or owner of land classified pursuant to (a) of this subsection is sited if: The housing or residence is on or contiguous to the classified parcel; and the use of the housing or the residence is integral to the use of the classified land for agricultural purposes; or

(g) Any land that is used primarily for equestrian related activities for which a charge is made, including, but not limited to, stabling, training, riding, clinics, schooling, shows, or grazing for feed and that otherwise meet the requirements of (a), (b), or (c) of this subsection.
Appendix B: Allocation of WWRP Funds

A. $40 million or less appropriated

- 50% to Habitat Conservation Account
- 45% Critical Habitat Category
- 30% Natural Areas Category
- 20% Urban Wildlife Habitat Cat.
- 5% Restoration-Enhancement on State Lands Category

- 50% to Outdoor Recreation Account
- 30% State Parks Category
- 30% Local Parks Category
- 20% Trails Category
- 15% Water Access Category
- 5% Development-Renovation on State Lands Category

B. $40,000,001-$50 million appropriated

- $20 million + 10% of the $40-50 million to Habitat Conservation Account

- $20 million + 10% of the $40-50 million to the Outdoor Recreation Act.

- 40% of the $40-50 million Riparian Protection Act.

C. Over $50 million appropriated

- Follow B., then: 30% of amount over $50 million to Habitat Conservation Account

- Follow B., then: 30% of amount over $50 million to Outdoor Recreation Account

- Follow B., then: 30% to Riparian Protection Account

- Follow B., then: 10% to Farmlands Preservation Account

RCW 70A.165.030:
(1) Appropriations for a biennium of $40 million or less must be allocated equally between HCA and ORA.
(2) If appropriations for a biennium total more than $40 million, the money must be allocated as follows:
(a) $20 million to HCA and $20 million to ORA;
(b) Any amount over $40 million up to $50 million shall be allocated as follows:
(A) 10% to HCA; (B) 10% to ORA; (C) 40% to RPA; (D) 40% to PPA;
(c) Any amount over $50 million must be allocated as follows:
(A) 30% to HCA; (B) 30% to ORA; (C) 30% to RPA; and (D) 10% to PPA.

Under distribution scenarios B and C, Habitat Conservation Account and Outdoor Recreation Account funds are distributed as shown in the nine categories under scenario A.